

2018-19 ADMINSTRATIVE RESPONSIBILITIES

Kathie Laurence	Harvey Newland	Michalis Gordon	Pier Angeli La Place	Margaret Reynolds
Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal
klaurence@pausd.org	hnewland@pausd.org	mgordon@pausd.org	plaplace@pausd.org	mareynolds@pausd.org
Alumni Assoc. Back to School Mailing (w/Martha) CCS BOM Communications Community Partnerships Facilities Master Plan Facilities Steering Cmt Fundraising/Grants InsideOut Initiative (w/Curt and Pier Angeli) Meetings <ul style="list-style-type: none"> • Admin • BOE • Ed Council • Principals • PTSA Exec Board • Site Council • TOSAs Parent Education Professional Learning Public Relations School Goals/WASC Goals School Improvement Plan (SPSA) SCVAL Board of Managers Student Activities (w/Lisa) Student Teachers/Interns Supervision of: Admin Team, ISs, TOSAs, Volunteer Coordinator, Principal's secretary	Academic Integrity Policy Blended Learning CBEDS reporting Challenge Success Team Counselor Admin for: <ul style="list-style-type: none"> • Cora Ross • Jorge Chavez Data Lead (w/Olga) Department Liaison for: <ul style="list-style-type: none"> • Science • Math • CTE Graduation Ceremony (w/Pier Angeli and Lisa) Innovation Lead Master Calendar (Martha) NCAA Course List New Course Development PLC's, MTSS (w/Pier Angeli) Research/Capstone Projects Sources of Strength Survey Administration (CHKS, CS, Sources, Strategic Plan, etc) SLC admin and liaison Special Testing Arrangement (SDD Coordinator with Harvey) Supervision IT Staff Technology Lead Technology Plan Testing CAASPP (w/ Pier Angeli), PSAT & ACT) UC Course Updates Discipline (w/Margaret)	Alternate Referrals (AV/FMC) CASSY Crisis Response Team Coordinator Certificated Staffing College and Career Center COST Counselor Admin for: <ul style="list-style-type: none"> • Derek Johanson • Shannon Flaskerud Course Catalog Development Crisis Response Team lead Department Liaison for: <ul style="list-style-type: none"> • English • EL • PE First Generation student support (w/Myesha) AP Audits 504 Coordinator Guidance Instructional Supervisor/Department Chair Guidance Parent Nights Independent Study Master Schedule Opening of School Registration/Course Selection Secondary Records Comm. Student Records Student Wellness Supervision of Guidance staff, health office, and Wellness Team	Athletics InsideOut Initiative (w/Curt & Kathie) Attendance and Flex time TeachBoost SELF Mentor AVID Site Team Focus on Success Back to School Night Counselor Admin for: <ul style="list-style-type: none"> • Jon Fidani • Betty Chen Department Liaison for: <ul style="list-style-type: none"> • HSS • WL Climate and Culture Equity and LGBTQQ Library/Testing Center Graduation Ceremony (w/Harvey and Lisa) New Teacher Support PLC's, MTSS, TLT (w/Harvey) Restorative Practices Advanced Authentic Research Special Testing Arrangement (SDD Coordinator w/ Harvey) Staff and Student Handbooks Substitute Teachers Safety Plan (w/Margaret) Shadowing/Student visitors Supervision of Front Office & Attendance Secretaries Testing (CAASPP) w/ Harvey AP Testing w/ Margaret Textbook Distribution TOSA support	AED, CPR, Epi-Pen, Glucagon training Athletic Facilities Rentals (w/Carole & Curt) Bldgs, Grounds & Facilities Budget and LCAP Construction Co-teachers & inclusion Counselor Admin for: <ul style="list-style-type: none"> • David Leftwich • Erin Reyes Dangerous Student Records Department Liaison for: <ul style="list-style-type: none"> • Special Ed • VAPA • Living Skills Discipline (w/Harvey) Copy Room/Production Mgt Environment & Recycling Facilities Steering Cmt Facility Rentals and Use (w/Carole) AP Testing w/Pier Angeli Field trip authorization PAPD Liaison Restorative Practices School Safety Plan (w/Pier Angeli) Student Activities (w/Lisa) Supervision of Budget Secretary, Auditor, Campus Supervisors, Custodial Staff Supervision of IAs Theater Manager Traffic Safety

