

Robert Fulton College Preparatory School
ADMINISTRATIVE RESPONSIBILITIES
2014 – 2015



<p align="center">RAQUEL GEORGE Principal</p>	<p>Accreditation/Self-Study Report Access to Core Coach Administrative Certification Form Budgets (categorical & schoolwide) Categorical Programs (EL & Title 1) Child Abuse Reporting Instructional Program</p>	<p>ISTAR - Incident Reports Master Program (EL & SPED) Meetings</p> <ul style="list-style-type: none"> ▪ Administrative Team ▪ Coffee w/ Principal ▪ ELAC / CEAC ▪ Faculty/SSC/LIS/SBM 	<p>Payroll Certification Plant Professional Development</p> <ul style="list-style-type: none"> ▪ District Initiatives ▪ PSC 4.0 & SIG ▪ Conferences & PLCs <p>Public Relations and Media</p>	<p>Staffing - Certificated / Classified Staff Relations Stull Evaluations Supervision and Safety Uniform Complaint Procedures UTLA Contract Compliance Williams Compliance</p>
<p align="center">JOANNE GODINEZ-ALI Assistant Principal</p>	<p align="center">DIANA CORRAL Assistant Principal</p>	<p align="center">ESTELA MORENO-LEE Assistant Principal</p>	<p align="center">PATRICIA MERRIT Assistant Principal</p>	<p align="center">XAVIER CHAVEZ Assistant Principal</p>
<p>Accreditation/Self-Study Report Budgets w /Ms. George</p> <ul style="list-style-type: none"> ▪ General Fund <p>Faculty Handbook GATE and SAS w/ Mr. Manalo High School Graduation New Teacher Program</p> <ul style="list-style-type: none"> ▪ Mentor Teachers ▪ New Teacher meetings/trainings <p>Main Office w/ Mr. Subuyuj</p> <ul style="list-style-type: none"> ▪ Sign-In / Sign Out ▪ Substitutes / Coverage ▪ Teacher Attendance <p>Opening of the School Year Payroll Certification and MyPay Professional Development w / Mr. Chavez Staffing</p> <ul style="list-style-type: none"> ▪ Recruitment/ Interviews ▪ Teacher Selection Processing ▪ Roster Verification ▪ Teacher Leaves <p>Student Activities</p> <ul style="list-style-type: none"> ▪ Extra-Curricular Activities ▪ Student Store ▪ Student Body Budget ▪ Student Leadership <p>Stull Evaluations Yearbook Counseling Services</p> <ul style="list-style-type: none"> ▪ Cum Records & Transcripts ▪ College-Career Center ▪ Crisis Team & Suicide Prev. ▪ Grad. Req. & Service Learning ▪ Mark Reporting, Grade Books <p>Master Schedule Coordination</p> <ul style="list-style-type: none"> ▪ Articulation (6th & 9th) ▪ Student Programming ▪ Teacher Programs ▪ Room Assignments <p align="center"><i>Social Studies Department</i></p>	<p>Attendance Office</p> <ul style="list-style-type: none"> ▪ Attendance Reports ▪ Enrollment / Registration ▪ ID Photos ▪ Roadshow <p>Civic Center Permits ELD w/ Mr. Uceda</p> <ul style="list-style-type: none"> ▪ Access to Core Coach ▪ Bilingual Surveys ▪ Bilingual TAs ▪ CELDT / Redesignation ▪ ELAC Meetings /Agendas ▪ LAT ▪ Master Plan <p>Field Trips w/Mr. Manalo Migrant Education Program & Survey MiSIS</p> <ul style="list-style-type: none"> ▪ Approvals ▪ Staff Training & Support <p>Parent Center w/Ms. Cienfuegos</p> <ul style="list-style-type: none"> ▪ Coffee w/Principal & Meetings <p>Plant w/ Mr. Porter</p> <ul style="list-style-type: none"> ▪ Furniture/Equipment ▪ Keys ▪ Parking & Projects <p>SSC Meetings and Agendas Stull Evaluations Title 1 Program w/ Mr. Manalo</p> <ul style="list-style-type: none"> ▪ Single Plan & Categorical