

Budget Preparation Personnel Budget Information

March 27, 2023

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Athletics	FTE	Grant Positions	Grant(s)
Athletic Director	0.85		
Secretaries	1.75		
Trainers	2	1	Highmark
Administrators	0.33		
Each secondary school is staffed with two periods and advisory time for a building level athletic director to manage building athletic activities.	2		
Total FTE's	6.93	1	

The following functions and tasks are the responsibility of athletics:

- Supervise all athletic & co-curricular activities
- Maintain & update the WCSD Family I.D. site for student registrations (1,683 students registered in 21-22)
- Evaluate & train athletic personnel (152)
- Monitor volunteers (100-110)
- Discipline & recommend dismissal of athletic staff as necessary
- Supervise & monitor athletic facilities and fields
- Make van rentals reservations and payment
- Coordinate & schedule transportation and lodging for playoffs
- Prepare, review & maintain a variety of reports & documents related to athletics and co-curricular activities including financial reports that reflect program revenue, expenses & participant counts
- Submit budget recommendations for consideration
- Monitor expenses to ensure conformance to budget constraints
- Direct supervision of the WCSD Athletic Trainers
- Prepare & conduct monthly athletic coordinator meetings
- Prepare information to be presented to school board & committee meetings
- Warren & Forest County District 10 committee member representative
- Yearly evaluation of current athletic teams and band programs (73)
- Monitor the collection of sport booster contributions
- Monitor the collection of athletic and band fees - registration fees
- Yearly calculation & distribution of athletic funds to each attendance area
- Participate in all head coach interviews
- Manage athletic & co-curricular postings
- Make recommendations for athletic and co-curricular cancellations
- Attend District athletic & co-curricular events
- Meet with parents and coaches to address & document individual concerns
- Conduct investigations
- Review & revise the WCSD athletic handbook & student handbook
- Collect & verify all coaches' required paperwork
- Monitor the athletic coaches and volunteers' education training requirements
- Oversee concussion management of students - recovery and academic needs
- Monitor student eligibility requirements
- Verify & submit payment for coaches to the payroll department
- Monitor & approve requisitions of athletic equipment & supplies
- Collect & document all athletic accident reports
- Collect & document tort forms
- Monitor building athletic budgets
- Write & amend athletic procedures and policies
- Prepare cooperative agreement paperwork
- Preparation for the yearly CASA game
- Supervise the ACM & ACJM
- Monitor non-athletic co-curricular contracts
- Monitor four new weight rooms including arranging & preparing work orders & repairs

- Approve/deny Sunday practice requests
- Prepare athletic safety procedures
- Monitor athletic Title 9 regulations & complete reports
- Monitor off campus sites & required paperwork
- On call for all contests / events
- Oversee athletic building utilization requests
- Manage volunteer applications
- Create & maintain new employee files, clearances, and trainings for paid coaches and volunteers
- Conduct new hire meetings
- Monitor Coaches education, first aid requirements with certificates and directions to upload on the PIAA website.
- Manage all county musical and junior musical purchases
- Assist parents with registrations and payments through Family I.D.
- Make travel arrangements for teams on overnight trips
- Manage payroll reports for seasonal contracts & extended season
- Execute after school practice & game cancellations
- Provide game ticket supplies
- Prepare W9's and 1099's
- Manage department purchasing
- Prepare and collect athletic and co-curricular contracts
- Manage petty cash reimbursements
- Supervise building level athletic programs
- Recommend coaches & evaluate their performances
- Consult with administration & coaching personnel on matters pertaining to the athletic program
- Hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the athletic program
- Supervise all athletic facilities, schedule practice use & recommend maintenance & repairs
- Supervise & coordinate the budget and requisitions for all sports
- Schedule all athletic events
- Represent each school in all athletic business at league & District meetings
- Enforce & interpret all athletic rules and regulations within the frameworks of Warren County School District Handbook, P.I.A.A. Handbook, National Federation rules & League rules in which membership is maintained
- Prepare bus transportation schedules for all athletic trips
- Staff game manager for all athletic contests & events for each school & obtain adequate personnel to ensure smooth operation
- Make all arrangements for all non-school facilities needed in the athletic program – swimming, golf, cross country, etc.
- Hold seasonal meetings for all coaches & instruct them of their District responsibilities
- Manage publicity of events in which the school will participate
- Coordinate the starting & stopping time schedules for bands, pre-game ceremonies, & half-time program
- Make recommendations to the principal regarding the conduct of each athletic activity
- Establish a schedule of assignments & reporting times for all personnel involved with an activity or event

- Obtain, from visiting teams, information to be included in the game programs, paper releases & radio programs
- Inform visiting teams & officials of the details of their participation, time schedule, dressing facilities, etc.
- Reschedule all postponed athletic events, schedule gymnasium time & schedule cheerleading practices
- Prepare time sheets for timers, ticket takers, game managers & security
- Arrange security for home events
- Work closely with local fire department & police agencies
- Assist in organization, coordinate meetings, aid with finances, and assist with organization & operation of concessions
- Inventory all equipment & supplies
- Supervise all arrangements in the press box for the official personnel having duties during football games, baseball games & track meets
- Work with the athletic trainer regarding all sports injuries
- Keep all online schedules up to date for students, parents & the surrounding communities
- Prepare & check eligibility sheets each week, obtain faculty input & notify parents & student-athletes of ineligibility
- Attend practices
- Schedule & coordinate awards
- Meet with parents & make telephone calls to parents
- End-of-season reports
- Participate in all coaching position interviews
- Promote excellent and safe patient care
- Communication with parents, coaches, athletes, school administrators, physicians, & athletic coordinators about athlete's care, limitations, injuries, recommendations, return to play & referral process
- Recognize the need for referral to appropriate medical services such as ER visits & follow up orthopedic appointments
- Assist & instruct wellness & rehabilitation programs
- Provide daily care to athletes in the high school setting
- Identify & evaluate injuries & conditions of athletes
- Provide coverage for multiple high school teams in the Warren County School District including travel time on school days, evenings & weekends
- Maintain paperwork, injury documentation & proper tracking of athletic injuries – 314 documented patient encounters in the last year
- Approval of all athlete's participation in Family ID
- Administer baseline concussion testing of all athletes via the Impact program & deliver post injury follow up testing when appropriate
- Keep & track inventory of athletic training supplies
- Maintain Pennsylvania licensure through the state board of medicine & uphold the NATA & PA board of medicine code of ethics
- Maintain current certification & be in good standing with the BOC
- Maintain current & up to date CPR/AED training
- Conduct coaches' trainings on first aid & safety practices
- Proficient use of clinical modalities to improve patient outcomes

Business Office	FTE	Grant Positions	Grant(s)
Business Manager	1		
Accountants	4	1	ESSER
Payroll	2.5		
Purchasing	1.5		
Accounts Payable	1		
Secretary	0.5		
Total FTE's	10.5		

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The following functions and tasks are the responsibility of the business office:

- Analyze products & decide if they meet district needs
- Compile & write specifications for quotes and bids
- Ensure compliance with state & federal guidelines for purchases
- Seek best pricing available on products
- Maintain a library of brochures & catalogs of supplies & equipment
- Provide data for budget development
- Oversee warehouse routines
- Meet with sales agents to be informed on products & services
- Approve requisitions & purchase orders
- Confirm information for payment of invoices
- Reconcile discrepancies between invoices & purchase orders
- Research delayed, backordered, broken or non-received items
- Arrange repairs of equipment
- Place newspaper legal ads
- Purchase district printing needs
- Reconcile purchasing card monthly activity statement with requisitions and/or sales slips
- Resell & recycle old textbooks
- Arrange all copier leases & purchases
- Contract for diplomas, caps, & gowns
- Arrange for textbook rebinding
- Process the reconditioning of wrestling mats & all football equipment
- Bid & purchase athletic equipment & supplies
- Bid & purchase all band uniforms & choir robes
- Bid & purchase custodial supplies
- Clear encumbrances for year end
- Manage & store purchasing records
- Set up new vendors by assigning them a vendor ID number and keep remittance addresses up to date
- Receive & process invoices for purchase orders & non-purchase orders
- Ensure all items are accounted for before payment
- Enter data found on the invoice into Financial Software
- Enter data to prepare for payment
- Cut & mail checks
- Prepare invoices for special checks
- File monthly invoices, special checks, new vendor applications, W-9, etc.
- Collect W-9s from vendors
- Issue tax exempt certificates
- Resolve problems with vendors
- Reconcile monthly vendor statements
- Assist auditors with year-end auditing
- Data entry for Food Service

