



## WESTERN HIGH SCHOOL – ADMINISTRATIVE ASSIGNMENTS 2024-2025



Helene Kocis 2 <sup>nd</sup> in Command	Sabrina Elsinger 9th GRADE	David Pereira 9th GRADE	Roxanne Huggins 10th GRADE	Joe Bolter 11th GRADE	Daniel Calleja 12th GRADE	Alyson Laureano 12th GRADE	Melissa Becerra
Intern Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal	Behavior Specialist	Director School Counseling
Main Office	Main Office	605	Activities Office 1301	Main Office	Main Office	605	Counseling Office
Departmental Coverage	Departmental Coverage	Departmental Coverage	Departmental Coverage	Departmental Coverage	Departmental Coverage		
Language Arts, Counseling	ESE, Reading, PE, Clerical	World Languages, JROTC, Custodial	Science, Fine Arts	Social Studies, CTE	Math, Security	ESE and 504s	
Aspiring Leaders Program BRACE Class Counts/CSR Course Selection Curriculum Guide Faculty Council In-service Facilitator (w/Levinson) Interims & Grades Matriculation Master Schedule School-wide Lit. (w/Oppey) SAC/SAF/SIP Plan (w/Lev) Staff Development Teacher Certifications Teacher Evaluations Top 5% Dinner (w/MB)	1 <sup>st</sup> Week Procedures Attendance CANVAS page – WHS Clinic/Meds/logs Code of Student Conduct Emergency Contact Cards Exam Exemptions Freshman Round Up (w/DP) Freshman Invasion (w/DP) Marquee Media Center Staff Mandatory Training Student Affairs Teacher Appreciation Textbook Review Committee T I E R	Buses/Transportation BVS Labs Customer Surveys Destiny/Book Room E L L Freshman Round Up (w/SE) Freshman Invasion (w/SE) Harvest Drive (w/Lev) Internal Suspension International Academy Latinos in Action (LIA) Life Skill & Wellness PTSA/ Volunteers Substitutes Sunshine Under-class Awards	Activities: <i>Announcements, Fieldtrips, Fundraisers, Calendar, TDAs</i> Bullying Designee EEO Equity Liaison Cafeteria/Free/Reduced Lunch Hospitality (Events/Guests) New Teacher Orientation Open House Records Retention Rtl/ PBIS SGA, Student Elections School Wide Testing	AP/Cambridge Acceleration Black/Gold Calendar Bell Schedules Faculty Handbook Industry-Cert Completers Inventory (w/DC) ID badges (students) FOCUS (w/Lev) Parking Reassignments Resiliency Education School Wide Testing (w/RH) STEM Technology Website (w/Molnar) Xello (w/MB)	911 Memorial Event Athletics/Booster Clubs Bids/Contracts (RFP'S) BTA Chair Discipline Plan Emergency Procedures Facilities Lease/Rental Evacuation Plans Graduation Ceremony Inventory (w/ Joe Bolter) Keys (w/Hollis) Obligations Partnerships RAPTOR system Rotary Student-of the Month Senior Awards (w/BRACE) Vending	BTA Vice Chair Detentions Graduation Ceremony Positive Behavior Plan (w/RH) Rtl/PBIS (w/RH) Schoolwide Discipline Plan Senior Awards Under-class Awards (w/DP) Volunteer Hours	Advanced Academics Articulation Course Selection Dual Enrollment Mentor Program Xello Rtl (w/RH)  Student Services Liaisons -Anti-Bullying -BRACE -Child Abuse -Foster Care -Family Counselor -HEART -NCAA -No Place for Hate -Social Worker -Suicide Prevention -Take Stock in Children Senior Awards (w/DC) Top 5% Dinner (w/HK) Under Class Awards (w/DP)
<u>STEM</u> Summer Camp		<u>STEM</u> Summer Camp	Gifted Summer Camp	<u>STEM</u> Summer Camp	Gifted Summer Camp	Gifted Summer Camp	

\*\*\*ALL AP's – Graduation Ceremony/Rates, Inventory, School Grades, Security, Threat Assessments