

# FUHS Administrative Organizational Chart 2024/25

Principal	Assistant Principal: Instruction & Operations	Assistant Principal : Student Affairs	Assistant Principal: Pupil Services	Assistant Principal: Student Services	Athletic Director	Activities Director
<b>Jon caffrey</b> Benigna Rodriguez X3803	<b>Tina Wilde</b> X3805	<b>Dan Ma</b> X3811	<b>Carey Aiello</b> X3815	<b>Leticia Gonzalez</b> X3818	<b>Joseph Olivas</b> X3995	<b>Brooke Kerr</b> X3961
Administration New/Prob Teachers	Ag Science Academy English/EL Math BEAST Speech and Debate ROP IB/AP Culinary Academy Guidance/Counseling Lead ILT Lead	ASB/Activities Athletics Campus Supervisors Physical Education/Health Summer School Asst.Principal VAPA	SPED Social Science Science SpEd (New/Prob) Teachers	AVID Dual Language Program ELD/Family Liaison JROTC Summer School Principal World Languages	Athletics	Activities
<i>Instructional Support Staff Evaluations</i>	<i>Instructional Support Staff Evaluations</i>	<i>Instructional Support Staff Evaluations</i>	<i>Instructional Support Staff Evaluations</i>	<i>Instructional Support Staff Evaluations</i>		
Articulation with feeder and postsecondary schools Intra/Inter District Permits Press Liaison PTSA Staff Development/PLC Staff Evaluation Plan School Vision School Marketing WASC/Accreditation Social Media	Academic Counseling Achievement Alt. Ed. Liaison Bell Schedules Budget Categorical Programs CBEDS/SARC/LCAP Classified meetings CTE Programs Data Confirmation Disaster Prep (Asst) Dual Enrollment Dual Language - (Asst.) Enrollment Facilities Lead Field Trips Graduation Asst. Graduation Eligibility Honors Program Maintenance and Ops. Master Schedule Professional Development Read 180 Rotary Top 100 School Marketing School Site Council Senior Awards Lead Single Plan for Student Site Safety Plan Support Social Media Special Program Applications Staff Development/PLC Staff Handbook Student Teachers Technology Testing (ELPAC/support) /CAASPP/AP/IB) Textbook orders WASC (Asst.) District Advisory Comm. Athletic Directors	Admin Supervision ASB/Athletics Marketing Asst. Assignments Back to School Night Booster Organizations Co-Curricular College Night College/PSAT Days Commitment Week Disaster Prep/Safety Plan Discipline - Site Facilities (Athletics) Freshman Showcase Graduation Ceremony Link Crew Master Calendar Open House Senior Activities Site Safety Plan Lead Social Media Student Handbook Student Orientation Title IX (sports) Work Permits Yearbook Website	Discipline (SPED) IA staffing Interventions (MTSS) Mental Health Support PLC Asst SEL Social Media Asst Summer Bridge	504 Plans Attendance Crittenton Discipline - District Dual Language Program (Lead) ELAC/ELPAC Foster youth Home Hospital Interventions McKinney Vento Mental Health (Asst) Gen Ed Sat. School/Detention <ul style="list-style-type: none"> <li>• Academic</li> <li>• Disciplinary</li> </ul> SIT Team Social Media Asst Staff Development/PLC (asst.) Student Assistance Programs Summer Bridge Title IX (Discipline)	Athletic Facilities Athletic Staffing Athletic Supervision Athletics Transportation Attendance checks for athletes Booster club liaison Booster Organizations Budget Clearances Eligibility Evaluation Master Calendar Media Relations Orientation meetings Parent information Mtgs Sports awards banquet	5-Star Activities Announcements ASB Budget Awards Ceremonies Asst Back to School Night End of year assembly Graduation Asst. Homecoming Marquee Open House- Asst Oversight of class activities Oversight of clubs Pep Rallies Prom Publicity Red Ribbon Week Senior Activities Senior Takeover Day Student Incentive programs Student Leadership Student Senate
District Advisory Comm. VAPA (Lead)		District Advisory Comm.	District Advisory Comm.	District Advisory Comm.		

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<i>Classified Oversight</i>	<i>Classified Oversight</i>	<i>Classified Oversight</i>	<i>Classified Oversight</i>	<i>Classified Oversight</i>		
Principal's Secretary	Library Technician APIO Secretary Computer Technician Custodial Staff Data Technician Guidance Tech Guidance sec/ Registrar	Activities Clerk <b>Campus Supervisors</b>	Instructional Aides Licensed Vocational Nurse	Attendance Clerks		
<i>Support Staff Oversight</i>	<i>Support Staff Oversight</i>	<i>Support Staff Oversight</i>	<i>Support Staff Oversight</i>	<i>Support Staff Oversight</i>	<i>Staff Oversight</i>	<i>Class Advisors</i>
	Digital Literacy Team IB Coordinator(s)	Athletic Director Asst. Athletic Director ASB Director	Psychologists Speech Path Registered Nurse Mental Health Specialist	<b>Community Liaison</b> SRO	Asst. Athletic Director	