- Monitoring of the breakfast, lunch & 21st Century Snack programs
 - Breakfast audit in person – 4 schools annually
- Ensure all encumbrances are cleared for year end
- Complete new employee onboarding in eFin+ and PSERS/VOYA websites
- Maintain all taxes & voluntary deductions
- Award leave bank benefits
- Create employee record & pay rate
- Manage probationary status
- Biweekly Track, record & balance all attendance including but not limited to leave of absences, deductible, ill, personal, vacation, floating holidays, jury duty, bereavement, worker's compensation, field trips & all types of days used
- Maintain sick banks
- Process support personnel timesheets - 11,200 timesheets per year
- Process block coverage forms – 2,800 timesheets per year
- Process athletic supplementals – 240 per year
- Process 21st Century timesheets - 960 per year
- Process non-athletic supplementals
- Process OPS timesheets (IEP, homebound, incarcerated youth, additional hours)
- Verify hours worked biweekly
- Confirm absences & total hours owed at current rate (OT, cafeteria rates, move ups)
- Enter timesheets in an excel worksheet for the corresponding pay
- Enter hours into eFin+
- Verify data entered into eFIN+
- Review & tie base salaries for ~430 salaried employees
- Maintenance employee database
- Maintain all elective deductions
- Change medical, dental, life as directed by the benefits specialist
- Review deductions, taxes, individuals being paid, hours worked & the resulting NET pay
- Create direct deposit file
- Email pay vouchers
- Print or mail vouchers/checks if necessary
- Send direct deposit file to bank
- Send corresponding files and payments for voluntary deductions such as, FLEX 125, Aflac, 403b
- Biweekly submission of payroll taxes
- Submit pertinent information & make the payment for 941 taxes
- Submit forms & make payment for PA State Withholding
- Submit forms & make payment for Local LST and OP
- Upload PA payments & make check payments for out of state Child Support & any other court ordered required payments
- Execute employee retirement plan responsibilities
- Prepare & submit quarterly tax, unemployment, PSERS & other reports
- Process W-2's
- Maintain tax changes & new federal tax tables

- Verify & total all leave bank days
- Verify & post new sick, personal, floating holiday & vacation days accordingly for the upcoming year
- Provide audit reports for sick & vacation day liability for use in OPEB reporting
- Review employment contracts & post employee increases in payroll system for the upcoming year
- Review & increase all step & levels for employees for the upcoming year
- Answer employee questions
- Answer local, state and federal reporting questions
- Maintain files & records
- Utilize COGNOS reporting
- Maintain Employee Access Center
- Complete various forms - unemployment, verification of employment, etc
- Prepare & ensure accuracy of detailed employee labor and benefits file for budget development
- Process tort forms
- Process student accident & incident reports
- Run fraud checks on vendors
- Track & balance mini grants, Ready to Learn Grant, and Perkins Grant
- Create & distribute district wide ADM passes
- Monitor, prepare and put items on BoardDocs for Finance Committee
- Prepare Finance Committee minutes
- Prepare P-EBT reporting for submission to PDE & communicate with community members should they have specific questions
- Support secretaries with eFin+, budgets, budget transfers & journal entries
- File government reports - Impact Aid, PURTA, EMMA, Munstats, Qtrly/Yrly SSR, PCORI FEE & Unclaimed Property
- Compile data for quarterly SBAP(ACCESS) report for special ed
- Compile data for annual SBAP(ACCESS) report for special ed
- Prepare, review & complete all aspects of 1099's
- Submit quarterlies to Delphi for 1099-BTC & yearly submission for 1099-INT
- Submit annual report of 1096 for 1099-BTC & 1099-INT
- Complete all journal entries, budget transfers & budget adjustments
- Submit Budget Transfers and Adjustments to the Board when necessary
- Reconcile Monthly Bank Statements
- Review & establish new ACH vendors to bank accounts
- Initiate payment of PSERS invoices
- Initiate payment of monthly medical, dental & life invoices
- Reconcile monthly medical, dental & life expenditures
- Reconcile & post bi-weekly payroll into eFin+ financial software
- Develop& run Cognos reports to review various eFin+ Information & Financial Data
- Prepare accounts for year-end close
- Manage the year-end audit
- Prepare reports for year-end audit

- Analyze & ensure all accounts are balanced once auditor journal entries are booked
- Communicate with external auditors on questions they may have during the year end audit
- Prepare year-end eFin+ reports for analysis & audit support
- Reconcile eFin+ to final audit report
- Close the fiscal year in eFin+ after audit report is reconciled
- Open new year & close prior year in efin+
- Create all BUNs & reconcile BUNs between fund accounting & budget prep
- Upload new year budget into eFin+
- Roll system each month
- File cases with PowerSchool if issues develop with fund accounting system
- Compile data for AFR as requested by Business Director
- Receive & post payments for self-pay medical & dental
- Initiate refunds that are due to payroll for medical insurance
- Complete the school budget packet to assist in each school's budget process
- Calculate the per student budget allotment
- Prepare analysis that shows current year expenditures vs budget allotment for principals to use as a budget tool
- Assist principals with questions & development of budget
- Send out monthly eFin+ reports to principals
- Assist secretaries with questions pertaining to budgets & expenditures
- Prepare & implement \$90+ million budget
- Manage data about material assets, net worth, liabilities, fiscal accounts, surpluses, incomes & expenditures in accordance with GASB standards
- Prepare, analyze, and interpret annual reports, financial statements, Act 1 implications & other business records using local, state, and federal reporting standards
- Administrative, supervisory, and evaluative responsibilities in the areas of:
 - Auditing
 - Cash Management & Investments
 - Debt Service & Capital Fund
 - Financial Accounting & Reporting
 - Financial Planning & Budgeting
 - Food Service Operations
 - Insurance & Risk Management
 - Negotiations
 - Business Office Management
 - Payroll Accounting
 - Pupil Transportation
 - Purchasing & Supply
 - Real Estate & Fixed Assets
 - School & Community Relations
- Performs duties with awareness of all school district requirements & policies

Cafeteria	FTE	Grant Positions	Grant(s)
Managers	7		
Breakfast (1.5 to 2 hrs per day)	15 Positions		
Lunch (3 to 4.5 hrs per day)	36 positions		

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Cafeteria positions are difficult to convert to full-time equivalents (FTE's), as they work in different shifts related to the work necessary to prepare meals. A breakfast employee may only work two or three hours. In this report, the data is reported in positions, not FTE's. They are the only ones represented in this manner.

The district contracts with an outside vendor for the management of food services.

The staff prepares, on average, 4683 meals per day.

- Coordinate & complete all cooking & baking for breakfast
- Coordinate & complete all cooking & baking for breakfast
- Ensure all foods are prepared & on the serving line at designated meal times
- Operate all food service equipment necessary for daily production
- Ensure foods are served at proper temperatures
- Adhere to all policies of the district & the contracted food service management company, including serving guidelines & dress codes
- Report production & serving concerns to food service management company
- Perform daily cleaning of all kitchen, dining & storage areas
- Assist with pulling product for future menus
- Prepare menu as directed and ensure correct utensils are used for serving to ensure correct portions are being served
- Adhere to use of personal protective equipment as supplied by the contracted food service management company
- Monitor baking and cooking supplies and report to the contracted food service management company when ordering is necessary
- Complete all daily production/cashier sheets
- Prepare and place food and other orders as needed
- Maintain daily records for four years as directed by the food service department
- Ensure that health, sanitation and safety guidelines are followed
- Maintain and place inventory orders
- Complete all daily, weekly and monthly paperwork
- Perform banking duties
- Provide training and/or assistance to cafeteria staff as needed
- Maintain accurate records (production, food temperature charts, etc.) as required
- Complete all daily production sheets

Curriculum / Instruction / Assessment	FTE	Grant Positions	Grant(s)
Curriculum Project	4	4	ESSER
Academic Coaches	5	3	Title / RLIS
Administrators	1.5		
Secretaries	1.25		
Total FTE's	11.75	7	

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The following functions and tasks are the responsibility of the curriculum, instruction and assessment staff:

- Log professional staff conference requests & travel expense forms
- Assist with registering professional & administrative staff for conferences; trainings; summits
- Process Kelly Service invoices & log hours for MTSS tutors
- Prepare CIT agenda & put onto Board Docs
- Complete CIT minutes for archives
- Collect building positive happenings for Superintendent report
- Balance district credit cards for various directors
- Complete purchase request orders for district-wide curricular items
- Process block coverage & curriculum time sheets
- Complete mileage reimbursement forms for the CIA Department
- Handle curricular invoices & purchases for current & future budgets for 15+ curriculum departments
- Prepare contractual day sheets
- Order & distribute student parking permits for the 4 WCSD high schools
- Review & revise student handbook & parent forms on yearly basis
- Review & revise Act 93 contact list
- Renew annual administrative memberships to various organizations
- Oversee 434 BUN numbers & balance the curricular budget of approximately 2.25 million dollars
- Review & update the Curriculum Department portion of WCSD website & provide changes to Webmaster
- Organize & collect textbook replacements costs
- Track down delinquent & backordered materials for the purchasing department
- Provide coverage for front reception area for secretarial absence
- Assist & support building secretaries & teachers with daily managerial needs of curricular concern
- Hold bi-weekly meetings with academic coaches to discuss various curricular topics, tasks, & duties
- Oversee Act 7 to ensure all freshmen & seniors get the "hands-on" only portion of CPR training
- Oversee Act 13 & the understanding of professional staff, administrative, evaluations; Ensure teacher cycles for evaluations are assigned on a yearly basis; assist principals with the understanding of Domains 1-4 & the critical attributes for proper observing & evaluations; Ensure mid-year evaluations are completed for all non-tenured employees
- Oversee Act 35 to ensure 8th, 9th, & 12th grade students complete the citizenship exam, create report for PDE reporting, design & monitor portfolios
- Oversee Act 71 to ensure faculty & staff have Act 71 suicide prevention training & understand the procedures of the district; collect Act 71 incidents on yearly basis
- Oversee Act 126 to ensure staff/faculty are trained every three years (child abuse; mandated reporting)
- Oversee Act 158 to ensure students are on a path to graduation
- Run Administrative Team Meetings on monthly basis