Budget ▪ Copy Room ▪ Equipment Inventory ▪ Meal Applications ▪ SARC <p>Williams Compliance</p> <ul style="list-style-type: none"> ▪ Plant & Science Labs <p align="center"><i>Mathematics Department</i></p>	<p>Academic Decathlon Academic and Senior Awards Advanced Placement Program Beyond the Bell</p> <ul style="list-style-type: none"> ▪ YS Plus and arc <p>Child Abuse Reporting</p> <ul style="list-style-type: none"> ▪ Staff Support <p>Counseling Services w/ Ms. Torres</p> <ul style="list-style-type: none"> ▪ Cums & Transcripts ▪ College-Career Center ▪ COST / SST Coordination ▪ Crisis Team & Suicide Prev. ▪ Grad. Req. & Service Learning ▪ Mark Reporting, Grade Books ▪ PSAT & SAT <p>Culmination – Middle School Master Schedule Coordination w/Godinez-Ali</p> <ul style="list-style-type: none"> ▪ Articulation (6th & 9th) ▪ Orientation (6th & 9th) ▪ Student Programming ▪ Teacher Programs ▪ Room Assignments <p>Opening/Closing of School Year Special Ed. Program w / Ms. Mackenzie & Ms Netzel</p> <ul style="list-style-type: none"> ▪ Audit and Verification (DVR) ▪ Least Restrictive Environment ▪ School Psychologist; Itinerant Teachers ▪ SPED TAs <p>School-Parent Meetings</p> <ul style="list-style-type: none"> ▪ Back to School, Open House & PLBAO <p>Stull Evaluations</p> <p align="center"><i>SPED Department</i> <i>Art, Computers, Music & Spanish Departments</i></p>	<p>Accreditation/Self-Study Report Assemblies Athletics w/ Mr. Potell</p> <ul style="list-style-type: none"> ▪ Supervision Schedules ▪ Health Reports, Transportation ▪ Coaches Handbook, Boosters ▪ Cheerleaders/Drill Team <p>Cafeteria w/Ms. Baena Charter Co-Location Liaison Discipline & Intervention w/Harootunian & Meneses</p> <ul style="list-style-type: none"> ▪ Dress Code ▪ Hall Passes ▪ ISTAR Incident Reports ▪ Positive Behavior Support Policy/ Rtl ▪ Suspensions, OTs, Expulsions <p>Nursing Services w/Ms. Ellison Safe School Plans</p> <ul style="list-style-type: none"> ▪ Emergency/School Safety ▪ Organization/ Calendar ▪ Fire, Earthquake, Lockdown <p>Stull Evaluations Student Safety / Supervision</p> <ul style="list-style-type: none"> ▪ Campus Security; Radios ▪ Random Searches, Lockers ▪ School Police <p>Testing w/Mr. Antone</p> <ul style="list-style-type: none"> ▪ AP / ASVAB / CAHSEE ▪ CELDT / SBAC <p>Threat Assessments</p> <ul style="list-style-type: none"> ▪ <p align="center"><i>Science /Health Department</i> <i>AFJROTC & PE Departments</i></p>	<p>Bell Schedule Approval Blackboard Connect Communications</p> <ul style="list-style-type: none"> ▪ Bulletin ▪ Marquee ▪ Guest Speaker / Display Cases <p>Library / Media Center Master Calendar PA Announcements Professional Development</p> <ul style="list-style-type: none"> ▪ Conference Approval w/R. George ▪ District Instructional Initiatives ▪ PLCs ▪ PSC 4.0 Implementation <p>School Improvement Grant</p> <ul style="list-style-type: none"> ▪ SIG Budget ▪ SIG Plan Updates ▪ SIG Professional Development <p>School Newsletter School Website Stull Evaluations Technology w/Mr. Fabian</p> <ul style="list-style-type: none"> ▪ Equipment Inventory ▪ Computer Labs ▪ Computer Repair/Maintenance <p>Telephones/Voicemail Textbooks</p> <ul style="list-style-type: none"> ▪ Distribution ▪ Collection ▪ Williams Compliance <p align="center"><i>English Department</i></p>

