



# LEADERS LEADING TOGETHER

**EXECUTIVE LEADERSHIP TEAM - ROLES AND RESPONSIBILITIES**

### Assistant Superintendent for Elementary Education

- Supervision and evaluation of elementary principals
- Elementary staffing and budgeting
- Multi-tiered systems of supports (MTSS)
- Elementary grading and reporting
- Elementary student achievement and growth
- Liaison to the Curriculum Committee
- Annual school calendar
- Flexible instructional days

### Assistant Superintendent for Secondary Education

- Supervision and evaluation of secondary principals
- Secondary staffing and budgeting
- Federal programs
- Athletics
- Secondary grading and reporting
- Secondary student achievement and growth
- Dual enrollment
- Liaison to the Policy Committee

### Chief Operating Officer

- Oversees all operational aspects of the District
- Annual budget
- Financial reporting to PDE
- Oversight of the Business Office
- Communication of annual budget to the Board
- Oversees the Operations Department
- Responsible for Community School
- Right to Know requests

### Director of Communications/Community Engagement

- Internal and external District communications
- Crisis communications and mass messaging
- Public, community and media relations
- Communications strategy and counsel
- District website content creation and management
- District social media content creation, management
- Branding, graphic design and print projects
- Liaison to school-related and community groups
- Promotion of District students, schools, and events
- Photography and videography
- District spokesperson

### Director of Human Resources

- Recruitment, employment, and retention of staff
- Onboarding and training for new employees
- Position control and hiring management
- Labor relations
- Collective bargaining with three bargaining units
- Management and negotiation of administrative and other employment agreements/compensation plans
- Employee benefits and retirement
- Personnel file management
- Attendance, accruals, leaves of absence
- Worker's compensation; unemployment compensation; accommodations and employee support
- Employee, volunteer, visitor, and coaching clearances
- Compliance with EEOC regulations and Anti-Discrimination laws and policies (Title VI, Title VII, Title IX)
- Litigation support
- Employee progressive discipline oversight

### Director of Operations

- Oversees facilities, capital projects, and safety/security departments
- Supervision and evaluation of operations, capital projects, and safety/security staff
- District security
- Collaboration with local law enforcement
- Construction and project management
- District's representative to local municipalities for construction, etc.
- Liaison to the Business/Ops Committee

### Director of Teaching and Learning

- Curriculum K-12
- Textbook and resource adoption K-12
- Professional development
- Supervision and evaluation of curriculum supervisors and coordinators
- Liaison to the Curriculum Committee

#### Director of Pupil Services

- Pupil and special education programming
- Pupil services, special education, and gifted education
- Student discipline - special education and 504 students
- FERPA requests
- Litigation holds
- Health services, special education, guidance, clinical services, out of District, and gifted education budgets
- ACCESS billing
- LEA training and related materials
- State reports (special education, gifted, McKinney Vento, ACCESS)
- Professional Development (crisis response, suicide prevention, trauma-informed practices, special education, gifted education, health services)
- Pupil services contracts
- Independent educational evaluations
- Confidential student agreements
- PTEs/PTRs/NOREPs and 10-Day Notices
- Title IX

#### Director of Technology & Innovation

- IT and Information security staffing
- Information systems and infrastructure planning, implementation, and management
- Cybersecurity
- IT risk management
- Technology budget
- Help Desk and Support
- K-12 Technology Committee
- Planning and implementing Technology policies & procedures
- 1:1 District-issued laptops and iPads
- Student technology searches
- Providing digital learning experiences for all students
- Strategic vision for the use of technology in the district
- PIMS
- Integrating digital tools for instruction, assessment, and professional development
- Sustaining the digital operation of classrooms, schools, and the district
- District Intranet Site
- AI Integration
- Cyber School

#### Superintendent of Schools

- Daily District management
- School Board relations
- Tenth member of the Board and non-voting member at all meetings of the Board
- Supervision and evaluation of the Executive Leadership and Senior Leadership Teams
- Policy implementation oversight
- Labor relations
- Advocacy for public education