- Inform parents of Advanced Math Placement Exams for middle school; Set criteria & procedures for exams, analyze results
- Ensure Advisory is built within the master schedule & a plan is implemented to include remediation; enrichment; credit recovery; college & career readiness; & clubs
- Hold Advisory Council meetings twice per year related to Chapter 339 Plan
- Review & revise the School Counselor Chapter 339 Plan on a yearly basis
- Oversee the Alternative Education Program; Complete the application process every two years
- Ensure teachers are submitting AP Syllabus to AP Board & that all teachers teaching AP are properly trained to teach course
- Collect articulation agreements send to solicitor for review
- Set benchmark assessment dates & oversee benchmark assessment process; data collection
- Work on Board Goal #1 on yearly basis
- Work with the Virtual Academy on the LMS system for WCSD students; contract & costs
- Design multiple calendars on a yearly basis (Assessment Calendar; CCR; Grade Reporting; Final Exam Calendar; ATM & Curriculum Coordinator Calendars)
- Visit charter school & complete report for TCCS
- Ensure chemical inventory is completed on yearly basis (order new; dispose of old chemicals) for chemistry classes
- Assist school administration with building level goals
- Assist schools that are in TSI; A-TSI; CSI (EMHS & WAHS – TSI); create & implement plan of action
- Design & implement the WCSD Comprehensive Plan
- Work with School-to-Work Coordinator on multiple events each year (College Fair; College/Manufacturing Visits; 8th Grade Career Day; Woodmobile)
- Review & revise Course Description Booklet & Student Request Sheets for student scheduling on a yearly basis
- Attend CSBBH meetings
- Meet with Curriculum Coordinators on a bi-monthly basis; (Review curriculum adoption cycle; planned instruction procedures; curriculum mapping; curriculum purchasing; professional development; common assessments; online resources)
- Meet with Curriculum Specialists on a bi-weekly basis to review teacher pacing on curriculum maps; teacher checklists; design & review of common assessments; curriculum; purchasing; online resources; data assessment; curricular specific projects
- Meet on a monthly basis at IU #5 for Curriculum Directors to get important information from PDE
- Update the Curriculum Guide on a yearly basis for Curriculum Coordinators & Principals
- Ensure curriculum maps are rolled over each year for teacher access
- Collect, analyze, & discuss district-wide state & local benchmarks; work with district data team to evaluate district challenges & improvement areas
- Attend Directors Meetings weekly
- Oversee the Dual Enrollment Programs & attend meetings as necessary; Get yearly agreements to the Board
- Oversee & assist in all expulsion hearing requests

- Provide multiple reports to PDE through the FRCPP portal (Chapter 4 – Academic Standards & Assessment Requirements; Chapter 12 Student Services; Chapter 16 – Gifted Plan Assurances; Chapter 48 – Professional Development; Chapter 49 – Induction Plan; Educator Effectiveness; Act 35 – Citizenship; Comprehensive Plan)
- Review & approve district field trips
- Review, approve, collect & record district gifts & donations
- Provide a list of graduates to the Board yearly; Attend one district graduation yearly
- Look for grants for SWPBIS
- Attend Hi-Ed Council Meetings
- Liaison of the Hi-Ed Diploma Program
- Continue to work & design a strategic plan for Educational Reform
- Get “How to Guide” for Home Access to parents
- Oversee PA-EETP (pull reports; analyze observations, anecdotal notes, walkthroughs)
- Assist administration & professional staff with the creation of Student Performance Measures (SPMs)
- Oversee the Incarcerated Youth Program
- Oversee the Gifted Supports
- Assist in the design & implementation of the Induction Plan Manual & meetings; Guide, educate, & support new professional employees
- Review & assist in setting itinerant schedules on a yearly basis
- Remind principals of winter Keystone dates & ensuring students are signed up appropriately for retakes
- Get Lending Library approved for WCSD & IU #5 on yearly basis
- Ensure master schedules & staffing is completed on a yearly basis (adds; cuts)
- Make sure mentors are assigned & lists provided to HR on a yearly basis
- Review & provide reports regarding PA Future Ready Index
- Ensure WCSD courses are put into the NCAA website for approval
- Prepare yearly Needs Assessment Survey for staff that will guide professional development
- Attend OAC/GAC meetings of the WCCC
- Analyze supplemental online resources on a yearly basis & work with curriculum coordinators for quotes
- Provide guidance & procedures for Parent-Teacher Conferences
- Collect PSSA/Keystone Security Plans
- Submit planned instruction for approval to the Board
- Prepare for Professional Development for professional staff & administration (six times per year at a minimum), plan, coordinate, lead & facilitate district opportunities
- Utilize & monitor the Comply platform for PD & Act 48 submission
- Ensure PSATs & SATs are scheduled
- Oversee School Counselors & the Chapter 339 Plan; Hold monthly meetings
- Ensure college & career readiness activities are designed & implemented K-12; oversee & consult with the College & Career Readiness Counselor to Report data to PIMS/PDE: activities, tracking student progress, revising activities as necessary
- Assist with eSchool, GPAs, Scheduling, & Transcripts

- Work to get multiple staff trained in First Aid/CPR
- Assist with staffing on yearly basis
- Oversee the STEM Programs
- Provide a list of summer duties & back-to-school responsibilities for administration
- Oversee & assist with the scheduling of summer school
- Assist with determining virtual supplemental contracts
- Attend technology/curricular meetings on a monthly basis
- Plan & budget for Textbook 7-Year Plan
- Assist & work with vendors to get textbook, online resource pricing for curricular areas
- Review Tier II & Tier III implementation of reading; licensing for Read 180; System 44
- Develop, write, realign, review, & update planned instructions, curriculum maps, & checklists
- Create, revise, update, analyze data, & score for validity the district marking period assessments
- Provide information about research based instructional programs for potential adoption
- Contact sales representatives & facilitate curriculum textbook/materials, online curricular resources, & classroom materials evaluations; Obtain quotes, complete purchase requests, process order, sort, barcode, sign in/out through the Destiny system, & package for building delivery of the curricular textbooks, resources & materials
- Organize & facilitate: Battle of the Books District Competition, Robert H. Jackson Performances, Warren County Court House Field Trips, Envirothon, Clarion Mathematics Competition, PA Shakespeare Festival/WillPower Program, Liaison to the Arts at the Struther's Theatre & the WCSD Spelling Bee
- Support & assist teachers in the implementation & understanding of the PA Common Core Standards, PA Eligible Content & Standards Alignment; provide curriculum content overviews, expectations & guidance; provide online textbook, material & resource support as well as individual support with planned instructions, checklists & diary maps to support classroom instruction
- Assist teachers with state assessment analysis & class information
- Support administration to assist struggling teachers with content & managerial strategies
- Evaluate new technology platforms & programs
- Collaborate with the IU5 on instructional content programming
- Entered data for the WCSD Student Data for 2022 – 2023 Planning spreadsheet
- Collaborate with building administration in order to create teacher action plans
- Build teacher capacity as a means of increasing student engagement & improving student achievement
- Bring evidence-based practices into classroom by working with teachers & other school leaders
- Impact instructional decision making by serving on numerous teams & committees
- Provide input & reviewing state required plans
- Research & model evidence based best practices & research based instructional techniques
- Provide reflective & non-evaluative practices
- Provide one-on-one & small group professional development & instructional coaching, before, during & after school hours
- Problem-solve, collaborate, & build relationships & partnerships with all stakeholders
- Implement district-wide initiatives across all content areas
- Attend professional development opportunities & conferences to strengthen & gain knowledge & share information with departments & administrators

- Assist administration, faculty, staff, & students in the implementation & utilization of technology
- Oversee & support the MTSS (Multi-Tiered System of Supports), SWPBIS (School Wide Positive Behavior Interventions & Supports), & Educator Effectiveness framework
- Review & manage of technology-based educational systems essential for curriculum-based programming & interventions
- Remain knowledgeable about current & past research in all content areas & other pedagogies

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Custodial	FTE	Grant Positions	Grant(s)
Custodians	44	6	ESSER
Supervisors	4		
Total FTE's	48	6	

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Custodial supervisors and custodians are employees of the District. The following functions and tasks are completed by custodial staff at all District facilities:

EES – 32,650 sq ft	YMHS – 154,126 sq ft	BWMS – 147,300 sq ft
EMHS – 154,849 sq ft	SAES – 19,508 sq ft	WAHS – 159,323 sq ft
CO – 47,590 sq ft	SAMHS – 98,108 sq ft	WCCC – 110,458 sq ft
YES – 84,544 sq ft	WAEC – 130,944 sq ft	