**General Duties for Counselors:** Grade-level meetings for all 9th, 11th, 12th students and 10th by request, Threat Assessment/Emotional Support as needed, Schedule changes, Master Schedule Balancing, Registration (incoming students and current), Testing proctoring support (AP/IB, State Testing), Grade-level parent meetings, Attend 504 and IEP meetings upon request, Senior Progress Letters at Semester, Senior At-Risk Letters at 3rd Quarter, Counseling 100 Enrollment, SAT/ACT Waivers, Referrals to APEX/iSierra, Referrals to La Sierra, La Vista, ACCESS, Campus Tours

David McIntosh (A-Di)	Erin Defries (Do-K) Head Counselor	Han Kim (L-Ram)	Erin McCarthy (Ran-Z)	Anali Conde Guidance Tech	Jennifer Hurtado Guidance Tech	Family Liaison
<ul style="list-style-type: none"> <li>Academic Counseling</li> <li>Master Schedule</li> <li>Social Emotional Support/Referral</li> <li>AP Coordinator</li> <li>UC A-G Update and Course Manager</li> <li>Fullerton Promise District Counselor Liaison</li> <li>AP/IB Exam Proctor</li> <li>Freshman Parent Night</li> <li>Inc 9th Parent Night</li> </ul>	<ul style="list-style-type: none"> <li>Academic Counseling</li> <li>Master Schedule</li> <li>Social Emotional Support/Referral</li> <li>ILT member, attends all meetings.</li> <li>District Counseling curriculum team member, attends all meetings.</li> <li>Jr High Articulation/8th grade registration planning.</li> <li>Inc 9th Parent Night/Events</li> <li>PSAT</li> <li>Summer Master Schedule and Registration support</li> <li>Update Class Offerings and registration materials.</li> <li>Schedule Registration for Current Students</li> <li>AP/IB Exam Proctor</li> <li>Senior Awards</li> <li>Staff Club</li> </ul>	<ul style="list-style-type: none"> <li>Academic Counseling</li> <li>Master Schedule</li> <li>Social Emotional Support/Referral</li> <li>ASVAB</li> <li>ROP</li> <li>AVID</li> <li>AP/IB Exam Proctor</li> <li>Freshman Parent Night</li> <li>Inc 9th Parent Night</li> </ul>	<ul style="list-style-type: none"> <li>Academic Counseling</li> <li>Master Schedule</li> <li>Social Emotional Support/Referral</li> <li>NCAA Clearinghouse Information and Updates</li> <li>HOBY Scholarship</li> <li>AP/IB Exam Proctor</li> <li>Inc 9th Parent Night</li> </ul>	<ul style="list-style-type: none"> <li>Proctor and Testing support- AP/SBAC/ELPAC</li> <li>College Application Day and Commitment Week Event</li> <li>Financial Aid Presentations (students &amp; parents)</li> <li>College Visits/field trips</li> <li>Enrollments/registration/Data Confirmation</li> <li>Career Center Website, Social Media, and Announcements</li> <li>Work Permits</li> <li>Naviance</li> <li>Graduation Support</li> <li>Diploma Distribution</li> <li>Senior Awards</li> <li>Tutoring and At-Risk Support</li> <li>Translation and Family Outreach</li> <li>Honor Roll Certificates</li> <li>Honor Cords</li> <li>Diploma Covers</li> <li>Upward Bound College</li> <li>College Partnerships &amp; Fullerton Promise</li> <li>Dual Enrollment</li> <li>Cal Grant Uploads</li> <li>Morning Tutoring</li> </ul>	<ul style="list-style-type: none"> <li>Proctor and Testing support- AP/SBAC/ELPAC</li> <li>College Application Day and Commitment Week Event</li> <li>Financial Aid Presentations (students &amp; parents)</li> <li>College Visits/field trips</li> <li>Enrollments/registration/Data Confirmation</li> <li>Career Center Website, Social Media, and Announcements</li> <li>Work Permits</li> <li>Naviance</li> <li>Graduation Support</li> <li>Diploma Distribution</li> <li>Labels and Seals (Bi-literacy and Golden State)</li> <li>Scholarships</li> <li>After School Tutoring</li> <li>AVID</li> </ul>	<ul style="list-style-type: none"> <li>Translation and Interpretation - schedule meetings, 504, IEP, SIT, contacting parents</li> <li>Family/Community outreach</li> <li>ELD Support / La Sierra and La Vista Transfers</li> <li>Parent Institute (Parent University)</li> <li>EL Coordinator</li> <li>ELAC</li> <li>ELPAC Coordinator</li> <li>McKinney Vento/Foster Youth Support</li> <li>Aeries Communication</li> <li>Redesignation</li> </ul>