

WINDSOR HIGH SCHOOL'S LEADERSHIP TEAM

ORGANIZATIONAL DUTIES – 2009-2010

Marc Elin

Student-related Responsibilities
Attendance & Student Welfare (9-12)
Counseling & Career Center (incl Scholarships)
Athletics / Boosters / Cheerleading
SpEd (RSP & SDC)
Curriculum & Instruction
Curriculum/Instruction Supervision & Evaluation
Staff Development
Staffing/Hiring
Student Teachers
Adjunct Duty
Other Responsibilities
District Leadership Team (DLT)
Leadership Team/Site Council
Department Representatives
Budget
Board Reports
Field Trips
Library
Food Service
Newsletter
Public Relations
Events
Freshman Orientation
Back-to-School Night

Chris Vetrano

Student-related Responsibilities
Attendance & Discipline (Grades 9 & 11)
Activities / ASB
Unity / Vista
AVID
SpEd (504s, School-to-Career and Workability)
Interdistrict Transfers
GATE / Honors / AP / CSF
Foreign Exchange Students
Curriculum & Instruction
Curriculum/Instruction Supervision & Evaluation
WASC (<i>revisit year</i>)
New Teacher Support/BTSA
Teacher Handbook
Other Responsibilities
Leadership Team/Site Council
Video Bulletin & Newspaper
Parent-Student Handbook/Agenda
ROP
State and Federal Projects (Perkins/SSP/CPA)
Technology/Website
Course Catalog
Yearbook
Events
College Fair -&- College Night
Graduation & Project Grad

Amy Zigler

Student-related Responsibilities
Attendance & Discipline (Grades 10 & 12)
Campus Supervision
SARB
MESA
ELD/Bilingual Ed & Migrant Ed
Peer Helping
Curriculum & Instruction
Curriculum/Instruction Supervision & Evaluation
Data Processing (Aeries and assessment data)
Testing/Assessment
Senior Projects
Master Schedule
Other Responsibilities
Leadership Team/Site Council
Emergency Systems / Safe School Prgms
Facilities/Maintenance & Operations/Construction
Transportation
Events
Eighth-Grade Parent Orientation
Awards Assembly