



Director of Student Learning Supports	Assistant Superintendent	Miscellaneous Responsibilities	Director of Business Affairs
<p><b>District Assessment Coord.:</b> 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 &amp; inventory tests; distribute tests to SAC; collect tests from SAC; inventory, package &amp; return tests to DRC.</p> <p><b>Federal Programs Coord.:</b></p> <p><b>AEDY Coord.:</b> Responsible for attending mandatory trainings, submit AEDY application for district, prepare and go through audits, and sign off on AEDY placements. <b>ESL Coord.:</b> 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. <b>Title I, IIA, &amp; IV Coord.:</b> 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><b>Guidance Services:</b> 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><b>Home/School Visitation: Homeless Liaison:</b> Responsible for attending mandatory trainings, submitting monthly Homeless reports for district, prepare/go through audits, and sign off on Homeless referrals.</p> <p><b>Foster Care Liaison:</b> Ensuring transportation is provided to school of origin.</p> <p><b>Home School Liaison:</b> Ensuring proper documentation &amp; education is occurring.</p> <p><b>Homebound Instruction:</b> Revamped the entire system to meet state regulations. Ensuring identified &amp; non-identified students are receiving appropriate education.</p> <p><b>Nursing Services:</b> Develop yearly nursing schedule, oversee arrangements for coverage e.g. Van, Deer Valley, field trips, field day events &amp; 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><b>Special Ed Services:</b> Chapters 14, 15, 16 compliance, prepare for audits, develop &amp; 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><b>Other:</b> Comprehensive Plan completion, oversee academic programs for students who are identified via IEP, GIEP or 504.</p>	<p><b>Administrative Handbook</b> (Colleen)</p> <p><b>Conferences</b> (Danielle)</p> <p><b>Curriculum K-12</b></p> <p><b>Data-Driven Analysis</b> PVAAS, 4Sight, InView, PSSA</p> <p><b>Department Chairs</b></p> <p><b>Grant Writing Coordinator</b> (Colleen)</p> <p><b>Intern/Student Teacher Placements</b> (Danielle)</p> <p><b>Policy/Regulation Revisions</b> (Colleen)</p> <p><b>Principal Supervision</b></p> <p><b>Professional Development</b></p> <p><b>Public Relations</b> (Colleen)</p> <p><b>Strategic Planning</b></p> <p><b>Teacher Certification</b> (Danielle)</p> <p><b>Teacher Contracts/Tenure</b> (Danielle)</p> <p><b>Teacher Evaluations</b> (Danielle) Administration/Submission</p> <p><b>Technology Department</b></p>	<p><b>Act 48 &amp; 45 record keeping</b> (Scott/Danielle)</p> <p><b>AESOP</b> (Danielle/Joan)</p> <p><b>Corrected School District Code Report</b> (Bev)</p> <p><b>Credit Reimbursement</b> (Danielle)</p> <p><b>Data Quality Control</b> (Bev)</p> <p><b>District website</b> (Bev)</p> <p><b>eChalk Administration</b> (Bev)</p> <p><b>PIMS Administration</b> (Bev)</p> <p><b>PowerSchool Administration</b> (Bev)</p> <p><b>Secured Access Monitor</b> (Bev)</p> <p><b>Services Benefits Administration</b> (Joan/Danielle)</p> <p><b>TIMS</b> (Danielle)</p> <p><b>Title IX coordination</b> (Kerry/Joan)</p> <p><b>Track/maintain applications and clearances</b> (Danielle)</p> <p><b>Transportation</b> (Bev)</p>	<p><b>AHERA compliance</b></p> <p><b>Auditing services</b></p> <p><b>Bid procurement</b></p> <p><b>Board Secretary</b> (Asst. - Joan)</p> <p><b>Budget development</b> Forecasting &amp; Communication</p> <p><b>Buildings/Grounds/Facilities</b></p> <p><b>Business Department</b></p> <p><b>Contract Compliance</b></p> <p><b>Custodial Department</b></p> <p><b>Financial Planning Services</b></p> <p><b>Food Service</b></p> <p><b>General Accounting Services</b></p> <p><b>Health Consortium Investments</b></p> <p><b>WIU7 Business Consortiums</b></p> <p><b>ProSoft Coordinator</b></p> <p><b>Purchasing</b></p> <p><b>Retirement Consultation</b> (Joan)</p> <p><b>Right to Know Officer</b></p> <p><b>Safety Committee Chair</b></p> <p><b>Tax Collector Liaison</b></p> <p><b>Workers Compensation</b> (Danielle)</p>

<b>Technology Coordinator</b>	<b>Director of Facilities Maintenance</b>	<b>Assistant to the Director of Business Affairs</b>		<b>Business Office Support</b>
<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><b>ATTENDANCE:</b> Employee attendance Manual records Attendance letters Tracking of consecutive days for subs</p> <p><b>PAYROLL:</b> 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><b>PSERS:</b> Work report uploading and verification Purchase of service reporting Contract uploading and verification Member demographics uploading and verification Premium assistance</p> <p><b>TAXES:</b> Federal; State; Unemployment; Local Services Taxes (LST); Earned Income Taxes (EIT); Quarterly 941</p> <p><b>Department of Labor reporting</b> <b>PA New Hire reporting</b> <b>Payroll bank account reconciliation</b> <b>Retirees health insurance</b> <b>Tax account reconciliation</b> <b>Title IX Coordinator</b></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>