

Principal Responsibilities

2023-2024

	S	M	O	H	I	ALL
	Medrano	Bravo	Pitts	Komlos	TBD	Cruce
Departments	Math	CTE/ Academies	Science	English	Social Studies	Budget
	PE	World Language	Special Education	Performing Arts	Visual Arts	Construction
						External Activity Permits
Programs	Activities/ASB (Stefani)	PLTW	Collaboration classes	Immersion	Advisors/College Counselors	FAC
	Athletics/ISPE (Coleen)			Newspaper	AVID	Facilities (FUD)
					Freshman Seminar	
Parent Organization	AAPSSSG	Puente	SSC	ELAC		Field Trips
Data/Testing	Senior Surveys	PSAT/SAT	AP Exam	ELD/ ELPAC	Grading submission	
	All Surveys	District Assessments (Diagnostic/Interim)		CAASPP	AP Exams (help)	Flex-Time
						Grad Nite
Projects	Activities permits	APEX	Emergency Plan	Attendance + SARB	504	IPC
	Awards/renaissance assembly	Computer labs	Faculty/staff handbook	Custodians (Cleaning)	College fair/nights	Marquee
	Career Day	Construction Liaison	Lockers	Enrollment	Concurrent/Dual Enrollment	Nurse
	IDs	Master Schedule (Spring 2024)	Security	Graduation	Course additions/approvals	PTSA
	Master calendar/ FUD/ Internal Activity Permits	Student teachers/interns	SLT/PD team	House Assistant Team	Course Catalog	SARC
	Obligations Coordinator	Technology/ Chromebooks	Summer school set up	Instructional Minutes/ Bells/ Schedules	Master Schedule	SLT
	Prom	Tutoring	Scheduling IEPs	Library	Mental health/ Community Schools	SSC
	Prom Boutique	Valedictorians	School psychs	Maintenance (Repairing)	Records/transcripts	Subs (KR)
	RJ/SOS	Website	Student Handbook / Binder Reminder	Parking	Room assignments	Volunteers
	School Tours				School Profile	NHS
	Senior Activities			WASC	Senior Honors Night	
	SOS (intervention)				Testing accommodations	HQ
	Summer Registration				Young Collegians (Serratore)	Bells
	Super Saturday coordination					Daily Bulletin
	Textbooks					Phone List
	Yearbook					