

## 2017 – 2018 ADMINSTRATIVE RESPONSIBILITIES

Kathie Laurence	Jack Ballard	Mike Heffner	Pier Angeli La Place	Tara Keith
Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal
<a href="mailto:klaurence@pausd.org">klaurence@pausd.org</a>	<a href="mailto:jballard@pausd.org">jballard@pausd.org</a>	<a href="mailto:mheffner@pausd.org">mheffner@pausd.org</a>	<a href="mailto:plaplace@pausd.org">plaplace@pausd.org</a>	<a href="mailto:tkeith@pausd.org">tkeith@pausd.org</a>
<p>Alumni Assoc.</p> <p>Back to School Mailing (w/Martha)</p> <p>Communications</p> <p>Community Partnerships</p> <p>Counselor Admin for:</p> <ul style="list-style-type: none"> <li>• David Leftwich</li> <li>• John Christensen</li> </ul> <p>Facilities Master Plan</p> <p>Facilities Steering Cmt</p> <p>Fundraising/Grants Meetings</p> <ul style="list-style-type: none"> <li>• Admin</li> <li>• BOE</li> <li>• Ed Council</li> <li>• Principals</li> <li>• PTSA Exec Board</li> <li>• Site Council</li> <li>• TOSAs</li> </ul> <p>Parent Education</p> <p>Professional Learning</p> <p>Public Relations</p> <p>School Goals/WASC Goals</p> <p>School Improvement Plan (SPSA)</p> <p>Student Activities (w/Lisa)</p> <p>Student Teachers/Interns</p> <p>Supervision of: Admin Team, ISS, TOSAs, Volunteer Coordinator, Principal's secretary</p>	<p>AP Course Audits</p> <p>Blended Learning</p> <p>CBEDS reporting</p> <p>Challenge Success Team</p> <p>Counselor Admin for:</p> <ul style="list-style-type: none"> <li>• Goldie Chan</li> <li>• Adrian Hernandez</li> </ul> <p>Curriculum Writing</p> <p>Data Lead</p> <p>Department Liaison for:</p> <ul style="list-style-type: none"> <li>• Science</li> <li>• Math</li> <li>• CTE</li> </ul> <p>Innovation Lead</p> <p>NCAA Course List</p> <p>New Course Development</p> <p>New Teacher Support</p> <p>Parent Education</p> <p>Professional Learning &amp; PLC's, TLT, MTSS (w/Mike)</p> <p>Research/Capstone Projects</p> <p>Student Activities (w/Lisa)</p> <p>Sources of Strength</p> <p>Survey Administration (CHKS, CS, Sources, Strategic Plan, etc)</p> <p>SLC admin and liaison</p> <p>Special Testing Arrangement (SDD Coordinator)</p> <p>Supervision of Library and IT Staff</p> <p>Technology Lead</p> <p>Technology plan</p> <p>Testing (PSAT &amp; AP)</p> <p>TOSA support</p> <p>Tutorial</p> <p>UC Course Updates</p>	<p>Alternate Referrals (AV/FMC)</p> <p>AVID Site Team</p> <p>Cassy</p> <p>Certificated Staffing</p> <p>College and Career Center</p> <p>COST</p> <p>Counselor Admin for:</p> <ul style="list-style-type: none"> <li>• Derek Johanson</li> <li>• Shannon Flakerud</li> </ul> <p>Course Catalog Development</p> <p>Crisis Response Team lead</p> <p>Department Liaison for:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• ELL</li> </ul> <p>First Generation student support</p> <p>504 Coordinator</p> <p>Guidance Instructional Supervisor/Department Chair</p> <p>Guidance Parent Nights</p> <p>Independent Study</p> <p>Master Schedule</p> <p>Opening of School</p> <p>Professional Learning &amp; PLC's, TLT, MTSS (w/Jack)</p> <p>Registration/Course Selection</p> <p>Secondary Records Comm.</p> <p>Student Records</p> <p>Student Wellness</p> <p>Supervision of Guidance staff, health office, attendance office, and Wellness Team</p>	<p>Academic Integrity Policy</p> <p>Athletics</p> <p>Attendance</p> <p>Back to School Night</p> <p>Camp Unity (w/SEL TOSAs)</p> <p>Copy Room/Production Mgt</p> <p>Counselor Admin for:</p> <ul style="list-style-type: none"> <li>• Jon Fidani</li> <li>• Cora Ross</li> </ul> <p>Department Liaison for:</p> <ul style="list-style-type: none"> <li>• HSS</li> <li>• WL</li> </ul> <p>Discipline</p> <p>Emergency Prep and Planning (w/Tara)</p> <p>Focus on Success</p> <p>LGBTQQ</p> <p>Library</p> <p>Graduation Ceremony</p> <p>Master Calendar</p> <p>MATD</p> <p>SCVAL Board of Managers</p> <p>Special Testing Arrangement (SDD Coordinator)</p> <p>Staff Handbook</p> <p>Student Handbook</p> <p>Supervision of Substitute Teachers</p> <p>School Safety Plan (w/Tara)</p> <p>Shadowing/student visitors</p> <p>Front Office secretaries,</p> <p>Testing (CASSP &amp; ACT)</p> <p>Testing Center</p> <p>Theater Manager</p> <p>Textbook Distribution</p>	<p>AED training and support</p> <p>Athletic Facilities Rentals (w/Bridget)</p> <p>Bldgs, Grounds &amp; Facilities</p> <p>Budget and LCAP</p> <p>Construction</p> <p>Co-teachers &amp; inclusion</p> <p>Dangerous Student Records</p> <p>Department Liaison for:</p> <ul style="list-style-type: none"> <li>• Special Ed</li> <li>• PE</li> <li>• VAPA</li> </ul> <p>Discipline</p> <p>Emergency Prep and Planning (w/Pier Angeli)</p> <p>Environment &amp; Recycling</p> <p>Facilities Steering Cmt</p> <p>Facility Rentals and Use (w/Bridget)</p> <p>Field trip authorization</p> <p>PAPD Liaison</p> <p>School Safety Plan (w/Pier Angeli)</p> <p>Supervision of Budget</p> <p>Secretary, Auditor, Campus Supervisors, Custodial Staff</p> <p>Traffic Safety</p>

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