

2016/2017			
TORREY PINES HIGH SCHOOL			
ADMINISTRATION TEAM DUTIES			
<u>PRINCIPAL - ROB COPPO</u>	<u>VIDALIA RESENDES - A - G</u>	<u>GARRY THORNTON - H - N</u>	<u>MICHAEL SANTOS - O - Z</u>
x2221	x2237	x2093	x2223
<b>*CERTIFICATED SUPERVISION</b>	<b>*CERTIFICATED SUPERVISION</b>	<b>*CERTIFICATED SUPERVISION</b>	<b>*CERTIFICATED SUPERVISION</b>
<b>*CLASSIFIED SUPERVISION</b>	<b>*CLASSIFIED SUPERVISION</b>	<b>*CLASSIFIED SUPERVISION</b>	<b>*CLASSIFIED SUPERVISION</b>
Principal Assistant: Julie Rock	AP Assistant: Tamara Rey	AP Assistant: Grace Lisle	AP Assistant: Tamara Rey
Registrar: Jorie Rankin	Attendance Sec.: Romila Notani	AD Sec.: Nicole Price	Library Tech: Catherine Pavnic
ASB Secretary: Patricia Hargraves	Attendance Sec.: Adriana Sherman	Counseling Sec.: Joanne Day	AVID/Support Class Tutors
	Receptionist: Carol Mac Manus	Custodial Staff	Health Tech: Carie Miller
		Campus Supervisor: Richard B	
DEPT ADMINISTRATION	DEPT ADMINISTRATION	DEPT ADMINISTRATION	DEPT ADMINISTRATION
CTE	Social Science	Athletics	AVID
World Language	Special Education	Physical Education	Library/Media
Math	VPA	English	ELD
		Counseling	Science
RC - RESPONSIBILITIES	VR - RESPONSIBILITIES	GT - RESPONSIBILITIES	MS - RESPONSIBILITIES
ASB	Aeries	Athletic Director	AP Testing, Audit, & Training
Brown Bag Lunches	After School Tutoring	Athletic Supervision Scheduling	AVID Program
BTSN & Choices Night	Awards Night	Cheer	CAHSEE/10th Grade Science
Budget (Rock)	Falcon Fest	Facilities Requests (Price)	ChildFind
Capital Improvements/Bond	Communications - Flyer	Facilities/Bond Implications	Classroom Utilization
Classified Liaison	Grade Reporting on Aeries	Graduation Performance Selection	College & Career Center
Community Relations	Healthy Kids Survey	Graduation Rehearsal	College Board Liaison
Curriculum & Instruction	IEPs / 504s	IEPs / 504s	IEPs / 504s
Dept. Chairs/Meetings	ISOL	ISPE (new)	Master Schedule
Field Trips (Rock)	New Frosh/Orientation	Readiness Days	Mentor Program
Formative Process/Common Core	New Teacher Support	Safety Committee/Drill	NAEP Test Administration
Foundation	PALs	School Pictures	PSAT / PLAN
Guest Speakers	SBAC testing	Senior Activities	Registration
Parent Volunteer Assoc. Mtgs.	School Calendar	StartSmart	SAT / ACT Coordination
Publications (Smith)	Staff Handbook	Sub Assignments	School Profile
SARC, Staff Development	Sunshine Committee	Supervision & Discipline	School Site Council
Senior Talks	Supervision & Discipline	Textbook Accounting	SPSA
Testing Talks	Walkthroughs	Transportation	Supervision & Discipline
Tours	WASC	Walkthroughs	Walkthroughs
Walkthroughs		Mentor Program	Technology
WASC			