

## Curriculum, Instruction & Assessment

- Academic Coaches
- Student Hearings / Adjudications
- Title Aides
- Alternative Education
- Local Assessment
- State Assessment
- Chapter 16 / Gifted Education
- CIT Committee
- Planned Instruction
- Course Descriptions / Student Scheduling
- Curriculum Coordinators
- Curriculum Development, Review & Revision
- Cyber School Membership Tracking
- Dual Enrollment
- Early Childhood Liaison
- Curriculum Materials & Supplies
- Elementary Principal Leadership / Oversight
- Field Trips
- Foreign Exchange Program
- GED
- 21<sup>st</sup> Century Elementary Program
- 21<sup>st</sup> Century Middle Level Program
- 21<sup>st</sup> Century Summer Program
- School Counselor Program
- Incarcerated Youth Program
- Induction for New Teachers
- Juvenile Probation
- Libraries
- Parking permits
- Performance Plus – Student Data
- Professional Development
- Secondary Principal Leadership / Oversight
- Student Assistance Program (SAP)
- Student Handbooks
- Student Records
- Summer School
- Virtual Academy
- **Staffing**
- State & Federal Reporting
- Supervision & Evaluation of Staff
- Act 126
- Act 71
- AP Program
- High Ed Liaison
- School Wide Positive Behavior Intervention Support
- Textbook Management

## Curriculum, Instruction & Assessment

- Title Grants
- Equity Planning
- Needs Assessment – Staff & Parents
- Parent Involvement
- Family Engagement
- Parent / School Compacts
- Non-Public School Oversight
- Title Data Tracking / Progress Monitoring
- Transition Planning
- School Level Comprehensive Annual Planning
- Tutoring
- Textbook Management
- School to Work Program
- NCAA Compliance

## Pupil Services

- Medical Assistant Aides
- Special Education Aides
- Assistive Technology
- Attendance Area Transfers
- Attendance Officer
- Student Attendance
- Community Student Services Liaison
- KIN Fund
- Chapter 15
- Mental Health / Agency Liaison
- Chapter 14 – Special Education
- Early Intervention Transition
- English as a Second Language
- Extended School Year
- ACCESS Billing & Management
- Fraud Check
- IDEA Grant
- Home Schooling
- Home Bound Education
- Homeless Program
- Nurses / Health Services
- School Psychologists
- Speech Therapists
- Student Registration
- Special Education Records
- Special Ed Staffing
- State & Federal Reporting
- Supervision & Evaluation of Staff
- First Aid & CPR Training
- Psychological Counseling
- PETS

## Support Services

- Title IX
- Athletics
- Co-Curricular Activities
- **Benefits Administration**
- Employee Calendar
- Warren County Career Center
- Child Accounting
- Hearing Officer
- Complaints
- Employee Contract Administration
- Copier Leases
- E-Rate
- Perkins Grant
- Medical Contracts
- PACCA Committee
- Personnel Records
- Phone System
- Certification
- Secretary Share
- **Staffing**
- Substitutes
- Technology
- Tuition Reimbursement
- Volunteers
- Website Management
- Workers Compensation
- PIMS Reporting & Oversight
- State & Federal Reporting
- Supervision & Evaluation of Staff

## Business

- Accounting
- Accounts Payable
- Activity Accounts
- ADM Passes
- **Benefits Administration**
- Bidding
- **Bond Acquisition & Management**
- Budget Development
- Budget Control
- Budget Transfers
- Building Budgets
- Debt Management
- Finance Committee
- Financial Records
- Local Audits
- Food Service Program
- Free / Reduced Lunch Program
- Grants
- Payroll
- Purchasing
- Transportation
- State & Federal Reporting
- Supervision & Evaluation of Staff
- Summer Food Program
- Commercial Insurance
- PA Unclaimed Property Reporting
- **Tuition Reimbursement**
- Accounts Receivable
- Real Estate Tax Collections & Reconciliation
- TCCS Financial Audit
- Financial System Ledger Maintenance

## Buildings & Grounds

- Air Quality
- Water Quality & Management
- Sewage Management & Maintenance
- **Bond Acquisition & Management**
- Facilities Maintenance & Repair
- Building Security
- Chemical Safety
- Construction Management
- Custodial Management
- Disposal of Obsolete Equipment
- Facilities Master Plan
- Facilities Usage & Rental
- Integrated Pest Management
- PPF Committee
- Utilities
- Warehouse Management
- Contract Record Management
- State & Federal Reporting
- Supervision & Evaluation of Staff
- ALICE training
- Background Checks
- Security Cameras
- Building Intruder Drills
- Coordination with Law Enforcement