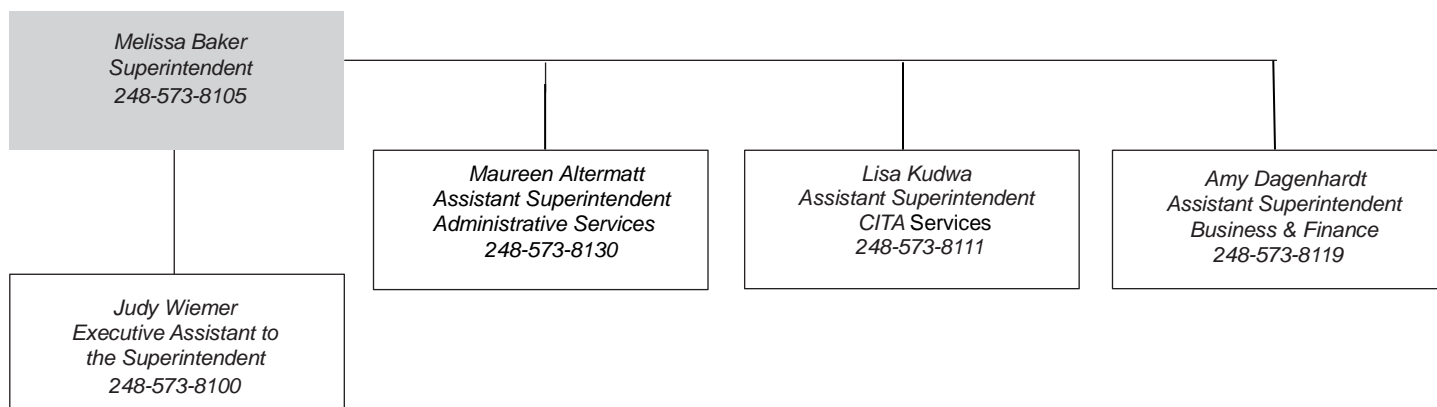


Flowchart of Department Responsibilities

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

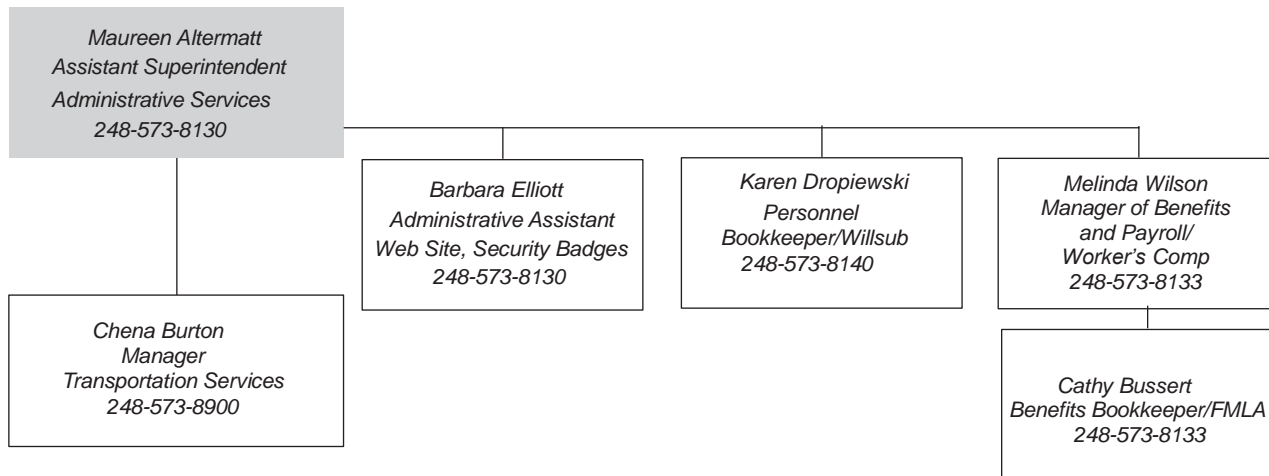
Preparing for and managing district growth and development through goal setting and the shared involvement process

Implementation of and adherence to state and federal guidelines and mandates

Mission Statement

In support of our community, the mission of South Lyon Community Schools is to provide the highest quality educational process, so that all students can excel as individuals and become contributing members of society.

