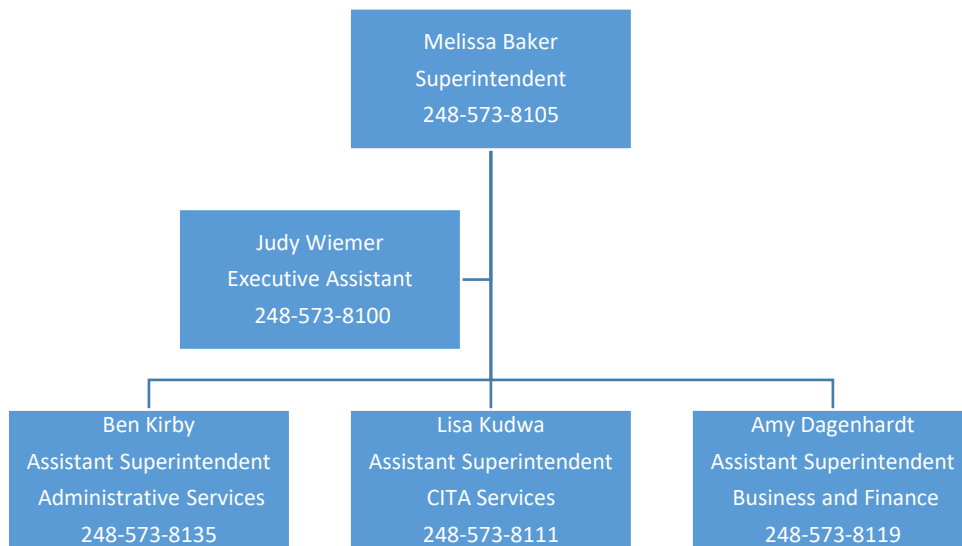


# Flowchart of Department Responsibilities

## Superintendent



### **DEPARTMENT RESPONSIBILITIES**

Board of Education agendas, meeting minutes and other support

### **SUPERINTENDENT'S RESPONSIBILITIES**

The superintendent is responsible for executive management of the district and for ensuring that the school community is continually striving to accomplish our mission statement. Three assistant superintendents report to the superintendent. They are:

Administrative Services

Business and Finance

Curriculum, Instruction, Technology and Assessment (CITA) Services

In addition, the superintendent is responsible for:

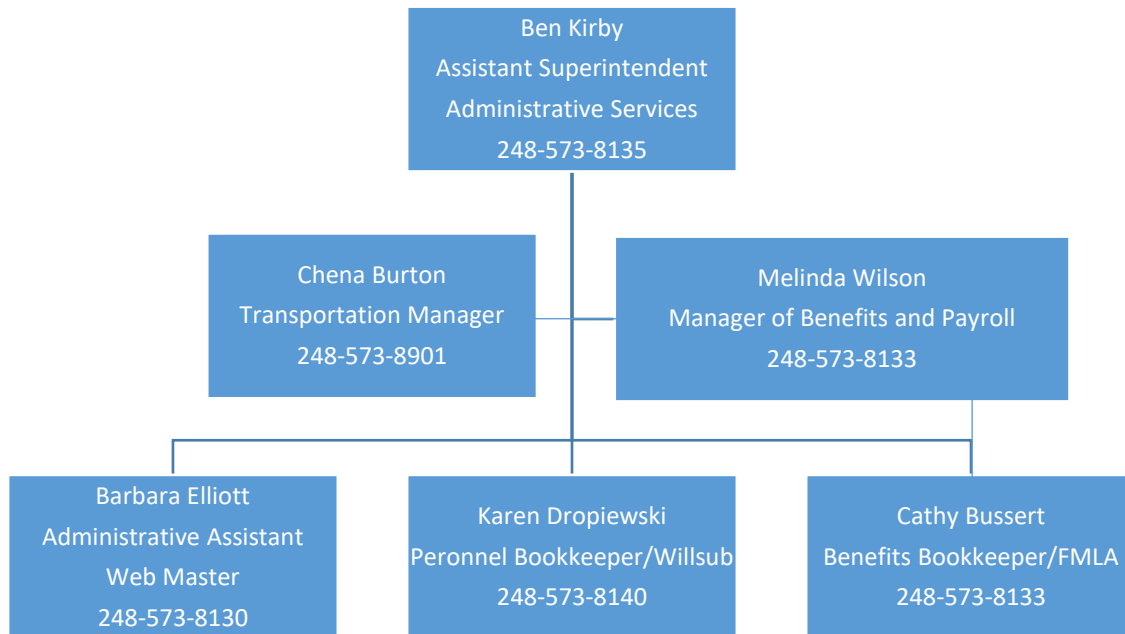
Establishing and maintaining effective communications and positive working relationships with all members of the school community, including staff, students, parents, community members, local business people and the Board of Education

