

# EPASD Administrator Report

March 28, 2018

# Comparison of Similar Sized Districts

| School District  | Enrollment | Superintendent(s) | Act 93 | Total Admin |
|------------------|------------|-------------------|--------|-------------|
| Middletown       | 2132       | 2                 | 15     | 17          |
| Eastern York     | 2197       | 2                 | 14     | 16          |
| South Middleton  | 2223       | 2                 | 16     | 18          |
| West Perry       | 2535       | 1                 | 14     | 15          |
| Susquehanna Twp. | 2626       | 2                 | 16     | 18          |
| East Pennsboro   | 2626       | 2                 | 11     | 13          |
| Big Spring       | 2821       | 2                 | 13     | 15          |
| York Suburban    | 2847       | 2                 | 12     | 14          |
| West York        | 2873       | 3                 | 14     | 17          |

# Administrator Roles and Responsibilities

1. Dean/Assistant Principals
2. Principals
3. Director of Athletics and Student Activities
4. Technology Director
5. Director of Curriculum, Instruction, and Assessment
6. Director of Special Education
7. Business Administrator
8. Assistant Superintendent
9. Superintendent

# Dean/Assistant Principals

## Major Responsibilities Include:

- **Directs and manages all aspects of the District discipline system including demerits, detentions, suspensions, and Saturday School assignments**
- **Directs and manages all aspects of the District attendance policies including unlawful notices, required Doctor excuses, and citations**
- **Oversees all emergency drills and procedures**
- **Provides administrative supervision for the entire staff as well as instructional leadership for the teachers**
- **Encourages and fosters an acceptable student attitude of respect, integrity, and pride**
- **Works collaboratively with Guidance Department to address counseling needs of students**
- **Acts as LEA for student IEP and GIEP meetings**
- **Assists the Principal in the selection, assignment, and evaluation of all professional and non-instructional personnel. Promotes and assists in the professional growth of all staff**
- **Functions as Acting Principal during the absence of the Principal**

# Principals

## Major Responsibilities Include:

- Provides administrative supervision of all staff as well as instructional leadership for the teachers
- Collects and analyzes data as per curricular initiatives, student performance, and various academic programs, using a variety of methodologies and providing evidence of staff implementation of plans for improvement
- Assumes leadership for providing a continuous program of curriculum improvement and high expectations for performance while implementing the existing school district approved curriculum
- Initiates innovation and make it possible for teachers to become familiar with new methods, devices, and materials that are appropriate for the improvement of the school program
- Plans and implements appropriate school-wide programs for students
- Ensures the special education staff follows procedural safeguards for all special needs students within the building and compliance with IEPs and 504 plans
- Screens and recommends the hiring of professional and non-instructional personnel
- Completes requirements of Differentiated Supervision/Staff Development Plan
- Develops and implements a comprehensive schedule for all students and staff that include scheduling classes, special events, special education services, staff duties, lunches, transportation, etc

# Director of Athletics and Student Activities

## Major Responsibilities Include:

- Oversees the development and implementation of extra-curricular activities
- Oversees the development and monitoring of athletic equipment inventory and provide proper care of athletic equipment
- Prepares all athletic reports as required by the PIAA, League Conference, and school district
- Coordinates outside group use of facilities using Policy 707 in regard to applications, fees, contracts, and Board approval for use
- Oversees use of facilities requests and maintain the facilities use calendar for all district athletic venues as well as the High School building as a whole
- Maintains all individual and team records of interscholastic athletic achievement and prepare all athletic awards
- Assumes responsibility for scheduling and rescheduling all games, transportation, game personnel, media, and officials
- Schedules the use of gymnasiums, practice fields, and pool to insure coordination between school district athletic intramural activities with community recreation programs
- Monitors eligibility status of all school district athletes

# Technology Director

## Major Responsibilities Include:

- Provides leadership to the District regarding contemporary applications of educational technology and instructional media
- Develops and updates a long-range technology plan for the District
- Assists other administrators in development of staff in-service programs that address technology needs both district-wide and at the building-level and provide technical assistance where needed
- Supervises and manages the Technology Department which includes materials distribution/production and technical activities
- Provides supervision and evaluation for technology staff
- Leads the review of applications and interviews of technology staff
- Contributes to updating technology related policies and procedures, with administration, staff members, community, and board members
- Provides email, telephone, and on-site technical assistance services to assist educators in implementing technology
- Develops and updates networking solutions in collaboration with the Network Facilitator

