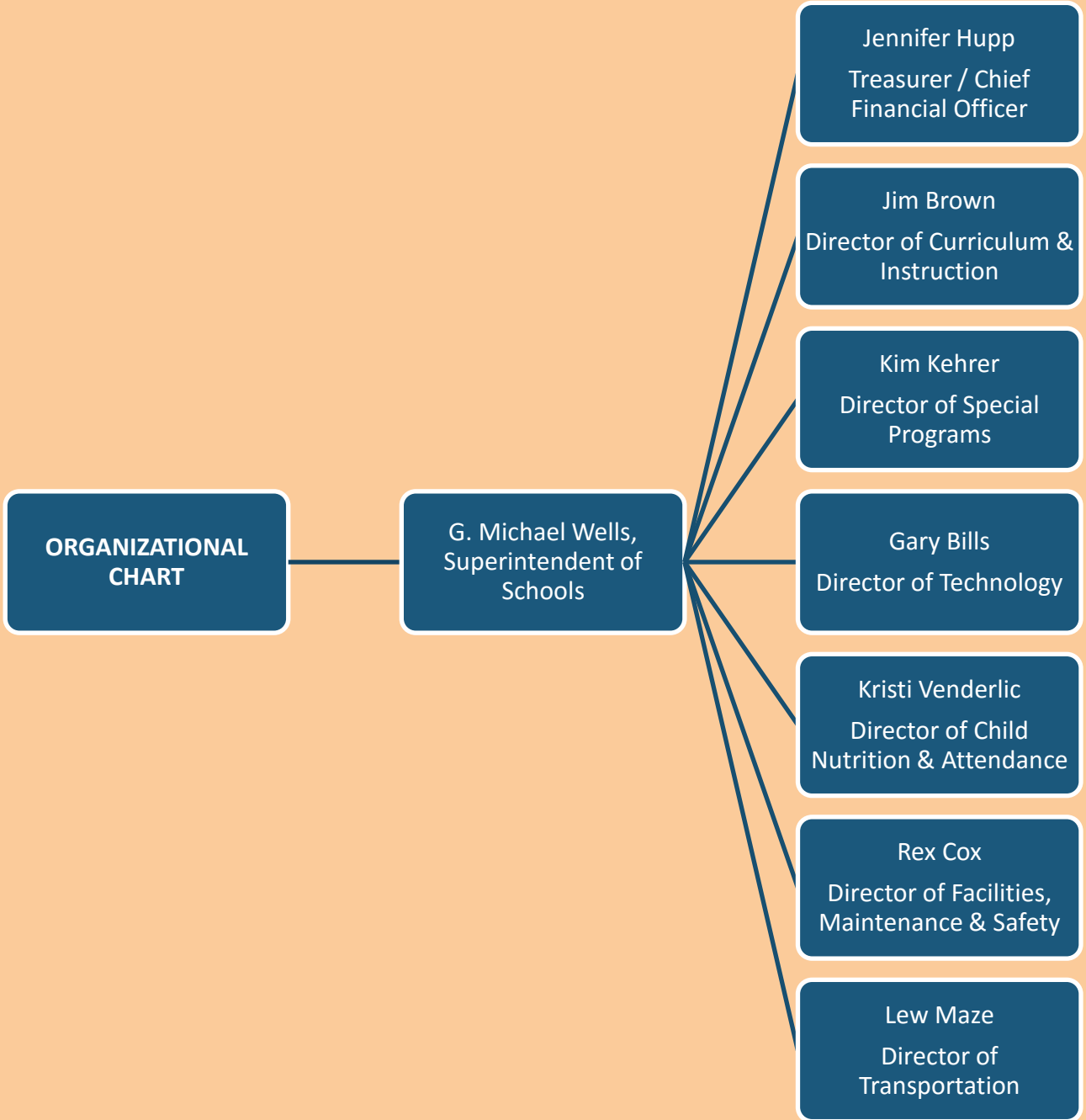


Pleasants County Schools Central Office Organizational Framework

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Superintendent of Schools

G. Michael Wells

Supervisory Responsibilities:

- Board of Education
- District Policies
- Grievances / Legal Proceedings
- Elementary Education - Administration
- Secondary Education - Administration
- School Level Administration Observation and Evaluations / Improvement Plan Implementation
- State Accountability
- Coordinate and Monitor the County/School Accreditation
- Day-to-Day Operations

Supervised Personnel:

- Treasurer / Chief Financial Officer
- Director of Curriculum & Instruction
- Director of Special Programs
- Director of Technology
- Director of Technology Integration
- Director of Child Nutrition & Attendance
- Director of Facilities & Safety
- Director of Transportation
- Elementary Principals
- Middle & Secondary Principals
- Executive Secretary

Treasurer / Chief Financial Officer

Jennifer Hupp

Report To: Superintendent of Schools

Supervisory Responsibilities:

- Controls the treasury function - investments, etc. - as allowed by law and Board policy.
- Oversees and directs the operation of finance for the school system within the realms of accounting, budget, and treasury.
- Coordinates annual activities associated and necessary for the annual audit.
- Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from the assistant superintendent and other administrators and compiles them for recommendation to the superintendent.
- Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget.
- Monitors all budget categories and provides fiscal information as required.
- Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis.

- Acts as administrative fiscal officer for the school system.
- Receives requests to adjust budget accounts and recommends to the superintendent approval for budget transfers.
- Receives and reviews all supplemental budget projects and recommends to the superintendent approval for budget supplements.
- Provides for maximum investment of funds.
- Prepares monthly and annual financial statements of all funds maintained by the school system, including the general current expense, special revenue, bond construction, debt service, permanent improvement and capital projects funds, and presents copies of the reports to the Board, the superintendent and other interested parties.
- Prepares monthly financial reports of all special program revenues and expenditures.
- Responsible for the capital assets inventory system.
- Provides for a uniform system of financial accounting for the individual schools.
- Responsible for providing periodic training on the financial reporting requirements of the individual schools; ensuring that annual audits are conducted of all school accounts; and following up on all findings noted to ensure that they are resolved within a timely manner.
- Works closely with all departments to develop all revenue sources fully to maximize resources for the school system.
- Provides an annual report of individual school finances as required by State Department of Education.
- Maintains those ethical business processes required for the efficient financial operation of the school system.
- Participates in administrative decision making as a member of the superintendent's leadership team.
- Follows the established personnel evaluation procedures for staff members.
- Utilizes self-appraisal for the improvement of administrative skills.
- Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
- Serves on various standing and ad hoc committees.
- Participates in continuing professional learning opportunities.
- Maintains a current certification as a chief school business official.
- Accepts authority and assumes responsibility.
- Analyzes negative and positive forces affecting the school system.
- Takes immediate steps when problems arise.
- Focuses resources on district and school strategic plan goals and action steps.
- Uses problem-solving strategies to mitigate short and long-term problems.
- Exhibits a positive attitude.

- Encourages and facilitates meaningful and effective communication.
- Commands respect by example in appearance, manners, behavior, and language.

Supervised Personnel:

- Payroll Supervisor
- Accounts Payable Supervisor

Director of Curriculum & Instruction

Jim Brown

Reports To: Superintendent of Schools

Supervisory Responsibilities:

Curriculum and Instruction

- Establishes a collaborative relationship with school administrators and teachers.
- Works with all schools for continuous improvement, utilizing current research and best practices.
- Supports school improvement strategies.
- Interprets a variety of school system data including both leading and lagging indicators.
- Assists in the development of plans for the improvement of student achievement, PK-12.
- Assists with development and implementation of the district Strategic Plan.
- Guides the development, implementation, and evaluation of curriculum and instructional service.
- Shares information regarding curriculum and instructional strategies with teachers and administrators.
- Coordinates the selection/adoption of textbooks and related instructional materials.
- Prepares Step 7 application.
- Coordinates Title III program and services.
- Serves as chief instructional leader.
- Attends appropriate regional and state curriculum meetings.