Representing and advocating for the school district in local, county, state and national professional associations and at local, county, state and national governmental levels

Preparing for and managing district growth and development through goal setting and the shared involvement process

Implementation of and adherence to state and federal guidelines and mandates

# Administrative Services



## ADMINISTRATIVE SERVICES

Board of Education Policies  
Administrative Procedures  
Family Educational Right to Privacy Act (FERPA)  
Freedom of Information Act (FOIA)  
Right to Know  
Title IX  
Security Badges  
Center for Active Adults

## PUBLIC RELATIONS

Bond Issue Information  
District Annual Educational Report  
Media Relations  
Spirit of South Lyon District Newsletter  
District Website  
District Facebook  
District Twitter  
Safe Routes to School Liaison  
Web Accessibility

## LABOR RELATIONS

Contract negotiation  
Contract administration  
Grievances and arbitrations  
Legal issues

## PERSONNEL

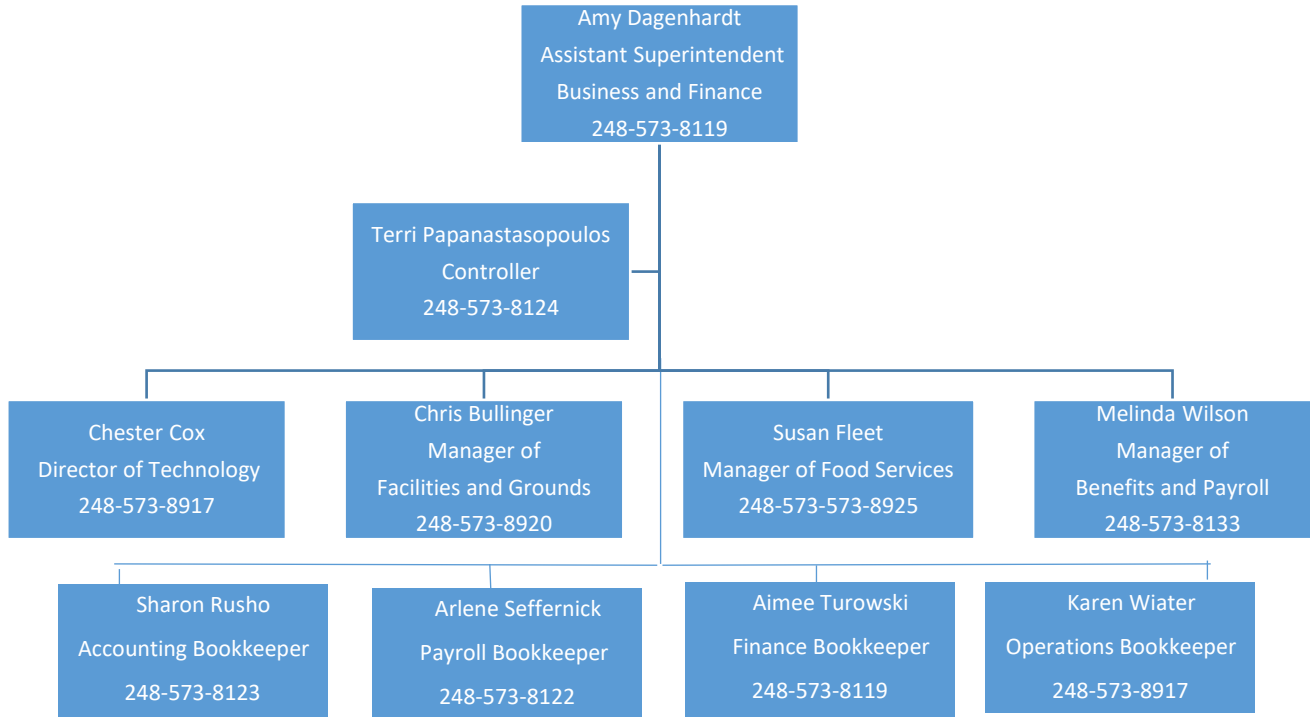
Americans with Disabilities Act (ADA)  
Criminal Records/Fingerprinting