- Oversee custodial service to all District buildings
- Oversee 48 custodians
- Average custodian responsible for 24,769 Ft². (Over 26,000 Ft² is considered unsuitable for schools.)
- Purchase & maintain inventory of custodial supplies & equipment
- Repair custodial equipment
- Manage external repair of equipment
- Interview & recommend custodial candidates for hire
- Manage custodial personnel issues
- Coordinate equipment, materials & personnel for special projects
- Fill-in for daily custodial absences
- Coordinate with Operations & Maintenance
- Respond to building emergencies
- On-call for weekends & holidays for facilities issues
- Submit & complete work orders
- Perform walk-through inspections
- Create daily, weekly, monthly & yearly cleaning plans
- Create summer cleaning plans
- Support needs of school staff
- Plan & conduct custodial trainings
- Participate in Safety Committees
- Remove snow & salt sidewalks, stairways & entrances
- Set up & tear down tables, chairs & bleachers for classroom events, athletic events & school events
- Prepare materials & equipment for cleanup of breakfast & lunch
- Cleanup after breakfast & lunch
- Monitor & maintain restroom supplies during the day
- Assist with lawn maintenance when needed
- Assist with planned drills
- Respond to daytime building issues – unclog drains, clean up, replace bulbs, reset breakers, etc.
- Disinfect high touch areas
- Clean and disinfect 150+ restrooms
- Clean classrooms

- Clean hallways & runners
- Clean stairwells, treads & railings
- Clean office areas
- Clean kitchen
- Clean nurse's office
- Clean gymnasium & locker rooms
- Clean library
- Set up for special events
- Clean up after special events
- Restock soap, paper towels, etc.
- Vacuum rugs & carpets
- Collect & remove trash
- Clean glass surfaces
- Summer – clean walls & ceiling
- Summer – clean lockers
- Summer – strip & wax floors
- Summer – clean lights
- Summer – clean & maintain uninvent
- Summer - disassemble & reassemble classrooms
- Summer – clean exterior lights
- Summer – deep clean mats & runners
- Summer – deep clean furniture
- Summer – clean movable kitchen equipment
- Summer – deep clean kitchen
- Summer – deep clean auditorium & stage areas
- Summer – deep clean gym
- Summer – deep clean lockers
- Summer – deep clean window & entranceways
- Conduct classroom moves
- Clean & organize storage spaces, closets, sheds & garage spaces

Gifted	FTE	Grant Positions	Grant(s)
Teachers	5		
Administrator	0.1		
Total FTE's	5.1		

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The gifted program provides services to 71 students. In addition, 54 students considered Gifted Not in Need of Services participate in competitions & field trips. The following functions and tasks are specific to the teachers of gifted students:

- Planning activities for bi-monthly enrichment days
- Planning field trips
- Contact with outside organizations and presenters
- Teaching small group sessions on enrichment days
- Case management of qualified gifted students (annual GIEP and Progress Monitoring)
- Enrichment groups in math and ELA for elementary students
- Screen students to determine when gifted evaluation is needed
- Assessment of students referred for gifted evaluation
- Adaptation of classwork for gifted students
 - adapted tests
 - enriched classroom activities
- Collaboration with classroom teachers to support gifted students
- Manage and teach within the STEM labs
- Academic competitions (preparation and participation)
- Assign case management
- Attend professional development opportunities
- Budgeting
- Oversee all duties of Gifted Support Teachers
- Observation and evaluation of Gifted Support Teachers
- Plan department professional development
- Procedure oversight and rewrite
- Supervise Learning Enrichment Days
- Purchasing of supplies and subscriptions
- Manage the Acceleration Procedure and train building principals
- LEA GIEP (Gifted Individualized Education Plan) and GWR (Gifted Written Report) in home building and in the absence of other building administrators
- STEM lab responsibilities

Grants	FTE	Grant Positions	Grant(s)
General	1.5		
Title	1.5	1	Title
21st Century	2	2	21st Century
ESSER	1	1	ESSER
Total FTE's	6	4	

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The following functions and tasks are the responsibility of the grants staff:

- Monitor & research grant opportunities
- Match projects to grants
- Encourage & accept grant ideas from employees
- Stay informed about trends in funding
- Network with other grant writers
- Collaborate, internally & externally, to gather information for proposals
- Maintain accounts and online grant portals – federal/state/local
- Know & investigate tools to assist in the grant writing process
- Research, gather & refine data & statistics for grant applications
- Manage & coordinate grant application process
- Create grant creation timelines
- Collaborate with departments to create grant budgets
- Assist with sustainability plans for grant funded programs
- Ensure grant evaluation efforts are developed & implemented
- Review & edit grant proposals written by others
- Collaborate & create internal grant application processes
- Build & maintain relationships with funding organizations
- Maintain database to track district grants
- Report on grant activities to Board
- Coordinate, organize & maintain grant related documents & materials
- Ensure compliance with all regulations & guidelines of funding organizations
- Create & recommend policy & procedure for grant compliance
- Research vendors & internal factors for federal compliance
- Prepare & submit all progress reports
- Prepare & submit all final reports
- Prepare & submit budgetary reports
- Request reimbursement from funders
- Train & support program staff on management & compliance of grants
- Manage & coordinate sub-grantee relationships & activities
- Assist with media releases
- Coordinate Backpack Food Program
- Build relationships with community organizations & businesses
- Maintain Summer Food training
- Promote Summer Food program
- Determine Summer Food sites
- Conduct outreach efforts for Summer Food
- Manage & supervise Summer Food
- Serve as Public Information Officer in emergency situations
- Coordinate with Emergency Management agencies
- Develop & distribute routine & emergency communications
- Develop, implement & support district communications

- Develop & implement email & call blasts for stakeholders
- Support training on communication tools for the district
- Respond to routine & emergency inquiries from media & stakeholders
- Participate in emergency drills & related planning activities
- Maintain records in an emergency
- Assist with recovery in an emergency
- Prepare & submit ESSER grants
- Support Directors in the administration of ESSER grants
- Oversee ESSER grant budgets
- Oversee ESSER compliance processes
- Compile & process ESSER grant reports
- Ensure compliance with ESSER related state & federal laws & regs
- Monitor all communicate changes & updates to ESSER grants
- Participate in professional trainings, organizations for ESSER related information
- Ensure inventory for ESSER purchases
- Ensure compliance for ESSER staff
- Ensure compliance with ESSER purchases
- Collect, maintain & organize ESSER evidence & documentation
- Prepare items/documents for Committee & Board consideration, attend meetings & after meetings, follow-up on proposals & disposition of requests
- Research & coordinate/approve purchase of materials/ products/ resources; attend meetings/ presentations, communicate with vendors for quotes, pricing, details; maintain compliance with all purchasing thresholds; submit information to committees/Board as necessary; review & enter purchase requisitions; track & confirm materials received
- Create, maintain, track & communicate system for distribution of requested materials/resources/records to & from schools; monitor school needs & fill orders; maintain inventory & organize materials stored at Central Office
- Receive material/resource packages; move items from unload area to CO inventory location, shelf items
- Review conference requests & session info; attend select conferences; enter & process all conference registrations & associated paperwork (Request to Attend, Travel Expense forms); make reservations; complete & submit forms/receipts for reimbursement
- Ensure & monitor Federal & State Agency compliance, including attend in-person/virtual meetings/trainings; complete & submit data/reports/forms, including Comparability Reports, Performance Goal Reports, FER Reports, Budget Revisions, Final Expenditure Reports; maintain accurate records; compile data/evidence for all compliance & monitoring
- Enter & maintain accurate & thorough Title budget reports & recordkeeping; confer with & prepare presentations for stakeholders; adhere to Uniform Grant Guidance & Federal/State laws; create budget; record & track encumbrances & expenses; compare budget information with fiscal accounting reports
- Receive, process, & record invoice & various membership payments
- Collaborate, communicate with & provide direction for Nonpublic Schools in compliance issues; assist with any needs & purchasing; maintain & communicate budget information; facilitate m&ated consultation meetings; visit schools annually to monitor programming; track materials & update records annually

- Review & evaluate online licensing & related needs; assess program effectiveness & use; create & maintain record of necessary licensing; provide feedback & coordinate with Tech department, coordinate/design professional development as necessary
- Oversee parent & family communications; prepare & distribute communications/mailings/surveys to parents as needed; provide ongoing PFE support to schools; direct purchase of PFE materials/resources; create & support PFE activities & initiatives; provide training as needed
- Research/Review/Organize professional development for district-wide, in-service days & individual/small group training sessions; ongoing communication with the academic coaching team & building administration to determine PD needs; create & disseminate online folders/schedules/Comply items/attendance procedures
- Create/prepare/distribute, review/evaluate staff communications & information surveys & requests; provide District initiative updates & trainings; provide requested/needed support to building administration/staff
- Maintain accurate Time & Effort documentation records for Federally funded positions
- Submit Title grants; navigate & utilize the eGrants system; prepare budgets; write grant narratives/performance goals; compile data; submit required documentation/reports
- Provide support/guidance & oversight for the 21st Century Community Learning Center Afterschool Program; review expenditures/budget/grant /programming; collaborate & meet with 21st Century Project Manager; prepare & keep records for 21st Century Program weekly & monthly snack reports

