

2015-2016

Administrative Responsibilities

Alvaro Alvarenga

Administrator

Uniform Complaints

Volunteer Program/ Policy and Implementation

Community Advisory Committee

SSC Logistics & Trainings

Media/ Website

Inventory Equipment/ Supplies

IT Support/ Technology

Security/ Facilities

DELAC/ ELAC Logistics & Trainings

Parent Advisory Committee

Saturday Parent Training

Parent Access Support System/ Development and Implementation (PASSport)

Diane Panossian

Administrator

Liaison to CORE Waiver Unit

Liaison to Federal and State Education Programs

Policy (Bulletin) Development

Federal Program Monitoring

LD Title I Study Groups

Title I Policies

Title I Focus Group

Title I Coordinators' Liaison/Title I Coaches Assignments & Trainings

Consolidated Application

Budget/ Payroll

Single Plan for Student Achievement (SPSA)

LCFF/ LCAP

Ruth Yoon

Administrator

Abriendo Puertas Training

Grants Development

EL Parent Academies

MMED/ EL Coordinators Liaison

EL Coaches Assignments & Trainings

Parent Center Improvement Bond Project Logistics

Parent Center Curriculum

DELAC/ ELAC Training

Curriculum Projects

Special Education Coaches/ Assignments/ Professional Development

Brenda Manuel

Administrator

Student Body Presidents' Central & LD Meetings

Superintendent's Student Advisory Council Meetings

Student Board Member Election & Training

Board District 1 & 4 Student Advisory Council Meetings

Student Body Advisor's meetings

Student Conferences: Boys and Girls of Color

Student Government Leadership Conference-Spring

Food Services Focus Groups

Creating Leadership Pathways for students grades 4-12

Liaison to LDs in all student matters

Rowena Lagrosa

Chief Executive Officer

PCSS Liaison to all central offices and Local Districts

Guide/support/evaluate PCSS and LD PACE Administrators

Liaison with Community Based Organizations

Provide leadership/ communicate goals to internal and external audience

Ensure research/best practices are in use by LD and PCSS staff

Direct all administrative staff and support staff, and provide feedback on regular basis

Coach/ mentor PCSS and LD PACE administrators, staff and coaches

Ensure strategic planning process/strategies are active and ongoing

Ensure evaluation/quality control of services and findings analyzed for improvement

Oversee resource development, budget allocations, and expenditures

Select, train, and monitor staff performance

Ensure compliance/quality regarding all employee relations and evaluations

Ensure compliance and regarding all central committees and their effective operation

Direct support to efforts at school level (Goals for Parent Engagement)

Communicate with Chief Academic Officer/Chief Executive Officer of Educational Services/ Superintendent

Communicate with Board members and Bond Oversight Committee

Assign staff/parents to District-wide committees

Ensure compliance with all local/state/federal mandates

Remain current with LAUSD instructional focus and Superintendent's goals

Set high expectations/ethical/productive involvement of parents aligned to researched based practices