

Current Administrator Responsibilities & Duties 2018/2019

Executive Director/Principal	Director of Admissions, Attendance, and Alternative Programs	Director of Academic Planning and Guidance Services	Director of Discipline, Activities, Athletics, and Security	Director of Academic Accountability	Director of Student Support Services	Director of Operations	Chief Business Officer	Human Resources Director	Staff and Student Parking Permits
Magee	Tami Christopher	Chris Lee	Howard	Iannessa	Bush	Parcell	Wood	Nguyen	
Department - Pali Academy	Department - Tech Ed and English	Department - Science, World Language, Pali Online (including Virt.	Department - P.E. and Social Science	Department - Math and VAPA	Department - Special Ed. (and Study Center)	Aquatics Center and IT Tech	Finance Office	HR & Substitute Teachers	
ensure staff buy-in for school vision, goals, objectives and academic programs through involvement and communications with all staff	Class - Freshman	Class - Senior	Class - Sophomore	Class - Junior	Provide monthly Special Education Report to Principal	Oversee Operations, Compliance for Facilities and Technology	Keep current with school funding issues for California Charter Schools	Recruiting - Edjoin, Job Fairs, local Universities and Teaching Certificate Programs	
Direct and supervise staff to develop new courses of study and revise outdated courses to meet educational standards and requirements; provide for evaluation procedures for implementation of	Admissions Publications & Communications	Counseling office and functions	Student Activities & Oversee Student Clubs	Comprehensive National Staff Development Plan and Board Certification Teacher Support	Provide ongoing Staff Development to special education and general education teachers and staff regarding best practices/legal issues	outside contractors and vendors performing work on campus including negotiating contracts for services and goods for various areas and functional business units on campus.	Oversee budget and finance, actively participating in analysis of and decision making for operations, maintenance, other support services.	Benefits - evaluation, bids, management, record keeping, new hire paperwork, liaison for concerns including Affordable Care Act record keeping and reporting	
Special Education and other categorical school programs; coordinate school articulation efforts with other educational levels, schools and agencies; administer articulation functions to assure student preparedness Plan, organize, control and direct the instruction, guidance and discipline of students; provide for the enforcement of the State's Compulsory Education Law at the school; provide for the	Attendance Incentive Program	Pali Online Program (credit Recovery)	Athletics including Conduct Annual Coaching Assessments- evaluate head coaches of each sport : Support philosophy, principles, and characteristics of CIF Victory with Honor Make Recommendations for all athletic personnel assignments and seasonal stipends : Assess and manage the school's athletic program including post season surveys	Manage and facilitate existing academic programs including Dolphin Leadership Academy, Literacy Program, Tutorial Program, AP, etc.	Oversee Special Education Programs to include hiring qualified staff needed to support Students with Disabilities	Manages the master calendar for external and internal permit holders.	Ensure general accounting controls and procedures are in place for general ledger, Accounts Payable, Accounts Receivable and Payroll	Compensation - up to date on current salary practices, contracts, hours,	
	Pupil Accounting as well as applications accounting	SST & Pyramid of intervention		Facilitate the review, consideration, development and implementation of new academic programs	Recommend staffing for teachers, teacher assistants and psychologist	Responsible for the PCHS School Safety plan.	Ensure GAAP and GASB guidelines are being followed at PCHS; stay current on all initiatives as they relate to PCHS and Charter Schools	Organizational Development - Programs, development for staffing and meeting needs for where PCHS is heading long term goals	

