

Salinas Adult School: Roles and Responsibilities: 2009-10

Assistant Director - Gina Muller

Personnel
 Certificated Evaluations
 New teacher induction
 Schoolwide Professional Dev.
 Schoolwide Curriculum Coord.
 Facilities Management
 Facilities Job-Alike Group
 Schoolwide Improvement Plan
 SAS Leadership Group
 Support ESL Dept
 CTE Development
 (VESL, One Stop, WorkKeys,
 Contract Ed)
 InterCom Newsletter
 Interdepartmental
 Communications
 Liaison w/District Trans

Director/Principal - Bob Harper

Liaison with District
 Liaison with State (CAEAA Board etc.)
 Outreach to Community
 Community Advisory Council
 SAS Leadership Team
 District Instructional Services Team
 District Title I
 Workforce Investment Board
 Supervise Management Team

Senior Admin Sec. - Cecilia Anderson

Director's Assistant
Plant/Facilities
SUHSD Board Items/Contracts
Personnel Records
Credentialing
Classified Evaluations
Support the Welcome Center

Coordinator – Yvonne Ricketts

Coordinate Parent Center
 Liaison to City and County Governments
 Fund Development – outreach to non-profits
 District Title I – Parent Ed Coordination
 Coordinate Contract Education
 Service Learning

Coordinator – Janne Bennick

Coordinate ESD and CLP
 SAS Chief Budget Officer
 Outreach to older adult community
 Outreach to SPED Community (w/Steph)
 Instruction Council
 CAHSEE coordination

Program Specialists (All positions are all, or partially, funded by non-ADA funds):

Stephanie McFarland – Outreach to AWD/SPED
Tom Lawson – Coordinate CASAS testing and TopsPro
Karen Estes – Coordinate 0 – 5 Programs
Kathy Bauer – ESD Adviser and Special Projects
Gay Spitz – Project Specialist, Parents as Teachers
Penny Welsh – Project Specialist, Parents as Teachers
Maria Miller – Program Specialist, CBET/EL Civics
Darcy Wilson – Project Specialist - Curriculum
Betty Egan – Program Specialist, Distance Learning
Heidi Smith – Project Specialist, CUDLES
Margi Ross – Director, Certified Nursing Assistant
Ana Cordero – Program Specialist, CTE (Spanish)
Bonnie Quan – Website, Catalogs, special projects