



EASTLAKE HIGH SCHOOL

ADMINISTRATIVE DUTIES - 2025-2026

	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
Activities/Athletic Eligibility					X	
ASB Finances					X	
Athletic/Dance Supervision Schedule					X	
Athletics					X	
Attendance/Tardy Policies				X		
Budget	X					
CIS Coordinator	X					
Counseling	X					
Credit Recovery/APEX		X				
Daily Bulletin Scroll					X	
EL Program/ELAC		X				
Emergency Procedures		X		X		X
Facilities					X	
Facility Use Rentals					X	
	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
Field Trips					X	
Fund Raising					X	
AP Coordinator		X				
Graduation					X	
Handbook - Staff		X	X	X		
Handbook-Students		X	X	X		
Health Services				X		
Illuminate		X				
Infinite Campus (SIS)			X			
Intervention/SST (CIS)			X			
Jupiter Grades			X			
Library		X				
	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
Lunch Applications				X		
Newsletter - WAAG					X	
Open House					X	
Parking/School Bus Transportation			X			
PTSA/Parent Center	X					
Residency Plan/Registration				X		
Saturday School				X		
School Activities Master Calendar					X	
School Safety Plan				X		
School Site Council	X					
School Site Plan	X					



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School to Career (CTE)	X		X			
School Website				X		
Student Recognition Plans					X	
Supervision Lunch & Nutrition				X		
Technology			X			
Williams Visit		X				
CERTIFICATED EVALUATIONS	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
Permanent	X	X	X	X	X	
Probationary	X					
Temporary						
SUPPORT STAFF	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
Cafeteria					X	
Campus Assistants				X		
Clerical				X		
Coaches - Hiring					X	
Custodians/Gardener					X	
Instructional Assistants & IHCA's						X
Nurse				X		
PROGRAM LEADER	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
AP		X				
AVID	X					
WASC	X					
TEST & ASSESSMENTS	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
AP		X				
Athletic Survey					X	
ELPAC			X			
EOC			X			
Fitnessgram					X	
PSAT Saturday				X		
CAASPP			X			
Senior Survey					X	
DEPARTMENTS	Principal	Platt GARI-N	Garnica A - GARCIA	Santana O - Z	Carpizo ASB	Moehlenbruck Richelieu
English/ELD		X				
Math			X			
PE					X	
CTE	X					
Science	X					
Social Science				X		
Special Ed						X
VAPA					X	



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World Language	X					
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