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High visibility through regular and consistent classroom visits, meetings, committee attendance, written and verbal communication	Administrate Tardy Programs	Point Person - Master Schedule and Program (Develop./Coordination)	Schedule/Coordinate administrative supervision for athletic events including coordinating with Head Coaches to evaluate their coaching staff	Oversee and manage PLC and 9th grade POD design, planning, budget and implementation	Oversee and provide guidance and support for Special Education Staff, including ancillary service providers	Responsible for the SAFE School plan including Emergency Preparedness	Prepare and present budget and financial updates to Board	Professional Development - Classified and Mid-Management professional development	
Primary instructional spokesperson to students, parents, and community at large	Attendance Uphold and Administrate School Attendance Policy as well as attendance Policy/Appeals Standing Committee	Issuance of Progress Reports, Report Cards and Transcripts	Oversee the arrangement of athletic facilities, including athletic event scheduling	Manage and be actively involved in the WASC review process	Meet with parents to resolve issues related to classroom instruction or provision of services / accommodations	and PCHS for all fire life safety related issues including serving as Incident Commander in the event of an emergency. Responsible for management of all emergency supplies	Prepare financial information for various reporting entities	Employee Retention and Recognition	
Establish and oversee the implementation of school wide vision and short-term and long-term goals	Teacher's Roll and Accuracy Programs/Accountability Reports	Meet with parents and mediate issues related to classroom instruction	Oversee all athletic transportation and approve expenses for away athletic contests and Oversee athletic team fundraising	Oversee assessment of current academic programs including PLC's and SLC's; benchmark against school goals; provide updates and recommendations regarding academic programs to the Board	Represent PCHS in mediation/due process and ensure implementation of agreements	Serves as the liaison between PCHS and DWP, including all other State and Federal regulatory agencies.	Coordinate annual independent financial audit with outside auditors and PCHS and LAUSD staff	Performance Management / Review Schedule and Procedures/ Discipline	
officer for communication between the Board and employees; serve as secretary to the Board; serve as advisor to the Board in matters pertaining to PCHS;	Middle School Articulation	Roll Books	Assemblies/Rallies	Back to School Night and Showcase Night	Compliance with IEP timelines	Manages the hazardous waste program including oversee Chemical Safety (Dave Schalek - via stipend)	Manage finance and payroll staff	Record Keeping - Personnel Files, Benefits Files and Employee Database	
Serve as Executive Officer to the Board of Directors, working with the Board President to set the agenda and facilitate the meetings	CALPADS/CBEDS Reporting	Room Assignments	Prepare and administer the athletic program budget	Work with EDP to oversee Professional Development, field trips, assessment and accountability	Compliance with provision of services identified in student plan	Identifies areas in need of improvement for energy conservation and oversees Prop 39 fund project disbursement.	Mandated Costs	EE Relations	

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Direct the preparation of PCHS budget and its administration after its adoption; provide for the accounting of school funds; provide periodic financial reports to the Board; supervise the purchase of textbooks, instructional supplies	Assist with ConAp Reporting	CTE & Work Experience Program - including CTE Pathway development	Coordinate and approve athletic requisitions for uniform, supplies and equipment: Ensure each coach provides a season summary, uniform and equipment inventory, and lists needed for subsequent seasons	Work with EDP to facilitate and assist with faculty meetings and organizations	Serve as Administrator in IEP / 504 meetings, as needed.	Acts as the community liaison for any related operational issues.	Charter liaison with independent charter organizations	Labor Relations and Negotiations	
Liaison with LAUSD, LACOE, State	Monthly Statistical report, including P-1, P2, P3 Annual Attendance Reporting to the District and monthly classification report	Principal's Honor Roll and Academic Awards	Leadership Coordinator Support	Work with EDP to manage and lead Curriculum Council	Attend conferences / Professional Development regarding pertinent Special Education and Mental Health issues	Facilities and facility compliance including preventive maintenance programs. Maintain physical campus plant, buildings, and grounds.	Represent PCHS in Community	Compliance Reporting and Maintenance - OSHA, Sexual Harassment, Equal Opportunity Employer, State and Federal Compliance	
a positive image for the school; develop and implement strategies for maintaining and enhancing the external and internal image of the school; administer, develop and implement the school's community	Link Crew	College Center	Discipline	Surveys (Ethnic Integration Federal Impact) SARC	Provide information to parents of incoming students with disabilities	LAUSD M&O liaison.	Budget and Finance Committee Guidance/Support	Budgeting - Support Leadership Team with monitoring of HR costs	
Supervise and evaluate the performance of PCHS personnel; interview, select, direct and evaluate certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives. monitor and analyze	Attendance Office - Supervise and evaluate attendance clerks and Coordinate admissions/attendance with Senior attendance clerk	Grade Appeals	Follow and Renew Charter Element 10J	New Teacher Training throughout year	Confer with school counselors, attorneys and other staff as required	Directly oversees and manages all new construction and campus renovations.	ConAp Reporting	Coordinate and manage new teacher orientation and new staff professional development	
Curriculum - ensure faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies; direct and participate in the development and	Orientation (student)	Graduation	Teen Court	AA Team (Academic Achievement Team)	Oversee Psychological Services	Responsible for development and rollout of capital expenditure programs.	Classified Evaluations	Professional Development programs for Classified staff: coordinate for Mid-Level Management Professional Development workshops	