# Director of Curriculum, Instruction, and Assessment

## Major Responsibilities Include:

- Leads ongoing assessment of curricular programs and resources, leading all aspects of program revisions and additions as needed
- Manages the District's curriculum budget, ensuring effective allocation of resources to meet student needs
- Provides leadership coaching and support to building principals
- Creates a comprehensive plan for the development and implementation of an effective system of assessment
- Develops the process of using data to improve the delivery of instruction to meet the needs of students
- Provides research, guidance, and recommendations for any policy/legal matters and participates in decision-making and problem-solving issues at the administrative level
- Observes/coaches teachers and provides professional development on the use of techniques to improve instruction
- Directs Title I and Title III federal programs
- Researches, pursues, and manages grants for outside funding for current and new district initiatives
- Participates in monthly staff meetings at the building level to provide ongoing leadership



# Director of Special Education

## Major Responsibilities Include:

- Supervises special education staff and provides evaluations on meeting requirements of IDEA and Chapter 14
- Develops and implements a comprehensive K-12 Special Education curriculum
- Provides a continuity of services through various programs for special education students
- Conducts periodic program evaluations for the special education department
- Prepares and submits the Special Education Plan for state approval
- Maintains detailed knowledge of the federal and state laws, regulations, standards and guidelines related Special education and ADA
- Coordinates placement of students with special needs in programs inside and outside of the district
- Coordinates the transition of early intervention students to school age programs in cooperation with early intervention providers
- Supervises the delivery of services by the school psychologists
- Provides staff training with the special education process, procedures, and professional development
- Plans and facilitate regularly scheduled special education staff meetings to provide updates on instructional strategies and policies governing special education

# Business Administrator

## Major Responsibilities Include:

- Serves as the chief financial officer for the District
- Directs all budget controllers with the development of annual building budgets, overall District budget, federal programs budgets and any federal, state or local grants
- Collects, analyzes, and interprets financial data for ease of use for other administrators, School Board and stakeholders
- Develops procurement policies and procedures to govern the purchase of materials, supplies and equipment to further educational learning
- Provides assistance with the negotiation & implementation of new Collective Bargaining Agreements, Act 93 Agreements, Classified personnel policy or procedural changes
- Manages District facilities and oversees the Facilities Director
- Oversees the District transportation office and Transportation Coordinator
- Responsible for food services and the Food Services Director
- Supervises Accounts Payable, Payroll/Benefits, Bookkeeper, and the Print Shop
- Provides support to the Superintendent/Assistant Superintendent with financial matters to insure compliance with applicable laws, rules and regulations

# Assistant Superintendent

## Major Responsibilities Include:

- Serves as the chief academic officer for the District.
- Works directly with the Superintendent to achieve District comprehensive plan goals.
- Provides leadership coaching and support to the Curriculum, Special Education, and Technology Directors.
- Responsible for all aspects of student services, including direct supervision of school counselors, nurses, and gifted educators.
- Responsible for all aspects of Human Resources.
- Leads the District Professional Education Committee with the Curriculum Director and Superintendent.
- Engages stakeholders in the development of strategies and action plans for continuous improvement.
- Addresses sub-standard employee performance following all policies, procedures, and applicable laws.
- Supports the Superintendent with the daily operational functions of the district.

# Superintendent

## Major Responsibilities Include:

- Interprets and executes the intent of Board policy, rules, and regulations.
- Supports Board policy and actions to the public and staff.
- Keeps the Board informed on issues, needs and operations of the school system.
- Offers professional advice and appropriate recommendations to the Board on items requiring Board action.
- Plans along with the Board for the future of the school district.
- Provides the Board with sufficient data and appropriate alternatives.
- Evaluates educational needs and translates them into financial recommendations.
- Informs staff and Board about the physical needs of the district.
- Supervises operations of the District.
- Makes provisions for the proper expenditure of funds, and for adequate control and accounting measures.
- Evaluates financial needs and makes recommendations for adequate financing.
- Attends school activities and events.
- Works to achieve community understanding of district goals.
- Works effectively with the news media.
- Evaluates the effectiveness of the educational program.