

# DIRECTORY OF RESPONSIBILITIES

2012 ~ 2013

SUPERINTENDENT		DIRECTOR	DIRECTOR	DIRECTOR	DIRECTOR
Office of Superintendent	Fiscal Services	Human Resources Custodial/Food Service	K-8 Education Federal Programs	9-12 Education Maintenance	Student Services
<i>Dan Huber-Kantola</i>		<i>Debbie Breckner</i>	<i>Dave Valenzuela</i>	<i>Doug Ely</i>	<i>Stephanie Allen</i>
Adm. Evaluations (Principals and Directors)	Accounts Payable/Receivable	ADA	K-8 Education	9 - 12 Education	Special Ed Services (5-21)
Adm. Hiring, Discipline, Assignments, Terminations	Anaphylactic (Bee Sting) Training	Affirmative Action Officer	K-8 Staff Development	9 - 12 Staff Development	Autism
Adm. Salary Negotiations and Salary Placement	Auditing	Agreements/Negotiations	Assessment-State & Local	Activity Vans	CDRC Services to District
Approval of all Personnel Hiring & Assignments	Budget Monitoring & Forecasting (financial, enrollment, facilities)	BOLI	CIP	Alternative Education/GED	Civil Rights Complaints
Board of Education-Executive Ofcr	Fiscal Service Operations	Child Abuse Complaints	Camp Sunrise Supervision	Architects and Contractors	Complaints (Special Ed)
Bond Issue Project-Oversight	Cash Flow Requirements	Classification & Salary Placement	Charter Schools	Asbestos LEA	District Student Records
Budget Committee	Contract Approval	Custodial Services	Complaints (K-8)	Assessment-State & Local	Early Intervention Contract (Birth-5)/Transportation
Building and Planning	Coordinate District Elections	District Insurance (Property, Liability, Boiler & Machinery and Vehicle)	Curriculum Library	Athletic Eligibility/Discipline	Expulsion/Hearing Officer
Community and Employee Relations	Cost Analyses	EEOC	Curric-Planning/Framework (K-8)	Athletic Facilities	Grant Manager: IDEA/SOASTC
Contact for LEA	District Budget Process	Employee Assistance	Discipline (K-8)	Athletic Transportation	Home Tutoring
District Strategic Planning	Employee Payroll	Employee Benefit Program	District Media/Library	Athletics/OSAA Activities	Mental Health Board
District Clerk/Budget Officer	Financial Planning	Employee Certification	Program/Procedures	Attendance Initiative	Multi-Handicapped Programs
District Governance	First Aid Training	Employee Evaluations	District Telecommunications Svcs	Building/Grounds Maintenance Facilities	Occupational/Physical Therapy
District Management	Investment of Funds	Employee Transfers	Drug & Alcohol Programs	Consolidated Improvement Plan	Principal Evaluation Input
District/Board Policy	ODE-Budget, Finance & School Support	Employee Law-State/Federal (Title VI & VII)	Early Entry	Complaints (9-12)	Psychological Evals
Juvenile Dept. Liaison	Purchasing & Contracting	Employee Contracts	Ed Tech Grants	Contract Monitoring for Maintenance and Facilities	SOASTC
Legal Issues (District)	State Reporting	Employee Leave	ELL Program	Course Challenges-Procedures	SPED State Census
Security & Sheriff	Student Accident Insurance	Employee Training	ESD-Technical	Credit by Proficiency	SPED Transportation
Staff & Community Public Relations	Type 20 Van License	FMLA	Grant Manager - Federal Grants	Curric-Planning/Framework (9-12)	School Nurse Services Contract
Communications/Complaints	Unemployment Insurance Fund	Food Services	Grant Writing	Discipline (9-12)	Section 504 Consultation
State Legislature	Warehouse Management	Grievances /Arbitration	Homeless Liaison	Drug & Alcohol Programs	Speech Pathology
Student Learning/Overall Educational Program		Health Insurance	Immunizations	Environmental Management	Student Discipline Matrix
Support Services		Insurance Claims: Property, Liability, Accident	Kindergarten Handbook/Early Entrance Process	Facilities & Maintenance	<i>Student Rights &amp; Responsibilities Handbook</i>
Web Site		Job Descriptions, Postings, Applications	Libraries	Foreign Exchange	Student Study Teams
		Personnel Records	Pre-School Packets	Gear Up	
		Personnel Services	Principal Evaluation Input	GED	
		Plan of Improvements	Program Procedures	Grant Manager: Perkins	
		Principal Evaluation Input	Report Cards	Grant Writing	
		Probationary Observations	School Closure	In-District Transfers	
		Professional Dev. Plans (PDU's)	School Improvement Plans	Inter-district Transfers	
		Safety Training	School Harrassment Complaints (Students)	Maintenance/Renovation	
		School Year Calendar	Talented & Gifted Program	Master Scheduling (HS)	
		Sexual Conduct Complaints	Technology Purchasing	On-line Plus	
		Sexual Harrassment Complaints (Staff)	Technology Services	OSHA (Occupational Safety & Health Act)	
		Staffing and Enrollment Projections	Textbook & Instructional Resources. Purchasing/Adoption	Principal (HS) Development/ Guidance	
		Staff Complaints	Transportation:	Principal Evaluation Input	
		Substitute Employee System	• Home to School	Positive Behavior Intervention Support (PBIS)	
		Title IX Complaints - Staff	• Field Trips	Project Manager, Architects, etc.	
		Teacher Observations	Tuition Vouchers	Report Cards	
		TREA/OSEA liaison	Whole Grade Acceleration	School Improvement Plans	
		TSPC & Licensing		Special Programs:	
		Worker's Compensation		• College Dreams	
				• School Community Teams	
				Textbook & Instructional Resources Purchasing/Adoption	
				Title IX Complaints - Athletics	
				Transfers - Interdistrict & Intradistrict	
				Vehicle: Maintenance, Replacement, Inventory	