

**OXNARD HIGH SCHOOL ADMINISTRATIVE RESPONSIBILITIES – 2018-2019 SCHOOL YEAR**

	<b>PRINCIPAL RICHARD URIAS</b> <i>Adriana Ipatzi, Secy.</i>	<b>ASSIST PRINCIPAL OSCAR VERDIN</b> <i>Tangela Barber, Secy.</i>	<b>ASSIST PRINCIPAL AARON LUOMA</b> <i>Teri Morgan, Secy.</i>	<b>ASSIST PRINCIPAL LETICIA CARABAJAL</b> <i>Teri Morgan, Secy.</i>	<b>ASSIST PRINCIPAL LAUREN RODRIGUEZ</b> <i>Marc Tuazon, Secy.</i>
<b>DEPTS./ PERSONNEL</b>	Math, Foreign Lang/NS, Prin's Secy, Fac'y Secretary, All Staff	CTE, Social Science, Counseling Guid. Tech/Counselors/SEL, CCC, Registrar/Records	SPED, Paras, Attendance Advisor, Attendance Ofc, Campus Supv., Res Officer, Textbook clerk, Library	English, ELD/Migrant, Clerical Staff, Receptionist, Nurse, Health Clerk, Migrant Guidance Tech	PE, Science, IT, Bookkeeper, Coaches, Music/Drama, Tech Coaches
<b>SHARED DUTIES</b>	TASP & IEP's Dept. Collab./PLC's CCSS/ Instruction Discipline Bells Classroom Visits	TASP & IEP's Dept. Collab./PLC's CCSS/ Instruction Discipline Bells Classroom Visits	TASP & IEP's Dept. Collab./PLC's CCSS/ Instruction Discipline Bells Classroom Visits	TASP & IEP's Dept. Collab./PLC's CCSS/ Instruction Discipline Bells Classroom Visits	TASP & IEP's Dept. Collab./PLC's CCSS/ Instruction Discipline Bells Classroom Visits
<b>DUTIES SHARED WITH PRINCIPAL</b>	9 <sup>th</sup> Grade Teacher Team Instructional Plan Leadership Team/LIT	Substitutes Acad & SEL Counseling MTSS/RTI Master Schedule PSAT/SAT <b>Junior Discipline</b>	PBIS ADA/Chronic Absenteeism AVID SPED <b>Senior Discipline</b>	ELLRT GTECH/LAPS Honor Roll LCAP/TITLE 1/SPSA Summer School Setup <b>Sophomore Discipline</b>	Activities/Athletics AP Program APP/Tech/Website Facilities WASC <b>Freshmen Discipline</b>
<b>AREAS OF FOCUS/ ALL AP'S</b>	Accountability Dashboard Adjunct Duties Admin Team All School Budgets Curriculum Faculty/Leadership Graduation Grievances Hall of Fame Hiring of all Personnel Instructional Focus Keys Media PTSA/ELAC/SSC ROTC SPSA/LCAP/SACR/ OHS Plans Youth Truth Survey	Alternative Placement Committee College Career Center Cyberhigh Data Collection Dist. Curr. Cmte. Foster Youth/Homeless Free/Reduced Lunch Gainful Employment Opening/Closing School PSAT/SAT Testing Senior Awards Night Substitute Support UC A-G Classes Work Experience	18-Year-Old Meeting Attendance/Advisor/SARB Ca Healthy Kids Survey Campus Supervisors OPD Liaison CASSPP Testing Data Collection Detention Program Earthquake Fire Drills Graduation Home/Hospital Teaching New Teacher Support Safe School Plan Saturday School Attendance Teacher Recognition Textbooks Voter Registration	B2SN/Open House LCAP/Title 1 Budgets Calendar/Instr. Minutes Classified Staff Meetings Data Collection EL/Migrant Award Prgs. ELPAC Testing ELAC/DELAC Health Office iLIT Jacket Return Reading Programs School Site Council Summer Mailer	Activities/Clubs AP Testing ASB Budget/Leadership Anti-Bullying Boosters Canine/Metal Detection Computer Labs/COWS Data Collection Educational Technology Custodial/Maintenance Dial Security Email Groupings Updates Jacket Connect Lunchtime Activities Newspaper/Yearbook Tech Coaches Transportation
	<b>Mr. Urias – 278-3000</b> <b>Mrs. Ipatzi – 278-2904</b>	<b>Mr. Verdin – 278-2903</b> <b>Ms. Barber 278-2933</b>	<b>Mr. Luoma – 278-2901</b> <b>Ms. Gonzalez – 834-1469</b>	<b>Mrs. Carabajal – 278-2911</b> <b>Mrs. Morgan 278-2908</b>	<b>Mrs. Rodriguez – 834-1456</b> <b>Mr. Tuazon – 278-2915</b>