

## Mount Miguel High School Administration Duties

Ernie Reyes Interim Principal	Joseph Duffy Assistant Principal (A-G)	Katy Perkins Assistant Principal (H-O)	Kris Bucu Assistant Principal(P-Z)	Jennifer Hanzal Interim Assistant Principal (Misc)	Alison Ford Manager of School Facilities
Administration	Attendance/ Safety	Special Education	Master Schedule /Athletics	MISC/Support	Facilities
<b>Supervisor:</b> <ul style="list-style-type: none"> <li>● Assistant Principals</li> <li>● JROTC</li> <li>● MBA</li> <li>● MMECHS</li> <li>● ILT</li> <li>● World Language</li> </ul>	<b>Supervisor:</b> <ul style="list-style-type: none"> <li>● English</li> <li>● Social Science</li> <li>● PE</li> <li>● Site Tech</li> <li>● Library</li> <li>● ASB</li> <li>● Assets</li> <li>● Classified</li> </ul>	<b>Supervisor:</b> <ul style="list-style-type: none"> <li>● Aides</li> <li>● Special Education</li> <li>● MBA</li> <li>● CTE</li> <li>● VAPA</li> </ul>	<b>Supervisor:</b> <ul style="list-style-type: none"> <li>● Counseling</li> <li>● EL</li> <li>● Science</li> <li>● Math</li> <li>● MEC</li> <li>● Athletics</li> </ul>	<b>Supervisor:</b> <ul style="list-style-type: none"> <li>● CTE</li> <li>● Attendance</li> </ul>	<b>Supervisor:</b> <ul style="list-style-type: none"> <li>● Custodial</li> </ul>
Principal's Advisory Council	Restorative Behavior/PBIS	PLUS	Articulation Plan	I-9s	Business Liaison
	Saturday Scholars	Homeless/Fos ter Youth	Online Registration/Fa milySurvey	OLR Recovery	Bells/Fire Alarms/Security
Categorical Program/Ti tle Director	Work Permits	Work Permits	Work Permits	Work Permits	Coordinator Vendors
Community Relations	AP Testing	NWEA	AP Testing	Testing Support	Transportation
Equity Team	CHKS		AC Community Schools(H UB)	Senior Awards and Signing Day	Distribute Keys
Parent/staff Newsletter	First Four & Frosh Orientation	Field Trips	Early College Grant	Support Learning Center/Grade Repair/Edge	Facilities Use/Fees
Professional Development /ILT	5 star	Runaway Youth	Independent Studies		Grounds
School Site Council	Chromebook distribution/TEC H	TUPE	AFIF		Inventory/Orders
Title 1 Site Plan		IT Graduation/Fi nes/end of the year	Learning Center		School Modernization

Valedictorian/ Salutatorian	Safe School Plan	MDR	MDR		Workers Compensation
WASC Accreditation/ Williams Settlement	Loss of Privilege (LOP)	Staff/Student Photos	Loss of Privilege (LOP)		Incident Reports
Graduation	Student Voice	Evaluations	ELPAC/EL		Budget Reports
Portrait of a Graduate	Foreign Exchange	DigiCoach/ILT	Evaluations		
Evaluations	Graduation/Fin es/end of the year				
MM Early College High School	Summer School Admin				

Updated 2/13/26