



<p style="text-align: center;"><b>Musetta Malone, Principal</b></p>	<p><b>General Administration Main Office</b> Staffing / Supervision / Evaluation Certificated and Classified Staff School Safety &amp; Physical Plant Student Activities Payroll / P Card Keys Curriculum and Instruction Professional Development Budget / Purchasing Keys Rtl<sup>2</sup> Emergency Lesson Plans Public Relations / Media</p>	<p><b>PLC Team: Science</b> <b>Supervision of Instruction: Science and Selected Staff</b></p> <p>Stull Coordination Gifted and Talented Education Program; (Albert) Technology Access to the Core Coach; (Anguiano) Student Store; (Carreon) Equipment / Inventory  <ul style="list-style-type: none"> <li>• Audiovisual</li> <li>• Website Development</li> <li>• Repair / Maintenance</li> </ul>                 Stull Evaluation Certification Magnet Support Provider; (Gomez)</p>	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Administrative Team</li> <li>• Full Support Staff</li> <li>• CEAC, ELAC</li> <li>• Magnet</li> <li>• Science Department</li> <li>• Coffee with the Principal</li> <li>• SSC</li> <li>• SDMC</li> <li>• Title I</li> <li>• Rtl<sup>2</sup></li> <li>• Local District 6</li> </ul> <p>UTLA Chapter Chair, Mr. Dimitrios Manikas</p>	<p><b>Ms. Musetta Malone (323) 568-4000</b></p> <p><b>Ms. Aya Motoyasu (323) 568-4029</b></p> <p><b>Ms. Audrey Criss (323) 568-4055</b></p> <p><b>Mr. James Hooker (323) 568-4005</b></p> <p><b>Mr. Stephen Foster (323) 568-4018</b></p> <p><b>Ms. Yolanda Haro, SAA (323) 568-4002</b></p>
	<p style="text-align: center;"><b>Stephen Foster, Assistant Principal</b></p>	<p style="text-align: center;"><b>James Hooker, Assistant Principal</b></p>	<p style="text-align: center;"><b>Audrey Criss, Assistant Principal</b></p>	<p style="text-align: center;"><b>Aya Motoyasu, APSCS</b></p>
	<p><b>PLC Team: English/ESL</b> <b>Supervision of Instruction: English, ESL and Selected Staff</b></p> <p>ISIS / Attendance Office  <ul style="list-style-type: none"> <li>• ISIS / SIS</li> <li>• Registration</li> <li>• Period-by-Period Attendance Accounting</li> <li>• Surveys (Fall, Spring)</li> <li>• Attendance Incentive</li> <li>• School Attendance Review Board (SARB)</li> </ul>                 Bell Schedule Pupil Services and Attendance (Lendo) Health Office/ Nurse Injury and Illness Prevention Field Trips Mandated Reporting Williams/Valenzuela Compliance/Textbooks Master Calendar / Activities Technology PA Announcements Marquee Student Academic Appreciation (Wrist Bands) Textbook Room  <ul style="list-style-type: none"> <li>• Distribution/Collection/Inventory</li> <li>• Orders and Purchase</li> </ul>                 Student Body Activities/ Clubs  <ul style="list-style-type: none"> <li>• Woodcraft Rangers</li> <li>• Youth Services</li> <li>• LATM Program</li> <li>• MESA</li> <li>• Pentathlon</li> <li>• Student Run LA</li> </ul>                 Awards/Assemblies (6<sup>th</sup> and 7<sup>th</sup> Grade) Newspaper (Dodge) Yearbook (Garcia/Vizcaino) Student Activities/ Leadership (Chanta) Extra-Curricular Activities Assemblies / Concerts Magic Mountain/ w/PTA Parent/Student/Faculty Handbook Charitable Contribution Campaigns Fund Raising Liaison</p>	<p><b>PLC Team: PE/Math</b> <b>Supervision of Instruction: PE, Math and Selected Staff</b></p> <p>CPM – NCLB Coordinator Categorical Program Budgets / School Budgets Title I - Coordinator (Bravo-Gulick)  <ul style="list-style-type: none"> <li>• Single School Plan</li> <li>• Budgets / Purchases / Inventory</li> <li>• Parent Meetings</li> <li>• Calendar</li> <li>• Student Agendas</li> <li>• Teacher Assistants</li> </ul>                 Compensatory Education Advisory Committees Bilingual Coordinator (Landavazo)  <ul style="list-style-type: none"> <li>• Single School Plan - Bilingual Plan</li> <li>• Budget / Purchases / Inventory</li> <li>• Bilingual