



<p style="text-align: center;">Musetta Malone Principal</p>	<ul style="list-style-type: none"> • General Administration • Public Relations / Media • Staffing / Supervision / Evaluation Certificated and Classified Staff • School Safety & Physical Plant • Magnet • Curriculum and Instruction • Professional Development • Budget / Purchasing • Payroll • Electives 	<p>Meetings:</p> <ul style="list-style-type: none"> • Administrative Team • CEAC, ELAC • Department • Faculty • Leadership Team • Magnet / 6th grade SLC • Parent • SLC • SSC • SDMC • Title I <p>UTLA w / Ms. Phillips</p>	<p>Ms. Malone (323) 568-4001</p> <p>Ms. Marquez Gawthrop (323) 568-4005</p> <p>Ms. Flores (323) 568-4029</p> <p>Mr. Fuentes (323) 568-4028</p> <p>Ms. Galvan (323) 568-4018</p> <p>Ms. Matsushita (323) 568-4055</p> <p>Ms. Haro (323) 568-4002</p>	<p>Yolanda Haro, SAA</p> <ul style="list-style-type: none"> • Main Office • Classified Staff • Payroll • Budgets & Purchasing w/ Ms. Malone • Teacher Attendance w / Ms. Gawthrop <ul style="list-style-type: none"> • Teacher sign-ins & out • Substitutes <p>Marquee w / Ms. Gawthrop</p>
<p style="text-align: center;">Susie Marquez-Gawthrop, AP</p>	<p style="text-align: center;">Alex Fuentes, AP</p>	<p style="text-align: center;">Leticia Galvan, AP</p>	<p style="text-align: center;">Maribel Flores, AP SCS</p>	<p style="text-align: center;">June Matsushita, AP</p>
<p>SLC Academy – EKCB Science Department / Supervision of Instruction</p> <p>ISIS / Attendance Office</p> <ul style="list-style-type: none"> • ISIS Coordinator • SIS • Registration • Cap Process • Period-by-Period Attendance Accounting • Surveys (Fall, Spring) • Attendance Incentive • SARB • Parent Conferences <p>Assemblies / Activities (Attendance)</p> <p>Teacher Attendance – w / Ms. Haro</p> <ul style="list-style-type: none"> • Teacher sign-ins & out • Substitutes <p>Williams Uniform Complaint Process</p> <ul style="list-style-type: none"> • Chemical Safety <p>Communications</p> <ul style="list-style-type: none"> • Phone System: • Daily Bulletin: • Marquee: • Master Calendar <p>Bell Schedule</p> <p>Community Service Students</p> <p>SSC (Principal Alternate)</p> <p>Health Office / Accident Reports</p> <p>Field Trips</p> <p>Library / Media Center</p> <p>MESA</p> <p>Work Permits</p> <p>Payroll Approval / P Card w/ Ms. Malone</p>	<p>SLC Academy – DSA; Grade 6 Math Math Department / Supervision of Instruction</p> <p>Stull Coordination</p> <p>BTSA / New Teachers / Student Teachers</p> <p>Williams Visits / Compliance</p> <p>Supervision - Campus Aides</p> <ul style="list-style-type: none"> • Campus Safety <p>Plant – Building and Grounds Workers</p> <ul style="list-style-type: none"> • Parking • Projects • Purchasing <p>Activities / Assemblies (Supervision)</p> <ul style="list-style-type: none"> • Random Searches • Radios (inventory/assignment) • School Police • South Gate Police Department Liaison • I.D. Photos • Lockers <p>Emergency / School Safety</p> <ul style="list-style-type: none"> • Organization / Calendar • Fire / Earthquake/Lockdown • Keys <p>Textbook Room</p> <ul style="list-style-type: none"> • Williams Uniform Complaint • Distribution/Collection • Purchasing • Repair / Maintenance <p>Cafeteria Services</p> <p>Civic Center Permits</p> <p>Copy Room</p>	<p>SLC Academy: Technology ; Grade 6 English English & EL Departments / Supervision of Instruction</p> <p>CPM / NCLB Coordinator</p> <p>Categorical Program Budgets / School Budgets</p> <p>Title I - Coordinator</p> <ul style="list-style-type: none"> • Single School Plan • Budgets / Purchases • Parent Meetings Calendar / Agendas • Equipment Inventory (categorical) • Federal Meal Tickets • TAs • SARC • Community Newsletter • Supplemental Educational Services <p>ELD - Coordinator</p> <ul style="list-style-type: none"> • Single School Plan - Bilingual Plan • Budget • Bilingual Surveys • CELDT / Redesignation • LAT • ELAC • Calendar/Agendas • Purchases <p>Professional Development</p> <p>Coordinators and Coaches</p> <ul style="list-style-type: none"> • Banked Tuesdays – PD • Pupil Free Days / Minimum Days • Periodic Assessments • Data Coordinator • Conference Attendance <p>Technology - Coordinator</p> <ul style="list-style-type: none"> • Equipment Inventory • Audiovisual • Website Development • Repair / Maintenance <p>Faculty Handbook</p> <p>Parent Center</p>	<p>SLC Academy: WE Special Education / Supervision of Instruction</p> <p>Master Schedule (Matrix)</p> <ul style="list-style-type: none"> • Room Assignments / Teacher Schedules <p>Counseling Office</p> <ul style="list-style-type: none"> • Counselors • Articulation (High School / Elementary) • Culmination Requirements / ICP's and Eligibility • Learning Center • DIS • Programming and Program Adjustments • Parent Conferences • Back to School Night / Open House • ISIS / SIS • Mark Reporting / Rollbooks • Pupil Records / Transcripts • Itinerant Support Staff • School Psychologist • Migrant Education Program • Case Management Meeting <p>Special Education –</p> <ul style="list-style-type: none"> • SP ED Coordinator • Least Restrictive Environment (LRE) • Budget • Audit and Verification (DVR) • IEP / 504 • SP ED TAs • SP ED Transportation <p>School wide Testing</p> <p>Service Workers</p> <p>College Advisory Program</p> <p>GATE Program</p> <p>Opening of the School Year</p> <p>Welcome back Packets / Orientation</p>	<p>SLC Academy: SSJ and AVPA</p> <p>Social Studies Department, PE Department / Supervision of Instruction</p> <p>Culmination</p> <p>Title IX Gender Equity</p> <p>Mandated Reporting (SCAR)</p> <p>Awards</p> <p>Deans Office</p> <ul style="list-style-type: none"> • Deans • Intervention / Discipline • Suspensions / Expulsions • Parent Conferences • Crisis Team • IMPACT Program • COST • Conflict Resolution/Anger Management • Sexual Harassment / Diversity Awareness • Gang Risk Intervention • Probation Officer • Psychiatric Social Worker • TUPE • School Uniform Implementation <p>Student Activities / Assemblies</p> <ul style="list-style-type: none"> • Student Body Budget & Student Store • 8th grade Activities / Assemblies • Extra-Curricular Activities / Assemblies • Fund Raising Liaison • Leadership • Clubs • LATM Program • Woodcraft Rangers • Youth Services <p>Yearbook</p> <p>Newspaper</p>