

2015-2016 Senior Leadership Team - Key Responsibilities

POSITION	Superintendent	Director of K-5 Educational Programs	Director of 6-12 Educational Programs	Director of Special Education	Network Administrator	Business Administrator	Maintenance/ Custodial Supervisor	Athletic Director/ Public Relations
NAME	Cathy Keegan	Daphne Snook	Brian Ulmer	Catherine Girton	Duane Gemberling	Brian Snyder	Steve Rockey	Rod Harris
REPORTS TO:	Board	Superintendent	Superintendent	Superintendent	Superintendent	Superintendent	Business Administrator	High School Principal
	District-wide oversight	K-5 curriculum and instructional programs	6-12 curriculum and instructional programs	All homebound education	Assessment (technology portion)	Accounts Payable	ADA and AHERA	Athletic budgeting
	Annual retreat	K-5 local & state assessments	6-12 National and local assessments	Approve Special Ed conferences K-12	Develop and monitor technology budget	Advertising	Bid specification	Athletic eligibility reporting
	Attend Committee & Board meetings	K-5 School Improvement Plans	6-12 School Improvement Plans	Bureau of Sp. Ed. Compliance Monitoring	Educational technology representative	Budget development	Budget preparation and management	Athletic inventory control
	Communicate regularly with the Board	K-5 student and personnel investigations	6-12 student and personnel investigations	Cabinet and Leadership meetings	Implementation of tech integration grants	Cash receipts/ deposits	Capital projects and construction management	Booster Club organization and coordination
	Conference approval	Attend board & committee meetings	Attend board & committee meetings	Contract with outside providers	K-12 educational technology integration and program evaluation	Computer hardware and software evaluation	Contractor inspections	Confirm coaching clearances
	Constituent relations	Common Core standards	Common Core standards	Coordinate related services staff	Maintenance of tech systems	CS Insurance Trustee	Custodial staff supervision	Coordinate all awards given for athletic accomplishments
	Coordinate efforts with CSIU and PDE	Comprehensive Planning	Comprehensive Planning	Discipline report reconciliation	Manage and maintain phone systems	Debt Service and long-term planning	Environmental Management	Coordinate all indoor and outdoor facility usage
	Delegate the coordination of public relations	Constituent relations (parents)	Constituent Relations (parents)	Dispute resolutions	Manage E-rate	Financial reporting and audit	HVAC and Mechanical administration	Coordinate and manage all event staff
	Directly supervise and evaluate Act 93	Curriculum budget	Curriculum budget	Emergency response coordination & training	Network Security	Fixed Assets	Local and State code inspections	Coordinate and oversee District Newsletter
	Dispute resolution	Designing & Implementing Professional Development	Designing & Implementing Professional Development	Extended School Year	Oversee diagnostics of LANS, WANS, Internet and associated equipment	Grants - Federal/ State/Local	Long-range building plans	Coordinate and record Activity fees
	Early dismissal, late start, school closings	Educational Program evaluation (K-5)	Educational Program evaluation (6-12)	Facilities safety and security	Oversee software installation	HIPAA	Maintenance staff supervision	Coordinate and request to host District IV and PIAA Playoffs
	Facilitate monthly leadership meetings	Instructional Leadership	Instructional Leadership	Medical Access Billing & Reporting	Specialized support for STEM technology integration	Human Resources and Payroll	Recycling	Coordinate Apparel and Gear for faculty/staff, athletics, and community.
	Foundation liaison	PIMS State reporting K-5	PIMS State reporting 6-12	Out of district placements	Supervise technology staff	Investments and Cash Management	Safety Committee	Coordinate athletic insurance
	Meet the provisions of the law and official policies are adopted	Professional staff scheduling & hiring (elementary)	Professional staff scheduling & hiring (secondary)	PA Alternate Eligible Standards	Technology infrastructure upgrades	Legal expense tracking	Shipping and receiving	Coordinate athletic programs with MS

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	Mission, Vision, goals and Strategic planning	Principals' PD in curriculum/ instruction/ assessment related areas	Principals' PD in curriculum/ instruction/ assessment related areas	Paraprofessional supervision	Web 2.0 (online learning)	Negotiations	Snow removal and lawn care	Coordinate maintenance and preparation of all athletic fields/facilities
	Participate in continuing education, conventions, conferences, meetings, prof. associations	Student attendance	Student attendance	PENN Data reporting	Website support - district, school, teacher	Open Records		Coordinate officials and paychecks for officials for athletic events
	Participate in negotiations	Student discipline K-5	Student Discipline 6-12	Personnel & student investigations		Oversight of Business Office		Coordinate three seasonal coaches meetings
	Provide recommendations to School Board	Teacher evaluations	Teacher evaluations	Preschool transition		Oversight of District Food Service Program		Coordinate three seasonal Meet the Panthers Nights
	Recommend policies and revisions	Coach supervision	Act 48 reporting	Professional staff scheduling & hiring (special education)		Oversight of Maintenance & Custodial department		Coordinate, track & record all athletic physicals
	Recruitment, hiring and assignment	Diversity	Alternative Ed AEDY reporting	Psychology services		Oversight of Student Transportation		Event management and admissions
	Represent school community, professional governmental activities	ESL & Title III grant	Annual review and updates to HS/MS programs of study and academic handbooks	Safe Schools Initiative and reporting		Personnel Investigations		Highlight all athletic accomplishments to press
	School district calendar	Federal Programs - Rural & Low Income Schools; Title I, Title II, Title III	AP program and AP audit	Special Ed. PIMS verification		Policy Development		Hire, supervise and evaluate coaches
	School improvement	Full day kindergarten	District Assessment Coordinator	Special Education grants		Purchasing and Bidding		Knowledge of the policies and regulations for P.I.A.A., MASD and Heartland League
	Set procedures collaboratively with Admin. Team necessary to carrying out rules, regulations, legislated mandates and policies	Head Start - White Deer	Dual enrollment	Special Education Plan, PDE		Risk Management and Insurance		Maintain and continue to work on Sports History for Milton Athletics
	Supervise preparation of annual budget	Home School, K-12	Induction program	Special Education/ Gifted/ 504 programs		Safety Committee		Maintain and update banners in gym for sport history

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	Supervise Principal and building goal setting and review	Hybrid Learning	K-12 State Assessment training, coord. of data systems, supplemental inst., communication, and oversight of PIMS and PVAAS data as related to state assessments and teacher evaluation	SRO liaison		School Board Secretary		Maintain working relationship with local press and media for District and Athletic news
	Supervise school district public relations	Kindergarten registration	KtO Grant	Designing and Implementing Professional Development		Tax Collection		Manage and maintain athletics website
	Technology oversight	Literacy supervision	STEM-all curriculum for gr. 9-10, STEM support	Teacher Evaluations				Manage athletic bank account
	Weekly cabinet meetings	Nurse supervision	Student Services: Counselors, Nurses, NTPE & SAP	Instructional Leadership				Manage student conduct at events with principals
		RtII	Student Teaching K-12	Safe Schools grants				Printing athletic materials
		Student teachers and practicum students, K-5	Supervise Alternative Ed, Auxiliary High School and Milton Cyber School	PASA test coordinator				Send PR to local newspapers for publishing
			Title IX Compliance Officer	Attend board and committee meetings				Supervise athletic trainers
								Take pictures for District news and calendar
4/27/16								Verify athletic transfers