MCHS Administration Responsibilities

Ben Dale, Ed.D.	Deborah Hofreiter, Ed.D.	Stephanie Hall	Tara Grings	Jessica Bledsoe
Principal **5000**	**Vice Principal** **5025**	**Vice Principal** **5009**	**Vice Principal** **5006**	**Vice Principal** **5028**
School Mission, Vision, Goals, and Objectives Teacher Evaluation Budget Development Staffing New Teacher Orientation Ed Council Bond/Construction Publicity Student Leadership Council School Representative to: Board of Education PTSA MBEF Manhattan Beach Coordinating Council Manhattan Beach Chamber of Commerce Drug Task Force Mustang Alumni Association Hall of Fame School Site Council Professional Development Permits Food Services El Camino Liaison SCROC Liaison Transcripts/credits Carol	10th Grade IEP/504/SST Depts: Social Studies/SpEd Teacher Evaluation Special Education Program · IEP Administration · Independent Study Registration Health Office Office Staff Front Office Operations Yearbook Student/Staff Awards Programs · CSF · NHS Parking Supervision of office TAs Substitute Teachers SST Administration Curriculum & Instruction Professional Development School Site Council MB Coordinating Council Alice Shelly	11th Grade IEP/504/SST Dept.: Math/PE Teacher Evaluation Athletics MBX Principal's Designee Student Activities Clubs Assemblies Calendar Facilities M & O/ Grounds/Security Keys Safety Plan/Emergency Drills Graduation Health Committee NCAA Cindy Mabel	9th Grade IEP/504/SST Dept.: Science/VAPA Teacher Evaluation 504 Administration Instructional Technology Technology Coordination Data Analysis Coordinator Attendance ○ CBEDS ○ Study Zone ○ Permits ○ Short-Term Indep. Study ○ Indep. Study Athletics ○ School Sponsored Trips ○ Interdistrict Permits ○ SART Testing: ○ AP ○ CAASPP ○ NGSS ○ PSAT/PLAN ○ Testing Accommodations ○ ASVAB ○ Course Entry Exams Library/Textbooks Tech Committee TLC Committee School Sponsored Trips Aeries Access Krishna Attendance Clerk-Shubhee	12th Grade IEP/504/SST Depts: Foreign Lang./English Teacher Evaluation Department/District Meetings Aeries Scheduling Master Schedule On-line Scheduling Waivers Schedule Change Requests Report Cards/Progress Reports School Profile UC and Course Approval Transcripts Guidance Counseling Office College Career Center Student Wellness Student Support Programs SAS Impact Cyber High After-School Tutoring Alternative Education Adult School Liaison College Bound Students Solutions to Credit Deficiency Foreign Exchange Students Student Teachers Long-Term Substitutes Jan Sina Chris