

HIDDEN VALLEY MIDDLE SCHOOL
Administrative Duties, Support, & Intervention 2010-2011

<u>Trent Smith - Principal</u>	
<ul style="list-style-type: none"> • AVID • Curriculum & Instruction • Positive Action • Budget • GATE • PTO • ELAC • Retentions • Staff Meetings • Counselors • Academic Probation 	<ul style="list-style-type: none"> • Regional Cohort Meetings • School News • Custodians/Facilities • Site Council • Single Plan for Student Achievement • 8th Grade Promotion • New Parent Orientation • Adjunct Duties • Master Schedule • Support Teachers
<u>Eric Solórzano - AP</u>	<u>Johnnie Landreth - AP</u>
Pathfinder, Challenger, Voyager, Unity, Pride, Synergy	Journey, Discovery, Victory, Destiny, Explorer
<ul style="list-style-type: none"> • Noon Supervisors • Family Life • Academic Bowl • Student Organizer • ELAC • Gang Task Force • Tech Committee 	<ul style="list-style-type: none"> • Special Ed. • Disaster Preparation • Safe School Plan • Parents' Day at Lunch • Anytime/X-Track/SCVP • CARE Youth Project • Math Field Day • Duty Schedule
<u>Both APs</u>	
<ul style="list-style-type: none"> • SST • 5th/8th Grade Articulation • SARB • 504 Plans • Friday Night School 	<ul style="list-style-type: none"> • Honor Level System • Positive Discipline Committee • IEPs • Season For Non-Violence
<u>Trent, Eric, Johnnie</u>	
<ul style="list-style-type: none"> • Department Meetings • SLT • CELDT/STAR Testing • Academic Probation Team 	<ul style="list-style-type: none"> • Evening Activities • Chaperone Music Activities • Suspensions/Expulsions • Certificated/Classified Evaluations
<u>Tim Freeland-ASB</u>	
<ul style="list-style-type: none"> • School Wide Activities • Academic Pep Rallies 	<ul style="list-style-type: none"> • School Spirit • Yearbook
<u>Molly Francis - Counselor</u>	<u>John Guerreri - Counselor</u>
All students with last names N-Z	All students with last names A-M
<ul style="list-style-type: none"> • Counseling Group Meetings • New Student Orientation • High School Articulation/Registration • Natural Helpers • Behavior Support Plans • SST/CSAT • Community Agencies • Career Awareness Activities 	<ul style="list-style-type: none"> • Counseling Group Meetings • Academic Probation • New Student Orientation • Red Ribbon Week • Behavior Support Plans • SST/CSAT • Community Agencies

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Claudia Seay- EL Literacy Facilitator

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| <ul style="list-style-type: none">• Works with classroom teachers to assist with the full implementation of Structured-PH and HP• Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students• Collaborates with site team for professional development prescribed from DAIT process• Conducts demonstration lessons to insure that all teachers have been trained to an advanced level of delivery using ELD and SDAIE strategies• Assists teachers with planning and pacing for instruction• Participates in collaborative grade level meetings and assist grade level teams in setting goals for improved EL instruction | <ul style="list-style-type: none">• Assists with the utilization of EduSoft and Power School for assessment data analysis to focus instruction• Meets regularly with the principal for direction on instructional delivery support, data analysis support, and site staff development needs• Prepares forms, records, and reports as directed• Attends meetings and trainings as directed• Assists with testing (MAP, CELDT, STAR) |
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