Degree/Step Change  
Employee Attendance  
Employee Directory  
Employee Evaluation  
Employee I.D. Badges  
Employee Recruiting and Hiring  
Family Medical Leave Act (FMLA)  
Guest Teachers  
Contracted Employees  
Hazardous Substance/ Universal Precautions  
Training  
Longevity Payments  
Mentor Handbook  
New Teacher Workshops  
Substitute Employee (Willsb)  
Teacher Certification  
Transfer Requests  
State Reports (REP, CEPI, EEOC)  
Unemployment Claims

## BENEFITS

Administration of Benefits Plans  
COBRA  
Worker Compensation Claims  
Disability Claims  
Section 125 Plans

# Business and Finance



## **BUSINESS**

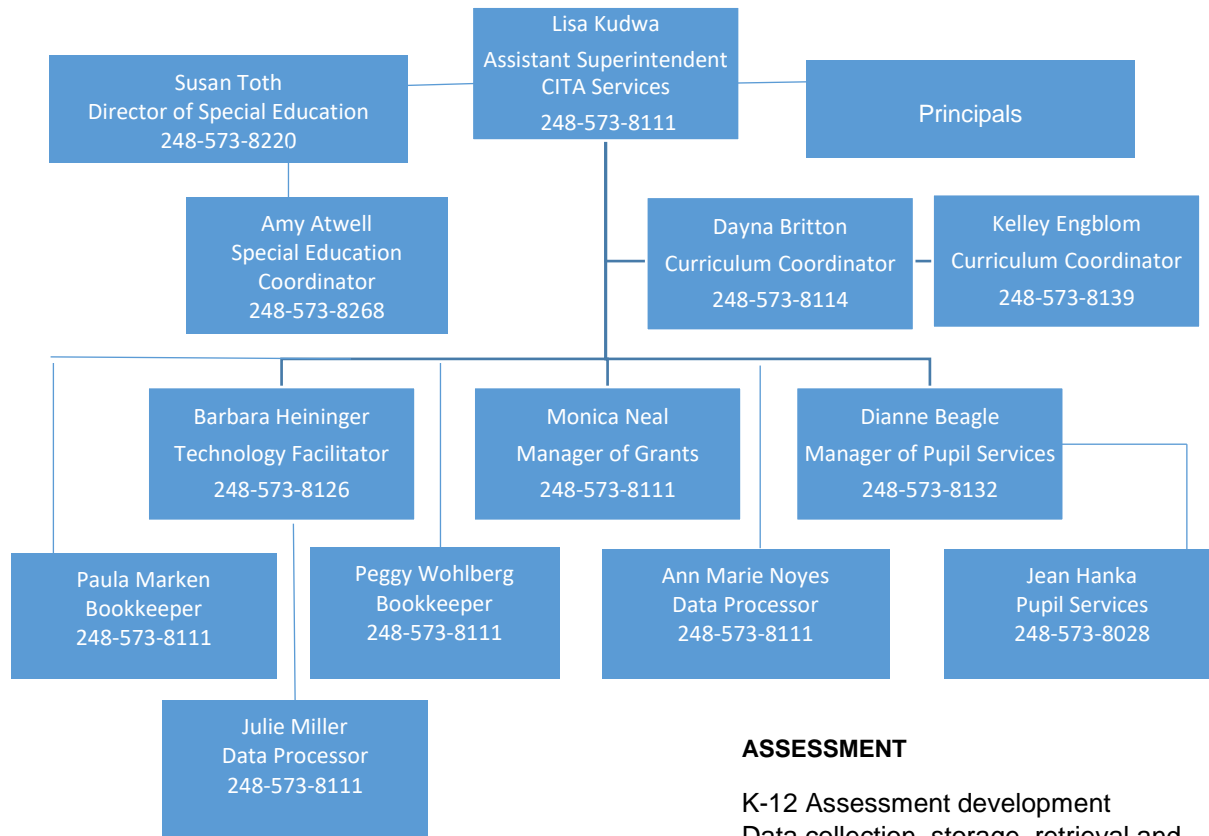
Accidents - Student  
Journal Entries  
Accounts Payable  
State Reports  
Accounts  
Receivable FID  
Activity Funds  
Check Requests  
SE-4096  
SE-4094  
District insurance  
Credit Cards  
Fixed assets  
Conference Travel  
Inventory  
Mileage  
Jury Duty Payments  
Employee Reimbursement  
Payroll  
Petty Cash  
New Vendor Requests  
Employee Online  
Purchasing  
Workers Comp Audit

