

Principal Team Responsibilities
2025-2026

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

Nicodemus
PBL Program
BEHAVIORAL REFERRALS: Investigations, Aeries notes, Follow-up communication with Teacher and Parent, Suspensions (as needed)
CONCURRENT AND DUAL ENROLLMENT: Forms & Transcripts
COUNSELOR/ SCHEDULING: Schedule change requests, Course Request forms, Summer School: Get Ahead & Credit Recovery
ELL Coordination: Annual Testing, PD with district coordinator
ENROLLMENT/ RECRUITMENT: Recruitment presentations, tours, Marketing, lottery, transition IEPs, coordinate enrollment appointments with Samohi, Master Schedule for PBL
EVALUATIONS: Prob 1 Teachers Permanent Teachers, Paraprofessionals, Admin Assistant
GRADING OVERSIGHT: Gradebook verification and submission
ISPE: Forms and Activity logs and assessment
LTV/LZL/Internships: (Field Trip Approval and Tracking) Field trip forms, ImBlaze tracking approval, MOUs/Mentor Profile forms (fingerprinting-HR), interview requests, Community Outreach and partnerships
MENTAL HEALTH: Counseling referrals (non-SPED), Risk Assessments (both), Threat Assessments IEP Counseling referrals - School Psychologist
PARENT COMMUNICATION: weekly blast
STUDENT MEETINGS/PRESENTATIONS: ILP – timeframe POL – schedule
STUDENT SUPPORTS: IEPs, 504s, SSTs Student Leadership?
TECHNOLOGY: Manage Accounts/Platforms (ImBlaze, InkWire), Coordination of Support for iStudio
TESTING COORDINATION FOR PBL: Annual state testing - CAASPP; schedule/support district's Interim assessments for ELA and Math, PSAT, SAT, ACT