

**STEELE CANYON HIGH SCHOOL
ADMINISTRATIVE RESPONSIBILITIES
2011-2012 SCHOOL YEAR**

| Eileen Poole | Rick Cooke |
|---|---|
| Administrative Appeals | Student Discipline A-F |
| Articulation with Client Schools | AP Testing |
| Big Picture Team Leader | AVID Liaison |
| Charter School CEO | Campus Supervision |
| Contract Negotiations | Canine Detection Services (rotate) |
| Governing Board Meeting Coordinator | Crisis Disaster Preparedness Plan |
| Instructional Leader | ELD/ELAC PLC Liaison |
| Media Relations | ENS Liaison |
| New Teacher Orientation | Guidance Liaison |
| Professional Development Coordinator | Humanities PLC Liaison—Grades 11 and 12 |
| PTO Liaison | Interscholastic Athletics |
| School Accountability Coordinator | Junior Class Liaison |
| School Budget Development | ROP Coordinator |
| Special Education Liaison | Safe School Report |
| Staff Appreciation Days | Student Parking Permits |
| Steele Canyon Foundation | WASC (w/ Poole and Ramsinghani) |
| Student Teacher Program | |
| WASC (w/ Cooke & Ramsinghani) | |
| Interview, hire, and evaluate: | |
| All administrators and managers; teachers (unless delegated); Principal's secretary | Teachers as designated; selected classified staff; Athletic coaches |
| Administrative Representative | |
| Cougar Council | Cougar Council |
| PTO Executive Board | Grossmont Athletic Conference/CIF |
| Steele Canyon Charter Governing Board | Athletic Boosters |
| Jamul Kiwanis | |
| Data and Assessment at SDCOE | |

| Jeff Kover | Shannon Ramsinghani |
|---|---|
| Student Discipline G-M | Student Discipline N-Z |
| ASB Liaison | Attendance |
| CAHSEE and NAEP Testing Coordinator | Canine Detection Services (rotate) |
| Contract Negotiations | Classified Employees Manager |
| Canine Detection Services (rotate) | Foreign Exchange Program |
| Curriculum Nights Coordinator | Freshman and Sophomore Class Liaison |
| Faculty and Student Handbooks | Freshmen Orientation |
| Field Trips | Mathematics PLC Liaison |
| Foreign Language PLC Liaison | Registration/Admissions |
| Health Services | Science Liaison |
| Humanities PLC Liaison—Grades 9 and 10 | Senior Awards Assembly |
| Master Schedule | Senior Exhibition (w/ Rand) |
| Senior Class Liaison | STAR Testing (w/ Kover)) |
| STAR Testing Coordinator (w/ Ramsinghani) | Summer School Coordinator |
| Student Activities Calendar | Title IX Compliance |
| Visual and Performing Arts Liaison | WASC (w/ Poole and Cooke) |
| Interview, hire, and evaluate: | |
| Teachers as designated; selected classified staff | Teachers as designated; selected classified staff |
| Administrative Representative | |
| Band Boosters | Cougar Council |
| Cougar Council | Steele Canyon Foundation |
| Drama Boosters | |