

FHS ADMINISTRATIVE DUTIES 2024-2025

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Principal	Assistant Principals			
Steve Amaro	Ken Hickok	Melissa Luna	Carolynn Hoopes	Brett Strommen
School Leadership	Academic Success	AP Testing, Intervention, Non-Par and Parking	Facilities, EL and SPED Support	Attendance, Safety, Technology & Testing
	A & E Buildings	B Building	C Building	D Building
Administration	Administration	Administration	Administration	Administration
Athletic Boosters	8th grade registration	504 (L)	Academic Letter	AAC
BTSN	A-G course list	AP Program	Alarms	Attendance
Budget	Activities/Clubs/Leadership/ Student Store/Calendar	African American Baccalaureate	Bells	Brief Intervention
Business Partners	Career Center/Academic Awards Night/Scholarship Night	African American Parent Mtgs	EL Student Program	Campus Supervisors/SRO
Ed Grants	Care Team	Health Van	ELAC	Construction Academy
Falcon Fest	Counseling Program	Home Hospital	Facilities/Maintenance/Facilitron	Emergency Plans & Drills
Food Services	CTE Articulation	IYT	HELP Lab	Health & Safety Committee
Graduation	Curriculum	Non-Participation List	Honor Roll	SRO
Instructional Coaches	Edgenuity	Parking Lots/Permits	Marquee	Safe School Plan
Media	Enrollment/Registrar	PRIDE	Master Schedule (BU)	Safety
New Teacher Orientation	Master Schedule (L)		MTSS (L)	Successful Purpose
Parent University	MFT/Interns		Outside Services (ODAT-YWCA)	Technology
Parents' Club	NCAA Clearinghouse		Seal of Biliteracy	SART
Personnel	New Teacher Induction		Social Media-Instagram	Supervision Calendar
Professional Dev	Student/Parent Handbook			
Social Media-Twitter	Textbook Room/Copies			
Staff Meetings				
TOY/CEOY				
Volunteers				
Walk-Thru Registration				
Testing/Reporting	Testing/Reporting	Testing/Reporting	Testing/Reporting	Testing/Reporting
CBEDS	LMC	AP Testing (BU)	AP Testing (L)	CAASPP/CAST (L)
Data Analysis	Mandated costs	CAASPP/CAST (BU)	ELPAC	Healthy Kids Survey
SARC (L)	SPSA (Co-Lead)		SARC (BU)	
SBMT	WASC			
SPSA (Co-Lead)	PSAT			
SSC				
WASC (L)				
Departments/Programs	Departments/Programs	Departments/Programs	Departments/Programs	Departments/Programs
Athletics	Class Advisors '25'26'27'28	PE	SPED	CTE
Activites (BU)	Data Tech	Science	Study Hall	Title 1-SART/SARB Secretary
English	Math		TOSA--EL	VAPA
Health Clerk	Non-Departmental Courses		Unified Sports	World Languages
Library	SPED (BU)			
Social Studies	Construction Academy			
Yearbook				
Offsite	Offsite	Offsite	Offsite	Offsite
Superintendents Cabinet	Curriculum Council	SART/SARB	CIM	District Safety Committee
Admin Cabinet	District Campus Climate Meetings		DELAC	
Principals Meeting	EXCEL		MTSS (BU)	
BVAL/NCS	Superintendent's Cabinet			