

ADMINISTRATIVE RESPONSIBILITIES 2007-2008

MR. ROBERT DI PIETRO, PRINCIPAL

Administrative Assistant
Administrative Staff
Adopt-A-School
Adult School Liaison
Advisory Councils
Alterations and Improvement
Cafeteria Manager
Clerical Staff
LD8 Coaches
Compliance
Contract Information
Department Chairs
EEOC Complaints
Faculty Performance
Financial Manager
Grants
Grievances
Imprest Account
Instructional Program
Magnet Programs
News Releases
Office Environment
Personnel
Public Relations
Room Assignments
School Accountability Report
School Based Management
Staff Meetings
Staffing Report
Student Achievement
Stull Evaluations
Summer School Assignments

MS. ANN MAYEDA, A.P.

Accreditation
AVID
Back To School/Open House
Bilingual/ESL
Bulletin
Budgets
CEAC
Copy Machines
Class Coverage
ELA Coach
Electronic Marquee
Faculty Handbook
Fund Raising
Graduation
Imprest Account
Lady Boosters
Library
Literacy
Lost & Found
Master Calendar
New Teacher Orientation
Small Learning Communities
School Accountability Report
Staff Development
Stop Clearances
Student Body Finance
Student Teachers
Substitute Teachers
Support Providers
Textbooks
Title One Program
Title IX

MR. AADIL NAAZIR, A.P.

Assemblies
Athletics
Bond Funding/ Construction
Cafeteria
Class and Club Sponsorships
Cheer/Band/Pep Activities
Civic Center Permits
Construction
Custodial Staff
Display Cases/Bulletin Boards
Eligibility – Activities / Sports
Earthquake Preparedness
Emergency Drills
Equipment Inventory
Leadership/Student Government
Inventory (Non Student Body)
Keys
Parking
Performing Arts
Pirate Boosters
Pirate Stadium
Plant Maintenance
Plant Manager
ROTC
School Safety Plan
Small Learning Communities
Surveillance Cameras
21st Century Grant
Website
Youth Services

MS. GWEN BARTHELME, A.P.

Campus Security
Campus Supervision Aides
Bldg. & Campus Supervision
Deans' Office
Detention Program
Expulsions
Health Office
Individualized Education Plans
Itinerant Personnel
Metal Detectors
Orientation of Students
Opportunity Transfer
School Radios
School Police
Small Learning Communities
Special Education (IEP)
Special Education Aides
Student Success Team (SST)
Student Discipline
Student Handbook
Tardy Program / Sweep
Truancy Program
Volunteers

CARMEN HERMOSILLO, A.P.S.C.S.

Academic All Stars
Academic Decathlon
Adult School Liaison
Advanced Placement Audit
Armed Forces Liaison
Articulation
AVID
Career Advisor
CASHEE Prep
College Awareness Program
College Liaison
Competency Requirements
Counseling
Course Descriptions
Credentials
Curriculum
Extended Learning Program
Gifted / Talented Program
Grades/Cums
Graduation Requirements
IMPACT
Intervention Programs
Master Schedule
Ninth Grade Orientation
Psychological Crisis Team
Scholarship / Financial Aid
Service Learning
Small Learning Communities
Student Programming
Student Recognition Program
Summer School Master Program
Testing and Evaluation
Tutorial Program
Work Experience

MS. JAN MURATA, A.P.S.S.S

Attendance
Alternative Education
Bell Schedules
CAP Program
Diploma Project Advisor
Edulink (formerly Phone Master)
Field Trips
Fall / Spring Surveys
ID Pictures / ID Cards
ISIS
Itinerant Programs
Lockers / Finance Office
Lunch Program
Math Coach
Opening/ Closing School Bulletin
PSA
Registration/Pre-registration
Report Cards / Progress Reports
School Photos
SIS Coordinator
Small Learning Communities
Start
Summer Mailer
Technology Plan
Transportation
Yearbook

DEPARTMENTS

Art
English
Bilingual/ESL/ESL Aides
Home Economics
SLC Coordinator
Title I Coordinator

DEPARTMENTS

Industrial Education
Music
Physical Education
Performing Arts
ROTC
Science

DEPARTMENTS

Deans
Special Education
Special Education Assistants
Special Education Coordinator
School Psychologist

DEPARTMENTS

Foreign Language
Counselors
Health/Life Skills
Itinerant Teachers

DEPARTMENTS

Computer Education
Math
SIS Coordinator
Social Studies

San Pedro High School
(310) 547-2491

Mr. Di Pietro	Ext. 5804
Mrs. Mayeda	Ext. 5805
Mr. Naazir	Ext. 5807
Ms. Barthelme	Ext. 5810
Ms. Hermosillo	Ext. 5823
Mrs. Murata	Ext. 5852