

Principal Responsibilities

2023-2024

	Medrano	Bravo	Pitts	Komlos	Cruce
	S	M	O	H	ALL
	9th Grade iHouse	11th Grade iHouse	10th Grade iHouse	12th Grade iHouse	
Departments	Math	CTE/ Academies	Science	English	Budget
	PE	World Language	Special Education	Performing Arts	Construction
	AVID	Visual Arts	Advisors/ College Counselors	Social Studies & Fresh. Sem.	
					External Activity Permits
Programs	Activities/ASB (Stefani)	PLTW	Collaboration classes	Immersion	FAC
	Athletics/ISPE (Coleen)			Newspaper	Facilities (FUD)
Parent Organization	AAPSSSG	Puente	SSC	ELAC	Field Trips
Data/Testing	Senior Surveys	PSAT/SAT	AP Exams	ELD/ ELPAC	
	AP Exams	Star		IABs / DIWA	
	All Surveys			CAASPP	Flex-Time
					Grad Nite
Projects	Activities permits	APEX	Emergency Plan	Attendance + SARB	Grading submission
	Awards/renaissance assembly	Construction Liaison	Faculty/staff handbook	Custodians (Cleaning)	Marquee
	Career Day	Student teachers/interns	Lockers	Enrollment	Nurse
	IDs	Tutoring	Security	Graduation	PTSA
	Master calendar/ FUD/ Internal Activity Permits	Valedictorians	SLT/PD team	House Assistant Team	SARC
	Obligations Coordinator	Website	Summer school set up	Instructional Minutes/ Bells/ Schedules	SLT
	Prom	Concurrent/Dual Enrollment	Scheduling IEPs	Library	SSC
	Prom Boutique	Records	School psychs	Maintenance (Repairing)	Subs (KR)
	RJ/SOS	Course Catalog	Student Handbook / Binder Reminder	Parking	Volunteers
	School Tours	Course additions/approvals		Negotiations	NHS
	Senior Activities	UC Doorways	College fair/nights	WASC	
	SOS (intervention)	Foreign transcripts	School Profile	504s	HQ
	Summer Registration		Senior Honors Night	Room assignments	Bells
	Super Saturday coordination		Testing accommodations	Peer Tutoring	Daily Bulletin
	Textbooks				Phone List
	Yearbook				
	Computer labs				
	Technology/ Chromebooks				
	Mental health/ Community Schools				
	Young Collegians (Serratore)				
Master Schedule	Math, PE, AVID	CTE, Academies, World Lang, Visual Arts	Science, Special Education / Collab Classes	English, Performing Arts, Social Studies / Fresh Sem	Coordinate