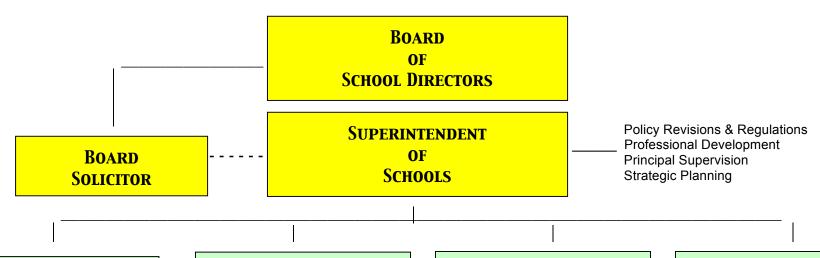
PENN-TRAFFORD SCHOOL DISTRICT ORGANIZATION CHART 2012-2013



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 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**

PENN-TRAFFORD SCHOOL DISTRICT

ORGANIZATION CHART 2012-2013

Technology Coordinator

- ➤ 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

Director of Facilities Maintenance

- 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

Assistant to the Director of Financial Planning and Business Affairs

➤ 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

Business/Human Resource Department Clerical Help

- ➤ 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