Surveys</li> <li>• CELDT</li> <li>• Teacher Assistants</li> </ul>                 Language Appraisal Team (LAT) English Learners Advisory Council (ELAC) Migrant Education Program PHABO Counselor Professional Development / Banked Tuesdays Professional Learning Communities Conference Attendance Master Calendar /Professional Development Family Center Parent Volunteers PTA Payroll and P Card Approval w/ Ms. Malone Copy Room Periodic Assessments BTSA New Teachers Student (Practicing) Teachers Hospitality School Accountability Report Card (SARC)</p> <p>SDMC (Principal Alternate) SSC (Principal Alternate)</p>	<p><b>PLC Team: Social Studies</b> <b>Supervision of Instruction: Social Studies and Selected Staff</b></p> <p>Plant – Building and Grounds Workers Parking, Projects, Purchasing, Equipment Cafeteria Services (Anderson) Williams/Valenzuela Compliance / Plant Safe School Mandates Communication /Supervision (Assignments) Chemical Safety Library/Library Aide ID Photos Accident Reports (Staff/Students) Title IX Gender Equity Non Discrimination/Harassment Policies/Procedures Sexual Harassment (Student) Policies/Procedures Sexual Harassment (Employee) Policies/Procedures Uniform Complaint Procedures (UCP) Code of Conduct with Students/Ethics Policies Suspected Child Abuse Reporting Dean’s Office  <ul style="list-style-type: none"> <li>• Deans</li> <li>• Intervention / Discipline</li> <li>• Suspensions / Expulsion</li> <li>• IMPACT Program</li> <li>• SST and COST</li> <li>• Conflict Resolution / Anger Management</li> <li>• Diversity Awareness</li> <li>• Gang Risk Intervention</li> <li>• Probation Officer</li> <li>• TUPE</li> <li>• Random Searches</li> <li>• Radios (Inventory/Assignment)</li> </ul>                 School Police (Officer Martinez) South Gate Police Department Liaison Lockers (Davila) Civic Center Permits Williams Compliance/Plant Coordination and Supervision  <ul style="list-style-type: none"> <li>• Emergency (Fire, Earthquake, Lockdown)</li> <li>• Campus Safety and Security Procedures</li> </ul>                 Tardy Sweeps Culmination: Organization / Event City of South Gate Safety Collaborative</p>	<p><b>PLC Team: Special Education/Electives</b> <b>Supervision of Instruction: Special Education, Electives and Selected Staff</b></p> <p>Matrix and Master Schedule Room Assignments / Teacher Schedules Counseling Office  <ul style="list-style-type: none"> <li>• Counselors</li> <li>• Articulation (High School / Elementary)</li> <li>• Individual Culmination Plan (ICPs)</li> <li>• Programming and Program Adjustments</li> <li>• Back to School Night / Open House</li> <li>• ISIS / SIS</li> <li>• Mark Reporting / Roll books</li> <li>• Pupil Records / Transcripts</li> <li>• Itinerant Support Staff</li> <li>• Case Management Meetings, SST and COST</li> </ul>                 School-wide Testing (CST, PSAT, NAEP) Testing Coordinator Intervention: Viking Scholars  <ul style="list-style-type: none"> <li>• Identification/Notification/Programming</li> </ul>                 Culmination:  <ul style="list-style-type: none"> <li>• Eligibility / Appeals/Certificates</li> </ul>                 8<sup>th</sup> Grade Award Assembly/Activities Psychiatric Social Worker (Flores-Castillo) School Psychologist (De La Pena) Crisis Team Threat Assessment Special Education –  <ul style="list-style-type: none"> <li>• Special Education Coordinator</li> <li>• Least Restrictive Environment (LRE)</li> <li>• Learning Center</li> <li>• Budget</li> <li>• Audit and Verification (DVR)</li> <li>• IEP / 504</li> <li>• Special Education Assistants</li> <li>• Special Education Transportation</li> </ul>                 Special Education Support Provider (Guzman) Supplemental Educational Services Designated Instructional Services Counselors (DIS) Orientation (Elementary) Opening of the School Year Welcome Back Packets College Advisory Program</p>