Human Resources	FTE	Grant Positions	Grant(s)
Administrator	0.33		
Administrative Support	2.75		
Receptionist	1		
Total FTE's	4.08		

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The following functions and tasks are the responsibility of the human resources staff:

- Provide personnel reports to the Board of Education
- Manage job postings
- Manage job advertising & recruitment
- Attend job fairs
- Make job offers pending approval by the Board
- Interpret labor contracts & agreements
- Assist director with employee investigation, discipline & conflict resolution
- Serve as Pennsylvania Department of Education (PDE) liaison for teacher certification & planned course certification determination
- Process teacher applications for certification & emergency permits (94 emergency permits, 4 work affirmations)
- Complete annual staff reporting to the PDE for all staff
- Refer employees to PSERS for retirement questions
- Manage teacher tenure
- Administer Sick Day Banks
- Manage job descriptions
- Manage staff information audit & upkeep in Fin+
- Maintain employee seniority for all staff
- Evaluate HR Department employees
- Audit new employee personnel files for completion
- Create & maintain staff reports & documentation
- Schedule student teachers, internships & practicums
- Coordinate affiliation agreements with universities
- Assist with negotiation information
- Serve as district contact for all Employee Assistance Programs & referrals
- Oversee Comply & SafeSchools concerning employee training & clearance requirements
- Maintain EEO5 Reporting
- Assist employees with employment questions & concerns
- Oversee Unemployment Compensation claims & attend hearings
- Submit & oversee Workman's Compensation claims
- Maintain enrollment/changes for all employees in medical, dental & life insurances
- Assist employees with benefit issues
- Communicate with all employees concerning changes or legislation concerning benefits
- Maintain all employee benefit files
- Conduct employee orientation/ onboarding for all new staff
- Process tuition reimbursement for professional staff
- Assist retirees concerning continuation of benefits after retirement
- Track teacher certification and active/valid status
- Process Act 168 requests
- Process loan information requests & loan forgiveness applications
- Process employee verification requests

- Process professional employee payment for coverage requests
- Process support staff deductible day requests
- Greet all visitors to the Central Office
- Field all incoming phone calls to the Central Office
- Duties assigned by other departments
- Process all district volunteer applications
- Compile the monthly volunteer report
- Process fingerprinting for FBI clearances

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Instructional Student Program	FTE	Grant Positions	Grant(s)
Non-Core K-12 Teachers			
Art Teachers	7.25	1.5	ESSER
Computer Teachers	4.75		
Family Consumer Science Teachers	5		
Librarians	5.75		
Music Teachers	8		
Health & PE Teachers	10		
Spanish Teachers	4.6		
STEM / Tech Ed Teachers	6		
Core Secondary Teachers			
English Teachers	16	11.5	ESSER
Math Teachers	19		
Science Teachers	19		
Social Studies Teachers	16		
Reading Teachers	3		
Elementary Teachers			
Elementary Teachers	93	26.5	ESSER & Ready to Learn
Paraprofessionals	10	10	ESSER
Title Reading / Math Teachers	10	10	Title
Non-Title Reading Teachers	6.5		
Title Paraprofessionals	14	14	Title
Principals / Assistant Principals	15.9		
Secretaries	21	0.5	ESSER
Total FTE's	294.75	74	

The regular education instructional program is delivered in four elementary schools, four middle schools and four high schools across approximately 800 sq. miles.

The elementary program is structured in six different grade levels, kindergarten through fifth grade. The middle level program is structured in grades six through eight, and high school is structured in grades nine through twelve. Together, middle and high school are referred to as secondary.

There are three major categories of teachers for the purpose of this report. A more specific breakdown is provided on the chart on the following page.

1. Non-Core K-12 Teachers
2. Core Secondary Teachers
3. Elementary Teachers

Building administrators and building secretaries are included in the FTE count for the instructional program.

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Nursing	FTE	Grant Positions	Grant(s)
Support Nurses	12		
School Nurses	9.5	2.5	ESSER
Administrator	1	1	ESSER
Secretaries	1		
Total FTE's	23.5		

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The following functions and tasks are completed to meet student medical needs at school:

- Perform mandated health screenings:
 - Dental
 - Growth
 - Hearing
 - Immunization assessment
 - Maintenance of health record
 - Medical examination
 - Scoliosis screening
 - Tuberculin screening
 - Vision Screening
- Medication administration
- Nursing services – extracurricular & athletics
- Nursing services – field trips
- Nursing services – school day health matters
- Nursing services – individualized healthcare plans
- Nursing services – Warren County private schools
- Outside nursing agency liaison
- Develop procedures
- Professional development for current medical topics
- Perform First Aid / CPR / AED Training
- Complete annual reports:
 - AED
 - SHARRS
- School medical supply management
- Perform Section 504 / Chapter 15 medical services
- Order and manage student medical supplies
- Order and manage student personal care supplies
- Provide vision support services
- Dental support liaison
- Evaluate and record immunizations for new student registrations

Office of Pupil Services	FTE	Grant Positions	Grant(s)
Paraprofessionals	60	15	ACCESS/IDEA
Speech & Language	8	1	ESSER
Special Ed Teachers	51.75	5.5	IDEA / ESSER
School Psychologists	7	2	PCCD / ESSER
Social Workers	4	3.25	ACCESS / MV ARP
Administrator	1		
Behavior Specialist	1	1	ESSER
PT/OT	3		
Assistive Tech	1		
English Language	0.5	0.5	ESSER
Special Ed Supervisors	6	1	ARP-IDEA
Hearing Impaired	0.25		
Secretaries	3.25	1	ACCESS
Total FTE's	146.75	30.25	

The following functions and tasks are the responsibility of special education and pupil services staff:

- Oversee student registration
- Oversee student transfers
- Oversee, plan & manage curriculum specific to special education
- Implement crisis intervention
- Manage OPS contracted services
- Manage KIN Community Fund
- Support out of district billing
- Plan, manage & track professional development for:
 - OPS professional staff
 - OPS paraprofessional staff
- Liaison for:
 - Outside nursing agencies
 - WGH psychiatric
 - Mental health agencies
 - Dental support
 - Community pupil services
- Oversee, manage & provide services to students in the following departments:
 - School nursing – CSN & support
 - English language learners
 - Hearing impaired
 - Occupational therapy
 - Physical therapy
 - School social work
 - Special education paraprofessional support
 - Special education teacher case management, instruction & support
 - Speech & language
 - Visual support
- Oversee student attendance
- Meet mandated notice & audit requirements for:
 - Child Find
 - Destruction of records
 - FERPA
 - ACCESS
 - Surrogate
 - McKinney Vento
 - Incarcerated Youth
 - Compliance monitoring for special education
- Meet mandated reporting requirements for the following:
 - Private schools 1306
 - Act 16
 - AED
 - Child Count

- Deaf & Blind
- ECYEH / McKinney Vento
- English Language
- Exceptional
- Special Ed Staffing
- Justification
- PASA
- PA Post School Outcome
- Restraint Info System Collection
- School Health Annual Reimbursement
- Table 8A Evaluation
- Table 9A Discipline
- Threat Assessment
- Responsible for overseeing, managing assuring compliance with OPS budget & related grants:
 - ARP IDEA
 - ARP McKinney Vento
 - District special education
 - IDEA
 - ACCESS
 - Nursing
 - Other related grants
 - Fraud check
 - Compensatory education
 - Pass thru funds
 - Purchasing
- Management of OPS personnel
 - Evaluate
 - Interview
 - Supervise
 - Staffing
 - Summer hours
 - Deadlines & calendars
- Records management
- Records request processing
- Oversee, manage & provide support to students & staff in the following program areas:
 - Unaccompanied Youth
 - STRIVE
 - Mental health
 - Recovery
 - Refugees
 - PAWSitive Support
 - Multi-Disciplinary Team
 - Migrant
 - McKinney-Vento

- Immigrant
- Homebound
- Home Education
- Surrogate Parent
- Section 504 / Chapter 15
- Foster Care
- Extended School Year
- Assistive Technology
- Conduct training & maintain credentials to keep students & staff supported & safe:
 - Handle with Care
 - First Aid / CPR / AED
 - UKERU
 - Threat assessment
 - Trauma informed care
 - SAP (K-12)
 - Safety Team
 - Reunification Team
- Maintain OPS webpage
- Collaborate with transportation regarding specific OPS related transportation requests, needs & behavior plans.
- Plan for "Transition"
- Oversee, manage & make recommendations regarding due process claims
- Manage OPS license & certification records
- Oversee & manage PASA administration
- Create & implement compliant policies & procedures related to OPS
- Manage PowerSchool
- Manage Pre-school transition
- Oversee & manage special education scheduling

Operations	FTE	Grant Positions	Grant(s)
Electrical/Plumbing/HVAC	6		
Grounds	4		
Warehouse	1		
Administrator	1		
Secretaries	1.5		
Total FTE's	13.5		

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The District employs its own electrical, plumbing and HVAC repair personnel, as well as employees who

