

## 2017-2018 SENIOR LEADERSHIP TEAM – KEY RESPONSIBILITIES

| POSITION:   | Superintendent  | Assistant Superintendent   | Chief Academic Officer  | Chief Accountability Officer   | Director of Pupil Services  | Director of Technology  | Director of Human Resources  | CFO  | Director of Facilities   | Director of Public Relations / Development  | Athletic Director   |
|-------------|---|--|---|--|---|---|--|--|--|---|---|
| NAME:       | Emilie M. Lonardi, Ph.D.  | Robert Reed, Ed.D.   | Matthew Friedman  | Linda MacNeal, Ed.D.   | Louis Chance, Ed.D.   | Colleen Yenser  | Sharon Standish  | Richard Fazio  | Dale Lauver  | Patricia McGlone  | Earl Burnham  |
| REPORTS TO: | Board   | Board/Superintendent   | Superintendent  | Superintendent   | Superintendent  | Superintendent  | Superintendent   | Superintendent   | CFO  | Superintendent  | Assistant Superintendent/High School Principals   |
|             | <p>District-wide oversight of HR, Finance, Facilities, Curriculum, the K12 program, Technology and Public Relations.</p> <p>AdCab, Principal and Building Goal Setting and Review</p> <p>Building Renovations, Construction and redistricting, demographics projections</p> <p>Instructional Improvements</p> <p>Curricular Improvements</p> <p>District visioning</p> <p>PDE Compliance</p> <p>School Closings and Delays (Primary)</p> <p>Board Communication</p> | <p>K-12 program coordination including athletics</p> <p>Principals meetings</p> <p>Professional Staff Scheduling &amp; Hiring (elementary&amp; Secondary)</p> <p>Student Discipline K-12 (District-wide)</p> <p>Comprehensive Planning</p> <p>School Closings and Delays (Back-up)</p> <p>Collaboration with Post-Secondary Institutions / Student Teachers</p> <p>Diversity Committee</p> <p>Coordinate and Create Secondary Course handbooks – ID and Selection Sheets</p> <p>Principals and Educational Directors Conference approvals</p> <p>School safety initiatives and PDE Reporting, CSO, Emergency Response Coordination and Training</p> <p>K12 Program Dispute</p> | <p>K-12 Curriculum and Instruction</p> <p>K-12 Blended and Cyber Coordination/Principal</p> <p>K-12 Educational technology integration and program evaluation (e.g., Tech Academy), On-line learning</p> <p>District Teacher and Principal Professional Development</p> <p>Professional Education Committee and Professional Development Committee</p> <p>Curriculum Review Cycle</p> <p>Coordinate K-8 Grade Level and K-12 Curriculum Leaders</p> <p>CCIU Curriculum Liaison</p> <p>Coordinate and Create Secondary Course handbooks</p> <p>CCIU Curriculum</p> | <p>K-12 Education Accountability and Assessment</p> <p>PIMS – Overall oversight of DASD PIMS program</p> <p>District and Building Data and Data Team Coordination</p> <p>Literacy Program</p> <p>Literacy and Math RTI</p> <p>K-12 ELL Program</p> <p>State and Federal Program Grants and coordination</p> <p>Transition Program and Practices</p> <p>Summer School, Remediation and extension programs including Camp Success</p> <p>AP and IB Audit</p> <p>Field Trip Approval</p> <p>Coordinate and Create Secondary Course handbooks</p> <p>CCIU Curriculum</p> | <p>Special Ed/ Gifted/504 Programs</p> <p>Psych Services</p> <p>Medical Access Reporting</p> <p>Central Registration</p> <p>Home School Program Coordination</p> <p>Special Ed. PIMS verification</p> <p>Student Assistant Specialists</p> <p>Counselors</p> <p>Nurses/ Dental Hygiene</p> <p>Student Attendance</p> <p>Alternative Ed and any reporting requirements</p> <p>ESY</p> <p>Wellness Program Coordination</p> <p>Homebound Education</p> <p>Coordinate Related Services Staff</p> <p>Paraprofessional</p> | <p>Overall technology infrastructure and software coordination for the District</p> <p>Website technical oversight and support for the district</p> <p>Technology representative serving on BCC and PDC</p> <p>Building/District technology support for both infrastructure and device</p> <p>Building/District technology support for all software applications</p> <p>Specialized support for STEM technology integration</p> <p>Assessment (Technology portion)</p> <p>Project management –district security cameras,</p> <p>Technology device inventory, sales,</p> | <p>Staffing</p> <p>Employee records management system</p> <p>Certification</p> <p>Tuition Reimbursement and Course Approvals</p> <p>Employee Relations</p> <p>District Title IX, EEOC/HRC Coordinator</p> <p>Compensation</p> <p>Benefits</p> <p>Payroll</p> <p>Negotiations</p> <p>Grievance Coordination</p> <p>C.O. Receptionist</p> <p>Substitutes</p> <p>Staff Wellness Coordination</p> <p>TIMS Reporting and Maintenance</p> <p>Required PDE mandates for learning and employment for all staff</p> <p>Job Descriptions</p> | <p>Budget Development</p> <p>Facilities Oversight</p> <p>Long range capital planning</p> <p>Negotiations</p> <p>District Treasurer</p> <p>Print shop/Mailroom</p> <p>Land Acquisition</p> <p>Transportation</p> <p>Cash Receipts / Deposits (PayFort)</p> <p>Federal, State and Local Tax reporting</p> <p>Investments</p> <p>Child Accounting Fixed Assets</p> <p>Grants – Federal/State/ Local Reporting</p> <p>Participation Fees</p> <p>Accounts Payable</p> <p>Legal Expense Tracking</p> <p>1099 Reporting Financial Reporting and Audit</p> <p>Debt Financing</p> | <p>Capital Projects</p> <p>Maintenance</p> <p>Grounds</p> <p>Custodial</p> <p>Long-Range Building Plans</p> <p>PlanCon</p> <p>Facilities Safety &amp; Security</p> <p>Project management</p> <p>Snow removal</p> <p>Building air quality and building systems efficiencies</p> <p>Summer cost saving cooling program with PECO</p> <p>Athletic Fields</p> <p>Permits and Township Approvals</p> <p>Facilities Usage Coordination and Billing</p> | <p><b>Public Outreach</b><br/>Newsletters<br/>Social Media<br/>Email<br/>Telephone<br/>Building Support<br/>Media Outreach</p> <p><b>District Website support and training</b></p> <p><b>District Initiatives Communication</b></p> <p><b>Special Events</b><br/>Academic<br/>Competition<br/>Business Lunch<br/>Fund-Raising</p> <p><b>Advertising Opportunities</b></p> <p><b>Crisis Communication</b><br/>Plan<br/>Media<br/>Public Outreach</p> <p><b>District Foundation Liaison</b></p> | <p>Policies and Regulations for P.I.A.A., DASD and Ches-Mont League.</p> <p>Event Management and Admissions</p> <p>Athletic Budgeting</p> <p>Booster Club organization and coordination</p> <p>Game Facilities Coordination</p> <p>Coordinate Athletic Physicals</p> <p>Coordinate Athlete Insurance</p> <p>Athletic Eligibility Reporting</p> <p>Verify Athletic Transfers</p> <p>Printing athletic materials/programs</p> <p>Athletic Inventory Control</p> <p>Coordinate Officials for high school events</p> <p>Confirm Coaching and Officials Clearances</p> <p>Supervisor athletic trainers</p> |