Administrative Services



Administrative Services Responsibilities

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
 Athletics
 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

LABOR RELATIONS

Contract negotiation
 Contract administration
 Grievances and arbitrations
 Legal issues

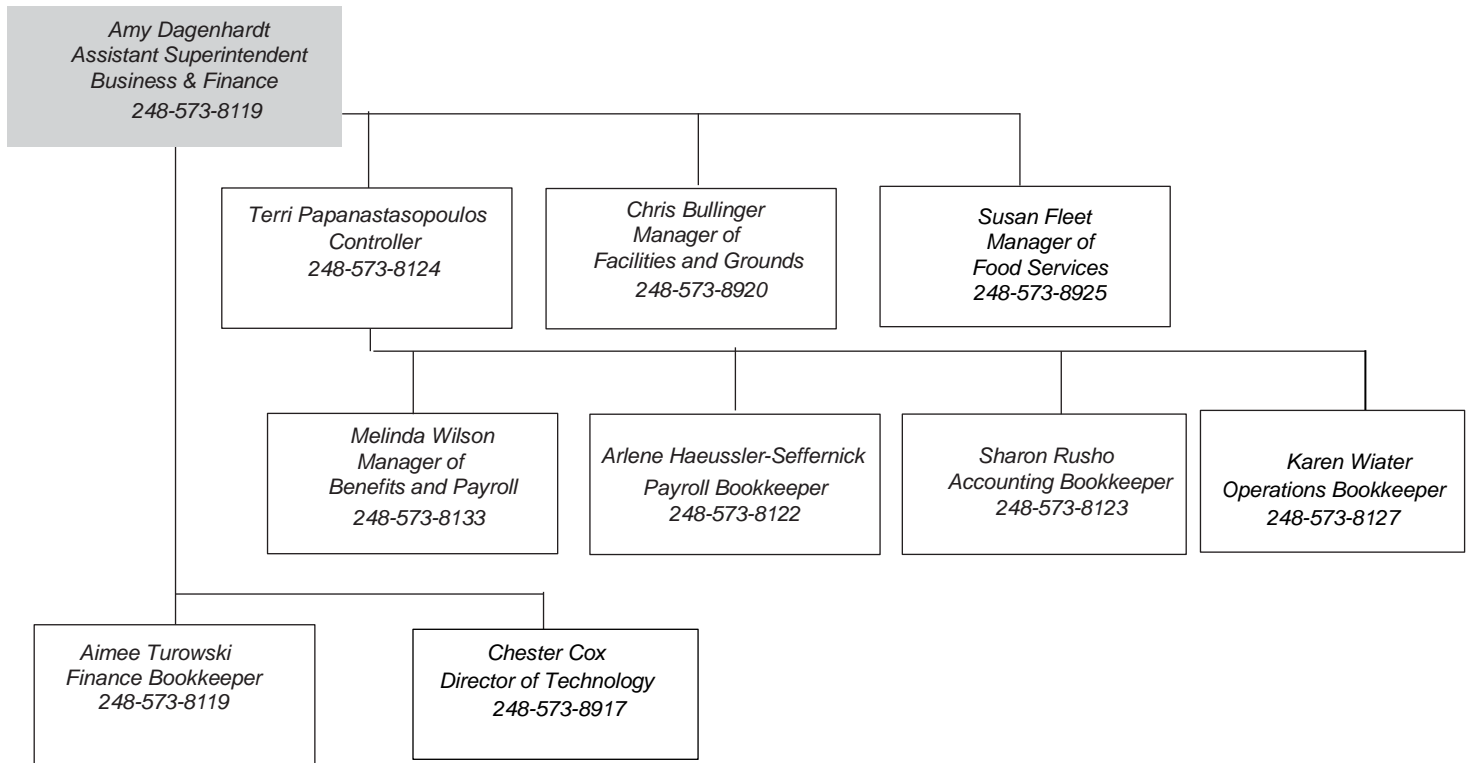
PERSONNEL

Americans with Disabilities Act (ADA)
 Criminal Records/Fingerprinting
 Degree/Step Change
 Employee Attendance
 Employee Directory
 Employee Evaluation
 Employee Recruiting and Hiring
 Family Medical Leave Act (FMLA)
 Guest Teachers
 Contracted Employees
 Hazardous Substance/ Universal Precautions Training
 Longevity Gifts and Payments
