

Kimberly MacKinney Director	Kelly Willis Coordinator	Daniel Todd Coordinator	Stella Jimenez Senior Secretary II	Blanca Cortez Intermediate Secretary	Nazle Spence Teacher on Assignment	Derek Swem Teacher on Assignment
Administrator Meetings	Math/Science Curriculum/ Pacing Guides 6-12	ELA/SS Curriculum/ Pacing Guides 6-12	Secondary Calendar	Assists Curriculum Maps & Pacing Guides	ELA/Curriculum/ Pacing Guides 6-12	Math/Curriculum/ Pacing Guides 6-12
Curriculum Committee	Math Benchmarks and Data Analysis which includes CST and CAHSEE	ELA Benchmarks and Data Analysis which includes CST and CAHSEE	Assists Course Approval and Course Number Requests	Assists Benchmarks	ELA Benchmarks and Data Analysis which includes CST and CAHSEE	Math Benchmarks and Data Analysis which includes CST and CAHSEE
Summer School	Math/Science Textbooks & Resources	ELA/SS Textbooks & Resources	Assists Summer School	Assists Secondary Textbook Adoption	Collaboration Meetings	Collaboration Meetings
Secondary Principal Evaluations	Science Fair	History Day	Assists Science Fair	Assists History Day	Site Literacy Coaches	Math Teacher Leader Cadre
Professional Development - Board, Administration, Teachers	AVID	Read 180, Measuring Up	Secondary Trainings/ Conferences	OARS Item Analysis Reports for Meetings	Assist ELA Curriculum Responses	Assist Math Curriculum Responses
Board Policy Updates	Math Dept Chair Meetings	ELA Dept Chair Meetings	Secondary Board Approvals	Assists w/ Coordinator Led Meetings	Site Training/District Professional Development	Site Training/District Professional Development
Secondary Instructional Minutes	Collaboration Meetings	Collaboration Meetings	Assist Secondary Instructional Minutes	Parent Complaints		
Board Presentations	Math Intervention Curriculum & Training	ELA Intervention Curriculum & Training	Assists Board Presentations	Secondary Teleparents		
Department Budget	Math Teacher Leader Cadre	Site Literacy Coaches	Assists Department Budget			
Middle School Retention Appeals	Summer School Maps	Summer School Maps	Assists Middle School Retention			
Secondary Committee Meetings -ASB Directors, Counselors, Registrars	County & So Cal Network Meetings	County & So Cal Network Meetings	Assists Secondary Committees			
Parent Complaints	Math Curriculum Responses	ELA Curriculum Responses	Parent Complaints			
CIF			Secondary Teleparents			
QEIA			CAHSEE Student Hours			
Graduation			Assist Graduation			