

OFY DUARTE - HIGH DESERT NEW SUPPORT ROLES

2020-2021

Norma Carlos, Principal

Bernadette Grant, Assistant Principal

NEW ROLES

- Area Teacher 1 - Lancaster- Monica Gonzalez
- Area Teacher 1 - Palmdale- Amanda Halseth
- Area Teacher 1 - CC/Palmdale -Sarah Watts
- SPED Support Teacher Regional- Elizabeth Mondok
- Math Intervention Specialist Regional - Sean Poitou
- Post-Secondary Counselor - Danielle Ott

AREA TEACHER 1 - LANCASTER - MONICA GONZALEZ

Duties:

Site Based

- Build relationships with all students (get to know them)
- Tutor and assist them with their school work
- Take notes on the work accomplished and track on [tracker](#)
- Call students and parents to remind of appointments
- Star Ren assess newly enrolled students and provide 1:1 assessments when January window opens
- Communicate with teachers as needed
- Helping teachers grade
- Create flyer for Capo Students inviting them to Study Hall Sessions (Fridays 1-4pm); include link in the flyer; share with Leadership and link to Tracker; Create a Google Form for request of Study Hall to be shared with Capo and Charter
- Other duties as assigned

Point Person:

Amy (Monday)

Sean (Tuesday)

[Jared](#) (Wednesday)

Cynthia (Thursday)

Friday (Tutoring Time)

Region Based

AREA TEACHER 1 - PALMDALE- AMANDA HALSETH

Duties:

Site Based

- Build relationships with all students (get to know them)
- Tutor and assist them with their school work
- Take notes on the work accomplished and track on [tracker](#)
- Call students and parents to remind of appointments
- Star Ren assess newly enrolled students and provide 1:1 assessments when January window opens
- Communicate with teachers as needed
- Helping teachers grade
- Create flyer for Capo Students inviting them to Study Hall Sessions (Fridays 1-4pm); include link in the flyer; share with Leadership and link to Tracker; Create a Google Form for request of Study Hall to be shared with Capo and Charter
- Other duties as assigned

Point Person:

[Laura](#) (Monday)

Beckie (Tuesday)

Regional Science Support (Wednesday/Thursday)

Friday: Tutoring Time

AREA TEACHER 1 - CC/PALMDALE - SARAH WATTS

CC Duties:

- Front desk Support
- Schedule Enrollments and Orientations
- Inventory Supplies/Ordering/Tracking (i.e chromebooks & hotspots)
- Center Beautification
- Other duties as assigned

AT1 Duties:

- Build relationships with all students (get to know them)
- Tutor and assist them with their school work
- Take notes on the work accomplished and track on [tracker](#)
- Call students and parents to remind of appointments
- Communicate with teachers as needed
- Helping teachers grade
- Create flyer for Capo Students inviting them to Study Hall Sessions (Fridays 1-4pm); include link in the flyer; share with Leadership and link to Tracker; Create a Google Form for request of Study Hall to be shared with Capo and Charter

SPED SUPPORT TEACHER - ELIZABETH MONDOK

Duties:

- Build relationships with all students (get to know them)
- Work closely with the SES, Para and lead SES
- Tutor and assist with Specialized Academic Instruction with their school work and IEP Goals
- Take notes on the work accomplished and document on Service [tracker](#)
- Call students and parents to remind of appointments and upcoming meetings
- Star Ren assess newly enrolled students and provide 1:1 assessments when January window opens
- Communicate with teachers and service providers as needed
- Create flyer for Capo Students inviting them to Study Hall Sessions (Fridays 1-4pm); include link in the flyer; share with Leadership and link to Tracker; Create a Google Form for request of Study Hall to be shared with Capo and Charter
- Other duties as assigned

Point person: Jane

MATH INTERVENTION SPECIALIST- SEAN POITOU

Duties:

- Build relationships with all students (get to know them)
- Tutor and assist them with their school work
- Take notes on the work accomplished and track on [tracker](#)
- Set up a Google form for Tutoring Services
- Set up a tutoring schedule
- Call students and parents to remind of appointments
- Communicate with teachers as needed
- Offer Accelerated Math for students on Urgent intervention levels according to StarRen results
- Create flyer for Capo Students inviting them to Study Hall Sessions (Fridays 1-4pm); include link in the flyer; share with Leadership and link to Tracker; Create a Google Form for request of Study Hall to be shared with Capo and Charter
- Other duties as assigned

POST-SECONDARY COUNSELOR-DANIELLE OTT

Duties:

- Build relationships with all students (get to know them)
- Work closely with other Counselors and Career Pathways Coordinators
- Conduct Senior/Foster Youth Meetings
- Conduct Graduation Checks
- Financial Aid & Cal Grant workshops and submissions
- Dual Enrollment
- AB Plan qualifications
- Foster Youth Liaison
- Have Office Hours for counseling support
- Coordinate Year-end Celebrations (Senior Social/Senior Awards/EL Reclassification Ceremony/Graduation)
- Maintain Senior Counselor Website
- WIOA Compliance
- Other duties as assigned

Point Persons: Michelle Be/Esmeralda Zamano/Daisy Hernandez/Jennifer Burgess

NEXT STEPS:

Day 1

8:30a-10:00am - Onboarding

10:30am-12:00pm - Meet with regional leadership (Bernadette) - Schedule Examples, Google Voice Number, Creating Trackers, Contacting students, Collect Staff New Contact Info, Pare down example

1:00 - New Hire training Pt 1 with Janice (Student expectations, daily schedules, StudentTrac, etc)

Day 2

8:30am Meet w. Team in Huddle.

9:00am - Meet with Regional Leadership (Norma); Finish Edmentum Training, complete Foster Youth Policy, Public Records Requests; Service Animal and Sexual Harassment trainings independently.

1:00 - New Hire Training Pt 2 -Janice

Day 3

AM- Meet w/ Point person

PM- Shadow Staff

Day 4

8:30-9:00 - Google Chat Training

9:30am- Meeting w/ Point person and Supervisor. Finish any individual training. Get ready to work with students next week

INTERVENTION TEACHER

Duties:

- Build relationships with all students (get to know them)
- Work closely with the EL Coach
- Tutor and assist them with their school work
- Take notes on the work accomplished and track on tracker
- Call students and parents to remind of appointments
- Communicate with teachers as needed
- Provide translation for ALPs as needed for El Specialists
- Run Achieve 3000 classroom for Elective Credit
- Have students Star Ren test 1:1 when January window opens
- Have Office Hours for Edmentum support

Point Person: Alison and Shay

Workday: Jesus