

Craig Rocha	Jeff Kemper
Administrative appeals for enrollment	9 th Grade Team Manager
Big Picture Team Leader	Advanced Placement Testing Lead
Charter School CEO	Big Picture Team (rotate)
Charter School compliance	Cougar Class
Contract Negotiations	Freshman Orientation
Cougar Class	Load study reports
ELD/ELAC PLC Liaison	Master Schedule
Governing Board Meeting Coordinator	Math PLC Liaison
Media Relations	Science PLC Liaison
New Teacher Orientation	Student Information System
Personnel budget allocation	Technology/Parent Portal/School Website
Professional Development Coordinator w/Poole	
School Accountability Report Card	
School budget development	
Staff Appreciation Days	
Student Teacher Program	
Suspension/expulsion appeals	
WASC w/Poole	
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	Cougar Council
PTO Executive Board	ITS/Technology
Steele Canyon Charter Governing Board	

Jeff Kover	Al Love
10 th Grade Team Manager	11 th Grade Team Manager
ASB Liaison	CAHSEE Testing Lead
AVID Liaison	Big Picture Team (rotate)
Big Picture Team (rotate)	California Healthy Kids Survey
Contract Negotiations	Cougar Class
Cougar Class	Crisis/Disaster Preparedness Plan
Curriculum Nights Coordinator	ENS PLC Liaison
Faculty and Student Handbooks	Extended-day Support Programs
Foreign Exchange Program	Foreign Language PLC Liaison
Health Services	Interscholastic Athletics
HOUSSE Procedures for Staff	Registration/Admissions
Master Schedule (w/Kemper)	ROP Coordinator
Special Education Liaison	Safe School Report
STAR Testing	Saturday School Coordinator
Student Activity Calendar	Student ID Card Program
Visual and Performing Arts PLC Liaison	Summer School Coordinator
Interview, hire, and evaluate:	
Teachers as designated; AP secretaries; selected classified staff	Teachers as designated; AP secretaries; Saturday School Staff; selected classified staff; Athletic coaches
Administrative Representative	
Band Boosters	Cougar Council
Drama Boosters	Grossmont Athletic Conference/CIF
Cougar Council	Athletic Boosters

Eileen Poole	Jennifer Nerat
12 th Grade Team Manager	Budgetary accounts and balances in consultation with contracted Budget Accountant
Articulation with client schools	
Attendance Operations Overseer	
Big Picture Team (rotate)	
Campus supervision and site security	Disaster emergency equipment/materials
Canine Detection Services	Facility usage
Classified employees manager	Facilities Master Calendar
Cougar Class	Field Trips
Humanities PLC Liaison	Key security and distribution
Professional Development Coordinator (with Rocha)	Maintenance/control of inventory
Student/staff parking permits	Purchases of supplies and equipment
Senior Awards Assembly	Reports on theft/vandalism
Senior Exhibition Coordinator	Repair and/or replacement of stolen/ damaged
Senior Prom	School buildings and grounds
Graduation Program	Transportation Liaison
Steele Canyon Foundation	Student Activity Calendar
Title IX Compliance	Workman's Compensation Cases
WASC w/Rocha	
Interview, hire, and evaluate:	
Teachers as designated; AP secretaries; selected classified staff; Supervision Aides; Substitute teachers	Crew chief, Utility person, Custodians, Lead grounds person, Grounds workers,
Administrative Representative	
Cougar Council	Cougar Council
Data and Assessment at SDCOE	District Safety Committee
Jamul Kiwanis	Modernization Committee
	MSF Council
	Steele Canyon Facilities Task Force