- Oversee 12 buildings
- Ensure safe, warm, and dry operation of over 1.2 million Ft² of building space
- Operate & oversee EMHS Sewage Plant
- Operate & oversee EMHS & CO Water Plants
- Maintain SDS records
- Oversee construction projects
- Operate Siemens automation programs
- Prepare Committee & Board items
- Report at Committee & Board meetings
- Order & inventory parts
- Manage workorder system
- Assign workorders
- Complete workorders
- Coordinate with contractors
- Liaison with outside service & repair companies
- Direct & coordinate large deliveries
- Manage department vehicle maintenance
- Locksmith & door repair
- Service fire monitoring systems
- Install & service electronic door lock systems
- Coordinate with technology for repairs & installations
- Replace, upgrade & service lighting systems & controls – indoor & outdoor
- Coordinate elevator inspections & repairs
- General repairs
- Oversee custodians
- 24/7 on call for facilities
- Run wire & conduit
- Support & maintain 11 emergency generators
- Repair & replace cameras (700+)
- Support & repair intercom systems
- Repair sinks & toilet fixtures (150+ bathrooms)
- Install & repair water fountains / bottle fillers
- Snake drains & clogs
- Install new pipes & plumbing
- Service & maintain 32 boilers
- Service & maintain 1000+ heating units
- Service & maintain hot water heaters
- Service & maintain 17 walk-in cooler & freezer units
- Service & maintain small cooler & freezer units
- Service & maintain kitchen equipment, exhausts & ovens

- Develop and follow Integrated Pest Management Plan
- Licensed pesticide application
- Handle the auction, recycling, and disposal of all unused district property.
- Perform roof inspections and repairs.
- Maintain 372 acres of land
- Snow removal @ 5 locations & assist at others
- Mow, paint & prepare 6 baseball / softball fields, 3 football fields & 2 practice football fields, 3 soccer fields with 3 practice areas, 2 varsity tracks & 5 sets of field event areas and 2 cross-country trails
- Paint band practice areas
- Mow & landscape across the district
- Perform majority of grounds equipment repairs
- Repair concrete & asphalt
- Support safety committee
- Prepare architectural & construction contracts
- Setup & maintain project files
- Prepare legal ads
- Execute bid process
- Track architect & contractor payment
- Process change orders
- Process invoices, fuel receipts & credit card statements
- Prepare wastewater & drinking water reports
- Process building usage requests
- Compile monthly utility reports
- Monitor classroom temperatures
- Make & distribute keys
- File & maintain contracts
- Shipping
- Receiving
- Coordinate deliveries & routes for driver
- Track inventory

Safety	FTE	Grant Positions	Grant(s)
Administrator	1		
Administrative Support	0.5		
Total FTE's	1.5		

DRAFT

The role of safety in schools has increased with the reality of American society. The District employs a dedicated Safety Coordinator and contracts with the County for School Resource Officer (SRO) services. The District currently contracts for two SRO's.

The functions and tasks listed below are the responsibility of District staff:

- Respond to Safe 2 Say alerts, coordinate with staff & law enforcement to perform wellness checks
- Respond to serious alerts regarding suicidal and inappropriate material flagged in the district system
- Manage activations of emergency management system
- Coordinate & manage monthly required drills
- Provide training for staff on emergency alerts
- Coordinate with SRO's on school-based incidents
- Provide support to SRO's for incidents & provide information needed to complete investigations
- Update & manage emergency plans for each building & the district
- Update & manage reunification team
- Provide reunification training
- Manage & update video camera systems in the buildings
- Manage replacement & integration of camera systems
- Manage access control & key control to district buildings
- Coordinate & implement intruder drill with law enforcement, fire & EMS for training
- Coordinate monthly Workplace Safety Committee
- Conduct building safety evaluations
- Provide safety training & information
- Coordinate monthly safety meetings for Central Office to discuss & implement ongoing safety improvements
- Provide training for district threat assessment team
- Manage & provide guidance on threat assessments
- Liaison with Law Enforcement on substantial threats
- Maintain records for compliance with mandates
- Provide guidance on serious discipline issues
- Attend safety related trainings & meetings – local, regional & state
- Support principals with student discipline related investigations
- Support administration with employee related investigations
- Coordinate RVAT assessments of district facilities
- Recommend solutions for increased safety

School Counselors	FTE	Grant Positions	Grant(s)
Counselors	14.5	1.5	ESSER
Total FTE's	14.5	1.5	

DRAFT

School counselors are assigned at the elementary, middle and high school levels and for career and technical education. School counselor roles vary with each level. Common functions and tasks are listed below:

Academic

- Assist and guide student scheduling
 - Complete course selection sheets
 - Run/review simply tally with administration
 - Make necessary student schedule changes throughout the school year
- Assist in creating the master schedule
- Manage report cards
- Send failure letters to parents
- Monitor at-risk students
 - Communicate with students and parents regarding grades
- Manage transcript requests
- Monitor student progress towards graduation
- Organize and manage credit tracker sheets
 - Manage and develop plans for students to meet their graduation pathway requirement
- Assist new students coming into the district/building
 - Review incoming academic paperwork and communicate incoming grades to teachers
 - Create schedule
 - Update transcript
 - Take them on a tour of the building
- Help monitor the progress of virtual students
- Liaison and monitor Dual Enrollment
- Manage assessments: AP, ASVAB, CDTs, DIBELS, mCLASS, Keystone, PSAT, PSSA, SAT, NOCTI
 - Create schedules, manage test books, completes makeup sessions
- Organize and manage screening meetings
 - Completes classroom observations for initial special education evaluations
- Participate in Title Planning
- Attend IEP/GIEP meetings
- Organize and assist with National Junior Honor Society and National Honor Society
- Administer college placement exams

Career Counseling

- Organize and monitor College and Career Readiness (CCR)
- Organize and monitor College Rep & Military Visits
 - Office visits, classroom presentations, lunch tables
- ASVAB scheduling and assists with the Career Exploration session
- Manages field trip permission slips for college and business visits/chaperones field trips
- Works with the Hi-Ed Office to get job shadows set up for students

Social Emotional

- Participate with School Wide Positive Behavior Support and Intervention (SWPBIS) Meetings
- Implement and manage Act 71/Threat Assessments
 - Collaborate with Warren County Crisis Response Team
 - For hospitalized students:
 - Work with hospital to provide school work
 - Organizes/attends post-hospitalization meeting
- Attend and support Student Assistant Program (SAP)
- Communicate with parents regarding outside service providers and assists in referrals
- Collaborate with outside service providers regarding mental health concerns and treatment plans
- Implement and manage counseling services
 - Individual, small group, lunch bunch, check in/out, classroom presentations
 - Second Step Lessons (social emotional, decision making, and anti-bullying)
- Complete Tier 3 School Social Work/Behavioral Health Referrals
- Analyze and prepare plans from Satchel Pulse data
- Break down students into tiers

Other

- Assists with McKinney Vento applications/KIN fund referral forms
- Assists with food pantry/backpack program/clothing closet
- Organize and assist with assemblies: awards, holiday, PBIS
- Assist with classroom coverage
- Assist with Duties: Lunch, Dismissal, Recess
- Manages the guidance information published on the school website
- Disseminate scholarships information and assist with completion of applications
- Assist with graduation
- Attend monthly counselor meetings at the district level
- Attend professional development to stay up to with the most effective practices
- Participate with Parent/Teacher Organization
- Organize and manage new school classroom presentations and orientations: Grades 5, 6, and 9
- Assists with student searches and locker searches
- Completes classroom observations for initial special education evaluations

MDT – academic and social/emotional areas of need

- Communicate with staff, students, and parents regarding concerns
- Gather and analyze data collection
- Help develop and monitor behavior intervention plans
- Monitor and analyze academic progress
- Help to create academic goals

Superintendent	FTE	Grant Positions	Grant(s)
Superintendent	1		
Board Secretary	0.5		
Admin Assistant to Superintendent	0.5		
Total FTE's	2		

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The following functions and tasks are the responsibility of the superintendent office:

- Maintain district records
- Perform role of district archivist
- Manage legal advertisements
- Keep records of Board proceedings
- Attest the execution of all deeds, contracts & reports executed by the Board
- Liaison for PA Department of Education
- Assemble & create Board agendas & reports
- Manage Board governance software
- Serve as Open Records Officer
- Catalogue, manage & distribute district policies and procedures
- Maintain portions of the WCSD website
- Create & facilitate final draft of school year calendar
- Perform Notary Public needs of the district
- Perform as Records Retention Officer to maintain & track records
- Manage & distribute PennLink mail
- Prepare reports for the Board & Superintendent
- Manage & coordinate schedules for the Board & Superintendent
- Coordinate relations & requests between the Community, Board & Superintendent
- Oversee evaluation of all employees
- Oversee transfers & assignments of all employees
- Oversee recommendations of selection, employment, suspension & dismissal of all employees
- Prepare & propose policies for adoption
- Interpret & implement policy & procedure
- Work with Business Manager to prepare & propose the annual school budget
- Implement the annual school budget
- Oversee reporting requirements
- Oversee implementation of the adopted curriculum
- Oversee recommendations of instructional programs & materials
- Oversee the maintenance, inspection, improvement & safety of district facilities & equipment
- Oversee professional development opportunities for employees
- Visit schools
- Implement & support actions of the Board
- Plan & attend meetings for the Board, administration, employees, students, parents, community groups / members, etc.
- Recommend discipline for students & staff
- Develop & maintain channels of communication with the school community
- Serve as the district representative to local, state and federal agencies & organizations
- Promote & represent the best interests of students within the district
- Lead district emergency efforts
- Evaluate district data to inform decision-making

