


LA COSTA CANYON HS ADMIN RESPONSIBILITIES 2022-2023

Justin Conn, Principal	Katie Bendix, AP (A-Go)	Leo Fletes, AP (Gr-Oc)	Brenda Robinette, AP (Od-Z)
<p>Departments: Home Ec, Business, English</p> <ul style="list-style-type: none"> - BTSN - Bell Schedule/Master Schedule - Career Tech Education (CTE) - International Baccalaureate (IB) / IB Testing - Budget - BTSA Liaison - Campus Tours/Principal Coffee - Department Chairs - Field Trips/Guest Speakers - Foundation/Grants - Master Facility Plan/Prop AA - Office Operations - Purchasing - School Accountability Report Card - Transportation - Registrar/Student Enrollment 	<p>Departments: Counseling, SPED</p> <ul style="list-style-type: none"> - Master Schedule - Room Utilization - Social Emotional Learning (SEL) - Health Office - 504 Coordinator - Graduation - McKinney Vento - School Business Days -Student Connectedness -Student Support Specialist / Facilitator Liaison -Suicide Prevention - Information Night - Title IX - Online Learning Program 	<p>Departments: Math, Science, PE</p> <ul style="list-style-type: none"> - AVID/AVID Tutors - Parking/Start Smart - Athletic PE - Facilities Campus - On-line Health - ISPE - Substitutes - Student Teachers - Athletics - Facilities/Athletics - ASB - Campus Supervisors - Restorative Practices - Learning Commons 	<p>Departments: Social Science, VPA, World Language</p> <ul style="list-style-type: none"> - Attendance Office - Tardy / Truancy Monitoring - AP & PSAT - CAASPP - ACT/SAT SSD Support - LCAP/SPSA - Safety -School Site Council -Social Media Support - Textbooks - Technology - WASC - English Language Learner Team <div style="text-align: right;">  </div>
All Administrators			
<p>SPSA Development</p> <p>MTSS/Social Emotional Learning</p> <p>Student Safety Protocols</p>	<p>PLC Process/Formative Assessments</p> <p>Student Services</p> <p>Student Attendance Tracking</p>	<p>Evaluations - Certificated & Classified</p> <p>Instruction & Extracurriculars</p> <p>IEP & 504 Meetings (AP's: 504 Initial Evals)</p>	<p>Student Discipline</p> <p>Community Messaging</p>