

STEELE CANYON HIGH SCHOOL
ADMINISTRATIVE RESPONSIBILITIES
2008-09 SCHOOL YEAR

Craig Rocha	Jeff Kemper
Administrative appeals for enrollment	Big Picture Team (rotate)
Big Picture Team Leader	Cougar Class
Charter School CEO	Guidance Team Liaison/Work Experience
Charter School compliance	Load study reports
Contract Negotiations	Master Schedule
Cougar Class	Math PLC Liaison
ELD/ELAC PLC Liaison	ROP Coordinator
Foreign Language PLC Liaison	Science PLC Liaison
Governing Board Meeting Coordinator	Technology/Parent Portal/School Website/ Student Information System
Media Relations	11 th Grade Team Manager
New Teacher Orientation	11 th Grade Class Activities
Personnel budget allocation	11 th Grade Student Discipline, Attendance, and Eligibility
Professional Development Coordinator (with Poole)	11 th Grade Independent Study Contracts
School Accountability Report Card	11 th Grade 504 Accommodations
School budget development	
Staff Appreciation Days	
Student Teacher Program	
Suspension/expulsion appeals	
Interview, hire, and evaluate:	
All administrators, teachers (unless delegated); principal's secretary; and MSF	Teachers as designated; AP secretaries; selected classified staff
Administrative Representative	
Cougar Council	Assistant Principal's Council (rotate)
Management Council (rotate)	Cougar Council
PTO Executive Board	ITS/Technology
Steele Canyon Charter Governing Board	Management Council (rotate)
	Selected district committees

ADMINISTRATIVE RESPONSIBILITIES

2008-09 SCHOOL YEAR

Jeff Kover	Al Love
Articulation with client schools	Advanced Placement Testing Lead
ASB Liaison	Attendance Operations Overseer
Big Picture Team (rotate)	AVID
Cheer	Big Picture Team (rotate)
Contract Negotiations	Campus supervision and site security
Cougar Class	Canine Detection Services
Curriculum Nights Coordinator	Cougar Class
Faculty and Student Handbooks (w/ Poole)	Crisis/Disaster Preparedness Plan
Foreign Exchange Program	ENS PLC Liaison
Graduation Program	Freshman Orientation
Health Services	Interscholastic Athletics
HOUSSE Procedures for Staff	Registration/Admissions
Performing/Fine Arts PLC Liaison	Safe School Report
Senior Awards Assembly	SARB/SART Coordinator
Senior Exhibition Coordinator	Saturday School Coordinator
Senior Prom	Student ID Card Program
STAR Testing (with Poole)	Student/staff parking and traffic flow
Steele Canyon Foundation	9 th Grade Team Manager
Student Activity Calendar	9 th Grade Class Activities
12 th Grade Team Manager	9 th Grade Student Discipline, Attendance, and Eligibility
12 th Grade Class Activities	9 th Grade Independent Study Contracts
12 th Grade Student Discipline, Attendance, and Eligibility	9 th Grade 504 Accommodations
12 th Grade Independent Study Contracts	
12 th Grade 504 Accommodations	
Interview, hire, and evaluate:	
Teachers as designated; AP secretaries; selected classified staff	Teachers as designated; AP secretaries; Saturday School Staff; selected classified staff; Supervision Aides; Athletic coaches
Administrative Representative	
Assistant Principal's Council (rotate)	Assistant Principal's Council (rotate)
Band Boosters	Cougar Council
Cougar Council	Grossmont Athletic Conference/CIF
Management Council (rotate)	Management Council (rotate)

ADMINISTRATIVE RESPONSIBILITIES

2008-09 SCHOOL YEAR

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Eileen Poole	Dennis Trachtenberg
Big Picture Team (rotate)	Budgetary accounts and balances in consultation with contracted Budget Accountant
CAHSEE Testing Lead	Disaster emergency equipment/materials
California Healthy Kids Survey	Facility usage
Classified employees manager	Facilities Master Calendar
Cougar Class	Field Trips
Extended-day Support Programs	Key security and distribution
Faculty and Student Handbooks (w/ Kover)	Maintenance/control of inventory
Human Relations	Purchases of supplies and equipment
Humanities PLC Liaison	Reports on theft/vandalism
Professional Development Coordinator (with Rocha)	Repair and/or replacement of stolen/damaged property
Special Education Liaison	School buildings and grounds
STAR Testing (with Love)	Transportation Liaison
Summer School	Steele Canyon Charter Governing Board
Title IX Compliance	Student Activity Calendar
WASC	Workman's Compensation cases
10 th Grade Team Manager	
10 th Grade Class Activities	
10 th Grade Student Discipline, Attendance, and Eligibility	
10 th Grade Independent Study Contracts	
10 th Grade 504 Accommodations	
Interview, hire, and evaluate:	
Teachers as designated; AP secretaries; selected classified staff; Substitute teachers	Crew chief, Utility person, Custodians, Lead grounds person, Grounds workers
Administrative Representative	
Assistant Principal's Council (rotate)	Cougar Council
Cougar Council	District Safety Committee
Data and Assessment at SDCOE	Modernization Committee
Management Council (rotate)	MSF Council
Selected district committees	Steele Canyon Facilities Task Force
Jamul Kiwanis	