

Administrative Responsibilities 24-25

Murray	Flores	Bartsch	Martinez	Oller	Ramirez	Ghram
Science, ESOL	Math	Social Studies, Visual Arts	Language Arts, World Languages, AVID	Business, FACS, Performing Arts	Special Education	PE, ROTC, Tech Ed.
Academic Awards	Academy 1	Academy 2	Academy 3	Academy 4	Academy 5	Activities/ Athletics
Accreditation	Attendance (All)	Attendance (All)	Attendance (All)	Attendance (All)	Attendance (All)	Booster Clubs
Addendum/ Suppl	Crime Stoppers	Device Deploy/ Retrieval	AVID	ADA/504	Cafeteria/ Food Services	Building Rentals
Admin Interns	Crisis Intervention	8 th Grade Open House	504 (back up)	CCC	CDC	Calendar / Web
Advocacy	Custodial	Evaluations lead	Evaluations (All)	Commencement	Child Study Team	Cheer/ Dance
Allocation	Enrollment	Field Trips	Hall Pass/ Tardies/ Lunch det/sus	Evaluations (All)	Com Care Liaison	Clubs
Assessment/ Data	Evaluations (All)	Homebound	Keys	Freshman Orientation	Co-Op	Engineer
AVID- Consult	Foreign Exchange	ISSR	Learning Center	ID's	Daily Announcements	Facilities
Bell Schedule	Lockers	Library Media	Parent Conferences	JAG Liaison	Enrollment (back up)	Facility Usage
Bookkeeper	North Leadership Team	Lunch Superv & Duties	Personnel (All)	Jostens	Evaluations (All)	Fundraisers
Budget	Personnel (All)	Nurse	Restorative Practices (All)	Mail	Extended Learning	Grounds
Building Committee	Radios	Personnel (All)	Required Night Activities	Pando Liaison	Inters/ Student Teachers	Pep Assemblies
CLC	Restorative Practices (All)	PSP	Reunion Weekend (All)	Personnel (All)	Open House	Personnel (All)
Community Relations	Registrar	Restorative Practices (All)	Staff Check Out	Restorative Practices (All)	Personnel (All)	Pictures
Counselors	Reunion Weekend (All)	Reunion Weekend (All)	Summer School	Reunion Weekend (All)	Prom (oversee)	
Department Leads	Security	Student Leadership	Teacher Evaluations (All)	Student Agenda	Restorative Practices (All)	
Disciplinary Appeals	Special Transfers (back up)	Teacher Evaluations (All)	Tutors	Teacher Evaluations (All)	Reunion Weekend (All)	
ESOL	SRO	Textbooks	Work Orders	Volunteers	SPED	
Evaluations (All)	Teacher Evaluations (All)	Transportation			Teacher Evaluations (All)	
Intervention Fund	Tornado/ Fire Drills	Website				
Master Schedule						
New Teacher Orientation						
North Leadership Team						
Obligations						
Parent Comm						
Payroll						
Professional Learning						
Progress Reports						
Restorative Practices (All)						
Reunion Weekend						
School Imp Plan						
Special Transfers						
Staff Handbook						
Sub Coverage						
Teacher Evaluations						
Tower Visits						
Visitors						

Enrollment

Flores except hearing reassignments and ESOL newcomer non-spanish speaking (Ramirez)