

**Administrative Duties and Responsibilities  
Memorial High School  
2010 - 2011**

**Mr. Telford**

Administrative Assignments  
Boosters – Band  
Budget  
Campus Plan  
CPOC  
Data Analysis  
Faculty Meetings  
Lead Teachers  
Memorial Minutes  
Parent Involvement and Education  
PDAS  
Public Relations  
Staff Development  
Student Clubs and Organizations

**Mr. Ayala**

Accelerated Schools  
Class of 2014  
Discipline Committee  
Leavers  
Library  
Lockers  
Lunch Program  
PDAS  
Records Management  
Registration  
Textbooks  
Vending Machines

**Ms. Hays**

504  
Attend Court  
Attendance – Overall  
Attendance office - AM  
Attendance Review Committee  
Building Maintenance and Logistics  
Channel 1  
Class of 2013  
Denial of Credit  
Dyslexia  
Handbook – Student  
Handbook - Teacher  
PDAS  
Safety and Security  
Time clock

**Ms. Hayungs**

Advisories  
Awards and Incentives  
Class of 2012

Counselors  
Curriculum  
Grade Reporting  
Master Schedule  
PDAS  
Pullout Programs  
Saturday School  
Scheduling Issues  
Testing  
Transportation

**Ms. Perez**

Admin. Duty Roster  
AYP  
AYP/SES  
Boosters – Athletics  
Class of 2011  
Crisis Management & Operations  
Custodians  
Duty Roster  
Fire Drills  
Inventory  
Keys  
LPAC  
Migrant Program  
OCS  
Paraprofessionals and Support Services  
PDAS  
Police Officers

**ROTATIONS**

**Discipline**

Discipline – Daily  
Textbooks – Daily

**Discipline - Secondary**

Discipline Center - AM  
Maintenance – Daily  
New Registrations  
Substitutes  
Tardies  
Work Orders

**Curriculum**

Announcements  
ARDs  
Current Projects  
Meetings – District

**Ms. Blanton**

*Counseling – Lopez through Reta*  
Dual Credit – Saturday Program  
Educational Partnership Rep.  
TAKS Coordinator

**Ms. Fisher**

*Counseling – A through Espa*  
AP Testing Coordinator  
Choice Card and Catalog  
Counseling Coordinator  
Dual Credit Coordinator  
GPA/Rank List  
Project Wisdom  
SAT/ACT Maintenance  
TAKS Coordinator

**Ms. Lopez**

Bulletin Board  
College/Military Appointments  
Counselor Newsletter  
Transcripts

**Mr. Montemayor**

*Counseling – Espi through Lira*  
College Fair  
CPOC Representative  
Financial Aid Night  
TAKS Coordinator  
Graduation Coordinator

**Ms. Paz**

*Counseling – Reyes through Z*  
LPAC Committee  
PSAT Coordinator  
TAKS Coordinator

**Ms. Serrano**

Alternate Testing Coordinator  
At-risk Coding  
Coordinate Social Services  
Dropout Prevention Program  
Health Services  
Special Education – General  
Support Services  
Tier 2 & 3 Interventions

**Additional Administrative Duties**

AP Testing Co-Coord.	Mr. Wenzlaff
Auditorium	Ms. Pyle
Calendar-Activities	Ms. Bombella
Calendar-Facilities	Ms. Hinojosa
District Testing – English	Ms. Buckley
District Testing – Math	Ms. Arevalo
District Testing – S. Stud.	Ms. Reid
District Testing – Science	Ms. Cl Rodriguez
Fundraisers	Ms. Martinez
Grade program	Ms. D-Gonzales
Graduation Co-Coord.	Ms. Reid
GT Committee Contact	Mr. Wenzlaff
Homeless Liaison	Ms. Bombella
Marquee	Ms. Hinojosa
Parent Newsletter	Ms. Dixon-Gon
Public Relations	Ms. Bombella
Technology/Web Page	Ms. Dixon-Gon.

revised: October 6, 2010