

**THOMAS STARR KING MIDDLE SCHOOL**  
**Administrative Organization/Responsibilities 2009-2010**

**REVISED 7/14/08**

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| <ul style="list-style-type: none"> <li>• General Administration</li> <li>• Public Relations / Media</li> <li>• Supervision/Evaluation Certificated / Classified Staff</li> <li>• School Safety &amp; Physical Plant</li> <li>• Magnet</li> </ul> | <p><b>PRINCIPAL</b><br/>Kristen Murphy</p> | <ul style="list-style-type: none"> <li>• Curriculum &amp; Instruction</li> <li>• Professional Development</li> <li>• Budget</li> <li>• Payroll</li> <li>• 6<sup>th</sup> grade ELA/History</li> </ul> |
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| <p><b>ASSISTANT PRINCIPAL</b><br/>Rafael Ramirez x 6717</p>  |
| <ul style="list-style-type: none"> <li>• Assemblies / Activities (calendar)</li> <li>• Bell Schedules</li> <li>• Beyond the Bell</li> <li>• Cafeteria Services</li> <li>• Calendar</li> <li>• Civic Center Permits</li> <li>• Culmination &amp; 8<sup>th</sup> gr. Activities</li> <li>• Daily Bulletin / Marquee</li> <li>• Extended Learning</li> <li>• Academy</li> <li>• Federal Lunch Program</li> <li>• Field Trips</li> <li>• Fundraising</li> <li>• LACER Program</li> <li>• LACMA Program</li> <li>• Leadership / Student Activities</li> <li>• Migrant Education</li> <li>• Music Concerts</li> <li>• Parent Education</li> <li>• PD/Faculty Meetings</li> <li>• Stull Coordination</li> <li>• Supervision of Instruction</li> <li>• Supplemental Educational Services</li> <li>• Textbooks</li> <li>• Williams Visits / Compliance</li> <li>• Youth Services</li> </ul> |

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| <p><b>ASSISTANT PRINCIPAL</b><br/>Mark Jolley x 6718</p>   |
| <p align="center">Principal Designee</p> <ul style="list-style-type: none"> <li>• Audio-visual Equipment</li> <li>• Bilingual Program / ELAC</li> <li>• BTSA/DI's/Support Providers</li> <li>• Budget</li> <li>• Building and Grounds Workers</li> <li>• CEAC</li> <li>• Department Chair</li> <li>• Meetings</li> <li>• Friends of King</li> <li>• GATE Program</li> <li>• IMPREST</li> <li>• Instructional Coaches</li> <li>• Instructional Technology Plan</li> <li>• Keys</li> <li>• Liaison to LFIA, GGPNC, CD4</li> <li>• P-Card</li> <li>• Payroll Authorization</li> <li>• Physical Plant / Maintenance</li> <li>• Purchasing</li> <li>• SSC (Principal Alternate)</li> <li>• Student Body Funds</li> <li>• Substitutes / Class Coverage</li> <li>• Supervision of Instruction</li> <li>• Technology Labs &amp; Equipment</li> </ul> |

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| <p><b>ASSISTANT PRINCIPAL</b><br/>Larry Greenberger x 6711</p>   |
| <ul style="list-style-type: none"> <li>• Assemblies / Activities (supervision)</li> <li>• Attendance &amp; Enrollment</li> <li>• Campus Aides</li> <li>• Campus Supervision Schedule</li> <li>• Community Service Students</li> <li>• Complaint Manager</li> <li>• Crisis Team</li> <li>• Deans' Office / Discipline</li> <li>• Emergency Procedures</li> <li>• Expulsions</li> <li>• Health Office / Accident Reports</li> <li>• ISIS / SIS</li> <li>• LAPD / LAFD Liaison</li> <li>• Mandated Reporting (SCAR)</li> <li>• Parent Center</li> <li>• Safety</li> <li>• School Uniform Implementation</li> <li>• Student ID Pictures</li> <li>• Supervision of Instruction</li> <li>• Tardy Sweeps</li> <li>• Title IX</li> <li>• Track Assignments (students)</li> <li>• TUPE Program</li> <li>• Yearbook</li> </ul> |

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| <p><b>ASSISTANT PRINCIPAL, SCS</b><br/>Stan Terasaki x 6733</p>   |
| <ul style="list-style-type: none"> <li>• 504 Plans</li> <li>• Academic / Career / Personal-social Guidance Counseling</li> <li>• Articulation w/ HS &amp; ES</li> <li>• Case Management Meeting</li> <li>• Crisis Team</li> <li>• Culmination Requirements / ICP's</li> <li>• Homework Guidelines</li> <li>• IMPACT Program</li> <li>• ISIS / SIS</li> <li>• Learning Center</li> <li>• Mark Reporting</li> <li>• Master Schedule</li> <li>• Pupil Records</li> <li>• Rollbook Storage</li> <li>• School Psychologist</li> <li>• Service Learning Students</li> <li>• Service Workers</li> <li>• Special Education</li> <li>• Student Eligibility for Culmination</li> <li>• Student Programming</li> <li>• Student Testing (STAR)</li> <li>• Supervision of Instruction</li> <li>• Transportation</li> </ul> <p><b>Departments:</b><br/>Special Education,<br/>Guidance/Counseling</p> |