

FREEDOM HIGH SCHOOL
ADMINISTRATIVE TEAM ROLES AND RESPONSIBILITIES
2017-2018

Principal A Bldg. Kelly Manke Stefanie Limperis, Secretary	Assistant Principal B Bldg. Educational Plan Karen Cortez	Assistant Principal C Bldg. Special Projects Frank Beede	Assistant Principal D Bldg. Campus Cimate Omar Carreon	Assistant Principal E Bldg. Operations and Testing Mike Falconer
Responsibilities <ul style="list-style-type: none"> School wide Operations, Educational Plan, Personnel, Special Projects Support Staff Staff Development Graduation Copies Walk-Thru and Mini Walk-Thru Activities Athletics Parent Organizations Connect Ed CBEDS Administration Recognition Parent Volunteers Principal's Breakfast School Accountability Report Card Ed Foundation Grants Staff Development Coordination New Teacher Orientation Business Collaboration/Partnerships School Dude/Activities Calendar Back to School Night 	Responsibilities <ul style="list-style-type: none"> 8th grade Registration/Orientation Academic Cabinet Awards Night/Scholarship Night Career Center College Articulation College Night Counselors Course proposals/Courses of Study Curriculum Council Master Schedule MFT Interns NCAA Clearing House Registrar Room Assignments Student Store Target Assistance Counselor Textbooks UC a-g Requirements 	Responsibilities <ul style="list-style-type: none"> Advanced Program/AP Tests Attendance Biliteracy Seals (Q3) Falcon Festival Graduation Golden State Merit Seal Diplomas Home Hospital Homeless Liaison Honor Roll Mandated Costs PRIDE Conference PTSA Liaison Rtl SARB School Accountability Report Card Social Committee/BBQs Single Plan for Student Achievement Student and Staff Handbooks Supervision Schedule w/ activities Title 1 WASC (mid 2017) 	Responsibilities <ul style="list-style-type: none"> Activities Advisory Campus Supervisors Community Liaison Comprehensive School Site Safety Plan Emergency Plan / Drills Health and Safety Committee (Dist. And Site) Health Clinic Healthy Kids Survey (odd years) HERO ISS/Detention Letter of Intent Assembly Library MFT Interns Non-Participation Lists School Safety/Security SRO SUSP/Exp. Monthly Reports 	Responsibilities <ul style="list-style-type: none"> Advanced Placement Alarm Maintenance Bells CAASP District Common Assessments ELPAC Facilities Facility/Tech Work Orders M&O Liaison PSAT Room Equipment School Dude Senior Survey Site Infrastructure Site Technology Walk-thru WASC 2017 Website
Academic <ul style="list-style-type: none"> All Academy, Team, and Subject Area Oversights PLC Oversight PDD Oversight Rtl 	Academic <ul style="list-style-type: none"> Special Ed. Dept./Excel Coordination Life Skills CTE ELD/SDAIE 	Academic <ul style="list-style-type: none"> Science (NGSS) Visual and Performing Arts Non-Departmental/Study Hall 	Academic <ul style="list-style-type: none"> Math Social Studies Physical Ed/Health Matrix 	Academic <ul style="list-style-type: none"> Language Arts World Languages Academics
Additional Duties <ul style="list-style-type: none"> Supervision, and evaluation of certificated and classified employees WASC Oversight District/Board Liaison BVAL/NCS Board of Managers NCS Executive Committee SSC SBMT 	Additional Duties <ul style="list-style-type: none"> Building discipline, IEP's, SIT's, 504's, demographics Supervision, and evaluation of certificated and classified personnel Class of '21 Liaison SBMT Dept. Chairs ELAC 	Additional Duties <ul style="list-style-type: none"> Building discipline, IEP's, SIT's, 504's, demographics Supervision, and evaluation of certificated and classified personnel Class of '20 Liaison African American Parent Group SBMT Dept. Chairs 	Additional Duties <ul style="list-style-type: none"> Building discipline, IEP's, SIT's, 504's, demographics Supervision, and evaluation of certificated and classified personnel Class of '18 Liaison SBMT Dept. Chairs 	Additional Duties <ul style="list-style-type: none"> Building discipline, IEP's, SIT's, 504's, demographics Supervision, and evaluation of certificated and classified personnel Class of '19 Liaison SBMT Academics