

<b>Diane Burbank</b> <b>Principal</b>	<b>Diane Mazzei</b> <b>Instructional Vice Principal</b>
Attendance Appeals AVID/MESA Board of Trustees Meetings BUILD Collaboration Schedule College Day--grade 9 Communicat--Principal's Message Community Hall of Fame Construction Lead Course Syllabi Management and Review Department Goals/ Department Chair Selection Director of Student Activities Employee Incident/ Accident Reports Ergonomic Evaluations & Accommodations Facilities Calendar Management & Maintenance PAC Food Service/ Free and Reduced Lunch Program Foundation Liaison/ Alumni Liaison Freshman Parent Night-August Hiring and Staffing Budget Journalism/ The Woodside World Master Schedule & room assignments Performing Arts Program (Music, Dance, Drama) Plant Manager and Custodian Supervision Professional Development Planning PTSA Meetings <b>Public Relations</b> -Back To School Night -Feeder School Visits & Outreach -Open Houses -Parent Tours & Shadow Program <b>Quaglia Institute Coordination</b> -Compass Program SDMC/ Site Councils and Process Group Member SDTA Liaison Senior Thesis Substitutes Summer School--Facilities, Technology, Coordination Teacher Induction Program (TIP) Transfers--Inter/ Intra WASC/ Site Plan Coordination Website Management Supervision	After School Programs - The Den 7th- & 8th- grade Parent Information Night Academic ELA and Math Coaches - District Liasion Academies <b>Academic Testing Facilitation and Coordination</b> -Advanced Placement (AP) -CAPA, CAHSEE, NCLB CST Life Science, CELDT -Smarter Balanced Online Exams A-G Course List Maintenance AS/AP Committee Facilitation Big Read Facilitation Bilingual Parent Coordinator Supervision Bilingual Resource Counselor (BRC) Supervision/ CELDT Carl Perkins/ CTE Categorical Programs Monitoring (EIA/LEP/Title I) College & Career Center College Day--grades 10 & 11/PSAT Communicat--IVP Corner IC/SL Data Management Department Chairs & Meetings-Coordination Guidance Counselor and Department Supervision Hiring and Staffing Budget Independent Study Coord./Concurrent Enrollment Instructional Technology Management Library Services, Textbooks, Williams' Compliance Master Schedule & room assignments Professional Development Planning <b>Public Relations</b> -Feeder School Visits & Outreach -Parent Tours & Shadow Program Robotics and Engineering Pathway/ Team 100 SDMC/ Site Council SDTA Consult Team <b>Special Education</b> -Assist with IA placement -Co-teaching assignments Student Teachers/ Interns Summer Math Acceleration /ALearn /Honors Boot Camp TEALS Program <b>Title I Program</b> - Parent Meetings and SES Tutoring WASC/ Site Plan Coordination/SARC/CBEDS

<b>Wendy Porter</b> <b>Administrative Vice Principal</b>	<b>Alvaro Calderon</b> <b>Administrative Vice Principal</b>
<p>5th-year student monitoring            504 Administrative Designee            Arena Check-In            Aspiration Advocate-MAAP            Behavior Policy--revise, maintain, and publish            College Day Coordination--grades 10 &amp; 11/PSAT            Community Service Program            Commencement Coordination w/ Activities Director  <b>Discipline &amp; Behavior for (M-z)</b>            - Alternative to Suspension Programs (ATS)            - Attendance Appeals            - Detention/Referrals/Progressive Discipline            - Early Dismissal Permits            - Intervention Programs and Support Coordination  <b>Mental Health Program (CAT)/ACS</b>            - Crisis Intervention Plan            No Privileges List Management            Peer Tutoring and Training Programs            Traffic &amp; Parking Permits and Transportation            Redwood High School Articulation            SDTA Consult Team            SOS--Freshman Transition/ KLEAR/ SSA/Conflict Med.  <b>Special Education Program</b>            - Discipline &amp; Behavior for SDC (ILS/STARS)            - IEP Coordination and Admin Assignment            - Psychologist/ Speech Pathologists Coordination            -Assist with IA placement            - Assistive Technology (Special Ed)            -Hiring IA/SCIA            Student Assistance Program            Staff Handbook--Digital Format Development</p>	<p>5th-year student monitoring            911 Procedures Coordinator            Administrative Supervision Assignments  <b>Athletic Program</b>            - Athletic Boosters            - Athletic Eligibility Facilitation and Supervision            - Athletic Website Management            -Athletic Facility Rentals            Attendance Office Supervision            Emergency Plan Coordinator  <b>Discipline &amp; Behavior for (A-L)</b>            - Alternative to Suspension Programs (ATS)            - Attendance Appeals            - Detention/Referrals/Progressive Discipline            - Early Dismissal Permits            - Intervention Programs and Support Coordination            English Learners Advisory Council &amp; DELAC            Health Office Supervision            Intramurals            Liaison to Law Enforcement &amp; Probation            Mandated Cost Reporting/ MAA Facilitation            Neighborhood Outreach &amp; Articulation            Redwood High School Articulation            SDTA Consult Team            Special Education Designee            Staff Extra-Curricular Assignment Coordination            Surveillance Cameras</p>