

**Administrative Duties and Responsibilities**  
**CHHS**

Domain	AP - 1 (B. AQUINO/M.LYNDES)	AP - 2 (L.CONNETTA-LEE/N.BAGNOLI)	AP - 3 (V.GENTRY/J.PORTER)	PRINCIPAL DR. B (MARIAH)
Professional Development	TECHNOLOGY	INSTRUCTIONAL SUPPORT/ INTERVENTION (MTSS-A)	PBIS/ SOCIAL EMOTIONAL LEARNING	PLC
Scheduling	WEBSITE	DEPARTMENT CHAIR	DUAL ENROLLMENT	MASTER SCHEDULE LEAD
Compliance & Monitoring	SPED	PLANT MANAGEMENT (CUSTODIANS)	WASC (LEAD)	RECORDS
	SPSA/LCAP	HEALTH OFFICE/ TUPE	SCHOOL SAFETY/ SECURITY/ FACILITY USE APPROVAL (SCHOOL DUDE)	FINANCE OFFICE
		WILLIAMS (TEXTS)/ LIBRARY	ATTENDANCE	
Student Monitoring	A - M (MINOR DISCIPLINE)	N - Z (MINOR DISCIPLINE)	MAJOR DISCIPLINE	INVESTIGATION SUPPORT
Departments	SPED	MATH	CTE/ ROP	ATHLETICS
	SCIENCE	ENGLISH	FOREIGN LANGUAGE	ACTIVITIES
	PE/VAPA	EL	SOCIAL SCIENCE	COUNSELING
Parent Events	AP NIGHT	PARENT INTERVENTION NIGHT	BACK TO SCHOOL NIGHT	SIGNING DAYS
		FUTURE HUSKY NIGHT		RALLIES/ AWARDS
Student Groups	AVID/ HSA/ BAHT	PLUSS/INTERVENTION	CAREER CENTER/ WORK EXPERIENCE	ATHLETICS/ ACTIVITIES
Communications	MARQUEE	SOCIAL MEDIA		PARENT SQUARE
Parent Group	PTSA/PLFN	ELAC/DELAC	SSC	BOOSTERS
Student Support	AP TESTING. IEP	TESTING, SST IEP	504/PASSES/SART/SARB IEP	LEADERSHIP