

CHASE STREET ELEMENTARY 2013-2014 Adjunct Assignments

Guidelines: Adjunct committees serve a vital role in ensuring that a school runs efficiently and smoothly in order to serve the instructional needs of our students. Each certificated staff member will be expected to serve on two (2) committees.

Please review the following adjunct assignments.

You will be asked to select one assignment from the "A" committees, and one assignment from the "B" committees.

On the attached self-nomination form, please write two (2) possible "A" choices that you would like to serve on, and (2) possible "B" choices that you would like to serve on. I ask you to select two, in case one of your choices is no longer available. You will only be assigned to one "A", and one "B."

Once I have received all self-nomination forms, assignments will be made. Every possible effort will be made to assign you to your choices. If not, I will contact you as soon as I can. I thank everyone in advance!

***Please note: Any position that receives a stipend will NOT count as one of two assignments.**

"A" COMMITTEES/ASSIGNMENTS:

Supplies

Responsibilities include: Assisting in ordering and distributing instructional supplies.

| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Supply Coord.)</i> |
|-----------------|----------------|---------------|--------------------------------|
| Patty Castellon | Cintia DeLaura | Rose McBride | Donna Logan (Ordering Only) |

SST/LAT

Responsibilities include: Holding SST/LAT meetings for students who require additional instructional intervention.

| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Principal)</i> |
|------------------------------|------------------------------|----------------------------------|---|
| S.Viramontes Rose McBride | Dr. Flores (LAT) | Beth Steinberg/Deb Worcell | Mrs. Babit Ms. LoVerme Mrs. Logan Mrs. Swabb |
| <i>Member</i> | <i>Member</i> | <i>Member</i> | |
| Cecila Rodas (LAT) | Mr. Allen (Prog. Advisor) | | |

Grade Level Chairs

Responsibilities include: Guiding Grade Level Meetings with a clear instructional focus, meeting with instructional support team (coaches, coordinators, etc) to maintain school-wide focus on instruction during meetings.

| <i>Kinder</i> | <i>First</i> | <i>Second</i> | <i>Third</i> |
|----------------------|--|-----------------------------|----------------------------|
| Y.Martinez/LVillegas | To Be Shared: 1.Chavez 2.Matevosian 3.Olesen 4.DeLaura | Maria Hernandez | Heather Hottinger |
| <i>Fourth</i> | <i>Fifth</i> | <i>Special Ed.</i> | <i>Support (Principal)</i> |
| Tamar Lahamjian | Sandra Garcia-laccino | Cecila Rodas Rose Udicki | Mrs. Babit |

“A” COMMITTEES/ASSIGNMENTS (CONTINUED):

Student Council

Responsibilities include: Coordinating Student Council for 4th and 5th grade students, including bathroom monitors, student store, and play leaders.

***OPEN TO 4TH & 5TH GRADE TEACHERS ONLY.**

| | | | |
|------------------|---------------|------------------|----------------------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Principal)</i> |
| Lisa Ortega | E. Chaparyn | T.Lahamjian | Mrs. Babit |
| S.Garcia-lacinno | Abby Flores | M Cooper-Marquiz | |

Safety

Responsibilities include: Coordinating resources for full implementation of Safe School Plan on site.

| | | | |
|----------------|---------------|---------------|----------------------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Principal)</i> |
| Beth Steinberg | Deb Worchell | Jaime Chavez | S.Babit/K.LoVerme |

****The following, while NOT adjunct assignments per se, represent a large commitment of time and work. Therefore, staff members on the following bodies will be excused from their “A” Assignment. Signing up for the following does NOT indicate automatic membership, it simply indicates interest in being considered for membership. You must be voted on to the following.***

English Learners Advisory Committee (ELAC)

Responsibilities include: Providing input to School Site Council on the most academically appropriate uses of English Learner Allocations in order to address the academic needs of eligible students.

| | | | |
|---------------|---------------|---------------|---------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Member</i> |
| P. Finn | P. Castrellon | | |

School Site Council (SSC)

Responsibilities include: Determining the most appropriate use of Categorical allocations, in keeping with the Single Plan for Student Achievement.

| | | | |
|-----------------|---------------|---------------|---------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Member</i> |
| C.Curry,Gilmore | D. Logan | A. Swabb | V. Perez |

Local School Leadership (LSL)

Responsibilities include: Calendaring School Events, Professional Development scheduling, Student Discipline, use of school equipment, and expenditure of specific, non-categorical funds.

