



Administrative Team Roles and Responsibilities 2016-2017

Sam Pasarow, Principal (1)

Departments Supervised

- Administrative Team
- Professional Development (PD) Team + Tamara

General Duties

- BSEP Committee and Relations
- Chief Budget and Accounting Manager
- Evaluator and Supervisor of Administrative Team
- Executive Leadership and Overall Responsibility
- Formal Complaints
- Parent Resource Center
- Press and Media Relations
- PTSA, BHSDG
- School Site Council
- SPSA
- Staff Bulletin
- Staff Meetings
- Staff Evaluations
- Teacher Leader Team
- Volunteer Coordination

Erin Schweng (13) Executive Vice Principal

Departments Supervised

- Academy of Medicine and Public Service (AMPS)
- Math Dept.
- Counselors
- Registrar's Office

General Duties

- Campus Supervision
- Career Technical Education (CTE), ROP
- Course Catalog
- Cyber High
- Event Supervision
- Independent Study
- Master Schedule
- Master Staffing
- HR Liaison
- Math Placement
- New Courses / UCOP
- Staff Evaluations
- Other tasks as assigned by Principal

Tamara Friedman (10) Vice Principal

Departments Supervised

- Communications Arts and Sciences (CAS)
- Arts and Humanities Academy (AHA)
- Science Dept.
- PD Team Support
- Design Team Support

General Duties

- Lottery
- 8th Grade Info Nights in Feb
- Intervention Team Lead
- Bridge, RISE, Y-Scholars, AVID
- Ethnic Studies/Social Living
- Campus Supervision
- Chicano/Latino Program
- CPA Grant Coordination
- Event Supervision
- Jacket
- Policy Manual / Staff Handbook
- Staff Evaluations
- Testing: PSAT
- Other tasks as assigned by Principal
- Student Teachers

Felicia Phillips (11) Vice Principal

Departments Supervised

- Academic Choice
- Student Activities
- African American Studies Department

General Duties

- ASB Supervision
- Campus Supervision
- College Advisors
- Event Supervision
- Graduation
- Military Recruiting / Waivers
- Technology Department
- Open House and Back to School Night
- Orientation / Registration
- Prom
- Staff Evaluations
- Student Organizer
- Testing: AP / College Board
- Vision tests
- Welcome Assemblies
- Yearbook
- Other tasks as assigned by Principal

Shannon Fierro (4)
Vice Principal

Departments Supervised

- Berkeley International High School (BIHS)
- Physical Education Dept.
- VAPA

General Duties

- Master Schedule / Staffing Support
- Campus Supervision
- Course Catalog (with Erin)
- Event Supervision
- IB Testing
- Library
- New Teachers
- Staff Evaluations
- SBA Testing Coordination
- STAR / Science Testing (10th)
- Substitutes
- Textbooks
- Other tasks as assigned by Principal

Jana Jandra (3)
Principal's Assistant

General Duties

- Absence tracking/certificates
- Executive Support to Principal
- New Teacher Database
- Office Coordination
- PD support
- Principal's Calendar

Kiernan Rok (7)
Dean of Students

Departments Supervised

- OCI Staff and Program
- Health Center
- Athletics

General Duties

- Student Discipline
- Restorative Justice
- Intervention Team Support
- Intervention Counselors
- Safety Staff
- BPD Liaison
- Campus Supervision
- Event Supervision
- Event Supervision Schedule
- Lockers
- Safety Committee
- Safety Plan
- Staff Evaluations
- Other tasks as assigned by Principal

Diane Colborn
Special Education Program Manager

Departments Supervised

- Special Education, 9-12

General Duties

- Campus Supervision
- District Special Ed Affairs
- Event Supervision
- Instructional Assistants
- Scheduling Support
- Special Ed Testing
- Special Ed Transitions
- SPED program supervision
- Staff Evaluations
- Other tasks as assigned by Principal

Heidi Weber (9)
Dean of Attendance

Departments Supervised

- Attendance
- Newcomer Dept.
- World Language Dept.

General Duties

- DA Referrals for truancy
- Event Supervision
- Field Trips
- McKinney-Vento
- PE Waivers
- Provide data to Admin Team
- SART and SARB process
- Saturday School
- Staff Evaluation
- Supervise Attendance Office and Clerks
- Truancy Sweeps
- WASC
- Other tasks as assigned by Principal

Jeff Snow
Raymond Young (Custodial)
Operations Managers

Departments Supervised

- Maintenance Staff
- Theater Staff and Facilities
- Custodial Staff

General Duties

- Bells
- Building and Facilities Use
- Copier Machines
- Field Trips
- Food Services
- Grounds
- Keys
- Maintenance and Custodial Supervision
- Master School Calendar
- Parking
- Recycling
- Safety Committee
- Safety Plan
- Telephones
- Theater Operations
- Weekly Calendar
- Other tasks as assigned by Principal