



Administration Team Responsibilities and Contact Information

Ms. Nunes Principal nunes.lisa@tUSD.org	Mr. Cardenas Assistant Principal cardenas.alexander@tUSD.org
5th Grade & 8th Grade Articulation	Science/ Math/Electives
After-School Programs (Tier 2 and Clubs)	Emergency Prep/ School Safety Team
Awards & Assemblies	Testing- ELPAC, CAASPP, iReady
Budgets/ Purchasing/ Facility Use	Campus Security
ELA/ Social Studies/ Physical Education	Student Supervision Assistants
Leadership Teams- GC, Site Leadership	TUPE Coordinator
Office Staff	Prevention Plus Coordinator/CHYA
Parent Ed Nights	504s
Personnel Issues	ODRs
PLC/PD	ELD/ ELMAC
Single Plan for Student Achievement	Athletics
School Site Council	Student Tardiness Concerns
Student Attendance Concerns	

Shared Responsibilities: Crisis Management; Master Schedule & Student Scheduling; Major Discipline Issues, PBIS, RTI, Special Education, Restorative Practices and Evaluations

Mental Health Support Team

Responsibilities and Contact Information

Ms. Balooch School Counselor balooch.goli@tusd.org	Ms. Monica Mittal, LSW School Therapist mittal.monica@tusd.org
Counseling/mental health referrals and requests Social emotional, Academic, and College & Career Counseling 504s Risk Assessments Crisis response Conflict resolution High school letters of recommendation	All referrals for therapist supports begin with Ms. Balooch Student Therapy Mental Health Ambassadors Book Banter (Parent/ Guardian Book Talks) Friendship Club

Office Staff

Responsibilities and Contact Information

Ms. Isabel Cardenas cardeans.isabel@tUSD.org School Secretary	Mrs. Christina Parades parades.christina@tUSD.org Office Attendance Clerk	Mrs. Angel Briseno briseno.angelina@tUSD.org Health Services Assistant
Front Office Work Permits Raptor Volunteer Applications School Photos Family & Staff Bulletin Science Camp Programs ASB Bookkeeping Personnel Requisitions Transportation Scheduling Frontline Management Maintenance Work Orders	Attendance (notes & Dr.'s notes) Tardies Independent Study Contract Home Hospital Home Base Independent Study Purchase Orders Order Supplies Cumulative Folders/Records Transcripts 8th Grade Promotion/Award Ceremony	PE Excuse Notes Immunization Records/Questions Marquee Quarantine Questions Maintain Health Cums Medication Forms/Questions Provide first aid