

# Earl Warren Middle School

## Administrative Duties

### 2017 - 2018

#### **Reno Medina, Principal**

Common Core Implementation  
Evaluations  
PLC's  
Student Achievement  
Staff Development  
Student Data Management/Support  
Supervision  
Student Interventions

#### **Departments**

Counseling  
Math  
Science  
Special Education  
World Languages

#### **General Responsibilities:**

Budget  
Calendar  
Construction  
Custodians  
ELAC  
Facilities & Fields  
Grade Challenges  
Department Chairs  
Discipline Appeals  
IEP/504 (as needed)  
Master Schedule  
Newsletter  
Orientation  
PTSA  
Promotion  
School Site Council  
Site Plan/SPSA/LCAP  
Seahawk Connections/Peer Tutoring  
Registration  
Substitutes  
Title I

#### **Kaitlin Wood, Assistant Principal**

Common Core Implementation  
Evaluations  
PLC's  
Student Achievement  
Student Data Management/Support  
Staff Development  
Supervision  
Student Interventions

#### **Departments**

English  
Physical Education  
Social Science  
Visual/Performing Arts

#### **General Responsibilities:**

ASB  
Attendance/SARB  
Boys & Girls Club  
Campus Supervisors  
Health Office  
Discipline  
Health/Sex Ed-Science 7  
Health Office  
Homework Hour/After School Support  
504 Coordinator  
IEP/504  
ISPE  
Safety  
Social Media Outreach  
SST/RTI  
Staff Handbook  
Technology  
Testing Coordinator  
Transportation  
Yearbook