

Administrative Duties

Larry Martin(x4810)

PDAS – Dept. Coord./Student
Success Teachers
Eligibility
PTA
SAT
Weekly Bulletin
NEIC
Air Quality
Marquee
Booster Club

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
Address Verification
Student Insurance
Continued Enrollment
Graduation
Dropout Recovery

Lisa Baker(x4816)

Discipline Gr – Or
PDAS – SPED/Speech
Workman's Comp
Detention Halls Lunch
Courtyard Bulletin Board
ISS
Donations
Spirit Organizations
Custodial Staff
Keys
"O" Awards
STAR Center
Parent Volunteers
Transportation
Passing Period Coordinator
Office Assistants

Anthony Jarrett(x4815)

PDAS – Science/FA/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
Counseling Liaison
Police
Project Graduation Liaison
Fund-Raisers
Announcements
Teacher Duty Stations
Testing Center
Re-teach/Re-test
Prep Days
Building Use

Delisa Ketchum (x4819)

Discipline – Os – Z
PDAS – ELA/Rdg/ESL/GT
Donations
Café Banners
Scholarship Breakfast
Paraprofessionals/Secretaries
Ag Fair/Partnership (Assist)
Federal Forms
Student Elections
Hospitality
Fines/Student Obligations
Textbooks

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
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
TELPAS
Student Success Center
Re-teach/Re-test
Bo Guajardo(x4818)
Discipline A – Go
PDAS – SS/Business
Substitute Teacher Issues
ID's
Tardy Stations
Technology
Inventory/AV
Furniture Acquisition
Lockers
504
Homebound
EGrade
Junior/Senior Lunch
Weather Report
Parking
Crisis Mgmt./Fire Drills
United Way/NEF
School Messenger (Diana Rosas)
Web Page
8th Grade Placement Coordinator

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 – Delisa
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 – Bo
Custodial Staff – Lisa
Attendance Recovery – Bonnie
Detention Halls Lunch – Lisa
Discipline Coordinator – Anthony
Discipline A – Go – Bo
Discipline Gr – Or – Lisa
Discipline Os – Z – Delisa
Donations – Delisa
Dropout Recovery – Bonnie
8th Grade Orientation – **Anthony & Connie**
Eligibility – Larry
Federal Forms – Delisa
Field Test Coordinator – Ivette
Field Trip Approval – Connie
Final Exam Make-Up – Connie
Fines/Student Obligations – Delisa
504 – Bo
Fund-Raisers – Anthony
Furniture Acquisition – Bo
Grade 2 – Bo
Graduation – Bonnie
Graduation Requirements – Ivette
Grants – Connie
Guidance Program – Ivette
Homebound – Bo
ID's – Bo
Instructional Specialist Coord – Connie
Inventory/AV – Bo
ISS – Lisa
Junior/Senior Lunch – Bo
Keys – Lisa
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 – Lisa
Office Assistants – Lisa
Panther Preview – Anthony
Paraprofessionals/Secretaries – Delisa
Parent Night Guidance Program – Ivette
Parent Volunteers – Delisa
Parking – Bo
Passing Period- Lisa
PDAS Facilitator – Connie
PDAS – Dept. Coord. – Larry
PDAS – ELA/Rdg/ESL/GT – Bonnie
PDAS – SPED/Speech – Lisa
PDAS – Science/Fine Art/Ag. – Anthony
PDAS – SS/Business – Delisa
PDAS – Math/FCS/Tech – Connie
PDAS – IL/Health/PE – Bonnie
Police – Anthony
PTA – Larry
Prep Days – Bonnie/Anthony
Project Graduation Liaison – Anthony
SALE / Panther Picante – Bonnie
SAT – Larry
Saturday School – Bonnie
Scheduling Issues – Ivette
Scholarship Breakfast – Delisa
School Business Approval/UII Log – Connie
School Calendar – Anthony
School Improvement Plan – Connie
School Messenger – Diana Rosas
SLC – Connie
Special Education Liaison – Lisa Baker
Spirit Organizations – Lisa Baker
Staff Development – Connie
Student Elections – Delisa
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 – Anthony
Technology – Bo
Testing Coordinator – Ivette
Textbooks – Delisa
Transportation – Lisa
Tutoring – Connie
United Way/NEF – Grant
Web Page – Bo
Weekly Bulletin – Larry
Workman's Comp – Lisa

