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**TORREY PINES HIGH SCHOOL
ADMINISTRATION TEAM DUTIES**

<u>PRINCIPAL - ROB COPPO</u>	<u>ROBERT SHOCKNEY - A - G</u>	<u>REBECCA GALLOW - H - N</u>	<u>MICHAEL SANTOS - O - Z</u>
x2221	x2237	X2093	x2223
*CERTIFICATED SUPERVISION	*CERTIFICATED SUPERVISION	*CERTIFICATED SUPERVISION	*CERTIFICATED SUPERVISION
*CLASSIFIED SUPERVISION	*CLASSIFIED SUPERVISION	*CLASSIFIED SUPERVISION	*CLASSIFIED SUPERVISION
Principal Assistant: Grace Lisle	AP Assistant: Pam Brand	AP Assistant: Pam Brand	AP Assistant: Jorie Rankin
Receptionist: Carol MacManus	ASB Secretary: Patricia Hargraves	Health Tech: Carie Miller	AVID/Support Class Tutors
Registrar: Kristina Martinez	Counseling Sec.: Jan Daher	LC Tech: Catherine Pavnic	AD Sec.: Rebecca DeLeone
	Campus Supervisors	Custodians	Cert. Coaches
		Attendance Sec.: Notani, Sherman	
DEPT SUPPORT	DEPT SUPPORT	DEPT SUPPORT	DEPT SUPPORT
Math	CTE	SPED	Athletics
Social Science	Counseling	English	AVID & ELD
VPA	World Language		Physical Education
			Science
RC - RESPONSIBILITIES	RS - RESPONSIBILITIES	RG - RESPONSIBILITIES	MS - RESPONSIBILITIES
Brown Bag Lunches	504 Coordinator	Attendance	Academic Teams
Budget (Lisle)	ASB	Awards Night	AP Testing, Audit, & Training
BTSN & Info Night	Aeries	Calendar - Activities & Facilities	Athletics
Capital Improvements/Bond	College & Career Center	Classroom Utilization	Athletic Director
Classified Liaison	Master Schedule	Communication	AVID Program
Community Relations	Mentor Program	Facilities Request	College Board Liaison
Curriculum & Instruction	New Frosh/Orientation	Facilities/Bond Implications	Liaisons
Dept. Chairs/Meetings	PALs	Healthy Kids Survey	NAEP Test Administration
Field Trips	Readiness Days	ISPE	PSAT
PLC Process	Registration	Learning Commons	SAT / ACT Coordination
Foundation	Safety Committee	SBAC testing	School Site Council
Graduation	School Profile	School Pictures	Social Media
Guest Speakers	Senior Activities	StartSmart	SPSA
Mission/Vision - Staff Development	Staff Handbook	Sunshine Committee	Sub Assignments
Publications	Supervision & Discipline	Textbooks	WASC
SARC	Technology	Transportation	9th/10th grade Intervention Team
School Calendar	Web Site	Tutoring	
Senior Talks		New Teacher Support	
Testing Talks	Shared Responsibilities		
Tours	Supervision & Discipline	Supervision & Discipline	Supervision & Discipline
	Instructional Rounds	Instructional Rounds	Instructional Rounds
Instructional Rounds	IEPs / 504s	IEPs / 504s	IEPs / 504s

