

2026-2027 Assistant Principal Administrative Duties

High School (4)

Curriculum & Instruction Administrative Designee #2 Grade 12 Daniel Lieu Counselors, Special Education	Student Services & Community Administrative Designee #3 Grade 11 Ann-Marie Bernhard ELD, English, Social Science	Activities & Athletics Administrative Designee #4 Grade 9 Quoc Nguyen Science, Math, PE/Health	Facilities, School Safety Administrative Designee #1 Grade 10 Jana Kovar World Language, CTE/ROP, VAPA
<u>Career Preparedness Systems Framework (CPSF)</u> • AIME • Capstone Program Process • Civic Engagement & Service Learning • CTE Pathways (including exclusive pathways) • Career Connect <u>College Partners:</u> • Anaheim Collaborative (support principal) ◦ Implementation Team ◦ College & Career Access Team (support principal) ◦ College Bound <u>Counselors</u> • 504 Process Implementation • Dual Enrollment • Grades • Seal of Bi/Triliteracy • Transcript Audits <u>Curriculum & Instruction</u> • Credit Recovery • Guest Speakers • Programs including AVID, Dual Enrollment, Dual Language Academy & Puente • SLT Attendance • Student Observers • Student Teachers • Substitute Teachers	<u>Attendance</u> • Attendance Office Staff • Home Hospital • SART & SARB • Saturday Academy Implementation/Programming • Short-Term Ind. Studies Process • Attendance Committee <u>Community Partners</u> • PTSA • Girls' Inc. • Groundswell (OCHR) • Waymakers • TGR • Others (Cypress Parks & Rec, Cypress PD, Whitaker Foundation, Big Brother/Sisters) <u>Health</u> • Health Office Staff • Accident Reports <u>Library/Media Center</u> • Library Media Tech • Tutoring <u>Multi-Tiered System of Supports (MTSS) & Restorative Practices</u> • EMT Process Implementation • PBIS Implementation/Recognition • MINGA • Check n Connect Activities • Tutoring/After School Programs • Community Circles	<u>ASB/Activities/School Events</u> • ASB Advisor(s) • ASB Technician • Back-to-School Night • Master Calendar of Events • Open House • Raising Student Voice & Participation (RSVP) • Student Leadership Program • Teacher Supervision Scheduling • Yearbook • Social Justice Day <u>Athletics</u> • Athletic Calendar & Administrative Supervision • Athletic Directors • Athletic Field Workers • Boosters • Student-Athletes, including eligibility & clearance • Trainers <u>Community Events & Showcases</u> • AI Summit • Demonstration Visits • Servathon • Short Term International Student Visits • STEAM-A-PALOOZA • Others, as needed	<u>Buildings & Grounds/Facilities</u> • Alarms • Bell Schedules • Classroom Furniture • Custodians/ Plant Manager • Security Camera Locations/ Programming • Work Orders & Site Modifications Process • Facility Usage (Facilitron) <u>Community Communication</u> • Marquee • Website <u>Graduation</u> • Ceremony Coordination • Grad Regalia (timelines, designs, ordering process) • Grad Walks <u>School Safety</u> • Campus Safety Aides • Disaster Preparedness/ Emergency Plans • Nixle Communications • School Safety Plan • Security Cameras • Every 15 Minutes <u>Student Registration/Orientation</u> • Coordination and planning • Link Crew • Parent Orientation

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<u>International Students</u> F1/J1 Enrollment Coordination <u>Master Schedule</u> <u>Special Education</u> • Caseload Reviews • Collaboration & Monitoring • IEP Audits • IEP calendar • Instructional Aides • SWD Professional Learning • SWD Task Force Coordination <u>Surveys- Staff, Parents, Students, Community</u> • California Healthy Kids Survey • LCAP Survey • Exit Survey • Others, as needed WASC CAFF REDESIGN Exclusive Pathway ILC Ed Technology Focus Team Lead	<u>Plurilingual Students</u> • DELAC/ ELAC Coordination • EL Taskforce Coordination • Instructional Aides • PL Success Monitoring • Reclassification <u>Testing</u> • AP • ASVAB • CAASPP • ELPAC • PFT • PSAT <u>Textbooks & Technology</u> • 1:1 devices • Centralized Location • Distribution & Collection • Fines Tobacco Use Prevention Education (TUPE) PBIS/MTSS Focus Team Lead	<u>Master Calendar</u> • Facility Usage (Facilitron) Athletics • Field Trips • Transportation • Adjunct/Admin Duty Calendars <u>Student Recognition</u> • End of Year Awards • Perfect Attendance • Student of the Month • Other (Site Specific) Civic Engagement Focus Team Lead	<u>Student/Parent Handbook</u> • Handbook • Student Planners <u>Registrar/Records</u> • Data Validation Follow Up • Student Enrollment/Drop Systems <u>Transportation Safety</u> • Parking Lot • Parking Permits • Bike Permits CONSTRUCTION/ BOND MEASURES Safety Focus Team Lead
High School Principal Duties: 5 Cs Coach, Anaheim Collaborative, Athletic League Attendance, Capstone, CCAT, Community Schools, Critical Incident Response, FPM, Grants, Induction, LCAP, Parent Engagement (FACES, Parent Center, Parent Learning Walks), Professional Learning, Senior Admin, SLT, SPSA, Staff Handbook, Staff Checkout, Title 1, WASC		Common Duties: • Campus/Event Supervision • Department Supervision • Discipline & Alternative to Suspension • Evaluations (Classified & Certificated) • IEP Attendance • Short Term IS • Attendance by grade level	Flexible: Grade Level Discipline/Supervision Department Supervision