

2013-2014 LEADERSHIP TEAM – KEY RESPONSIBILITIES

POSITION:	Superintendent	Director of K-12 Educational Programs	Director of K-12 Curriculum, Literacy, and Assessment	Director of Pupil Services	Supervisor of Math and Data Analysis	Supervisor of Professional Development	Coordinator of Cyber Learning	Director of Technology	Director of Human Resources	CFO	Director of Facilities	Director of Public Relations / Development
NAME:	Larry Mussoline	Rob Reed	Linda MacNeal	Karen Zerr	Kelly Byrne	Jennifer Saksa	Kristie Burk	Ray Kase	Sharon Standish	Rich Fazio	Jim Lill	Pat McGlone
REPORTS TO:	Board	Superintendent	Superintendent	Superintendent	Director of K-12 Curriculum, Literacy, and Assessment	Director of K-12 Curriculum, Literacy, and Assessment	Superintendent	Rich Fazio	Superintendent	Superintendent	Rich Fazio	Superintendent
	District-wide oversight AdCab, Principal and Building Goal Setting and Review Quarterly Principal meetings for Professional Development (PIL) School Improvement Building expansion Professional Staff Scheduling & Hiring (secondary) Strategic Planning Redistricting STEM	K-12 Principals and meetings Professional Staff Scheduling & Hiring (elementary) Student Discipline K-12 (District-wide) Constituent Relations (Parents) Transitional Programs for Students Collaboration with Post-Secondary Institutions / Student Teachers Diversity Camp Success Athletics 6-12 (all schools) Course selection handbook <ul style="list-style-type: none"> • ID Sheets • Selection sheets Cyber Programs MS/HS summer schools	K-12 Curriculum and Instruction K-12 Literacy Supervisor Annual review and updates to HS Programs of Study and MS Academic Handbooks Educational program evaluation AP Program and AP Audit Dual Enrollment and Exton Region Curriculum budget STEM – all curriculum for grades 9-10, STEM support K-12 National and Local Assessments, including ESAR K-12 State Assessment training, communication, coordination of data systems, supplemental instruction, and oversight of PIMS and PVAAS data as related to state assessments and teacher evaluation K-12 Instruction,	Special Ed/ Gifted/504 Programs Psych Services Medical Access Reporting/ Central Reg./ Home School Special Ed. PIMS verification Student Assistant Specialists Counselors Nurses/ Dental Hygiene Student Attendance Alternative Ed ESY ESL & Title III Grant Homebound Education Coordinate Related Services Staff Paraprofessional	K-12 Mathematics Program Data entry for local assessments, including Aimsweb, Read Live, Study Island, Performance Tracker Data reports for local, state and national assessments, including Study Island, Keystone Exams, PSSA, SAT, PSAT Data analysis for local and state assessments, including PSSA and Keystone Exams Professional development in data systems including PVAAS, Performance Tracker, CDT Data verification includes all data that impacts School Performance Profile, e.g., PSSA, Keystone Exams and PIMS reports	Grants, including Title I, II, III, ABG K-12 Professional Development, including Professional Development Committee, Induction Program, Mentors, ConnectTeam, Administrative Retreat Act 48 Compliance, including My Learning Plan Differentiated Supervision including OASYS requirements Professional Learning Communities or TEACH Teams Curriculum Leader Coaching Program School Calendar, Professional Learning Calendar Field Trips, includes process and approvals	On-line program development with K-12 teachers Blended program development with 9-12 teachers Cyber recovery program coordination and public relations Work with Connect teams on cyber related programs and tools	Connect Team K-12 Educational technology integration and program evaluation (e.g., Tech Academy) Website support district, school, teacher Educational technology representative serving on PDC Implementation of tech integration grants (e.g. Connect Team) Web 2.0 (online learning) Specialized support for STEM technology integration Assessment (Technology portion) Library Destiny program	Staffing Certification Tuition Reimbursement Employee Relations Compensation Benefits Payroll Negotiations C.O. Receptionist Substitutes Wellness Committee PIMS (Building communication & training, Eschools,)	Budget Development Facilities Oversight Technology Oversight Negotiations District Treasurer Print shop/Mailroom Land Acquisition Transportation Cash Receipts / Deposits Payroll Taxes Investments Child Accounting Fixed Assets Grants – Federal/State/ Local Participation Fees Accounts Payable Legal Expense Tracking 1099 Reporting	Capital Projects Maintenance Grounds Custodial Long-Range Building Plans PlanCon Facilities Safety & Security	Public Outreach Newsletters Social Media Email Telephone Principal Support Website support and training district teacher home and school District Initiatives Redistricting Special Events Academic Competition Business Lunch Fund-Raising Advertising Opportunities Kottmeyer DiSerafino D-Link Crisis Communication Plan Media Public Outreach Foundation Liaison Executive Director School Board Secretary

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		Principals and Educational Directors Conference approvals Alternative Ed AEDY Reporting Safe Schools initiative and Reporting Dispute Resolution Emergency Response Coordination and Training	includes Teacher Evaluation System Curriculum Leaders and Grade Level Leaders Principals' professional development in curriculum /instruction/assessment related areas Common Core Standards RtII Full Day Kindergarten	Create Special Ed Plan Bureau of Special Education Compliance Monitoring		Conferences, includes process and approvals for all professional staff District Book Club				Financial Reporting and Audit Debt Financing Invoice/Receiving Scanning Copying/Printing Oversight of District Food Service Program		
BOARD CMTE:	Regular Board Meetings Governance Committee	Student Life & Policy Committees	Curriculum Committee						Personnel Committee	Finance Committee	Facilities Committee	