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planning including informing the Board in areas related to trends in enrollment and how the utilization of the buildings are affected; direct the planning and alteration of buildings and sites; supervise the administration of the	Student Welfare - Homeless & Foster care students	Opening and Closing Bulletins	Title 9 Compliance	Supervision and Evaluation of Instruction	Supervision and Evaluation of Instructional Programs within Special Education	Responsible for managing funding sources for increased permit revenue on campus including Manages all filming activities and filming permits.	Oversee and Direct Budget Preparation	Faculty and Staff Accident Reports - Workers Compensation	
Fundraising and Development - including Booster Club Liaison Booster Club liaison for instructional needs	Assist with School Tours	504 plans	Supervise and Evaluate staff including School Police, Campus Supervisor and Campus Aides; Athletic Director, Asst. AD and Deans	Title 9 Compliance	Develop contracts for NPS / NPA agencies, Fee for Service Requests through LAUSD and approve monthly invoices for payment	Responsible for new physical space development including existing classrooms, common areas, and exterior spaces.	Oversee Management of ASB staff and funds	Hiring, Interviewing, Recruiting, plan and management for department position control and growth including New Employee Orientation and on-boarding	
Board Elections	New Family Information Night	Supervision and Evaluation of Instruction	Peer Mediation	Testing Coordination and testing programs	Monitor MCD targets are met for LAUSD Modified Consent Decree	and security training of faculty and staff, to include mandated required state training, Active Intruder training, Fire Life safety, emergency preparedness, and more.	Purchasing	All Staff legal compliance training including Sexual Harassment, Blood Borne Pathogens, Mandated Reporter, etc.	
timely resolution of student, administrative, parent, staff, faculty and public issues, conflicts and complaints including Uniform Complaint Procedure	Semester Attendance Award	Counseling Office and Counseling	Training and Education of Substance Abuse Prevention	Pali Academy	Process Requests for Accommodations for College Testing through ACT / SAT	Conducts regularly monthly scheduled safety drills.	Payroll	HR Office and Evaluations	
Employee Communications Coordinate and direct communications, programs, services and information between administrators, faculty,	Supervision and Evaluation of Instruction	Direct SIS Comp Coord for CalPADS and state reporting	Supervision and Evaluation of Instruction	Fuerza Unida and PIQE	Oversee the development of Annual Budgets for: Special Education; Health Office; Mental Health; Section 504	Technology and (tech hardware) and Technology plan including Printing and Copying Machines	Direct and Oversee Payroll and checks, including end of year W2	Volunteers - fingerprinting, training and meet legal requirements for Child Abuse Awareness and Sexual Harassment prevention training	