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|             |  | Resolution and Student Discipline coordination<br><br>Student School Board Rep Selection | New Teacher Induction<br><br>Act 48 and Act 45<br><br>Differentiated Supervision<br><br>Educational program evaluation<br><br>Dual Enrollment<br><br>Curriculum budget<br><br>K-12 Instruction, includes Teacher Evaluation System<br><br>PA Core Standards<br><br>Kindergarten Initiatives | Liaison<br><br>Coordination and evaluation of all K12 student intervention programs<br><br>K-12 National and Local Assessments, including ESAR<br><br>MS/HS summer schools including blended and cyber programs | Create Special Ed Plan<br><br>Bureau of Special Education Compliance Monitoring | recycling, and purchase<br><br>Phones, Copiers, Scanners, Printer<br><br>District Audio and Video |                             | Oversight of District Food Service Program<br><br>Inventory Control |                        |  | Hire, supervise and evaluate coaches<br><br>Manage student conduct at events with principals<br><br>Coordinate athletic programs with Middle Schools. |
| BOARD CMTE: | Regular Board Meetings<br>Governance Committee | Student Life & Policy Committee  | Curriculum Committee Coordinator  | Curriculum Committee Co-Coordination  |   | Technology Committee  | Personnel Committee         | Finance Committee   | Facilities Committee   |  |   |