- **Oversee grant initiatives**
- **Oversee district safety initiatives**
- **Oversee district revenue generating opportunities**
- **Oversee district technology initiatives**
- **Oversee labor management**
- **Continually develop knowledge & skills for current & evolving needs of the district**

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Technology	FTE	Grant Positions	Grant(s)
Network / Systems / Data	3		
Technicians	6	1	ESSER
Child Accounting	1		
Administrators	1		
Secretary	1		
Total FTE's	12	1	

DRAFT

The following functions and tasks are the responsibility of the technology department:

- Setup, configure, deploy, manage, repair &/or support over 350 different models / 16,000 devices:
 - Copiers
 - Phones
 - Hotspots
 - Staff laptops
 - Student laptops
 - Desktop computers
 - PC accessories
 - ClearTouch boards
 - iPads
 - iPhones
 - Printers
 - 3D printers
 - Laser engravers
 - Oculus headsets
 - Digital signage
 - Sound system
 - Stage lighting
 - Security cameras
- Manage all district users & access
- Plan, setup, configure, deploy, manage, administer, repair & / or support network & network devices:
 - Wireless network
 - Building networks
 - District network
 - Servers
 - Switches
 - Routers
 - Network cabling
- Administer & support software & productivity systems
 - Apple accounts & MDM for Apple mass deployment
 - Incident IQ for ticketing & inventory
 - MS Endpoint Configuration Manager
 - Intune
 - Security cameras
 - Gaggle monitoring system
 - ClassLink
 - NetRef for classroom management
 - SharePoint
 - Vimeo
 - Adobe Creative Suite

- Library inventory
- District website
- Office 365
- PowerSchool
- eSchool Plus
- eFinance Plus
- Cognos
- Azure
- Active Directory
- Staff & student email
- District website
- Multimedia
- Video distribution
- Media duplication
- Access control
- File management
- Backups
- Updates
- Cafeteria Point of Sale system
- FBI fingerprinting
- Support of online systems
 - Student registration
 - Special education systems
 - Security systems
 - Curriculum mapping systems
 - Swank Streaming
 - Primero Edge
 - PVAAS
 - CDTs
 - State assessments
 - Online textbooks
 - Google Admin Center
 - Archive Social
- Budget & purchasing of all technology related hardware, software & supplies
- E-Rate procurement of telecommunications
- Information management
 - HR investigations
 - Student discipline & investigations
 - Right to Know requests
- Provide training & professional development on hardware, software & district processes & procedures related to technology & data:
 - Employee
 - Student
 - Parent

- Board
- Manage outside repairs of equipment when needed
- Collect & maintain inventory of all equipment
- Maintain IT systems documentation
- Consult & make technology recommendations
 - ADA compliance
 - Comprehensive Plan
 - Curriculum
 - Special Education
 - Safety
 - Enrollment / registration
 - HR processes
 - Business processes
 -
- Assist parents
 - Passwords
 - Fees
 - COPPA / device sign offs
 - Online Safety Hub
- Cybersecurity & backup
 - Review & revise procedures
 - Physical monitoring
 - Systems backup & recovery planning
 - Firewall administration
 - Web filter administration
 - Threat defense campaigns
 - Password management
- Manage, collect & validate data & / or submit mandated reports
 - Act 80
 - Instructional Time Summaries
 - Child Accounting
 - Grad / Drop Cohort
 - Special Education Act 16
 - Staff & Staff Updates
 - Student & Student Updates
 - Special Education
 - CTE
 - LIEP Survey
 - Special Education Transitions / Exits
 - Home Education / Private Tutoring
 - Title 1 Student
 - Athletic Opp
 - Course / Instructor
 - EANS

- ESSER
- Keystone Exemption
- Local Assess Analytics
- Local Assess Early Ind
- Non-CTE ICN/WBLE
- PVAAS
- Safe Schools
- Safe Schools – AED
- Safe Schools – Bus
- Safe Schools – Fire / Sec
- Jail
- **Oversee district data**
 - Write reports
 - Maintenance
 - Integration
 - Import / export
- **Oversee assessment**
 - Training
 - PVAAS reporting
- **File for billing of non-resident students**
- **Manage billing for cyber schools**
- **Edit video**

Transportation	FTE	Grant Positions	Grant(s)
Administrators	0.5		
Secretary	1.25		
Total FTE's	1.75		

DRAFT

Transportation in the Warren County School District (WCSD) requires much more time and attention than in most other districts covering less geography.

The WCSD works with outside contractors who provide 75 buses and 74 vans to travel 10,170 miles per day. The District does NOT employ the bus and van drivers. The drivers work for several local contractors.

Transportation reimbursement from the state is heavily regulated and audited. The following list of functions and tasks address the work the WCSD is responsible for completing:

- Coordinate all phases of pupil transportation for WCSD public school students, private school students, Amish students, and charter school students
- Coordinate all phases of IU early intervention pupil transportation for the WCSD (ages 3-4). Includes IU, Head Start, and Don Mills students.
- Oversee safe transportation of approximately 4,000 students who ride buses and vans to school everyday
- Coordinate and manage summer transportation for ESY (extended school year), 21st Century, IU summer program, etc.
- Coordinate late buses for 21st Century program and sports programs
- Approve & coordinate all aspects of transportation for roughly 350 field trips & activity trips each year
- Monitor weather & road conditions
- Develop relations with PennDot and Law Enforcement to work together when school transportation is effected by weather, accidents,
- Communicate with the Superintendent regarding closings & delays due to weather conditions
- Monitor and Communicate with Directors & Superintendent regarding impact of weather conditions on after school activities
- Support needs for specialized transportation & create solutions
- Coordinate with Directors to make sure students with specific needs are met on district transportation
- Keep informed of all safety laws, bus regulations, PA Department of Transportation & PA Department of Education regulations
- Regularly attend PASBO conference and currently the President of the Northwest Regional Transportation Chapter for PASBO
- Maintain all records for state transportation reporting
- Complete all mandated state transportation reporting
- Average 10-15 bus or van student changes a school day. Communicate changes to parents, schools, and contractors
- Implement school board policies for transportation
- Manage multiple bus and van contractors by addressing concerns and holding monthly safety meetings
- Ensure bus driver requirements are met – licenses, physicals, training, clearances, etc.

- Prepare & manage pupil transportation budget
- Assist in negotiating transportation contracts
- Maintain comparative records & collect data to have informed negotiations
- Meet with contractors annually to review Key Performance Indicators. Discuss opportunities for increased efficacies
- Investigate all reported bus & van accidents and fully cooperate with law enforcement when necessary
- Maintain fuel records for all vehicles and make sure the contractor is meeting contractual MPG pegs
- Communicate with United Refining to manage gas card utilization and purchases
- Resolve parent & student concerns & problems related to transportation
- Communicate with building administration to discuss discipline problems on district transportation
- Manage & pull video to help building administrators resolve discipline
- Transportation office handles every request for video footage on the bus with accidents, complaints, etc.
- Utilize & continually seek efficiency through the use of Edulog – transportation management software
- Utilize & continually seek efficiency through the use of Bus Boss - camera / video system
- Utilize & continually seek efficiency through the use of Cradlepoint – Wifi capacity
- Collect & track data from contractors to attain ACCESS dollars
- Coordinate with other districts for homeless, foster & special student needs for transportation outside the district
- Assist with the financial management of Summer Food program along with auditing
- Lead Wellness Committee
- Chair the District's Food Advisory Committee meetings at each public school
- Serve on several District Safety Committees. Conduct safety audits of our district's buildings
- Contribute to the planning and operation of district safety drills & initiatives

Buses – 75

Vans – 74

Together, buses & vans travel
10,170 miles per day

Virtual Academy	FTE	Grant Positions	Grant(s)
Elementary Teachers	5.5	2.5	ESSER
Secondary Teachers	12.35	2	ESSER
Reading Specialist	0.5	0.5	ESSER
Progress Monitor	0.5	0.5	ESSER
School Counselor	1.5	0.5	ESSER
Special Ed Teacher	1	1	ESSER
Home School Visitor	1		
Administrators	2		
Secretary	1		
Total FTE's	25.35	7	

The staffing plan for the Warren County School District (WCSD) Virtual Academy has evolved over time, particularly during the pandemic and then again as the pandemic ended.

The WCSD has provided virtual offerings to WCSD students for decades. In recent years, the District has marketed its virtual offerings to other Districts. During the pandemic, the demand for virtual learning increased. The District was able to utilize federal grant dollars to add teachers to the Virtual Academy to meet the demand of parents and students to learn from home, both internally and externally.

Following the pandemic, it was clear that some virtual students were not thriving, and it was an area identified as needing more supports for students to get their learning back on track.

Virtual enrollments are declining, and it is time to begin “right-sizing” to meet the current demand.

