

HOLLYWOOD HIGH SCHOOL

ADMINISTRATIVE DUTIES 2014-15 (Revised on 8/8/14)

Alejandra M. Sánchez Principal	Samuel Dovlatian Assistant Principal	Travis Brandy Assistant Principal	John Newton Interim Assistant Principal, SCS
<ul style="list-style-type: none"> ➤ Accreditation ➤ Administrative Staff ➤ Audits ➤ Budgets ➤ CAPP Grant ➤ Certificated / Classified Time Payrolls ➤ Clerical Staff ➤ Community Organizations ➤ Coordinatorships ➤ Crisis Coordinators ➤ Instructional Coaches ➤ Division / District Reports ➤ Donations ➤ ELAC/Parent Involvement ➤ Faculty Meetings ➤ Financial Manager ➤ ICC ➤ Instructional Program: CCSS, PBL, T&L Framework, Master Plan ➤ LACC ➤ Linked Learning ➤ Marquee ➤ MyData ➤ Parent / Community / Newspapers ➤ Parent Center ➤ Periodic Assessments/Smarter Balanced ➤ School-Based Management ➤ School-Site Council ➤ SLC Leads/Department Chairs ➤ Student Body Accounts ➤ Stull Evaluation Procedures ➤ Time Reporting ➤ TSP/Title I/EL/Categorical Programs 	<ul style="list-style-type: none"> ➤ Assemblies ➤ Physical Plant/Alterations / Improvements/ Construction ➤ Attendance ➤ Federal Lunch Program/Cafeteria Services ➤ Campus Clean-Up / School Beautification ➤ Campus Supervision ➤ Certificated Attendance/ Substitute Teachers/Class Coverage ➤ Civic Center Permits ➤ Custodial Services ➤ Emergency Lesson Plans ➤ Emergency Procedures & Drills ➤ Enrollment/ Registration ➤ Film Leases ➤ Fundraising Drives ➤ Inter-Coordinated Council ➤ Keys ➤ Leadership/ Student Body Activities/ Clubs ➤ Lockers ➤ Instructional Program: CCSS, PBL, PLC ➤ Linked Learning/ Perkins and CPA Grants ➤ Master Calendar ➤ MiSiS/Attendance ➤ PSA Counselor ➤ PA Announcements/ Website – HHS ➤ Parking ➤ Room Assignments ➤ Safety School Plan ➤ School Police ➤ Senior Project Committee ➤ Student I.D. Cards & Pictures ➤ Tardy Policy/Tuancy Policy ➤ Telephone Systems ➤ Textbooks 	<ul style="list-style-type: none"> ➤ Accreditation ➤ Alumni Association ➤ Athletic Program ➤ Academic Decathlon ➤ CAHSEE Prep ➤ CAPP GRANT ➤ Child Abuse Reporting ➤ Discipline & Safety Committee ➤ Faculty Handbook ➤ Field Trips ➤ Graduation ➤ Guest Speakers ➤ Incident Reports ➤ Inter-Coordinated Council ➤ Instructional Program: CCSS, PBL, T&L Framework, Master Plan, Linked Learning ➤ JROTC ➤ LACC ➤ Library Services ➤ Mentors / UCLA IMPACT ➤ New Teacher Orientation ➤ Metal Detection ➤ MTA ➤ MyData ➤ Opportunity Transfers ➤ Sexual Harassment ➤ Positive Behavior Support Plan ➤ Student Discipline ➤ School-Based Management ➤ Student Lockers ➤ Suspensions and Expulsions ➤ Technology Inventory/ Network Services ➤ Test Preparation ➤ Testing Program ➤ Title I/EL/Categorical Programs ➤ Yearbook ➤ Visitor Permits 	<ul style="list-style-type: none"> ➤ Advanced Placement Program ➤ AP Committee ➤ Adult School Liaison ➤ Middle School Articulation ➤ Back to School ➤ Bell Schedules ➤ Beyond the Bell/ LACER ➤ Bulletins (Opening & Closing) ➤ Bulletin Boards / Cases ➤ Career Advisements / ROP ➤ Cheer Squad/Drill Team ➤ Child Abuse Reporting ➤ College Advisement ➤ Connect-Ed Phone System ➤ COST ➤ Counseling Services ➤ Crisis Team ➤ Cumulative Records ➤ Diplomas ➤ Gifted Program ➤ Hospitality ➤ Incident Reports ➤ Marking Practices ➤ Master Schedule/ MiSiS ➤ Nursing Services ➤ Open House ➤ Parent Booster Clubs ➤ PHBAO Conferences ➤ Response to Intervention ➤ Roll Books ➤ Room Assignments ➤ Scholarships / Awards ➤ Sexual Harassment ➤ Special Education Program ➤ Student Success Team ➤ Student Promotion / Retention ➤ Wellness Center/ Healthy Start Program ➤ Work Permits
FRESHMAN CLASS SCHOOL FOR ADVANCED STUDIES (SAS) Math Support Staff	JUNIOR CLASS MEDIA ENTERTAINMENT AND TECHNOLOGY (MET) English Language Arts Foreign Language Electives	SENIOR CLASS/GRADUATION TEACHING CAREER ACADEMY (TCA) Social Studies/History Science Physical Education	SOPHOMORE CLASS PERFORMING ARTS MAGNET (PAM) Special Education Counselors