



Director of Student Learning Supports	Assistant Superintendent	Miscellaneous Responsibilities	Director of Business Affairs
<p>District Assessment Coord.: Attend required trainings; update eDirect accts. for district/schools; district procedures for Home Schooled students; district policy for Cyber Charter requests; train School Assess. Coord. (SAC); receive & inventory tests; distribute tests to SAC; collect tests from SAC; inventory, package & return tests to DRC.</p> <p>Federal Programs Coord.:</p> <p>AEDY Coord.: Responsible for attending mandatory trainings, submit AEDY application for district, prepare and go through audits, and sign off on AEDY placements. ESL Coord.: Responsible for attending mandatory trainings, submitting Ltd. English Reports (LEP), coord. ESL services with WIU, prepare/go through audits, ordering ACCESS (ESL version of PASA) assessments for ESL students. Title I, IIA, & IV Coord.: Responsible for attending mandatory trainings, submission of initial, adjustments and amendments to Title I/IIA applications, prepare/go through audits, and determine staffing with submission of staffing paperwork.</p> <p>Guidance Services: Assist with funding the Back Pack Program, Developing and implementing Chapter 339, and assisting with all students moving in and out of district.</p> <p>Home/School Visitation: Homeless Liaison: Responsible for attending mandatory trainings, submitting monthly Homeless reports for district, prepare/go through audits, and sign off on Homeless referrals.</p> <p>Foster Care Liaison: Ensuring transportation is provided to school of origin.</p> <p>Home School Liaison: Ensuring proper documentation & education is occurring.</p> <p>Homebound Instruction: Revamped the entire system to meet state regulations. Ensuring identified & non-identified students are receiving appropriate education.</p> <p>Nursing Services: Develop yearly nursing schedule, oversee arrangements for coverage e.g. Van, Deer Valley, field trips, field day events & building coverage; follow up on required immunization letters, Health eTool yearly reports, coverage at non-public schools, policies on food allergies, letters addressing swine flu, etc.</p> <p>Special Ed Services: ACCESS account, Chapters 14, 15, 16 compliance, prepare for audits, develop & implement Action Plans for trainings, para/pca staffing/ training, PASA Assessment Coord., RTII, Special Ed Budget, Spec Ed Plan, progress monitoring of Spec Ed Plan, Spec Ed teacher observations for non-tenured teachers, responsible for attending mandatory trainings, and State Penn Data Reporting.</p> <p>Other: Comprehensive Plan completion, oversee academic programs for students who are identified via IEP or 504.</p>	<p>Administrative Handbook (Colleen)</p> <p>Conferences (Danielle)</p> <p>Curriculum K-12</p> <p>Data-Driven Analysis PVAAS, 4Sight, InView, PSSA</p> <p>Department Chairs</p> <p>Grant Writing Coordinator</p> <p>Intern/Student Teacher Placements (Danielle)</p> <p>Policy/Regulation Revisions (Colleen)</p> <p>Principal Supervision</p> <p>Professional Development</p> <p>Public Relations</p> <p>Strategic Planning</p> <p>Teacher Certification (Danielle)</p> <p>Teacher Contracts/Tenure (Danielle)</p> <p>Teacher Evaluations (Danielle) Administration/Submission</p> <p>Technology Department</p>	<p>Act 48 & 45 record keeping (Scott/Danielle)</p> <p>AESOP (Danielle/Joan)</p> <p>Corrected School District Code Report (Bev)</p> <p>Credit Reimbursement (Danielle)</p> <p>Data Quality Control (Bev)</p> <p>District website (Bev)</p> <p>eChalk Administration (Bev)</p> <p>PIMS Administration (Bev)</p> <p>PowerSchool Administration (Bev)</p> <p>Secured Access Monitor (Bev)</p> <p>Services Benefits Administration (Joan/Danielle)</p> <p>TIMS (Danielle)</p> <p>Title IX coordination (Kerry/Joan)</p> <p>Track/maintain applications and clearances (Danielle)</p> <p>Transportation (Bev)</p>	<p>AHERA compliance</p> <p>Auditing services</p> <p>Bid procurement</p> <p>Board Secretary (Asst. - Joan)</p> <p>Budget development Forecasting & Communication</p> <p>Buildings/Grounds/Facilities</p> <p>Business Department</p> <p>Contract compliance</p> <p>Custodial Department</p> <p>Financial Planning Services</p> <p>Food Service</p> <p>General Accounting Services</p> <p>Health Consortium Investments</p> <p>WIU7 Business Consortiums</p> <p>ProSoft Coordinator</p> <p>Purchasing</p> <p>Retirement Consultation (Joan)</p> <p>Right to Know Officer</p> <p>Safety Committee Chair</p> <p>Tax Collector Liaison</p> <p>Workers Compensation (Danielle)</p>

Technology Coordinator	Director of Facilities Maintenance	Assistant to the Director of Business Affairs		Business Office Support
<p>Data archiving E-Rate funding Hardware installation Hardware maintenance Network management Network security Software compliance Software installation Staff management Student management system Technology inventory Technology training</p>	<p>Bid preparation Building repair Building security Code compliance Contractor supervision Equipment maintenance Facilities planning Grounds maintenance: mowing, snow removal, repairs Plant operations Staff management/supervision: Custodial/Maintenance Staff training Supply ordering/inventory</p>	<p><u>ATTENDANCE:</u> Employee attendance Manual records Attendance letters Tracking of consecutive days for subs</p> <p><u>PAYROLL:</u> Personnel data updates Salary schedules and letters Payroll processing twice a month Monthly payroll distribution Opt-out payments Extracurricular payments Deductions payments to vendors Verification of employment Manual checks cut and disbursed Administration of ProSoft payroll web portal W2 forms Act 29 reporting</p>	<p><u>PSERS:</u> Work report uploading and verification Purchase of service reporting Contract uploading and verification Member demographics uploading and verification Premium assistance</p> <p><u>TAXES:</u> Federal; State; Unemployment; Local Services Taxes (LST); Earned Income Taxes (EIT); Quarterly 941</p> <p>Department of Labor reporting PA New Hire reporting Payroll bank account reconciliation Retirees health insurance Tax account reconciliation Title IX Coordinator</p>	<p>Accounts payable Accounts receivable Bid tabulation/reporting Cafeteria Fund Capital Reserve Fund Free/Reduced Lunch Applications General Fund Accounting Investment reporting Purchase order processing ProSoft input</p>