

La Costa Canyon High School

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STAFF SUPERVISION	STAFF SUPERVISION	STAFF SUPERVISION	STAFF SUPERVISION	STAFF SUPERVISION
Principal's Secretary Receptionist	Attendance Secretary Campus Supervisors Health Tech Registrar Social Worker Theater Tech	ASB Finance Clerk Athletics Secretary Athletic Trainers/Coaches Custodians Learning Commons Tech	AVID Tutors College and Career Tech Counseling Secretary	Instructional Assistants Related Service Providers--psych., speech pathologist
DEPT SUPPORT	DEPT SUPPORT	DEPT SUPPORT	DEPT SUPPORT	DEPT SUPPORT
Practical Arts World Languages	Science Special Education Visual/Performing Arts	Math Physical Education	Counseling English Social Studies	Special Education
RESPONSIBILITIES	RESPONSIBILITIES	RESPONSIBILITIES	RESPONSIBILITIES	RESPONSIBILITIES
-BTSN -Bell Schedule/Master Schedule -Budget -Campus Tours/Principal's Coffee -Career Tech Education (CTE) -Community Communications -Department Chairs -Field Trips/Guest Speakers -Foundation/Grants -Induction Liaison -International Baccalaureate (IB) -Master Facility Plan/Prop AA -Office Operations/Purchasing -SARC/WASC -Title IX Appeals	-Attendance Office -Campus Supervisors -Facilities Support -Health Services/Health Office -Intervention Team -McKinney Vento / Homeless / Foster / Unaccompanied -Online Learning Program / ISOL -Parking / Start Smart / Bike Tags -Promotion/Graduation -Prop 28 -Safety (Drills/CSSP/Incident/Safety Committee) -Section 504 Coordinator -Suicide Prevention Coordinator	-ASB -Athletics -Athletic PE -Facilities (Construction, Custodial, Room Use) -ISPE -Learning Commons -Online Health/CHYA -Physical Fitness Testing -Student Teachers -Substitutes -Technology -Transportation	-AVID -College/Career Readiness -MavTime (MavNation, School Climate, CHKS, No Place for Hate) -Master Schedule -Multilingual Learner Program (ELPAC/ELAC/DELAC) -School Business Days/HSS/Info Night -School Site Council:LCAP/SPSA -Social Media Support -Testing:AP/PSAT/IB/CAASP/ACT/SAT/STAR/SSD/NAEP -WASC	-Attendance at high profile IEPs -Transition IEPs - IA schedules and allocations -IEP compliance -Consult w/Counselors: (student schedules, mental health, SST/Referrals, 504 accommodations, course of study) -Testing Accommodations -Collaborative Student Solutions Team (CSST) -Extended School Year (ESY) -Mental Health Collaboration (Coordination with school-based mental health, crisis intervention) -Parent Strategic Plan -PD for IA/SPED Department -Coordination of SPED budget requests (testing materials, student specific IEP driven materials, curriculum, CBI) - Coordination of ACCESS and Alternative Pathway to Diploma - TAI Pilot Support - HHI for Students with IEPs
SHARED RESPONSIBILITIES				
-Instruction & Extracurriculars -PLC/Formative Assessments -SPSA Development -Student Safety Protocols -Supervision	-IEP/504 Meetings -SPSA Development -Student Discipline/Restorative Practices -Student Services	-Instruction & Extracurriculars -Student Enrollment -Student Safety Protocols -Supervision	-PLC Process/Formative Assessments -Student Attendance Tracking -Student Study Team (SST)	