

aHIALEAH ADULT EDUCATION CENTER  
**ADMINISTRATIVE TEAM**  
 2007-2008

Administrative Team Meetings – Mondays @ 3:00pm in the Principal's Office

James E. Bishop <b>Principal</b>				
Aurora Villar, Ed.D. <b>Assistant Principal</b>		Les S. Powers <b>Assistant Principal</b>		Barbara J. Saucedo* <b>Assistant Principal</b>
<ul style="list-style-type: none"> <li>• 9595 Program</li> <li>• Accident Reports (Students)</li> <li>• Attendance Rosters (Community School, ESOL, Citizenship – Monitor, Review &amp; Sign)</li> <li>• Blood Drive</li> <li>• Community School Program</li> <li>• Dade Partners</li> <li>• E.S.O.L. &amp; Citizenship Programs</li> <li>• Hialeah Chamber of Commerce</li> <li>• Instructional Contracts (Assigned Areas)</li> <li>• Master Schedule (Assigned Areas)</li> <li>• Payroll (Monitor, Review, Approve &amp; Sign)</li> <li>• Room Utilization</li> <li>• School Activities</li> <li>• School Newsletter</li> <li>• School Volunteers</li> <li>• School Website</li> <li>• Teacher Observation / PACES</li> <li>• Visitors Log and Visitors I.D.'s</li> </ul>		<ul style="list-style-type: none"> <li>• ABE, High School Programs</li> <li>• Advertisement / Marketing</li> <li>• Attendance Rosters (ABE, GED, &amp; High School – Monitor, Review &amp; Sign)</li> <li>• Bookstore (Procedures &amp; Inventory)</li> <li>• Critical Incident Response Team (CIRT)</li> <li>• Custodial &amp; Maintenance Services</li> <li>• Driver's License</li> <li>• Electronic Gradebook</li> <li>• Emergency Procedures (Evacuations, &amp; Lockdowns)</li> <li>• Handbooks (Student, Faculty, Clerical &amp; Opening of School Procedures)</li> <li>• Instructional Contracts (Assigned Areas)</li> <li>• Instructional Laboratories</li> <li>• Internal Accounting / Financial Reports</li> <li>• Master Schedule (Assigned Areas)</li> <li>• Media Center</li> <li>• META Compliance</li> <li>• Payroll (Monitor, Review, Approve &amp; Sign)</li> <li>• Professional Development Plans</li> <li>• Property Control</li> <li>• Reading Program</li> <li>• Student Services</li> <li>• Student, Faculty &amp; Staff I.D.'s</li> <li>• Substitute / Class Coverage</li> <li>• Teacher Certification</li> <li>• Teacher Observation / PACES</li> <li>• United Way</li> </ul>		<ul style="list-style-type: none"> <li>*Principal's Designee</li> <li>• ABE / ESOL / GED Off Campus</li> <li>• Adult with Disabilities / Quality of Life Program</li> <li>• Affiliating Agreement (On &amp; Off Campus)</li> <li>• Attendance Rosters (ABE, ESOL, GED Off Campus &amp; Vocational On/Off Campus – Monitor, Review &amp; Sign)</li> <li>• Custodial Services (Off Campus)</li> <li>• Emergency Procedures (Evacuations &amp; Lockdown Procedures Off Campus)</li> <li>• Grants (Writing &amp; Supervision)</li> <li>• I.T. Department</li> <li>• Instructional Contracts (Assigned Areas)</li> <li>• Internal Accounting MSAF &amp; Purchasing</li> <li>• LCP / OCP Reports</li> <li>• Master Schedule (Assigned Areas)</li> <li>• Off Campus Schools</li> <li>• Parent Academy</li> <li>• Payroll (Monitor, Review, Approve &amp; Sign)</li> <li>• Property Control (Off Campus)</li> <li>• Registration</li> <li>• S.A.V.E.S Program</li> <li>• School Profile (Statistical Reports, General Surveys &amp; Data Collection)</li> <li>• Teacher Observation / PACES</li> <li>• Testing (Policies, Procedures, Meetings, Schedules, Posting &amp; Supplies)</li> <li>• Vocational &amp; Technical Programs</li> </ul>
Marina Barreras <b>Citizenship</b>	Mohammad Ibrahimuddin <b>E.S.O.L.</b>	Giovani Latoni <b>Testing</b>	Sully Mayorga <b>S.A.V.E.S</b>	John Miranda <b>Student Services</b>

<b>School Support Personnel</b>	
Bernstein, Cristina M. – Treasurer Lizano, Martha – Principal's Secretary Serio, Francisco R. – Principal's Secretary	} <b>Principal's Office</b>
Acosta, Teresa – Data Input Specialist II – Vocational Office Jimenez, Lourdes – Secretary II – Registrar's Office Maquiud, Carla – Data Input Specialist II – Testing Department Regojo, Marjorie – Chief Data Input Specialist – Community School TBA – Registrar – Registrar's Office Torres, Martha – Copy Machine Operator – Vocational Office Villa, Jose – Media Specialist – Media Center	

All assignments are subject to change at the discretion of the Principal.

JEB/fs

REVISED 10/31/07