 Mentor Project Handbook
 New Teacher Workshops
 Substitute Employees
 Substitute Employee Management System (SEMS)
 Teacher Certification
 Transfer Requests
 State Reports (REP, CEPI)
 Unemployment Claims

BENEFITS

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

Business and Finance



Business & Finance Responsibilities

BUSINESS

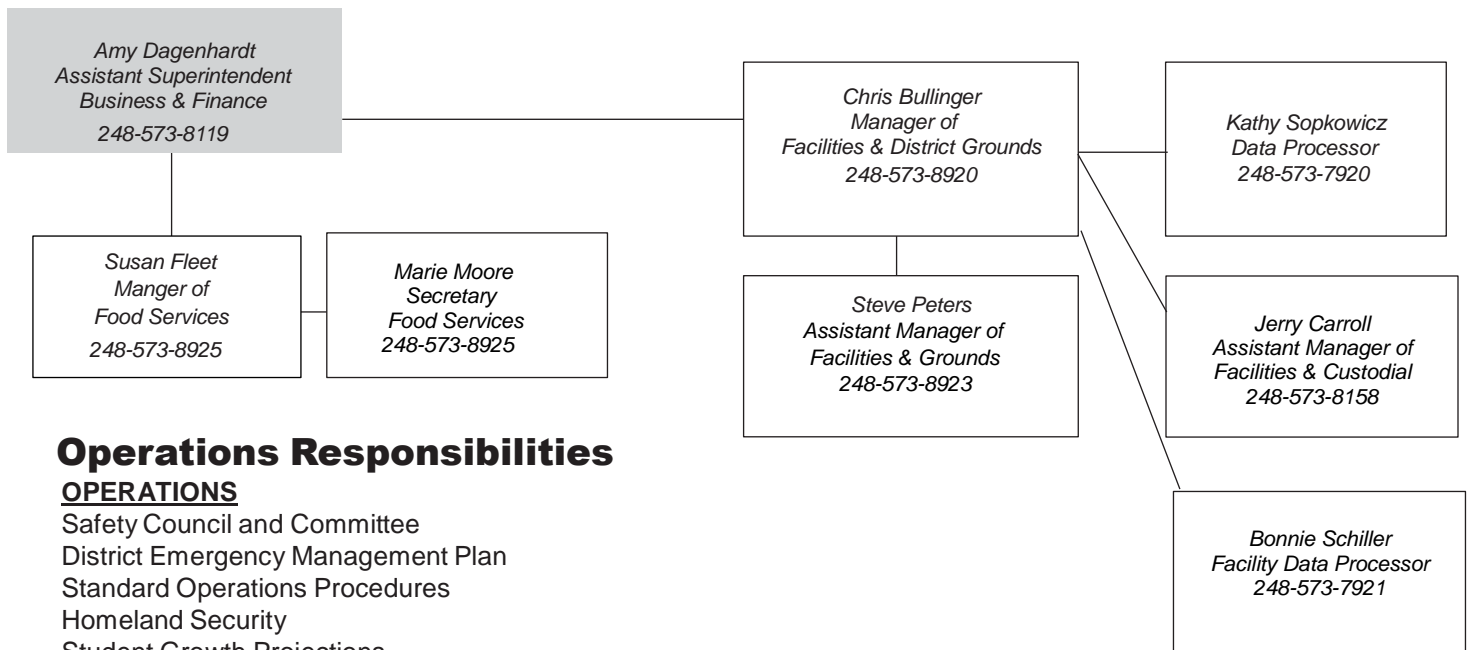
Accidents - Student
 Accounts Payable
 Accounts Receivable
 Activity Funds
 Check Requests
 District insurance
 Fixed assets
 Inventory
 Jury Duty Payments
 Payroll
 Purchase Years of Service
 (MPERS)
 Purchasing
 Requisitions
 Purchase Orders
 Retirement
 403(b)/457 Plans
 Vandalism/Break-in Reports

