

Organization Chart & Director Responsibilities

Warren County School District

**Proposed Central Office
Organization**
Updated 4-21-08

Warren County Board of School Directors

Board Solicitor

Board Secretary Admin.
Assistant to the Superintendent

Superintendent of Schools

Curriculum, Instruction, and Learning

Business & Finance

Human Resources

Special Education

Buildings & Grounds

Technology

Communication

Director of Elementary
Education & Federal Programs

Director of Secondary
Education

Business Administrator

Director of Human
Resources

Director of Special
Education

Director of Buildings &
Grounds

Director of Technology/Information Management/Public Relations

- ☒ CPE Tracker
- ☒ Elementary Principals
- ☒ Full-Day Kindergarten
- ☒ Conference Requests Title 2A
- ☒ Mileage
- ☒ Grants
- ☒ ESL
- ☒ Title I, II, and V Programs
- ☒ Homebound Instruction
- ☒ Tutoring
- ☒ Early Childhood Liaison
- ☒ Elementary Staffing
- ☒ NCLB
- ☒ Title I Aides
- ☒ Elementary Complaints
- ☒ TCCS State & Federal Programs (K-12)
- ☒ Professional Development Oversight

- ☒ Secondary Principals
- ☒ Alternative Education (Shared)
- ☒ Foreign Exchange Students
- ☒ Secondary Staffing
- ☒ Advanced Placement
- ☒ Dual Enrollment
- ☒ Graduation Project
- ☒ SAT Reporting
- ☒ GED
- ☒ Juvenile Probation
- ☒ Incarcerated Youth
- ☒ Student Hearings (Shared)
- ☒ Secondary Complaints
- ☒ Career Center

- ☒ Accounts Payable
- ☒ Fiscal Accounting
- ☒ Payroll
- ☒ Medical Benefits
- ☒ Budget
- ☒ Risk Management
- ☒ Transportation
- ☒ Bidding & Purchasing
- ☒ Audit
- ☒ Financial Reporting (Board/Govt.)
- ☒ Facilities Useage
- ☒ Food Service
- ☒ Cash Management
- ☒ Debt Management
- ☒ Contracts
- ☒ Reimbursements
- ☒ Earned Income Tax Office
- ☒ Tax Collection
- ☒ Negotiations Cost Analysis
- ☒ Lease Purchasing
- ☒ Liaison to Board Finance Committee

- ☒ Athletics & Co-curricular Activities
- ☒ Staffing (K-12)
- ☒ Title IX
- ☒ Grievances
- ☒ Collective Bargaining
- ☒ Union Relations
- ☒ Employee Investigations
- ☒ Professional Certification
- ☒ Personnel Records
- ☒ Recruitment, Screening, Selection
- ☒ Parent Complaints
- ☒ Labor Council
- ☒ Substitutes
- ☒ Workers Compensation Hearings
- ☒ Employee Coursework
- ☒ Tuition Reimbursement
- ☒ Administrative Interns
- ☒ Medical Contracts
- ☒ Mentors Coordination
- ☒ PA Codes
- ☒ Administrative Assignments Listing
- ☒ Affirmative Action Officer
- ☒ Civil Rights Officer
- ☒ Liaison to Board Personnel and Athletic Committee

- ☒ Chapter 14-IDEA
- ☒ Chapter 15- 504 Plan (Shared/ Curriculum)
- ☒ Chapter 16-G&T
- ☒ Learning Enrichment Center
- ☒ Special Education Supervisors
- ☒ Psychologist
- ☒ K-12 Curriculum
- ☒ Student Hearings (Shared)
- ☒ Hearing Officer
- ☒ Manifestation Hearings
- ☒ IEP's
- ☒ Outside Placements
- ☒ I.T.P.
- ☒ R.T.F.
- ☒ Special Education Aides
- ☒ Career Center IEP's
- ☒ Assistive Technology
- ☒ ADA
- ☒ ACCESS
- ☒ Professional Development
- ☒ FERPA
- ☒ Special Education Budget
- ☒ Conferences
- ☒ Child Find
- ☒ Mileage
- ☒ Chapter 12
- ☒ PASA
- ☒ ESY
- ☒ Staffing
- ☒ Special Education Complaints
- ☒ Alternative Education (Shared/ Curriculum)
- ☒ Speech Therapists

- ☒ Facilities Master Plan
- ☒ Project Design
- ☒ Construction (Mgt. Plan Construction)
- ☒ Maintenance Department
- ☒ Custodial Department
- ☒ Code Compliance
- ☒ Safety
- ☒ Hazardous Material Management
- ☒ I.P.M.
- ☒ Invoices
- ☒ Parts
- ☒ Property Disposal
- ☒ Facilities Use
- ☒ Food Service
- ☒ ADA
- ☒ Auctions
- ☒ Archives
- ☒ Board Reports
- ☒ Negotiations
- ☒ Utilities Supervision
- ☒ Waster Water
- ☒ Air Quality
- ☒ Zoning
- ☒ Permits
- ☒ Grievances
- ☒ Education Specifications
- ☒ Facilities Planning
- ☒ Liaison to Buildings and Grounds Board Committee

- ☒ Technology Education Conversion
- ☒ Telephone System
- ☒ PIMS
- ☒ Technology K-12 Curriculum
- ☒ Technology Plan
- ☒ Student Information System
- ☒ Technology Department
- ☒ E-Rate
- ☒ Attendance Accounting
- ☒ IMT
- ☒ Technology Equip. & Software Inventory
- ☒ Technology Licenses
- ☒ Technology Grants
- ☒ Technology Technicians
- ☒ Technology Replacement
- ☒ Technology Repairs
- ☒ Technology Help Line
- ☒ Automated Telephone System
- ☒ Home ACCESS
- ☒ Technology Purchasing
- ☒ Distance Learning (Primary)
- ☒ Student Accounting

- ☒ Website Management (Webmaster)
- ☒ District Newsletter (PR Directors)
- ☒ Video Vignettes
- ☒ Press Releases (PR Directors)
- ☒ News Articles
- ☒ External Communication Network
- ☒ Internal Communication Network
- ☒ Recognition System
- ☒ Continuous Improvement Plan
 - Strategic Plan Facilitation
- ☒ Baldrige Data Collection
- ☒ Facts about District
- ☒ Annual Report
- ☒ Volunteers
- ☒ Grants and Fundraisings
- ☒ Education Foundation
- ☒ Activity and School Calendar
- ☒ Surveys
- ☒ Publications
- ☒ Constituent Advisory Team

Shared Responsibilities

- ☒ Curriculum Development Review and Revision Schedule
- ☒ Academic Coaches
- ☒ Charter School Liaison
- ☒ Cyber Schools
- ☒ Teacher Supervision and Evaluation
- ☒ Guidance Counselors
- ☒ Nurses
- ☒ Professional Development
- ☒ Curriculum, Instruction, Technology Board Committee Liaison
- ☒ Distance Learning
- ☒ PSSA
- ☒ Student Recognition
- ☒ Act 48 180 hours Professional Development
- ☒ Librarians
- ☒ Summer School
- ☒ Curriculum Coordinators
- ☒ Student Hearings
- ☒ Attendance Area Transfers

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Revised 4-21-08