Requisitions  
Purchase Orders  
Retirement  
403(b)/457 Plans  
Vandalism/Break-in Reports

## **FINANCE**

Audit Budget  
General ledger and forecasting  
Financial Statements  
Bond Issue  
Capital Projects

# CITA (Curriculum, Instruction, Technology and Assessments)



## **CURRICULUM**

K-12 curriculum development and implementation  
 Pre-school  
 Special education  
 Special programs e.g. academically talented,  
 Title I,  
 At-Risk, ELL  
 Textbook, curriculum software and other  
 materials selection  
 New course development and  
 implementation  
 Counseling curriculum  
 Career Preparation  
 Library curriculum  
 Course upgrades and development  
 Five-Year Curriculum Cycle Plan

## **INSTRUCTION**

Technology Integration  
 Media Center alignment  
 Professional development  
 Tutorial services  
 Aligned delivery of all K-12 programs

## **ASSESSMENT**

K-12 Assessment development  
 Data collection, storage, retrieval and  
 application  
 Grading and reporting  
 State assessment  
 Ed-Yes Parameters and outcomes

## **SCHOOL IMPROVEMENT**

Accreditation (NCA and State)  
 Adequate Yearly Progress (AYP)  
 District and School Improvement Plans  
 Shared Involvement Process  
 District Strategic Plan  
 State Accountability Scorecards

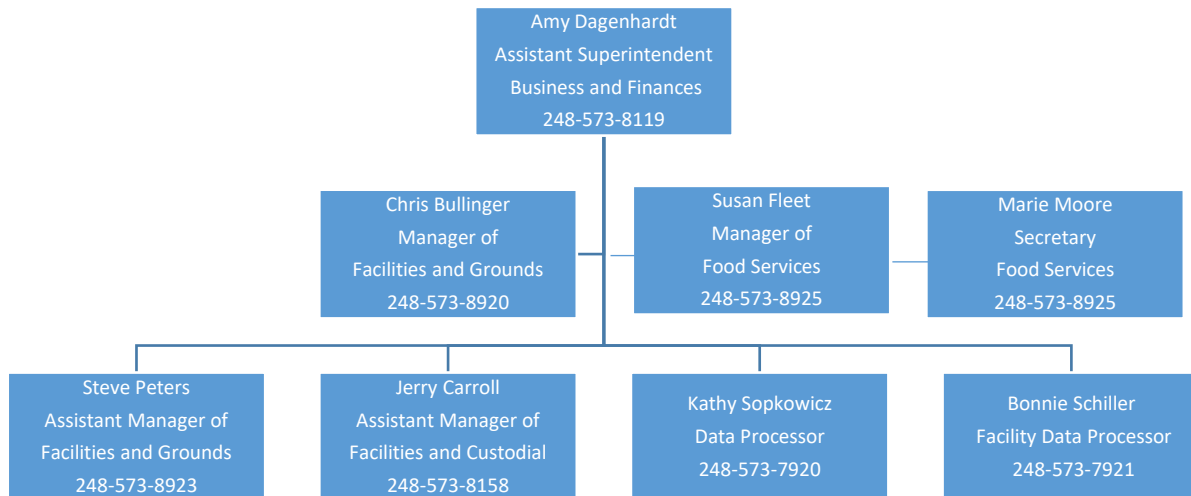
## **OTHER**

Student discipline procedures and appeals  
 Youth Assistance  
 Business Partnerships  
 Program Grant writing and administration

## **PUPIL SERVICES**

Homeless Liaison  
 State/Federal Reporting  
 Pupil Accounting  
 School of Choice  
 Kindergarten Registration  
 Skyward/Gradebook

