Organization Chart & Director Responsibilities
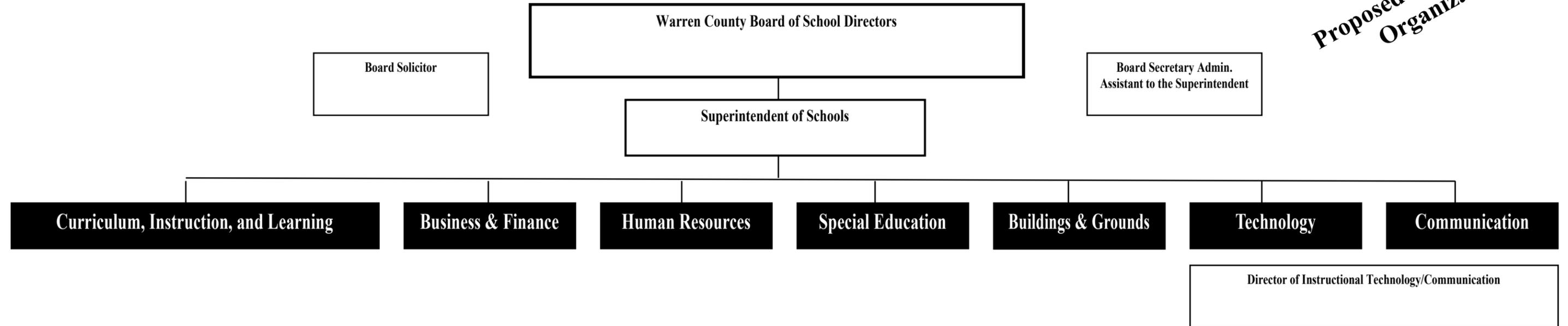## Warren County School District

Proposed Central Office Organization

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 Instructional Technology/Communication

Information / Management Specialist

- ☑ Serve as a technical consultant
- ☑ Maintain inventory of all technology software
- ☑ Provide input into budget process for Technology Dept.
- ☑ Provide input for specifications, quotes and documentation necessary for technology purchases
- ☑ Provide input and assistance for technology training
- ☑ Conduct technology training
- ☑ Make recommendations and plans to maximize technology resources
- ☑ Provide input for replacement and / or upgrade of technology
- ☑ Assist in development of Technology Plan
- ☑ Manage and maintain content management / technical aspects of WCSD website
- ☑ Responsible for maintaining and securing district information
- ☑ Make recommendations for maintaining and improving information systems
- ☑ Perform technical aspects of software deployment
- ☑ Assist in the implementation of a disaster recovery plan
- ☑ Support 24/7 up-time when necessary
- ☑ Manage and maintain all district **financial** information management systems and data integrity / reporting
  - Business Office
- ☑ Manage and maintain all district **student** information management systems and data integrity / reporting
  - Transportation
  - Library
  - Student Information System / Special Education Tracking
  - Athletics
  - Assessment / Curriculum
  - Food Service / POS System
- ☑ Manage and maintain all district **administrative** information management systems and data integrity / reporting
  - Website
  - SIF (integration of systems)
  - PIMS (state reporting)
  - ePDE portal
  - PA Secure ID

Technology Specialist

- ☑ Assist in development of Technology Plan
- ☑ Make recommendations and plans to maximize technology resources
- ☑ Maintain inventory of all technology hardware
- ☑ Provide input for replacement and / or upgrade of technology
- ☑ Serve as a technical consultant
- ☑ Perform technology repairs / preventative maintenance
- ☑ Manage and maintain LAN / WAN, current network and / or school architect schematic
- ☑ Troubleshoot, maintain and monitor server farm / components—domain controllers, file server clusters, web servers, Citrix servers, SQL servers, and Exchange clusters
- ☑ Maintain and monitor district technology security—antivirus, SPAM and patch management systems
- ☑ Maintain and monitor compatibility issues with hardware / software with teachers
- ☑ Provide input for specifications, quotes and documentation necessary for technology purchases
- ☑ Provide input into budget process for Technology Dept.
- ☑ Provide input and assistance for technology training
- ☑ Conduct technology training
- ☑ Design and implement technical aspects of software deployment
- ☑ Manage, configure and troubleshoot AD, DNS, WINS and DHCP systems
- ☑ Assist in the implementation of a disaster recovery plan
- ☑ Support 24/7 up-time when necessary
- ☑ Manage and maintain district phones
- ☑ Manage and maintain district email
- ☑ Responsible for maintaining and securing district information

