

<p style="text-align: center;">Principal Kimberly Lesure</p> <p>Advisory Council/ Community Relations Agenda Planners Announcements Budgets Cafeteria Certificated Evaluations Class Coverage-Main Off. Community Organizations Conference Attendance Curriculum, Instruction, & Assessment Decision Making Council District Surveys Faculty Meetings Friends of LACES Fund Raising Grant Writing Journalism Liaison with: Superintendent’s Office LD West- Supt Office Media and Public Relations Newsletter(s) Parent Advisory Comm. Parent Appeal Process Parent Communications Parent Education Classes Personnel-Classified/Certificated Professional Development Staff Relations and Payroll Syllabi Submission Student Store Substitute teachers-Main Off. Teacher Assignments Yearbook</p> <p>Departments: Math Performing Arts Other Electives</p> <p>***** Hours: 7am – 4pm</p>	<p style="text-align: center;">Assistant Principal Marc Paez</p> <p>Administrator/Principal Certifications & Compliance After School Programs Athletic Program & Supervision Campus Security Campus Aides Supervision Schedule Chemical Safety Civic Center Permits Classified Evaluations – B/G & Athletics Construction Projects School Discipline Emergency Procedures and Drills Faculty Handbook Instructional Technology Achieve 3000; Khan Academy Schoolology/Turnitin Keys-Authorization & Inventory Lockers (Mr. Peters) Maintenance/Custodians Meeting Agendas, Minutes & Sign-Ins OEHS Payroll & P- Card (back-up) Plant Operations Procedures-Main Office Rec. and Parks Liaison Safe School Plan/SWPBIS Support Staff Attendance Stop Clearances Technology/AV/Computers Inventory/Distribution Marquee Textbook Distribution/Collection Website</p> <p>Departments: Science Culinary Arts (CTE) P.E.</p> <p>Support Grades 9th/10th Discipline ***** Hours: 9am -6pm (MWTh) 7:30-4:30 (Tu & F)</p>	<p style="text-align: center;">Assistant Principal Secondary Counseling Services Catalina Hwang</p> <p>Career Education Child Abuse Classified Evaluations – Clerical Class Syllabus/Parent Letter College Center Supervisor Credit Clerk/School Records Crisis Intervention Team Counselors After school classes Department Chairpersons/Meetings Eligibility Report ELL Program -(Bilingual;/ESL) Gifted Program Hate Motivated Incidents Health and Safety/Health Office HR Assignments HS Awards & Senior Awards Itinerant Personnel Master Class Schedules Middle School Awards NHS & NJHS Psychological Services PSW Support Report Cards Roll books Road Show Room Assignments Special Education/RSP Student Records Student Teachers (University) Substance Abuse Program Teacher Assistants (students)</p> <p>Departments: English Special Ed Health</p> <p>Support Grades 11th/12th Discipline ***** Hours: 7am – 4pm</p>	<p style="text-align: center;">Assistant Principal Ellana Selig</p> <p>Academic Decathlon Assemblies Attendance Office Supervisor Emergency Cards Fall/Spring Survey Field Trips Migrant Ed (Gaby) Not Submitted Report No Walk List MISIS Coordinator Statistical Reports Student ID Pictures Tardy Sweeps Visitor Passes Advanced Placement Testing (support) Back to School Night Culmination/Graduation Guest Speakers Master Calendar/School Activities 6th Grade HR Leaders Program PSAT Restorative Justice Implementation Student Enrollment Student Leadership- Clubs Title I Parent Center SPSA School Site Council Transportation WASC Accreditation support Weekly Bulletin-Main Off. Weekly Announcements</p> <p>Departments: Visual Art Social Studies World Languages</p> <p>Support Grades 7th/8th Discipline ***** Hours: 7:30 am – 4:30 pm</p>
--	--	---	---

<p>Magnet Coordinator Teresa Bomer Liaison with District Magnet Office/Office of Student Integration Lunch Applications Magnet Branding/Marketing Mid-City/Sending Schools Articulation Open House Parent Tours Program Articulation Prospective Parents Schools School Experience Survey Schoolology Support Student Placement Testing Student Recognition Certificates Caught Being Good SBAC/IAB Testing Testing Coordinator WASC Accreditation</p> <p>Dean Marlon Shows Athletic Director Bullying Detention LA Sheriff Dept Designee MTA Designee Random Metal Detection Restorative Justice (Tier II) School Safety Committee School-Wide Positive Behavior/Intervention Support</p> <p>College Counselor Erika Lopez AP Coordinator Advanced Placement Testing Career Days College Awareness Week College Courses Liaison College Knowledge Night College Visits Fee Waivers Financial Aid Workshops Naviance Senior Awards</p>	<p>Counseling/Intervention Support</p> <p>Marci Banner 6th Grade Transition/Intervention 6th grade Discipline/social emotional support 6th grade academic Intervention Student Support/Progress Team (SSPT) English Learner Coordinator SBAC Testing Support</p> <p>Denise Baldonado 8th/9th Grade Counselor Title 9/Sexual Harassment Mindfulness support</p> <p>Saray Reddick 10th/12th Grade Counselor NHS Tutoring College Concurrent Enrollment BSU</p> <p>Nicole Saulet-Pratt 7th/11th Grade Counselor Work Permits UCLA Collaborative 504 Plans</p> <p>Nkki Derdzinske Middle School College/Career Coach Instructional Intervention for MS</p>		
--	--	--	--