# Operations



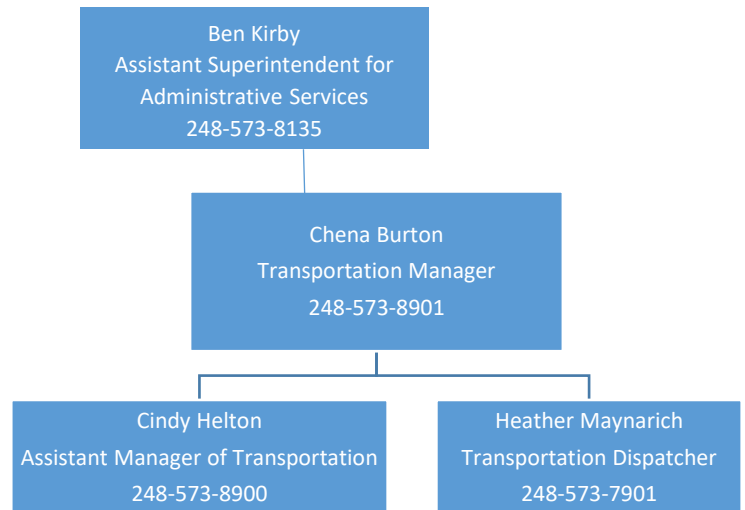
## OPERATIONS

Safety Council and Committee  
 District Emergency Management Plan  
 Standard Operations Procedures  
 Homeland Security  
 Student Growth Projections  
 Facility Rental and Usage  
 Security Administrative Team (SAT)  
 Environmental Health  
 Certified Custodial Operations

Order and Store Food and Supplies  
 Manage Food Service Accounts  
 Develop and Analyze Menus  
 Process Free and Reduced Meal Applications  
 Purchase and Maintain Food Service Equipment  
 Reimbursement Claims

## FACILITIES AND MAINTENANCE

Preventative and corrective maintenance  
 Indoor Air Quality  
 District Mail Handling  
 District Warehouse  
 Custodial Services  
 Key Control  
 Safe Drinking Water  
 Asbestos Coordination  
 Building Security  
 Storm Water Systems  
 Well Head Protection  
 Red Cross Mass Casualty Coordination  
 Life Safety Equipment Coordination  
 Certified Pool Operations