Coordinator of Technology / Information Management

- ☑ Assist in development of Technology Plan
- ☑ Assume responsibility for all district information management systems and data integrity
- ☑ Make recommendations and plans to maximize technology resources
- ☑ File E-Rate
- ☑ Provide input / serve on grant writing teams as needed
- ☑ Maintain and manage work order system
- ☑ Responsible for inventory of all technology / software
- ☑ Planning for replacement and / or upgrade of technology
- ☑ Input on overall technology program
- ☑ Supervise and evaluate technicians, technology specialist and information management specialist
- ☑ Serve as a technical consultant
- ☑ Ensure that appropriate technology resources are functional and available
- ☑ Responsibility for all technology repairs / preventative maintenance
- ☑ Responsibility for LAN / WAN, current network and / or school architect schematic
- ☑ Responsibility for server farm / components
- ☑ Responsible for technology security
- ☑ Responsible for maintaining and improving information systems
- ☑ Prepare specifications, quotes and documentation necessary for technology purchases
- ☑ Provide input into budget process for Technology Dept.
- ☑ Provide input and assistance for technology training
- ☑ Responsibility for technical aspects of software deployment
- ☑ Responsible for AD, DNS, WINS and DHCP systems
- ☑ Responsible for disaster recovery planning
- ☑ Responsible for content management / technical aspects of WCSD website
- ☑ Responsible for maintaining and securing district information
- ☑ Conduct technology training
- ☑ Support 24/7 up-time when necessary
- ☑ Responsible for district phone systems
- ☑ Responsible for district email
- ☑ Responsible for ESB

Director of **Instructional Technology** / Communication

- ☑ 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
- ☑ Liaison to CIT Committee

Director of Instructional Technology / **Communication**

- ☑ 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
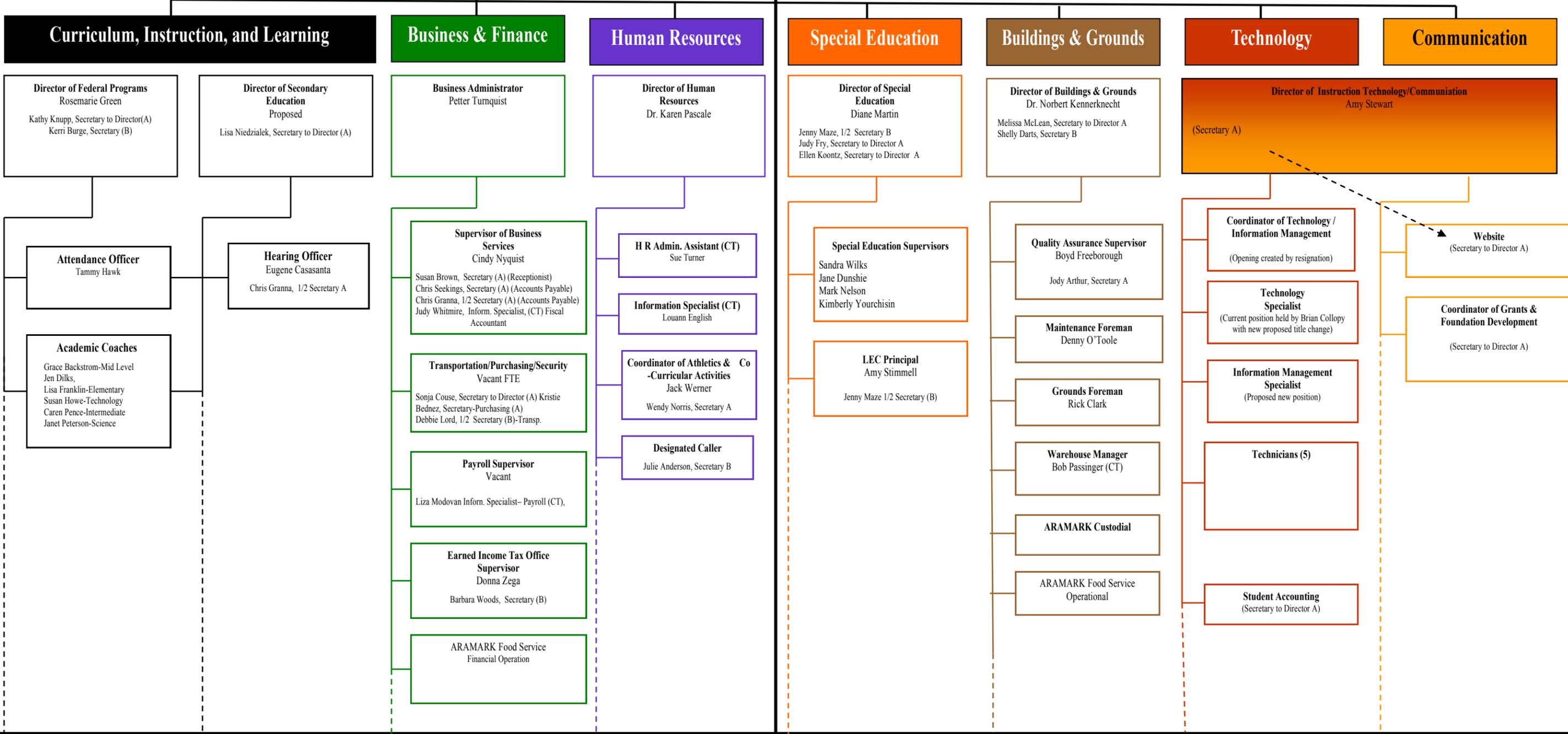
Organization Chart
Warren County School District

