Penn-Trafford School District
Organization Chart
2012-2013

Board of School Directors

Board Solicitor

Superintendent of Schools

Policy Revisions & Regulations
Professional Development
Principal Supervision
Strategic Planning

Director of Student Learning Supports

Assessment Coordination
ESL Coordination
Federal Programs
  Health/Wellness Home/School
Visitation
  Homeless Administration
Guidance Services
  Least Restrictive Environment
Nursing services
  Response to Intervention
Special Education Services:
  Chapter 14 Compliance
  Chapter 15 Compliance
  Chapter 16 Compliance
  Section 504 Compliance
  Spec. Ed. teacher observations
  State Penn Data Reporting
  PCA recruitment & placement
  Special Education Plan
  Special Ed. Budget

Assistant Superintendent

Academic Programs (Fast Forword,
  Read 180, Achieve 3000)
Acct Block Grant
Administrative Handbook
Curriculum K-12
DARE/Drug Free Schools
Data-Driven Analysis
  (PVAAAS, 4Sight, InView, PSSA)
Department Chairs
District Web Site / eChalk
  Administration
Foundation
Grant Writing Coordinator
New Teacher Induction
PIMS Administrator
Public Relations
Safe Schools /Security
Transportation
Technology Department

Director of Human Resources

Act 48 & 45 Record Keeping
AESOP
Employee Attendance
Services Benefits Administrator
Grievances
Intern Placements
Student Teacher Placements
Labor Negotiations
Personnel
ProSoft Coordinator
Retirement Consultation
Teacher Evaluations
  Administration/Submission
Title IX Coordination
Workers Compensation
Administrative Handbook
Substitute Guidelines
Teacher Certification
Teacher Contracts/Tenure

Director of Financial Planning & Business Affairs

AHERA compliance
Auditing Services Bid
Procurement Board
Secretary
Budget Development
  Forecasting,& Communication
Buildings/Grounds/Facilities
Contract Compliance
Financial Planning Services
Food Service
General Accounting Services
Health Consortium Investments
IU7 Business Consortiums
Purchasing
Tax Collector Liaison
Buildings/Grounds/
Business Department
Custodians Department

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Technology Coordinator	Director of Facilities Maintenance	Assistant to the Director of Financial Planning and Business Affairs	Business/Human Resource Department Clerical Help

➢ Network management
➢ E-Rate funding
➢ Software compliance
➢ Hardware maintenance
➢ Student management system
➢ Technology training
➢ Hardware installation
➢ Software installation
➢ Network security
➢ Technology inventory
➢ Staff management
➢ Data archiving
	➢ Staff management & supervision:
	    Custodial / Maintenance
	➢ Plant operations
	➢ Building repair
	➢ Grounds maintenance:
	    Mowing, snow removal, repairs
	➢ Staff training
	➢ Supply ordering & inventory
	➢ Equipment maintenance
	➢ Code compliance
	➢ Facilities planning
	➢ Bid preparation
	➢ Contractor supervision
	➢ Building security
		➢ Payroll:
		  Personnel data updates
		  Salary schedules & letters
		  Payroll processing twice/month
		  Monthly payroll distribution
		  Opt-out payments
		  Extracurricular payments
		  Deductions payments to vendors
		  Verification of employment
		  Manual checks cut and disbursed
		  Administration of ProSoft payroll web portal
		  W2 Forms
		  Act 29 reporting
		➢ Attendance:
		  Manual records
		  Attendance letters
		  Tracking of consecutive days for substitute teachers and paraprofessionals
		➢ PSERS:
		  Work Report Uploading and Verification
		  Purchase of Service reporting
		  Contract Uploading and Verification
		  Member Demographics Uploading and Verification
		➢ Health insurance payments for retirees
		➢ Taxes:
		  Federal; State; Unemployment; Local Services Taxes (LST); Earned Income Taxes (EIT); Quarterly 941
		➢ Department of Labor Reporting
		➢ PA New Hire reporting
		➢ Payroll bank account reconciliation
		➢ Tax account reconciliation
			➢ Accounts Payable
			➢ Accounts Receivable
			➢ Bid tabulation & reporting
			➢ Cafeteria fund
			➢ Capital Reserve Fund
			➢ Free & Reduced Lunch applications
			➢ General Fund Accounting
			➢ Investment reporting
			➢ Purchase order processing
			➢ Maintain Benefit and Name/Address changes
			➢ ProSoft Input
			➢ AESOP Substitute Reporting
			➢ Track and Maintain Applications/Clearances