

As of August 22  
2007

# Administrative Duties

## Larry Martin(x4810)

PDAS – Dept. Coord.  
Eligibility  
PTA  
SAT  
Weekly Bulletin  
NEIC  
Air Quality  
Marquee  
Web Page  
Building Use  
Booster Club  
Fund-Raisers

## Bonnie Bridges(x4817)

PDAS – IL/Health/P.E.  
Attendance  
Ag Fair/Partnerships  
Nurse  
Maint./Minor Construction  
Adult & Community Ed.  
SALE / Panther Picante  
Prep Days  
Attendance Letters  
Attendance Hearings  
Saturday School  
Detention Halls  
Address Verification  
Student Insurance  
Continued Enrollment  
Graduation

## Lisa Baker(x4816)

PDAS – SPED/Speech  
Discipline Gr – Or  
Textbooks  
Fines/Student Obligations  
Workman's Comp  
Detention Halls Lunch  
Courtyard Bulletin Board  
ISS  
Donations  
Spirit Organizations  
Custodial Staff

## Anthony Jarrett(x4815)

PDAS – Science/Business/Ag  
Discipline Coordinator  
Master Schedule  
Student Handbook  
Ag Transfers  
8th Grade Orientation  
School Calendar  
Administrators' Duty Roster  
TEA Forms  
Panther Preview  
Clubs/Organizations  
Class Sponsors  
Office Assistants  
Counseling Liaison  
Police  
Project Graduation Liaison

## Grant Pruin(x4819)

PDAS – SS/FA  
Discipline A – Go  
Parent Volunteers  
Dropout Recovery  
Parking  
Transportation  
Keys  
Crisis Mgmt./Fire Drills  
Teacher Duties  
"O" Awards  
United Way/NEF  
School Messenger  
Prep-Days  
Announcement

## Ivette Bruno(x4825)

Testing Coordinator  
AP Testing  
Field Test Coordinator  
Guidance Program  
Scheduling Issues  
Parent Night Guidance  
Program  
Graduation Requirements  
Conflict Mediation

## Connie Bridges (x4843)

PDAS- Math/FCS/Tech  
Master Schedule Consultant  
Teacher Choice Days  
School Business Approval/UIIL  
Log  
Field Trip Approval  
PDAS Facilitator  
8th Grade Orientation  
Staff Development  
School Improvement Plan  
Student Mentors  
Student Teachers  
SLC  
New Teacher Academy  
Tutoring  
Grants  
AP Program  
At-Risk  
Instructional Coaches Coord  
Final Exam Make-Up  
Credit Retrieval  
NHS  
TOPP  
Bo Guajardo(x4818)  
PDAS – ELA/Rdg/ESL/GT  
Academic Administrator- **A-Z**  
Substitute Teacher Issues  
ID's  
Tardy Stations  
Technology  
Inventory/AV  
Furniture Acquisition  
Lockers  
504  
Homebound  
Gradespeed  
Graduation  
Junior/Senior Lunch  
Weather Report  
Delisa Ketchum ( x4814 )  
**Discipline – Os – Z**  
Donations  
Café Banners  
Scholarship Breakfast  
Paraprofessionals/Secretaries  
Ag Fair/Partnership (Assist)  
Federal Forms  
Student Elections

# Administrative Duties

As of June 26, 2007

Address Verification – Bonnie  
Administrators' Duty Roster – Anthony  
Adult & Community Ed. – Bonnie  
Ag Fair/Partnerships – Bonnie  
Ag Transfers – Anthony  
Air Quality – Larry  
AP Program – Connie  
AP Testing – Ivette  
At-Risk – Connie  
Attendance – Bonnie  
Attendance Hearings – Bonnie  
Attendance Letters – Bonnie  
Booster Club – Larry  
Building Use – Larry  
Café Banners – Rosalind  
Class Sponsors – Anthony  
Clubs/Organizations – Anthony  
Conflict Mediation – Ivette  
Continued Enrollment – Bonnie  
Counseling Liaison – Anthony  
Courtyard Bulletin Board – Lisa  
Credit Retrieval – Connie  
Crisis Mgmt./Fire Drills – Grant  
Custodial Staff – Lisa  
Attendance Recovery – Bonnie  
Detention Halls Lunch – Lisa  
Discipline Coordinator – Anthony  
Discipline A – Go – Bo  
Discipline Gr – Or – Grant  
Discipline Os – Z – Lisa  
Donations – Lisa  
Dropout Recovery – Grant  
8th Grade Orientation – **Anthony & Connie**  
Eligibility – Larry  
Federal Forms – Rosalind  
Field Test Coordinator – Ivette  
Field Trip Approval – Connie  
Final Exam Make-Up – Connie  
Fines/Student Obligations – Lisa  
504 – Bo  
Fund-Raisers – Larry  
Furniture Acquisition – Bo  
Grade 2 – Bo  
Graduation – Bo  
Graduation Requirements – Ivette  
Grants – Dottie  
Guidance Program – Ivette  
Homebound – Bo  
ID's – Bo  
Instructional Specialist Coord – Connie  
Inventory/AV – Bo  
ISS – Lisa  
Junior/Senior Lunch – Bo  
Keys – Grant  
Lockers – Bo  
Maint./Minor Construction – Bonnie  
Marquee – Larry  
Master Schedule – Anthony  
Master Schedule Consultant – Connie  
NEIC – Larry  
New Teacher Academy – Connie  
NHS – Connie  
Nurse – Bonnie  
"O" Awards – Grant  
Office Assistants – Anthony  
Panther Preview – Anthony  
Paraprofessionals/Secretaries – Rosalind  
Parent Night Guidance Program – Ivette  
Parent Volunteers – Grant  
Parking – Grant  
PDAS Facilitator – Connie  
PDAS – Dept. Coord. – Larry  
PDAS – ELA/Rdg/ESL/GT – Bonnie  
PDAS – SPED/Speech – Lisa  
PDAS – Science/Business/Ag. – Anthony  
PDAS – IL/FA – Grant  
PDAS – Math/FCS/Tech – Connie  
PDAS – SS/Health/PE – Bo  
Police – Anthony  
PTA – Larry  
Prep Days – Bonnie/Grant  
Project Graduation Liaison – Anthony  
SALE / Panther Picante – Bonnie  
SAT – Larry  
Saturday School – Bonnie  
Scheduling Issues – Ivette  
Scholarship Breakfast – Rosalind  
School Business Approval/UII Log – Connie  
School Calendar – Anthony  
School Improvement Plan – Connie  
School Messenger – Grant  
SLC – Connie  
Special Education Liaison – Lisa Baker  
Spirit Organizations – Lisa Baker  
Staff Development – Connie  
Student Elections – Rosalind  
Student Handbook – Anthony  
Student Insurance – Bonnie  
Student Mentors – Connie  
Student Teachers – Connie  
Substitute Teacher Issues – Bo  
Tardy Stations – Bo  
TEA Forms – Anthony  
Teacher Choice Days – Connie  
Teacher Duties – Grant  
Technology – Bo  
Testing Coordinator – Ivette  
Textbooks – Lisa  
Transportation – Grant  
Tutoring – Connie  
United Way/NEF – Grant  
Web Page – Larry  
Weekly Bulletin – Larry  
Workman's Comp – Lisa