

**Mira Costa High School Delineation of Duties
Fall 2011**

Principal Ben Dale	Vice Principal Goy Casillas	Vice Principal Jaime Mancilla	Vice Principal Paula Hart
<ul style="list-style-type: none"> • School Mission, Vision, Goals, and Objectives • Budget Development • Staff Selection • Supervision and Evaluation of School Management Team • Department Supervision & Evaluation <ul style="list-style-type: none"> ○ Special Education ○ Social Science • School Representative to: <ul style="list-style-type: none"> ○ Board of Education ○ PTSA ○ Manhattan Beach Coordinating Council ○ Manhattan Beach Chamber of Commerce ○ Drug Task Force ○ Special Education Task Force • SARC (with Jaime) • Public Relations/Community Liaison <ul style="list-style-type: none"> ○ Eblast ○ Marquee ○ Website ○ Newsletters • Master Calendar • Professional Development <ul style="list-style-type: none"> ○ All Staff • M & O/Grounds • CCR • Library/Textbooks • School Site Council • Food Services • El Camino Liaison • SCROC Liaison • Technology (with Jaime) • VEA • Auditorium Renovation • Bond/Construction • Principal's Leadership Council 	<ul style="list-style-type: none"> • 11th Grade <ul style="list-style-type: none"> IEP/504/SST • Discipline for all grade levels • Study Zone • Attendance <ul style="list-style-type: none"> ○ Absence Approvals • Department Supervision & Evaluation <ul style="list-style-type: none"> ○ P.E./Health ○ English • Activities <ul style="list-style-type: none"> Homecoming Pride Days Rotary Craftsman Breakfast • Assemblies <ul style="list-style-type: none"> ○ Mira Costa Night ○ Winter Assembly ○ All Awards ○ Back to School Night • Student Awards Programs <ul style="list-style-type: none"> Character Counts Breakfast Scholar Breakfast • Instructional Minutes • Daily Bulletin • Course Handbook • GATE • CBEDS • ACE Program 	<ul style="list-style-type: none"> • 10th Grade <ul style="list-style-type: none"> IEP/504/SST • Department Supervision & Evaluation <ul style="list-style-type: none"> ○ Math ○ Arts • SSD Coordinator • Student Welfare <ul style="list-style-type: none"> ○ Permits ○ Independent Study ○ After-School Tutoring ○ Alternative Education • Foreign Exchange Students • Safety Plan/Emergency Drills • School Safety Plan • Master Schedule & Guidance <ul style="list-style-type: none"> ○ Instructional Minutes ○ Teacher Assistants ○ Guidance Department Supervision • UC and Course approval process • SARC (with Ben) • Report Cards/Progress Reports • New Teacher Support <ul style="list-style-type: none"> ○ BTSA ○ Student Teacher Liaison & Observation Facilitator • City Liaison • Green and Gold Recognition • Staff Morale • Technology (with Ben) • Budget Development 	<ul style="list-style-type: none"> • 9th and 12th Grades <ul style="list-style-type: none"> IEP/504/SST • College and Career Center • Cabinet • Student Support Programs <ul style="list-style-type: none"> ○ SAS ○ Impact ○ PACE • Curriculum and Instruction • Infosnap and Registration • Department Supervision & Evaluation <ul style="list-style-type: none"> ○ Foreign Language ○ Science • Facilities <ul style="list-style-type: none"> ○ Site Rentals ○ Auditorium • Bond/Construction <ul style="list-style-type: none"> ○ Site Representative ○ Contractor Liaison • California Scholarship Federation • Adult School Liaison • AP/CAHSEE/STAR Testing • Athletic Director <ul style="list-style-type: none"> ○ Supervise Coaches ○ Academic Eligibility ○ Transportation ○ CIF Liaison • Security <ul style="list-style-type: none"> ○ Parking ○ SRO/Security personnel ○ Detention • Summer School • Substitutes • Keys • 8th Grade Parent Night • Community Liaison • Athlete Award Programs • Community Recognition
x5000	x5025	x5006	x5028

**Mira Costa High School Delineation of Duties
Spring 2012**

Principal Ben Dale	Vice Principal Jennie Wright	Vice Principal Jaime Mancilla	Vice Principal Paula Hart
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