



MONTGOMERY HIGH SCHOOL

Home of the Vikings



ADMINISTRATIVE RESPONSIBILITIES, 2007-2008

Laurie Fong	Chris White	Jan Smith Billing	Raúl Guerrero
Principal	Vice Principal	Assistant Principal	Assistant Principal
<ul style="list-style-type: none"> • Staff Development • Principal's Advisory Committee • Faculty meetings • Hiring of all staff • Site Council • Budget • WASC Action Plan implementation • Public relations / Communication • Representative to Board of Ed • Complaints regarding staff • IB Liaison • Graduation • Suspension Appeals • Montgomery Educ Foundation • ASB liaison • Tech Committee • Student supervision • Staff Evaluations 	<ul style="list-style-type: none"> • Counseling oversight • Literacy/academic support • Master Schedule • College/Career visit coordinator • OARS trainer/oversight • Enrollment/Registration • Assessment (STAR, CAHSEE, CELDT, Aprenda) • AP Exams • 504 Coordinator • Peer Tutors • Back to School Night • 8th Grade Parent Night • Senior Awards Night • Room Assignments • Intradistrict transfers • AVID oversight • Student supervision • Staff Evaluations 	<ul style="list-style-type: none"> • Athletics oversight • Discipline L-Z • IEPs, SSTs L-Z • Work Permits • Extra-Duty Assignments • STAR testing rewards • Police Liaison • Staff Handbook • Parking permits • Pre-school Orientation • Student Handbook/distribution • Senior Awards program • Teacher Walk-Throughs • Dance Clearance Forms • CWA Scheduling • Library liaison, LOP list • Student supervision • Staff Evaluations 	<ul style="list-style-type: none"> • Attendance Office oversight • Discipline A-K • IEPs, SSTs A-K • Buildings and Grounds • Safety Plan & Disaster Prep. • Facility Use • School Climate Committee (SSA, Link, TLT, intervention) • ELL/ELAC liaison • Credit Loss Appeal Process • Supervision oversight • Cheerleader & Booster liaison • Classified Staff meetings • Latino subgroup support • Cameras • New teacher orientation • Healthy Kids Survey • Student supervision • Staff Evaluations
PL C Steering Committee	PLC Steering Committee	PLC Steering Committee	PLC Steering Committee