

Edward Trimis

Principal

Administrative Responsibilities

<i>Curriculum, Assessment, and PD</i>	<i>School Personnel and Governance</i>	<i>School Budgets/Payroll/Facilities</i>	
Academic Programs & Achievement	Administrators	Unrestricted (001)– General and Discretionary	
Area Supervisor	Hiring Committee	Restricted (003) – Categorical and Grants	
Department Chairpersons	Psychiatric Social Worker	Imprest Funds and P-Card	
Faculty Meetings/Agendas	Stulls/Personnel Evaluation	Payroll Certification	
General Coordination/Oversight	Staff Relations	Facilities, Leasing, Real Estate Support	
Leadership Council/SDM	Staff Assignments & Disciplinary Procedures	<i>School/Public Relations and Communication</i>	
Instructional Guides Oversight	School Site Council	Approval of Correspondence	District 4 Liaison
Instructional Assignments	Site Utilization/Master Schedule	Community/Parent Relations	Newsletters
Master Calendar with Activities	Support Staff	Coffee with the Principal	ConnectEd
Professional Development Vision	UTLA, CSEA, Local 99, AALA	Public Relations: Community, Business, CBOs, Agencies, Government, Media, Partnerships	
<i>Sites/Departments:</i> Support for all sites and departments	Workplace Harassment and Child Abuse	Vision and Mission	
	WASC Oversight/Process		

Robert Redlin

Assistant Principal

Administrative Responsibilities

<i>Intervention</i>	<i>Accountability</i>	<i>Buildings and Grounds/Sites</i>
Beyond-the-Bell Classes	Institutional Memory/Re-visioning	Beautification
Intervention Program	Single School Plan	Daily Plant Operations: All Sites
Summer School	Test Prep/CAHSEE Prep	Leases/Landlord Liason
<i>Student Activities and Budgets</i>	Textbooks/Textbook Room/Inventory	Maintenance: All Sites
Bus Tokens and Passes/Metro Liason	Williams Legislation-Textbooks and Plant	Modernization/Painting
Field Trips	<i>Curriculum/Professional Development</i>	Plant Manager
Imprest Back-up	English Learners/ESL/Bilingual Program	<i>Sites:</i> Central, Bellevue Arts
Student Activities/Fundraisers	Professional Development	
Student and Staff Recognition	Instructional Guides	
Student Body Budgets/Finance	Instructional Materials/Supplies/Textbook Orders	<i>Departments:</i> Visual & Performing Arts, Math
Student Debts	Regional Instructional Groups Support/PLCs	
Student Workers & Volunteers	Substitute Teachers, Coverage	<i>Back-Up:</i> Principal, Sites, Payroll
Supplies Instructional Materials Orders	Teacher Assistants	
Youth Services	Title One Program and Development	

Marie Muckenthaler

Assistant Principal Administrative Responsibilities

<i>Attendance Operations</i>		<i>Technology/Equipment</i>
Annual Program Surveys	Opening & Closing Procedures	Cell Phones/Telecommunications
Attendance Procedures/Records	Report Cards/Marks Reporting Support	Copy Machines
Attendance Staff	Registration and Enrollment	Equipment Order/Inventory
Classified Staff-Attendance	Rollbooks & Rosters	Evaluations: Coordination
Drop-out list	SARB/SART & PSA Counselor	Distance/Online Learning/Website
Enrollment	SIS-Attendance, Rosters, Programs	Technology Coordinator
Fall Survey	Statistical Reviews	Technology Staff and Programs
Integrated Student Info. System (ISIS)	Departments: English/Language Arts Sites: COAVA, Harbor	Back-up: Plant, Counseling, Principal
Student Master Agreements		

Bob Meier

Assistant Principal, Secondary Counseling Services Administrative Responsibilities

<i>Counseling/Sites</i>		<i>Testing</i>
Adult School Liaison	Report Cards/Marks Reporting	CST, PSAT, SAT Coordination
Advanced Placement/ Advanced Studies	ROP/Work Experience/Work Permits	Physical Fitness Test
Awards and Ceremonies, Scholarships	Service Learning	Standards Based Assessment
Concurrent College Enrollment	Site Moves/Keys	Testing Rooms/Locations
College Office and Advisement	Storage Bins	Testing Coordinator
Counseling Staff/Offices/Handbook	<i>Compensatory Education</i>	<i>Safety</i>
Course Offerings/Four Year Plans	Bilingual Program	Accident Reports
Classified Counseling Staff	English Learners	Crisis Team (psych.)
Cumulative Records	ESL Program	Emergency Procedures/Drills
Fall Survey Support	Title One Program	ID Cards, School Pictures
Gifted/Honors	Sites: Central	LAPD, LASPD, LASD Liaison
Graduation Checks		Police Reports
Graduation-Facilities and Arrangements	Departments: Social Studies	Safe Schools Plan and Drills
Master Schedule		Safety and Discipline
Master Program	Back-Up: Enrollment	School Rules

Betsy Wolf Program Advisor Responsibilities	
Back-Up: As needed	Enrollment
New Teacher Support	Attendance Support
BTSA & Mentor Teachers	Enrollment Procedures
New Teachers Program/Training	Gates MacGinitie Testing
Departments	Inter-district Permits
Physical Education	Special Education Support/Enrollment

Additional Certificated Staff Support Responsibilities		
Staff	Title	Responsibilities
Clara Vowels	Categorical Programs Advisor	Categorical Programs, Parent Involvement, Parent Centers, Volunteers
George Berhitoe	Technology Coordinator	Intranet/Instructional Guides Student Website, Technology/Software Support
Lenore Pallares	Psychiatric Social Worker	Student psychiatric support and counseling, crisis team, student success team development
Dandrea Stafford	Psychologist	Special education and IEP support
Rain Legaspi	Nurse	Health testing, IEP support, nursing services
Kendall Stovall	Pupil Services & Attendance Counselor	Drop-out recovery and prevention, truancy, attendance incentives
Janis Cohen-Milch	Testing Coordinator	Testing (CSTs, CAJHSEE, FitnessGram, CELDT)
Kalina Noelle	Curriculum Coordinator	Textbook orders, IMA orders, inventory, PD, Instructional Guides development
Cameron Sanchez	Data Coordinator	Individual and school-wide data incl. CSTs, CAHSEE, and Periodic Assessments
Robert Rodriguez	COA Virtual Academy Coordinator	Support and Content Development for COAVA
Terry Anaya	Bellevue Arts: COAVAPA Lead	Curriculum Development/integration, teacher support
Susan Turner	Counselor, Special Ed Coordinator	Special education program, itinerants, IEP process, Area/Sites: Bellevue Arts, COAVA
Astghik Parsamyan	Counselor	Valley Area Sites
Allen Forsythe	Counselor	Central Area Sites
Maria "Coco" Kohatsu	Counselor	Harbor Area Sites