

**Palo Alto High School  
2010-1011 Administrative Duties**

<b>TASK/AREA OF RESPONSIBILITY</b>	<b>PERSON RESPONSIBLE</b>
504 Plans	Guidance Department
9th Grade TEAM Administrator Liasion	Paige
Academic Resource Center (ARC)	Jerry
Adjunct Duty Coordination	Kathie
Administrator in charge of Athletics	Kathie
Adolescent Counseling Services Liaison	Kim & Susan
Alternative Placement Review Team Chairperson	Kim
Alumni Association	Phil
AP Testing	Jerry
Athletic Booster organization rep	Kathie
Athletic Program supervision	Kathie
Athletics Budget	Jerry/Kathie
Athletics Director	Earl
Athletics donation collection	Earl
Athletics-- CIF Policies and Procedures	Kathie
Athletics--facilities rentals	Jerry & Earl
Athletics--facilities use and field preparation	Earl
Athletics--hiring, orientation and evaluation of coaches	Kathie
Athletics--scheduling of events	Earl
Athletics--SCVAL Board of Managers member	Kathie
Athletics--SCVAL meeting rep AD meetings	Earl
Athletics--Sports awards program	Earl
Athletics--supervision of Athletics Assistants and Athletics Trainer	Earl
Athletics--transportation of athletes	Earl
Attendance Monitoring - 10th Grade	Kim
Attendance Monitoring - 11th Grade	Jerry
Attendance Monitoring - 12th Grade	Kathie
Attendance Monitoring - 9th Grade	Doyle
Baccalaureate	Matt
Back to School Night	Kim
Bell Schedule monitoring	Phil/Kim
Budget--Development and monitoring of school budget	Jerry & Phil
Buildings, grounds and facilities supervision	Jerry
CAHSEE (California High School Exit Exam)	Jerry
Calendar - with all events	Admin
Camp Everytown	Kindel/Letitia
Campus Construction and Rennovation	Jerry/Phil/Pat
Campus Supervisor coordination	Jerry
Career Voc Ed Dept Instructional Supervisor	Pat
CBEDS reporting	Kim
Certificated Staff Development Coordinator	Kindel
Classified Staff Development Coordinator	Kindel
City/School Traffic Safety Committee	Jerry/Kindel

**Palo Alto High School  
2010-1011 Administrative Duties**

College and Career Center	Kim
Communications within/out	Phil et all
Computer lab supervision	Kathie/Pat
Computer Tech supervision	Pat/Kathie
Copy room and production management	Jerry
Course Catalog planning and development	Kathie
Dangerous student record keeping and notification	Jerry
Discipline	Just send to the office
District Liaison: Principal's meetings, BOE	Phil
District Office Liaison on Staff development	Kindel
District Office Liaison re technology	Kathie/Pat
Diversity/Multicultural events	Kindel/Letitia
Driver's Education Information	Kathie
Drug and Alcohol Committee	Susan
ELL parent group/Latino Parent group liaison	Julia Taylor/Kim
ELL Program supervision	Julia Taylor/Kim
Environment /Recycling	Jerry
Extracurricular activity supervision	ALL
Facilities	Jerry
Fee waivers	Susan and Kindel
Field Trips	Jerry
Foothill/Community College permission forms/monitoring	Kim
Freshmen Orientation	Paige Johnson & Michael Najjar
Graduation	Kathie/Kindel/Matt
Graduation Requirements	Kim
Grants/Fundraising	Phil
Guidance Liaison with Middle Schools & Alternative Placements	Kathie/Kim
Guidance Program and Guidance Department Chairperson	Kim
Hazardous materials monitoring	Jerry
Human Services Team Chair	Rita
InClass Program Support	Kathie/Pat
Infinite Campus	Kathie/Pat
Library	Jerry
Link Crew	Paige Johnson & Michael Najjar
Locker clean out	Jerry
Mandated Costs	Jerry
Marquee mangement	Pat
Master Schedule development and monitoring	Kathie
Media/communication	Phil
Meetings: Admin, Staff, IC, Site Council, PTSA, BOE, Priuncipals	Phil
NCAA Course List updating	Kathie
New Teacher Orientation and support	Kindel et.all
Opening of School Planning, Organization and Implementation	All

**Palo Alto High School  
2010-1011 Administrative Duties**

PAPD liaison	Jerry
Parent Groups/Meetings	Phil and All
Parent Newsletter-- <i>Reporter</i>	Phil
Parking permits for students	Matt
PLAN/EXPLORE/PSAT COORDINATION-college awareness	Kathie/Jerry / Kim -12 grd college wrkshp
Project Safety Net	Kim
Policies/Processes	Phil
Registration/Course selection of students for upcoming year	Kathie
Residential questions re students	All admin
Saturday School	Doyle
SAO Supervision	Matt
School Attendance Review Board (SARB)	All admin
School Committees: School Climate, Prof Development, Tech	Phil et. All
School Goals	Phil
School Improvement Plan	Phil
School Safety Plan (Disaster/Crisis Management)	Kathie
SCVAL Board of Managers Rep	Kathie/Phil
Secondary Records Committee representative	Kim
Senior Awards Night Program	Guidance
Site Discipline Committee Chairperson	Varies by incident
Social Norms	Susan/Kindel
Reality Check survey	Susan/Pat
Special Education Liaison	Kim/Jerry
Special Programs Supervision (Opportunities and Ind. Study)	Kim
Special Programs - AVID/FOS	Jerry
Special testing arrangements-- SSD Coordinator for SAT and ACT	Selene/Kathie
Staff Development planning	Kindel & Phil & Ed Council
Staffing	Phil and Kathie and Kim
STAR testing	KS
Student Activities Director	Matt
Student Handbook	Matt
Staff Handbook	Admim team
Student Teachers/Interns	Phil/ IS
Substitute Teacher supervision	Admin team
Supervision of Administrators, ISs, TOSA's, AD, SAD, Librarian,	Phil
Supervision of Budget Secretary	Jerry
Supervision of Campus Supervisors	Jerry
Supervision of Custodians	Jerry
Supervision of Department Secretaries	IS's
Supervision of Guidance Secretary	Kim
Supervision of Health Technicians	Kathie
Supervision: Counselors, CCC, Data Proc, Regist	Kim
Attendance Clerks	Kathie

**Palo Alto High School  
2010-1011 Administrative Duties**

Teacher Advisor Program	Kim & Susan
Tech equipment (projectors, cameras etc) checkout	Kathie/Pat
Tech support for IC	Pat/Kathie
Tech support for teachers	Pat
Technology Coordination	Kathie / Pat
Technology integration	Pat
Textbooks tracking	Kathie/Pat
UC Course List updating /submission of new course requests	Kim
UC ELC submission	Kim
Walkie Talkies	Jerry
WASC Preparation and follow-up	Kindel and Admin
WASC Report	Kindel & Phil
Web page for Paly	Pat/Mona
VTP Outreach	Admin team