

**San Marcos High School-Administrators Assignments for 2008-2009 School Year** (revised 9/8/2008)

<b>Norm Clevenger Ext. 213</b>	<b>Dan Garske Ext 210 (Ed Behrens)</b>	<b>Ed Behrens Ext. 230</b>	<b>Roxanna Stern Ext. 203</b>	<b>Dave Scott Ext. 263</b>
All School	12 <sup>th</sup> Grade	11 <sup>th</sup> Grade	10 <sup>th</sup> Grade	9 <sup>th</sup> Grade
District Policy-Liaison	Discipline-Attendance	Discipline-Attendance	Discipline-Attendance	Discipline-Attendance
School Operations	Activities-Athletics	Master Schedule	Truancy Program, SARB, ASM	Disaster Planning
Personnel	Facilities	Counseling Services	School Safety	Security-Campus Supervisor
				Special Projects
Academy Development	All School Awards/Letters	10 <sup>th</sup> Grade Guidance	Attendance	Law Enforcement
Accreditation	ASB Budget	Aeries Coordinantor	BTSA Coordinator	New Teacher Meetings
Adopt-A-School	Athletic Reports-Year End	Academic Awards Dinner	El Puente/La Cuesta Coord.	Parking Enforcement
All Budgets	Back to School Night (2)	Assess/Acct. Committee	Expulsions/Re-Admit	Saturday School Make-up
Bond Oversight/Major Projects	Beautify SMHS Comm.	CELDT Test Coordinator	Graduation Program	Student Success Team
Channel League	Business Office	AP/CHSEE Test Coordinator	Home Hospital	
Community Relations	Cafeteria	Career Center	IEP's	
Department Chair Meetings	Campus Visits/Tours	Career Tech. Ed.	Indebtedness	
Eighth Grade Parent Meetings	Cap & Gown Handbook	Coord. Student Services	Intervention Center	
Expulsion Hearings	Civic Center	Course Catalog	Lockers	
Faculty Handbook	Co-Curriculum Stipends/Payroll	Early Graduation Committee	National Honor Society	
Faculty Meetings	Eligibility (Activity)	GATE Liaison	Parking – Student, Staff Permits	
Instructional Programs	Facilities-Staff Keys	Grades	Pre-Prof UCSB	
District Student Transfers	Field Trips	Graduation Decorations/List	School Report Card(SARC)	
Maintain Historical Files	Freshman Orientation	Health Academy	School Safety Coordinator	
Mandates Costs/MCS/ED	Fund Raising/Magazines	IEP's		
Projects	Graduation	Independent Studies	Site Council	
Observations/Evaluations	Hazardous Materials	Instructional Minutes	Staff Development	
Parent Tours	IEP's	Migrant Education	Teacher Student Assistants	
S. B. Foundation	Master Calendar	Oversee LEP Budget	Student Handbook-Disc. Guide	
Partners in Education	Measure V	PLAN Test Coordinator	STAR Test Coordinator	
S. B. Public Ed. Council	New Staff Orientation	Registrar Office	Study Hall	
School Wide Programs	Pesticides	Saturday School	Summer Packet Pick-up	
School-to-School/Articulation	Royal Return	SBCC Liaison	SUPER Program/Teen Court	
Secondary Curriculum Council	School Bulletin	Scheduling	Truancy Program	
Secondary Principal's council	School Pictures	School Opening	Wellness Center	
Site Council	Senior Activities	Site Council	YSS-Fighting Back	
Staff Development	Site Council	Student Achievement		
Substitutes	Sportsmanship Meeting	Student Services		
Supervise Class./Cert. Staff	Student/Faculty ID's	Summer School		
Teacher Assignments	Supervision Schedules	Oversee ELAC Meetings		
Technology	Technology (Hardware)	MAA/Medi-Cal*		
Title I Program	Technology Committee			
UCSB Partnership	Volunteer Drivers/Workers			
	Work Orders			
	WASC			
<b>Departments</b>	<b>Departments-PLC Sup. Prov.</b>	<b>Departments-PLC Sup. Prov.</b>	<b>Departments-PLC Sup. Prov.</b>	<b>Departments-PLC Sup. Prov.</b>
English	Art - Performing Arts	Science	Social Studies	Indust. Tech - Business
		Special Education	PE-Health-RISE-Cons. Family	Math
			Foreign Language	
	<b>Other</b>	<b>Other - Counselors</b>	<b>Other</b>	
	Athletics - Activities Director	Erik Nielsen - Head	AVID	
	Video Production	Maria Cabrera	Library	
	Work Experience	Sergio Castellanos	ROP	
		Crystal Peterson		
		Lisa Howard-Hoffman		
		Kristin Miller		
		Tara Pfaff		
<b>Classified</b>	<b>Classified</b>	<b>Classified</b>	<b>Classified</b>	<b>Classified</b>
Liz Rubio	Lisa Fink	Diane Dodwell	Linda Arroyo	Campus Supervisors
Kathy Barber-Copy Tech.	Eva Ochoa	Clara Espino-Registrar	Debra Eaton	Kathleen Porter
Teresa Lewis	Custodians & Gardeners	Vivian Rangel	Jennifer Tovar	
Cheryl Long		Counseling Secretary-TBA	Sue Romero	
Ruben Orozco		Special Education Aides	Health Asst-Nereyda Evans	
		ELD Aides	Intervention Ctr/Pam Harper	
			Study Hall Supervisors	