Warren County Board of School Directors

Dr. Jack Martin, President   Jeff Lockett, Vice President   Kimberly J. Angove   Thomas Knapp

Katherine Oudinot   Arthur Stewart   Kirsten S. Turfitt   David G. Wortman   Donna Zariczny

Board Solicitor
Chris Byham

Board Secretary Admin. Assistant to the Superintendent
Ruth Huck

Superintendent of Schools
Robert Terrill, Ed.D.

Curriculum, Instruction, and Learning

Director of Federal Programs
Rosemarie Green

Kathy Knupp, Secretary to Director(A)
Kerri Burge, Secretary (B)

Director of Secondary Education
Proposed

Lisa Niedzialek, Secretary to Director (A)

Attendance Officer
Tammy Hawk

Hearing Officer
Eugene Casasanta

Chris Granna, 1/2 Secretary A

Academic Coaches

Grace Backstrom-Mid Level
Jen Dilks,
Lisa Franklin-Elementary
Susan Howe-Technology
Caren Pence-Intermediate
Janet Peterson-Science

Business & Finance

Business Administrator
Petter Turnquist

Supervisor of Business Services
Cindy Nyquist

Susan Brown, Secretary (A) (Receptionist)
Chris Seekings, Secretary (A) (Accounts Payable)
Chris Granna, 1/2 Secretary (A) (Accounts Payable)
Judy Whitmire, Inform. Specialist, (CT) Fiscal Accountant

Transportation/Purchasing/Security
Vacant FTE

Sonja Couse, Secretary to Director (A) Kristie
Bednez, Secretary-Purchasing (A)
Debbie Lord, 1/2 Secretary (B)-Transp.

Payroll Supervisor
Vacant

Liza Modovan Inform. Specialist– Payroll (CT),

Earned Income Tax Office Supervisor
Donna Zega

Barbara Woods, Secretary (B)

ARAMARK Food Service
Financial Operation

Human Resources

Director of Human Resources
Dr. Karen Pascale

H R Admin. Assistant (CT)
Sue Turner

Information Specialist (CT)
Louann English

Coordinator of Athletics &   Co -Curricular Activities
Jack Werner

Wendy Norris, Secretary A

Designated Caller

Julie Anderson, Secretary B

Special Education

Director of Special Education
Diane Martin

Jenny Maze, 1/2 Secretary B
Judy Fry, Secretary to Director A
Ellen Koontz, Secretary to Director A

Special Education Supervisors

Sandra Wilks
Jane Dunshie
Mark Nelson
Kimberly Yourchisin

LEC Principal
Amy Stimmell

Jenny Maze 1/2 Secretary (B)

Buildings & Grounds

Director of Buildings & Grounds
Dr. Norbert Kennerknecht

Melissa McLean, Secretary to Director A
Shelly Darts, Secretary B

Quality Assurance Supervisor
Boyd Freeborough

Jody Arthur, Secretary A

Maintenance Foreman
Denny O'Toole

Grounds Foreman
Rick Clark

Warehouse Manager
Bob Passinger (CT)

ARAMARK Custodial

ARAMARK Food Service
Operational

Technology

Director of Instruction Technology/Communiation
Amy Stewart

(Secretary A)

Coordinator of Technology / Information Management

(Opening created by resignation)

Technology Specialist
(Current position held by Brian Collopy with new proposed title change)

Information Management Specialist
(Proposed new position)

Technicians (5)

Student Accounting
(Secretary to Director A)

Communication

Website
(Secretary to Director A)

Coordinator of Grants & Foundation Development

(Secretary to Director A)

South Street Early Learning Center   Warren Area Elem. Center   Beaty-Warren M.S.   Learning Enrichment Center   Warren Area H.S.   Warren County Career Center   Sugar Grove Elem. School

Russell Elem. School   Eisenhower M.S./H.S.   Allegheny Valley Elem. School   Sheffield Elem. School   Sheffield M.S./H.S.   Youngsville Elem./M.S.   Youngsville High School