Journal Entries
 State Reports
 FID
 SE-4096
 SE-4094
 Credit Cards
 Conference Travel
 Mileage
 Employee Reimbursement
 Petty Cash
 New Vendor Requests
 Employee Online
 Workers Comp Audit

FINANCE

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

Operations



Operations Responsibilities

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

FACILITIES AND MAINTENANCE

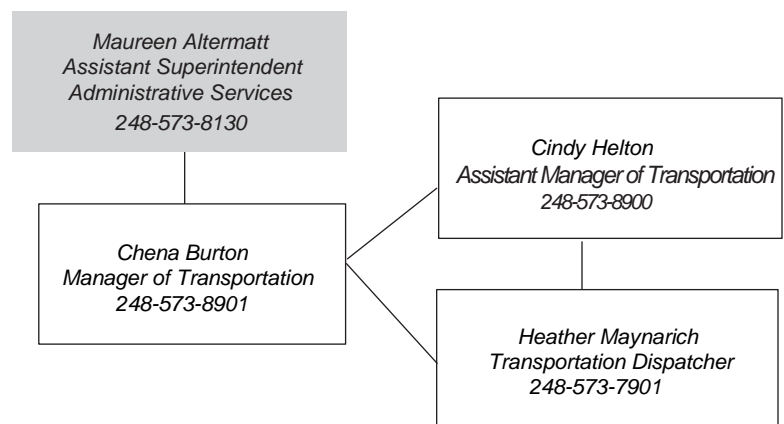
Preventative and corrective maintenance
 Indoor Air Quality
 District Mail Handling
 District Warehouse
 Custodial Services
 Key Control
 Safe Drinking Water
 Asbestos Coordination
 Building Security
 Storm Water Systems
 Well Head Protection
 Red Cross Mass Casualty
 Coordination Life Safety Equipment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

GROUNDS

Outside Trash Pickup
 Empty Outside Trash Containers
 Maintain Irrigation Systems
 Maintain Playground Equipment (Elementary Only)
 Manage Contracted Mowing and Snow Removal
 Snow Removal and Salting
 Maintain Site Lighting and Signage
 Maintain Parking Lots and Walkways
 Maintain and Prepare Athletic Field