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Serve as PTSA Liaison	Public Admissions Lottery	College Center	Process and Record Discipline Appeals	ACADEC	Oversee & Provide Support for Health Office,	Oversee Tech support and oversee the management of hardware associated with Technology	Cafeteria Staffing and Operations	Coordinate, manage and ensure all requirements are met for accreditation, NCLB Compliance Certification/related information for fall survey	
Student Government	Student ID Photos	Maintain Course Catalog	Suspensions/Expulsions (Principal)	Long Term Strategic Planning Meeting	Over see Mental Health Services, contracts, and staff	Maintenance, Lockers, Uniserve, Facilities and School Plant	Lunch/Breakfast Program	Substitute ; recruitment, orientation, feedback, dismissal	
Guest Speakers	Coordinate with Freshmen Class Moderator	Maintain A-G, NCAA, AP courses on respective sites	Ensure coverage for Supervision during Nutrition and Lunch	Charter Elements - 1, 2, 3	Suicide Prevention Program and other applicable policy development	Room Inventory	Finance & Fund Raising Long Term Strategic Planning Meeting	Oversee rating in new faculty, credential requirements and reporting	
Lead faculty meetings and faculty organizations including managing and leading Curriculum Council and Department Chairs mtgs either in person or by assigned personnel	Long Term Strategic Planning Meeting	Dual-enrollment relationships	Campus Safety during school hours		Participate in Long Term Strategic Planning Committee / Meetings	Responsible for developing and managing work order systems for internal customer service.	Charter Element - 9	Set and ensure compliance with standards/policies for teacher performance including response times for student/parent inquiries, attendance procedures, meeting attendance, work	
Oversee Complex Coordinating Council activities and policy establishment	TVN Coordinating with Stipend Teacher		Monitor, Track and manage Transportation Scholarships		Charter Elements - 6	Directs night-time security and all campus permit workers.	Represent PCHS in Community meetings including COP and SpEd meetings	Long Term Strategic Planning Meeting	
Direct student discipline programs and functions according to established policies and procedures; coordinate and direct the implementation of disciplinary actions; direct student attendance programs and related discipline	Charter Elements - 7, 8, 12		Physical Education Department		Complete annual Self Review Checklist	Traveling Students/Integration/ Transportation including directing and negotiates transportation contract and activities - Buses, Coordinate and Manage Drivers		Orientation (Employee)	

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Oversee and ensure state and federal compliance (Single School Plan) and address any related issues			Long Term Strategic Planning Meeting		Attend conferences / Professional Development regarding pertinent Special Education and Mental Health issues	Oversee MAC Aquatic Center		Charter Elements - 5, 11, 13, 15	
Manage and participate in activities and tasks necessary to retain California Distinguished School status					Ensure District Validation Reviews are coordinated and implement corrective actions, as required.	Charter Element - 6			
Direct student record, counseling and guidance programs to meet student advisement needs; direct the development and implementation of student course selection, master					Ensure Coordination of Services Team meets to review active and new cases requiring follow up actions.	Long Term Strategic Planning Meeting - Facilities and Operations			
Marketing and Media Relations including prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and					Attend required meetings and trainings provided through Charter Operated Programs to include Coordinating Council meetings,				
Promote reports required by law or requested by the Board of Trustees, by the State Department of Education, by the Department of Finance of the State, or by other authorized organization pertaining to the affairs of PCHS; keep the					Coordinate assessment and IEP development for students living within the original PCHS boundaries.				

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Supervise the Administrative Team, including Director of Special Education, Director of Student Activities, Athletics and Discipline, Director of Academic Planning and Counseling Services and Director of Admissions, Attendance, and					Submit referrals to LAUSD for students requiring Residential Treatment Center placement				
Establish achievement of school instructional goals (including meet with parents and mediate issues related to classroom instruction					Work with the district for PCHS students returning from RTC				
oversee hiring, professional advancement and salary schedules, professional development and performance management Participate in labor negotiations; manage					Oversee development and implementation of therapeutic programs on campus				
Operations, Facilities, and Technology Committee co-chair and Facilities Task Force co-chair					Coordinate and oversee Extended School Year				
oversee the budget process and serve as a member of the Budget and Finance Committee - includes Budget management for					Report claims to PCHS Insurance / Attorneys and work collaboratively to resolve claims.				
Charter Elements - 4, 14, 16					Request COP grants and manage procurement and documentation as required.				