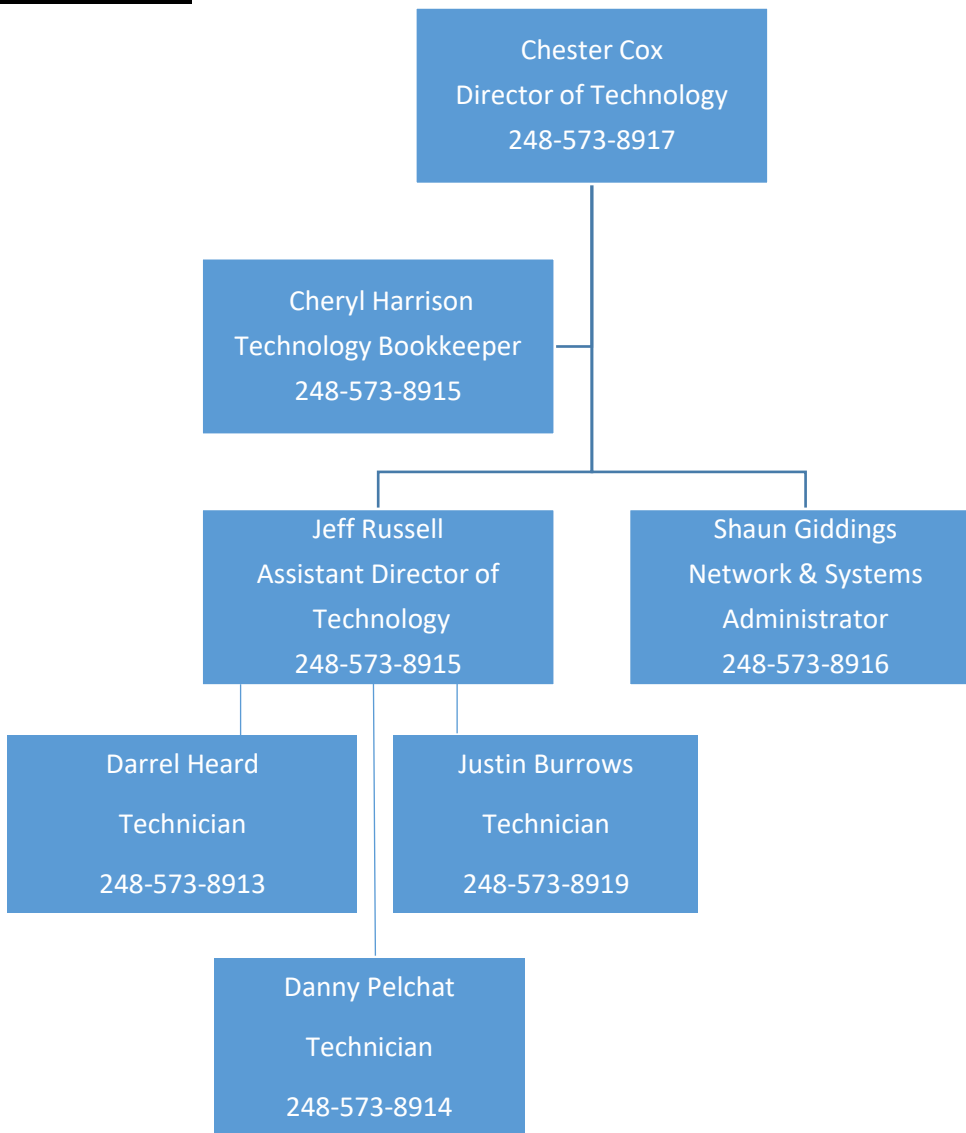
## FOOD SERVICE

Prepare and Serve Breakfast on Site  
 Prepare and Serve Lunch  
 Site Catering for Special Functions

## TRANSPORTATION

Pupil Transportation  
 Bus Safety  
 Bus Routing and Scheduling  
 Athletic Event and Field Trip  
 Scheduling & Transportation  
 Bus and Vehicle Maintenance Bus  
 Discipline Referrals  
 School Boundary Support

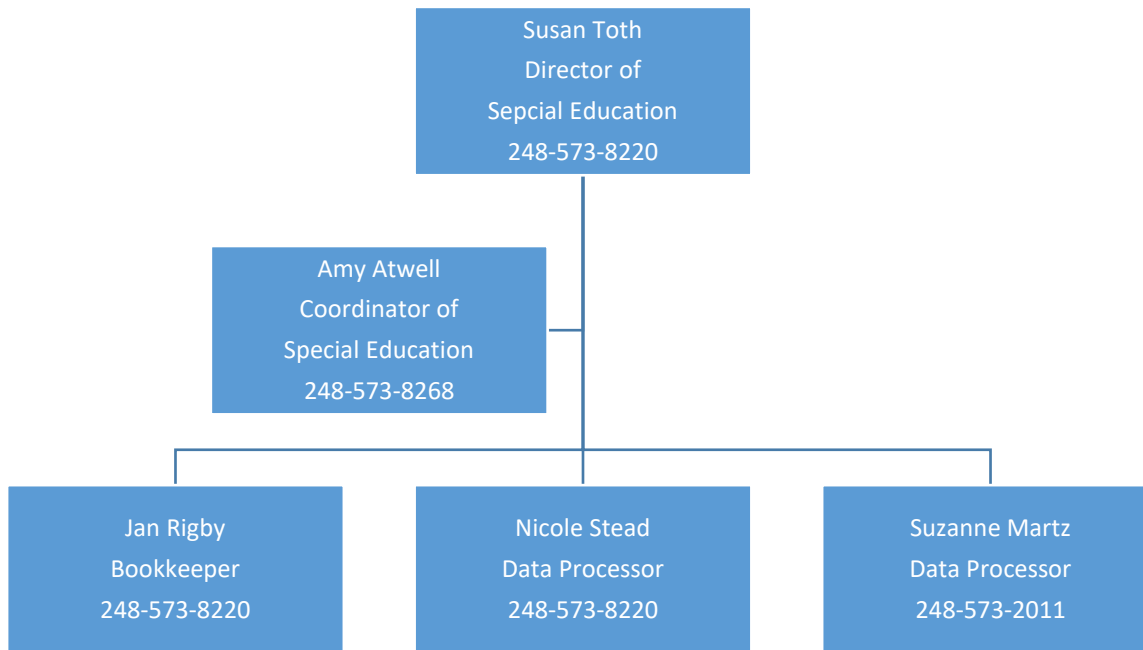
# Technology



## **TECHNOLOGY**

Security Enhancements (FOB access, cameras, intercoms)  
District Cell Phones  
Google E-Mail and Internet Support  
Hardware Evaluation  
Hardware Support  
Software Evaluation  
Software Configuration  
Technology Help Desk  
Technology Inventory  
Technology Purchasing  
Telephone system (service, new orders, etc.)  
Local Area Network Support (LAN)  
Wide Area Network Support (WAN)  
Universal Service Credit (E-Rate)  
District Wireless Network (WiFi)

# Special Services



## **SPECIAL EDUCATION DEPARTMENT**

Child Find  
Child Study  
504  
Special Education  
Tutoring  
Evaluation/Assessment for Disabilities  
Summer School  
Transportation for Disabled Students  
Social Work  
Speech  
Occupational Therapy  
Physical Therapy  
Para Educators  
Emergency Medical Plans  
Homebound