Professional Learning

- Coordinates professional learning opportunities, focusing on long-range succinct improvement of instructional leadership and the teaching/learning process.
- Provides necessary leadership in transforming schools to become Professional Learning Schools.
- Coordinates meetings and activities of the professional staff development council.
- Prepares and distributes annual Staff Development Plan in conjunction with coordinator of staff development for service personnel.
- Participates in regional staff development council meetings.
- Develops and manages Title II funds for professional learning.

Standardized Assessment

- Serves as County Test Coordinator.
- Attends appropriate state meetings/training regarding WV MAP (Measures of Academic Performance).
- Facilitates all functions associated with the administration of the General Summative Assessment (GSA), Dynamic Learning Maps (DLM) and English Language Proficiency Assessment (ELPA21)
- Provides training for Principals and Building Level Coordinators for all state tests.
- Reviews county assessment data and assists others in the school system in analyzing results.

Personnel

- Coordinates the processing of professional licensure/ certification applications.
- Provides professional employees notification of expiring certificates.
- Prepares Professional Seniority List.
- Works with Finance Office to prepare and submit the annual Certified List report.
- Coordinates development of job descriptions, postings and interview/hiring process.
- Assists Superintendent with analyzing personnel needs and procedures for the Reduction in Force.

Director of Special Programs

Kim Kehrer

Report To: Superintendent of Schools

Supervisory Responsibilities:

Title I

- Provides general administrative and supervisory direction.
- Coordinates the development of the annual Title I plan and secures Superintendent and Board of Education approval.
- Performs the needed administrative tasks for effective implementation of the Title I programs.
- Plans, monitors and controls Title I budget(s).
- Coordinates the efforts to assure successful implementations of the approved programs.
- Collaborates with the principals and Title I specialist in planning and implementing the program in each of the eligible schools.
- Collaborates with Director of Curriculum and Instruction on efforts to provide personalized learning for at risk students.
- Identifies needs and plans for professional learning opportunities to for teachers.
- Maintains in the Title I schools, a presence of regular visitation for assurance of compliance with the guidelines and initiatives.
- Develops and maintains appropriate record-keeping systems.
- Initiates and maintains liaison services with outside agencies.
- Coordinates the orientation of new staff.
- Coordinates the program for the non-public schools' eligible students.
- Coordinates the program in the neglected and delinquent institutions, when appropriate.
- Collaborates with and support schools' efforts for improve parent involvement.
- Monitors the overall compliance and effectiveness of the program.

Special Education

- Provides general administrative and supervisory direction.
- Coordinates the development of the annual IDEA plan and secures Superintendent and the Pleasants County Board of Education (herein Board) approval.
- Performs the needed administrative tasks for effective implementation of the special education program.
- Plans, monitors and controls the special education budget.
- Collaborates with principals and special education teachers for the purpose of implementing and maintaining services and/or programs.
- Works collaboratively with the Superintendent and Personnel Director to set staffing levels for school special education programs for providing services.
- Directs personnel, for delivering services, which conform to established guidelines.
- Develops proposals, new programs, budgets and grants for meeting district goals.
- Evaluates district and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district.
- Implements assigned programs and/or projects for conforming to district and state curriculum and/or instructional standards.
- Manages fiscal resources from the district special education grant, prepares budgets, directs spending and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.

- Prepares documentation and reports data to the WV State Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents and the Board.
- Assists in the employment process, supervises, and evaluates special education staff including school psychologists, occupational therapists, physical therapists, consultants and other providers.
- Serves as the district representative for IEP meetings when resources beyond school budgets may be considered for efficiently managing fiscal resources while meeting special education regulations.
- Serves as the district liaison in regional and state meetings for coordination of Special Education services.
- Manages and intervenes in the case of complaints specific to special education.
- Coordinates with outside agencies to provide support services to students and staff.
- Directs and supervise the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district.
- Initiates, provides and supports the training of special education personnel.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating special education students.