| | | | |
|---------------|---------------|---------------|---------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Member</i> |
| L Villegas | Y Martinez | Lisa Ortega | |

B” COMMITTEES/ASSIGNMENTS:

Testing

Responsibilities include: Implementation and monitoring of State Assessments, assisting Testing Coordinator with distribution and packaging of materials.

| | | | |
|---------------|---------------|---------------|--|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Testing Coord.) \$tipend</i> |
| Sean Allen | | | Abby Flores |

Technology

Responsibilities include: Implementing and monitoring the use of technology to support instruction.

| | | | |
|---------------|---------------|---------------|---------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Member</i> |
| C. DeLaura | Lisa Ortega | V. Perez | Ann Swabb |
| | | | Sean allen |

Discipline

Responsibilities include: Much like SST/LAT, Discipline committee will convene when a student requires additional intervention/remediation in managing his/her behavior. Cougar Bucks, Attendance, Uniforms, Awards

| | | | |
|---------------|---------------|---------------|--|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Principal)</i> Mrs. Babit |
| H.Hottinger | S. Viramontes | K.LoVerme | |
| <i>P Finn</i> | <i>Member</i> | | |
| | S. Allen | | |

Holiday ProgramS

Responsibilities include: Coordinating and organizing the Holiday Programs.

| | | | |
|---------------|---------------|---------------|---------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Member</i> |
| Beth Paloma | Pilar Garcia | A. Motevosian | |

Literacy Committee:

Responsibilities include: Coordinating and organizing all RAA-related events, as well as overseeing the continued development of the Wonder of Reading Library. Read Across America, Book Fair, RIF

| | | | |
|-----------------|---------------|------------------|------------------------------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Reading Motivator)</i> |
| M.ooper-Marquez | Kim Scabetta | Martha Hernandez | Susan Babit |
| Y.Martinez | A Estrada | I.Nishida | Ann Swabb |

Health/Physical Education

Responsibilities include: Coordinating all Health-Related Programs (Anti Bullying, Second step, PE)

| | | | |
|--------------------------|----------------|---------------|----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| Sandra Garcia Iaccino | Veronica Perez | B. Olesen | Susan Babit |

Social

Responsibilities include: Coordinating Social Activities for staff, such as holiday party:

| | | | |
|--|--|--|--|
| | | | |
| | | | |

“B” COMMITTEES/ASSIGNMENTS (CONTINUED):

Science

Responsibilities include: Coordinating distribution and delivery of Science materials (FOSS Kits, Assessments, etc).

| | | | |
|---------------|---------------|-----------------|-------------------------------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support-Science Lead Teacher</i> |
| S. Viramontes | R. MvBride | Maria Hernandez | E. Chaparayn |

Arts/Dance around the World

Responsibilities include: Coordinating Arts-related activities and student displays and contests, including planning and overseeing Dance around the World.

| | | | |
|----------------|---------------|-------------------|------------------------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support (Arts Coord.)</i> |
| Anita Estrada | I.Nishida | B.Paloma/P.Garcia | Y. Martinez |
| Mrs. E. Chavez | | | |

Gifted

Responsibilities include: Monitoring the implementation of differentiated instruction for GATE/High Achieving Students.

| | | | |
|------------------------|---------------|---------------------------------|------------------------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| B.Steinberg/D.Worchell | T. Lahamjian | Cooper-Marquez/I Garcia-lacinno | Susan Babit Carol Cleaves |

Bulletin Board /Calendar for Auditorium

| | | | |
|---------------|---------------|---------------|----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| Local | School | Leadership | Team |

Birthday Snacks

| | | | |
|---------------|---------------|---------------|----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| Grade | Level | Teams | |

Fund Raising Committee : One in Fall/One in Spring

| | | | |
|---------------|---------------|---------------|----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| Abby Flores | | | Mrs. Babit |

School Beautification:

| | | | |
|---------------|---------------|---------------|-----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| Jaime Chavez | Ingrid Ayala | Ron Hardy | Susan Babit |
| B. Olesen | | | Kristen LoVerme |

Math Literacy Night :

| | | | |
|---------------|---------------|---------------|-----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| A. Matevosian | | Susan Babit | Kristen LoVerme |
| | | Sean Allen | Ann Swabb |

Movie Night:

| | | | |
|---------------|---------------|---------------|----------------|
| <i>Member</i> | <i>Member</i> | <i>Member</i> | <i>Support</i> |
| Abby Flores | | | Susan babit |