

LOWELL HIGH SCHOOL
Administration & Support Staff Responsibility Chart 2008-09
Andrew W. Ishibashi, Principal

Principal's responsibilities: Provide leadership in establishing and maintaining a positive learning environment, instructional improvement and professional development; oversee the operation and general administration of the school; ensure the safety and welfare of all students and staff; oversee the fiscal management of the school; develop and maintain communication among staff, students and community; supervise and evaluate personnel; participate in community meetings and functions; act as facilitator in the implementation of shared decision making strategies w UBC, SSC, PTSA.

Assistant Principal's Shared Responsibilities: Campus Supervision, Community Liaison, Crisis Response Team, Student Discipline, Parent Conferences, Staff Supervision and Evaluation, Special Education/ IEP's, Special Funded Projects, Extra-Curricular Activities Supervision, High School Fairs (District, Private & Parochial) Open House, Back to School Night, 8th Grade Info Night, Grant Development, Balanced Score Card & Site Plan.

HOLLY GILES Assistant Principal Pupil Personnel Services	MICHAEL YI Assistant Principal Administration/Assessment	JANET TSE Assistant Principal Curriculum & Instruction	RAY CORDOBA Dean of Students	STEVE SCHMIDT Director of Activities Social Committee Chair	ALEX HSIEH Systems Administrator Information/Technology
<u>Counseling Services</u> Counselors Registration/Transfer/Withdraws Crisis/At-Risk Counseling Student Referrals Drop-Out Prevention Parent Notification Letters College /Financial Aide SST/SAP/SART/SARB Child Abuse/Harassment Crisis Response Team (counseling)	<u>Maintenance/Operations</u> Grounds/Physical Plant Use of Facilities/Site Projects Custodians/Gardener Xerox Keys/Locks Master School Calendar School Beautification Security	<u>Curriculum</u> Course Description A-G Req. Curriculum Development Department Curriculum Mtgs. Classroom Instruction /Course Syllabus Staff Development w/ Principal WASC/ Site Plan w Principal Grades/Report Cards/SARC New Teachers/Student Teachers	<u>School Security</u> Security Schedule Security Chart School Safety Police Reports School Resource Officer Work Detail w/ Security Community Service Student Emergency Cards Eligibility	<u>Student Activities</u> Student Government Student Council Elections Clubs & Sponsors Student Body Account Student Store Homeroom Meetings School Dances/Chaperones Student Recognition Fund Raisers School Announcements Posters/Postings Activities/Staff Supervision	<u>Desktop Support</u> Install /Upgrade System Software Printer Hardware Support Network Set-up/Troubleshoot Anti-virus Software Active Directory Support Google Application/Support Software/Hardware Purchasing Computer Professional Development Computer Maintenance Software Updates Research/Assessment Applications Back-ups Group Policy E-mail/Server Support SFUSD SIS Support System Security
<u>Dean of Students Office</u> Dean /Student Discipline	<u>Emergency Response Team</u> Emergency Plans/Drills Earthquake, Fire Intruder, Campus Unrest Reverse Evacuation	<u>School Budget</u> WSF/ K Reso/Extra-Hours Prop H /Arts/Athletics School Accountant	<u>Student Discipline</u> Discipline Referrals Attendance/Discipline Citations Discipline Plan Suspensions Expulsions Drop Out Prevention Student Contracts Discipline Meetings/Reports Communication w Teachers Parent Conferences School Events	<u>Senior Activities</u> Graduation Prom Cap & Gown Graduation Announcements	SIDDIQUE, SHAIKH School Accountant
<u>Master Schedule</u> Teaching Assignments Room Assignments Student Schedule/Program Data Processing /School Enrollment	<u>Assessment</u> SAT 9/STAR CST CAHSEE Advanced Placement Golden State SAT/PSAT Data Analysis	<u>Multi-Lingual Programs</u> ELAC Mtgs./LEP Budget EL Coordinator Dist. Mtgs EL College/Career Night EL Compliance/Prof Dev EL Student Placement/Parent Conf.	<u>Advanced Placement Program</u> Assessment/Data Analysis Budget/Waivers/Communication Schedule/Room Assn	<u>Master Calendar</u> Assemblies Staff Supervision Announcements Community Events	<u>Student Body Accounts</u> School /Student Body Accounts Checks/balances Club Accounts Chaperone/Sec. Extra Curr. Checks Reimbursement Checks
<u>Student Attendance</u> Attendance Office	<u>Other Responsibilities</u> Community Projects Student Activities Technology	<u>Other Responsibilities</u> Library/Book Room/Text Books Coord. Prog Monitoring Field Trips	<u>Other Responsibilities</u> School Surveillance School Lockers Mandated Cost Report w/ Prin Student Activities/Supervision SAT/PSAT	<u>ROBERT RAY</u> Athletic Director CIF Rules/Reg/Eligibility Coaches/Certification /Evals Game Schedules/Supervision Athletic Budget	BRYAN MARTEN GATE Coordinator
<u>Other Responsibilities</u> Wellness Center VICCI Center Summer Mailers Peer Resources	<u>Departments</u> Athletics W Principal Physical Education/JROTC Technology Mathematics World Languages	<u>Departments</u> Social Science/English Newspaper /Journalism GATE/Advanced Placement Visual & Performing Arts			Monitors Gifted & Talented Students GATE Budget/Purchases Com./Coordination w District Com. /Mtgs. w GATE Parents AP Fee Reimbursement State/Federal GATE Compliance GATE Goals/Obj. into Site Plan