Title IX

- Develop a working knowledge of current laws, regulations, and guidelines related to sex discrimination and sexual harassment in public schools, including Title IX rules and guidelines adopted by U.S. Department of Education's Office for Civil Rights (OCR).
- Attend trainings related to Title IX and sex discrimination and share information with district administrators and staff.
- Serve as the district's liaison to OCR for issues regarding Title IX, sex discrimination, and sexual harassment.
- Facilitate the implementation of the district's policies and procedures related to Title IX, sex discrimination, and sexual harassment, and ensure they are applied consistently across the district and at each school.
- Coordinate revisions to district policies and procedures related to Title IX, sex discrimination, and sexual harassment, as necessary, to ensure that they are up-to-date and consistent with current requirements under state and federal laws and regulations.
- Regularly review district and building publications to ensure that they include a consistent nondiscrimination statement with all of the necessary protected classes and the name (or title), phone number, and address of the district's Section 504 Coordinator, Title IX/Sex Equity Officer, and Civil Rights Compliance Coordinator.
- Ensure that the district uses effective methods to annually inform all students, parents, and employees about the district's discrimination complaint procedure, such as in staff and student handbooks.
- Ensure that copies of the complaint procedure and any related forms are available in each school building to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment.
- Ensure that the district's sexual harassment policy (or OSPI's sexual harassment poster) is posted in public settings as easily assessable.
- Ensure that the district's sexual harassment policy is included in any publication that sets forth the rules and standards of conduct for the school district, such as in student and staff handbooks
- Provide ongoing support and training to administrators and staff about requirements under state and federal sex discrimination laws (e.g., Title IX, chapter 28A.640 RCW, chapter 392-190 WAC), staff responsibilities, complaint procedures, and related district policies and procedures.
- Disseminate information and coordinate training for students and/or parents about their rights under state and federal sex discrimination laws, including sexual harassment and the district's complaint procedures.
- Advise the superintendent and school board regarding the status of the district's compliance with state and federal discrimination laws.
- Receive and respond to inquiries from students, parents, staff, administrators, and others regarding Title IX, sex discrimination, and sexual harassment.

- Respond to students, parents, staff, administrators, and others who report suspicion of Title IX violations, sex discrimination, or sexual harassment.
- Implement the district's discrimination complaint procedure with respect to allegations of Title IX violations, sex discrimination, and sexual harassment; receive and process complaints; and oversee the step-by-step process to be sure that timelines are met.
- Conduct and/or coordinate investigations of sex discrimination and sexual harassment complaints in accordance with the district's discrimination complaint procedures, which may involve interviewing complainants, respondents, and witnesses; reviewing documents and other relevant materials; and researching legal standards and requirements relevant to the complaint.
- Upon completion of an investigation, provide the superintendent with a written report of the complaint and the results of the investigation in time for the superintendent to respond to the complainant within 30 days after the district initially received the complaint.
- Organize and maintain records of all complaints filed regarding Title IX, sex discrimination, and sexual harassment, including all formal and informal.
- At least annually, review complaint files to ensure that the district's complaint procedures and timelines are consistently followed, and to identify any patterns and repeat offenders

Preschool

- Administers/Coordinates Pre-K program.
- Form and lead a parent advisory committee.
- Develop policies, processes, and procedures to support the delivery of preschool educational services.
- Assist in the design of preschool instructional spaces (classrooms).
- Managing yearly budgets.
- Assess programs based on current research and developmentally appropriate practices.
- Improve and expand the selection of programs and experiences for preschool age children and their families.
- Monitor and assure compliance with all state and federal regulations.
- Be aware of, and responsive to best practices within the early childhood profession.
- Lead professional learning opportunities for Early Childhood Educators.
- Ensure parents are informed and involved with their children's preschool experience and progress.
- Develop relationships with other preschools, Head Start, community and professional organizations and colleges.