Having our own Virtual Academy saves the District money that would otherwise be paid to outside cyber schools. In addition, the sale of these services to other districts provides a revenue stream to the District. Most districts do not have this valuable asset.

The roles of the staff members involved in delivering virtual instruction are very different than traditional in-person learning. Some of the specific work functions and tasks are listed below.

Internal:**TEACHERS**

- Oversee WCSD Virtual Parent communication; Provide daily communication to parents and students: Primarily through email and phone. (50 contacts per MP on average)
- Provide one/two live lessons per prep per week. Teachers will cover key ideas, material, and overview of upcoming assessments. Lessons will then be taped and placed into the course for students to view as needed.
- Teach the curriculum. Virtual teachers are responsible for, on average, 8 to 10 different courses and levels.
- Assure adherence to WCSD and state curriculum / course requirements.
- Align virtual courses to the WCSD planned instruction.
- Create assessments that are aligned with WCSD planned instruction.
- Conduct DBAs (Discussion Based Assessments) with all CP and Honors students as a requirement of NCAA (Average of 6-10 DBAs per course).
- Teachers will meet with students as needed. Many students communicate through teams and will schedule times for the teachers to help and assist them when they are struggling.
- As the home school visitor schedules students for virtual support days, the teachers will individually meet with each student to review their progress and provide support as needed for the student to make progress prior to leaving for the day.
- Weekly grading and providing feedback of assessments. Virtual teachers grade and provide feedback on average 100 assignments per week.

ADMINISTRATOR

- Progress monitor students. Meet biweekly to discuss all full/part time students' progress.
- Manage attendance - This can include but not limited to contacting parents, creating/mail letters, holding SAIC/SAIPs, and attend Magistrate filings.

- Communicate with building administration as it relates to specific students where they are in the truancy policy and procedures. This can include helping set up and attending IEP Reviews as needed.
- Provides district technology and technology support as needed. This can include finding technology, teaching families how to use technology, meeting with students virtually to help support issues prior to completing a tech ticket.
- Oversee all the district hot spots.
- Participate in district level safety and tech team meetings.
- Provide virtual orientations with parents/students as students enter full time learning. During these meetings we go over attendance, academic progress as it relates to virtual, and credits if it is feasible/applicable.
- Work with building level administrators and school counselors on events, field trips, and other items that are taking place in the building. Act as a liaison between students and families at home and their home buildings.
- Facilitate transition meetings for families who would like their child to begin attending in person vs. Virtual.
- Bring materials to homes for families who are unable to get to the home buildings to pick up required items needed.
- Communicate with teachers on best practices as it relates to virtual learning and teaching.
- Monitor how lessons are being delivered to students.
- Work with teachers on what resources are available for teachers and students
- Create virtual sections in the master schedule for all buildings as it relates to courses.
- Identify new courses that students will be interested in taking for upcoming years.
- Work with PDE to help identify certifications that may be needed for offering certain courses of interest.
- Write district planned instructions for new courses to be approved by the Board of Education.
- Manage the LMS (Learning Management System); Enter in all WUSD students into the correct courses, as well as their College and Career Readiness course(s).
- Pull and update quarterly data on students taking courses and staffing ratios.
- Review "Ed Gate" findings for district gaps in virtual curriculum and standards. Fill in those gaps within the virtual curricular platform.
- Review and maintain virtual student eSchool records.
- Create registration links and information as it relates to district summer school.
- Oversee district summer school and student progress.
- Provide assistance to families who call during the summer as it relates to summer school and summer school courses.
- Pull weekly reports for the building athletic directors on virtual student progress.
- Completing payroll reports.
- Update and hold AEDY meetings, as needed.

External:**TEACHERS**

- Grade an average of 100+ assignments daily
- Provide feedback on all assignments including errors, contact information. End of marking period, these numbers will increase due to grades being published.
- Respond to an average of 40+ emails daily
- Communicate with parents regarding course progress and grades.

- Make phone calls: Progress monitoring accounts for an average of 50+ phone calls per week
- Enter all communication in LMS communication tab (email, phone, zoom).
- Conduct DBAs (Discussion Based Assessments) with all CP and Honors students as a requirement of NCAA (Average of 6-10 DBAs per course).
- Teach daily live lessons in elementary math and ELA lessons to multiple grade levels (K-5).
- Instruct weekly middle school lessons in ELA, Social Studies, Math and Science to multiple grade levels (6-8).
- Provide instruction and directives for high school courses (9-12).
- Upload live lessons for availability to all students.
- Provide Office Hours
 - Offer 1-on-1 help for elementary and middle school students daily (average 1 hour).
 - Provide weekly office hours for high school students (average 2 hours).
 - Attend unscheduled meetings with students who require additional support.
- Progress Monitoring: Meet with grade level staff to determine student list; Contact student list based on school district assignment (high); Communicate course progress and grades to parents (middle), Inform parents of student's progress (elementary).
- Curriculum: Responsible for all leveled course preps (credit recovery, applied, CP, Honors) (Average of 16+ preps per school year).
- Align course content with school district, state.
- Adjust course settings based on school district need (passing grade, calendar, etc.) (This includes all sections for each school district- currently 20+).
- Create and edit lessons, assignments, assessments based on curriculum alignment.
- Accommodate IEP students using the grouping tool within LMS.
- Include and update links to resources: Legends of Learning, Get More Math, Renaissance, etc.
- Offer trouble shooting assistance to students and families on an as needed basis
- Communicate technology and compatibility issues (blocked sites, etc.) with school districts.

ADMINISTRATOR

- Oversee multiple budgets
 - Review supplemental budgets as well to make sure teachers are being paid the correct amounts
 - Monitor VAS budgets to pay for curriculum and staffing for outside districts
 - Invoice outside districts based on usage and keeping track of all payments and calculating the net profit
- Track virtual supplemental expenditures
- Create virtual course lists and assign staffing
- Review quarterly billing statements from multiple vendors
- Load students into the LMS (Learning Management System) with all of their student information and add course enrollments
- Communicate with all outside districts daily as their primary contact for all support.
 - Review course requests
 - Manage set-up of all students
 - Send Welcome Letter to the families once courses are set up and communicate with the families for an online training (KANE & Bradford)
 - Troubleshoot all district issues
 - PD for districts (system training)
- Communicate with outside families when there are issues and then report back to home district.

- Handle daily situations as they arise (LMS, staff, courses)
- Work with online coordinator to ensure scheduling and grading periods are managed effectively
- Conduct professional development for all VAS staff
- Develop marketing program to attract outside school districts to purchase our online courses.
 - Work on building a website, brochures, and course cards
 - Talk to outside districts about our Virtual Academy, which encompasses sending out materials, emails, and phone calls.
- Attend conferences to market our program and learn about virtual opportunities.
- Troubleshoot issues students have to make sure it is not a systems issue, refer to home district for tech support
- Meet with curriculum companies to look at their products to be up to date on new online materials and competing companies
- Review online courses each year and determine programming for the following year.
- Submit course descriptions and materials to NCAA for compliance
- Check with PDE to ensure new courses are being staffed appropriately
- Monitor virtual teachers and their progress on grading and working with students
- Supervise and evaluate full-time virtual teachers and online coordinators.
- Oversee summer school programming for the outside schools (scheduling and billing)
- Complete yearly vendor contracts
- Complete outside district contracts
- Upload PVASS data for all VAS students by hand (no data is uploaded from SIS)
 - Calculate percentage of time based off of dates in the system and 22 different district calendars
- Ensure benchmarks are being given and other online resources are being utilized appropriately
- Analyze student numbers to report teacher/student ratio
- Run grade reports for each marking period and school district
- Shut down all completed courses throughout the year

STEM ACADEMY

- Create vision and mission for STEM Academy
- Collaborate with teacher to develop task grid in the 2 Career tracks
 - Develop levels within task grid
- Oversee expenditures in partnership with Title to support STEM needs
- Create and oversee DUAL enrollment partnership with Harrisburg University
- Observe and evaluate STEM teacher
- Schedule students into eschool that want to attend the STEM Academy
- Continually explore additional STEM offerings to enhance programming
 - Drone certification
 - Aviation programming
- Disciplinary issues within the STEM program

WCCC	FTE	Grant Positions	Grant(s)
WCCC Teachers	14		
School Counselor	1		
Paraprofessionals	5		
Tutors	2	2	ESSER & Perkins
Administrator	1		
Secretaries	2	0.5	ESSER
Total FTE's	25	2.5	

DRAFT

The staffing plan for the Warren County Career Center (WCCC) provides the following programs of instruction for approximately 300 students:

- Auto Body Collision
- Automotive Technology
- Building Construction Occupations
- Computer / Information Technology
- Electronics Technology
- Food Production & Management
- Health / Medical Assisting
- Machine Technology
- Marketing Technology
- Power Equipment Technology
- Pre-Engineering / Drafting
- Protective Services
- Welding Technology

In addition to the program areas, the WCCC staffs one teacher to manage the cooperative education program. Cooperative education puts our students in the workplace where they earn valuable, real-world experience and a paycheck.

It is not typical for a school district to have its own career center. Most districts pay another school entity for career students to attend.

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