

Ada, Linda

AP Secretary for Anderson/Delgado

6:30 a.m. - 3:00 p.m./Duty Hours

9:00 a.m./break

11:00-11:45 a.m./lunch break

A-L

Admin. Assistant Back Up

Baron Pride

ELAC

Evaluations - type for AP

First Day of School, Semester I & II

Parent Project

SARB

School Site Council

Schoolwide Testing

School Site Plan

Short Term Independent Study

Start of School Bulletins

Testing - GATE

Testing - IB-AP

WASC

Hernandez, Jackie

AP Secretary for Delgado

7:00 a.m. - 3:30 p.m./Duty Hours

9:00 a.m./break

11:00 a.m.-11:45 a.m.

Evaluations - type for AP

Hall Passes

Honor Roll

Lockers

Mail - U.S. and District

Most Improved Awards

New Teacher Orientation

Parking - Students and Staff

Section 504 Accommodations

Student Teachers

Testing - CAHSEE

Testing - CSTs

Tuberculin Test (TB) - Staff

SANDOVAL, Toni

AP Secretary for Rasmussen

7:30 a.m. - 4:00 p.m./Duty Hours

9:15 a.m./break

11:45 a.m.-12:30 p.m.

All School Awards

Baron Banner

Bus Ticket Sales & Reports

Coaches

Crisis Response/Emergency Preparedness

Daily Bulletin

End of Course Exams

Evaluations - type for AP

Finals Schedule

Inter/Intra District Transfers

M-Z

Student Aides

Theft & Vandalism Reports

Video Bulletin

Walkie-Talkies

Website

MARQUEZ, Elena

Receptionist

7:30 a.m. - 4:00 p.m./Duty Hours

9:15 a.m./break

11:45 a.m.-12:30 p.m.

Emergency Cards - Students

Faculty Room List - Alpha Order

Fax

Inventory Supplies

Mail Box Labeling

Phone Listings - Dept's

Posting Flyers in Café & Workrooms

Requisition - Non Stock (Outside Vendors)

Requisition - Stock (District Inventory Stock)

Requisitions - Duplicating

Requisitions - Maintenance Dept.

Saturday School - Help Attendance Clerk

Stock Workrooms

Supply Requisitions for Staff

Telephone Directories - Staff

Xerox Key Operator

Xeroxing for Principal/Secretary