Section 504 Procedures and Procedural Safeguards

- Develop a systematic process for monitoring both district and school level compliance with Section 504 requirements, including but not limited to:
 - Child find responsibilities;
 - Parental consent before all initial evaluations and initial placements;
 - Written notice to parents, including notice of procedural safeguards, before any actions are taken regarding identification, evaluation, or placement under Section 504;
 - Team-based decision-making regarding evaluation and placement of students under Section 504;
 - Dissemination of Section 504 plans to appropriate staff;
 - Periodic re-evaluations of all students who are eligible under Section 504, at least every three years;
 - Manifestation determination requirements for disciplinary changes in placement under Section 504;
 - Participate on Section 504 teams as needed;
 - Coordinate training for building-level Section 504 designees, and ensure that they are informed about their job responsibilities;
 - Collect and maintain all Section 504 data, such as Section 504 plans, evaluation reports and related records, lists of eligible students, discipline records, etc.; and
 - Coordinate due process hearings when requested.

Alternative Education

- Administers/Coordinates Alternative Education program.

Supervised Personnel:

Psychologist

Secretary

Director of Technology

Gary Bills

Report To: Superintendent of Schools

Supervisory Responsibilities:

- Develops, implements and oversees the district-wide Technology Plan.
- Assists in the development of system policies and procedures governing technology issues.
- Maintains an inventory of technology hardware and software.
- Directs and coordinates the management of the district's internal and external web sites; collaborates with content providers in departments and sites; manages access and security.
- Ensures the reliability and integrity of the school district's communication infrastructure and information systems.
- Supervises, trains, assists and guides Technology Systems Specialist.
- Supervises the maintenance and repair of all technology equipment.
- Assigns Technology Systems Specialist priorities work tasks and monitors workflow.
- Establishes and supervises technical support, network design and management, and help-desk support for all schools and the central office
- Formulates technology-training policies, programs and schedules, based on knowledge of identified training needs.
- Seeks and acquires additional financial and technology resources to support the district's work related to technology use; seeks technology grants from federal, state and private sources.
- Develops and monitors technology budget.
- Maintains appropriate fiscal records.
- Coordinates the submission of all documentation related to the E-rate program.
- Provides leadership and assists in implementing technology initiatives.
- Supports use of technology at school sites and allocates available resources to align with priorities.
- Promotes and supports the integration of technology into all curriculum areas, assists the administration and teachers in the selection of software that enhances learning and reviews and approves all system technology purchases to assure compatibility
- Assists in purchasing and installing hardware and software in all schools and the central office.
- Provides the superintendent and Board of Education with periodic reports regarding recommendations for improvement, status of technology in the school system, needs and concerns.
- Keeps current on new technologies, technology grant opportunities, and Federal, State and local opportunities and/or constraints.
- Maintains digital platform associated with textbook adoptions.
- Coordinates and maintains the district employee substitute calling system.

Director of Child Nutrition & Attendance

Kristi Venderlic

Report To: Superintendent of Schools

Supervisory Responsibilities:

Child Nutrition Program

- Coordinates and supervises all aspects of the Food Service Program.
- Prepares bid specifications for food service supplies and equipment.
- Coordinates centralized purchasing.
- Coordinates billing process.
- Coordinates the Summer Feeding Program and the After-School Snack / Dinner Program.
- Supervises menu planning.
- Coordinates training for cooks and substitute cooks.
- Observes school cooks and participates with building principals in the evaluations of cooks.
- Establishes and monitors the quality standards for the presentation and service of food.
- Establishes procedures and monitors to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school food service operation.
- Establishes measurable financial objectives and goals for the child nutrition program.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.
- Ensures compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school food service personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses student preferences, industry trends, and current research to plan menus that encourage participation.
- Monitors meal participation counts and provide data to principal and school leadership teams.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- Develops short and long-term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Establishes standards for the professional development of the district's child nutrition personnel.

