

**OXNARD HIGH SCHOOL ADMINISTRATIVE RESPONSIBILITIES – 2020-2021 SCHOOL YEAR**

	<b>PRINCIPAL RICHARD URIAS</b> <i>Adriana Ipatzi, Secy.</i>	<b>ASSIST PRINCIPAL OSCAR VERDIN</b> <i>Maryam Wasa, Secy.</i>	<b>ASSIST PRINCIPAL AARON LUOMA</b> <i>Waleska Canales, Secy.</i>	<b>ASSIST PRINCIPAL LETICIA CARABAJAL</b> <i>Jeanette Salas, Secy.</i>	<b>ASSIST PRINCIPAL LAUREN RODRIGUEZ</b> <i>Paula Escamilla, Secy.</i>
<b>DEPTS./ PERSONNEL</b>	Math, Foreign Lang/NS, Principal's Sect., Faculty Secretary, Receptionist	CTE, Social Science, Counseling Guidance Tech/Counselors/SEL, CCC, Registrar/Records	SPED, Paras, Attendance Advisor, Attendance Ofc, Campus Supv., Resource Officer, Nurse, Health Clerk	English, ELD/Migrant, Clerical Staff, Migrant Guidance Tech, Textbook clerk, Library	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 AVID/WASC	Acad & SEL Counseling MTSS/RTI Substitutes Master Schedule PSAT/SAT	PBIS Attendance Honor Roll SPED	ELLRT GTECH/LAPS LCAP/TITLE 1/SPSA Summer School Setup	Activities/Athletics AP Program Tech/Website Facilities
<b>AREAS OF FOCUS/ ALL AP'S</b>	Accountability Dashboard Admin Team All School Budgets Curriculum Faculty/Leadership Graduation Grievances Hall of Fame Hiring of all Personnel Instructional Minutes Keys Media PTSA/ELAC/SSC ROTC SPSA/LCAP/SARC Summer Mailer Youth Truth Survey	<b>Junior Discipline</b>  11 <sup>th</sup> Grade Intervention Alternative Placement Committee College Career Center CTE Pathways Edgenuity courses Dist. Curr. Cmte. Foster Youth/Homeless Free/Reduced Lunch Gainful Employment Opening/Closing School PSAT/SAT Testing Senior Awards Night UC A-G Classes Work Experience Other Duties as Assigned	<b>Senior Discipline</b>  12 <sup>th</sup> Grade Intervention Attendance/Advisor/SARB Ca Healthy Kids Survey Campus Supervisors OPD Liaison CASSPP Testing Earthquake Fire Drills Graduation Health Office Home/Hospital Teaching Link Crew New Teacher Support Safe School Plan Saturday School Attendance Textbooks Voter Registration Other Duties as Assigned	<b>Sophomore Discipline</b>  10 <sup>th</sup> Grade Intervention B2SN/Open House LCAP/Title 1 Budgets Classified Staff Meetings EL/Migrant Awards ELPAC Testing ELAC/DELAC iLIT Jacket Return Nutrition Services Reading Programs School Site Council Other Duties as Assigned	<b>Freshmen Discipline</b>  9 <sup>th</sup> Grade Intervention Activities/Clubs Adjunct Duties AP Testing ASB Budget/Leadership Boosters Canine/Metal Detection COWS Custodial/Maintenance Dial Security Lunchtime Activities Newspaper/Yearbook Tech Coaches Transportation Other Duties as Assigned Detention Program Freshman Cohort
	<b>Mr. Urias – 278-3000</b> <b>Mrs. Ipatzi – 278-2904</b>	<b>Mr. Verdin – 278-2903</b> <b>Ms. Wasa – 834-1469</b>	<b>Mr. Luoma – 278-2901</b> <b>Ms. Canales – 394-4722</b>	<b>Mrs. Carabajal – 278-2911</b> <b>Ms. Salas – 278-2908</b>	<b>Mrs. Rodriguez – 834-1456</b> <b>Ms. Escamilla – 278-2915</b>