Social Services and Attendance

- Responsible for implementing and executing the duties as defined in West Virginia Code §18-8-4 and state/county policies.
- Diligently promotes regular school attendance.
- Coordinates the implementation of the county's student attendance policy.

- In the case of three total unexcused absences of a student, sends written notice to parent, guardian, or custodian of the student that attendance is required and that if the student reaches five days of unexcused absences, a conference with the principal or other designated representative will be required.
- In the case of five total unexcused absences of a child during a school year, serves written notice to the parent, guardian or custodian of such child that within five days of receipt of the notice the parent, guardian or custodian, accompanied by the student, shall report to school for a conference to discuss and correct the circumstances causing the unexcused absences.
- In the case of ten total unexcused absences of a child during a school year, the attendance director or assistant shall make a complaint against the parent, guardian or custodian before the magistrate of the county.
- In the case of unexcused absences due to suspensions or expulsions, the attendance director or assistant may file juvenile petitions against the students who have accumulated such absences. This is only to be done after conducting pre-petition diversion meetings to assess reasons for the suspensions and to develop a plan for supports to correct the behaviors.
- Pursues legal matters in accordance with the school laws of the State of West Virginia related to school attendance, includes appearing in court if necessary.
- Participates in and compiles the necessary paperwork for drivers' license verifications and revocations.
- Assists the student, family and school in crisis situations by reducing tensions, providing support and offering alternatives for action in the capacity of school social worker.
- Prepares the monthly attendance report and other such reports that may be required.
- Keeps sufficient records and documentation on attendance for legal purposes, and submits appropriate reports as required by current laws and regulations.
- Prepares/files with county superintendent and county board of education at the close of each month a report showing activities of the school attendance office and the status of attendance in the county at the time.
- Participates in school conferences with parents and students.
- Makes home visits of students who have excessive unexcused absences.
- Works cooperatively with school principals and/or other school personnel in developing and implementing a plan of assistance for students who are habitually absent from school or who are having difficulty attending school regularly, and/or students who are considered potential dropouts.
- Works closely with counselors / student assistance teams and additional board approved agencies in the identification, support and counseling of potential dropouts.
- Confers with at-risk students/potential dropouts and their parents.
- Conducts exit interviews and provides follow-up services for all students who drop out.
- Serves as the liaison for homeless children and youth, identifying children and youth who are homeless, documenting intake information and providing appropriate support for academic success, security and safety.
- Trains county staff, service personnel and administrators annually on homeless identification and referral.
- Enters all homeless student information into WVEIS per McKinney Vento guidelines.
- Makes referrals to existing community agencies for intervention in all areas of student/family concerns.

Director of Facilities, Maintenance & Safety

Rex Cox

Report To: Superintendent of Schools

Supervisory Responsibilities:

- Work with the Superintendent and the Board of Education to prioritize facility needs.
- Plan, organize, supervise and direct the district maintenance, grounds- keeping and custodial operations, activities and related services.
- Develop and administer schedules and work assignments for staff; plan, coordinate, and arrange for the appropriate training of staff, including in-service training and safety programs
- Develop and organize long-range, on-going, and preventive maintenance plans and programs for sites, buildings, and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement programs
- Plan, coordinate and supervise all projects conducted by maintenance personnel.
- Develop cost analysis for all projects.
- Administer the expenditure of capital maintenance and grounds funds.
- Develop and prepare applicable budgets; analyze and review budgetary and financial data with the Superintendent and Treasurer.
- Expend funds in accordance with established accounting / purchasing guidelines.
- Determine appropriate staffing needs for the maintenance and custodial staffs
- Interview and recommend maintenance personnel needed to fill vacancies or new positions
- Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements.
- Resolve issues and conflicts, and exchange information.
- Provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe and efficient work environment.
- Conduct evaluations and/or improvement plans for county maintenance department.
- Operate computer and assigned software programs.
- Attend and conduct a variety of meetings as directed.
- Oversees and revises policies to job related duties.
- Coordinates state competency testing for all service personnel.
- Processes maintenance/facilities requests.
- Keeps work area neat/engages in good safety practices.
- Operates and cares for equipment and property appropriately.
- Inspects properties/facilities and plans activities accordingly.
- Prepares grant applicants for programs assigned upon approval of superintendent and board of education.
- Coordinates facility planning, bidding, and purchasing programs in conjunction with the Treasurer and the Superintendent.
- Provides adequate equipment, tools, and supplies for staff to perform assigned tasks.
- Maintains a current inventory of major equipment, tools, parts, etc.
- Works with Chief Finance Officer for data entry related to WVEIS accounting practices.
- Oversees maintenance vehicles and coordinates their service and repair with the Director of Transportation.

- Maintains and submits records and reports of staff attendance and overtime work of staff members, securing authorization from the superintendent for the same except in cases of emergency.
- Serves as the liaison between the central office and Fire Marshal in striving to maintain total compliance with regulations.
- Serves as chairperson/co-chair of committees including, but not limited to the County Safety Committee, CEFP, and others, as assigned by Superintendent.
- Serves as the liaison between federal, state, and county regulatory agencies and maintains a basic familiarity with, and adheres to established laws, policies, rules and regulations, and other guidelines of those agencies.
- Serves as the district director of safety for the district.
- Serves as the district service personnel staff development coordinator.

Supervised Personnel:

- Secretary
- Maintenance Workers
- Custodians

Director of Transportation

Lew Maze

Report To: Superintendent of Schools

Supervisory Responsibilities:

- Plan and implement the pupil transportation system within the regulations established by the appropriate Federal agencies, State of West Virginia, and the Board of Education.
- Manage routes, including Special Education assignments, utilizing appropriate and efficient technology.
- Develop and implement bus routes and procedures for the efficient and safe delivery of students within the school system.
- Manage field trips, both curricular and extra-curricular, adhering to state and county policy.
- Assist in the formulation and administration of policies and regulations pertaining to the pupil transportation system.
- Communicate with Department of Highways, law enforcement agencies, and Emergency Operations Center to determine road conditions.
- Advise Superintendent on school closure decisions and release school delay and closure information to the media through appropriate venues.
- Conduct periodic review and revision of job descriptions pertinent to the Transportation Department.
- Determine appropriate staffing for the student transportation system, including maintaining adequate substitute lists for the Transportation Department.
- Screen applicants for appropriate Transportation Department positions including bus operator and mechanics.
- Provide appropriate training and testing for certification in bus operators.
- Maintain appropriate personnel records for all Transportation Department employees.
- Conduct performance evaluations for Transportation Department employees.
- Work cooperatively with building principals and other County level administrators to resolve student discipline issues related to transportation.
- Organize and execute appropriate programs of in-service education and safety for all employees of the transportation department.
- Work cooperatively with the Safety Director to establish a safety program for the Transportation Department.
- Keep abreast of Federal, State, and County statutes, rules, and regulations related to the Transportation function.
- Oversee a maintenance program for the safe operation of school buses for transporting students.
- Prepare State reports and file insurance and other claims related to the Transportation Department and County vehicle fleet.
- Integrate technology into everyday functions of the department.
- Assists in planning the preliminary transportation budget.
- Prepares orders for new bus purchases.
- Prepares advertisements for sale of buses.
- Facilitates the process of random drug and alcohol tests.
- Assigns extracurricular and co-curricular trips.
- Prepares fuel bids and maintains sufficient fuel supply.
- Attends state and county meetings.
- Rides each bus a minimum of two times every school year for evaluating the bus route and the bus driver.

Supervised Personnel:

- Mechanics and Bus Drivers