TRANSPORTATION

Pupil Transportation
 Bus Safety
 Bus Routing and Scheduling

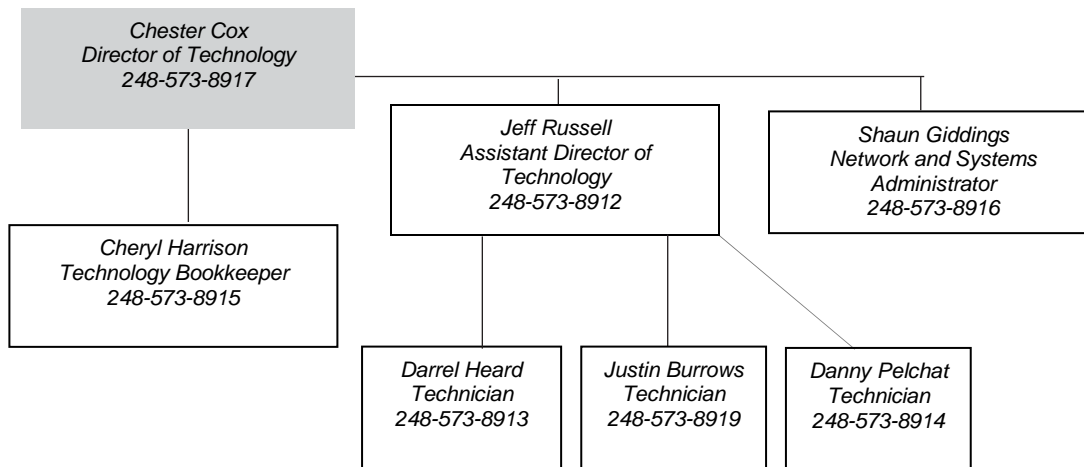


Athletic Event and Field Trip Scheduling & Transportation
 Bus and Vehicle Maintenance
 Bus Discipline Referrals
 School Boundary Support

FOOD SERVICE

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

Technology

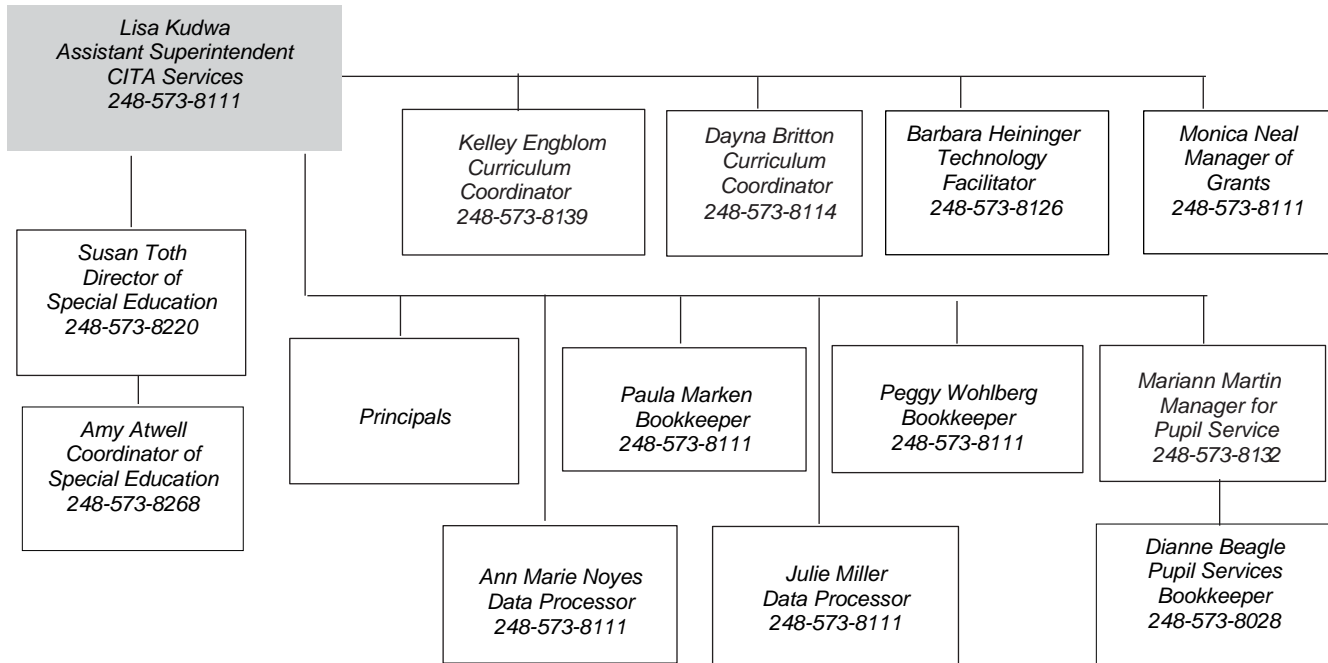


Technology Responsibilities

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)

CITA (Curriculum, Instruction, Technology and Assessments)



CITA Responsibilities

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

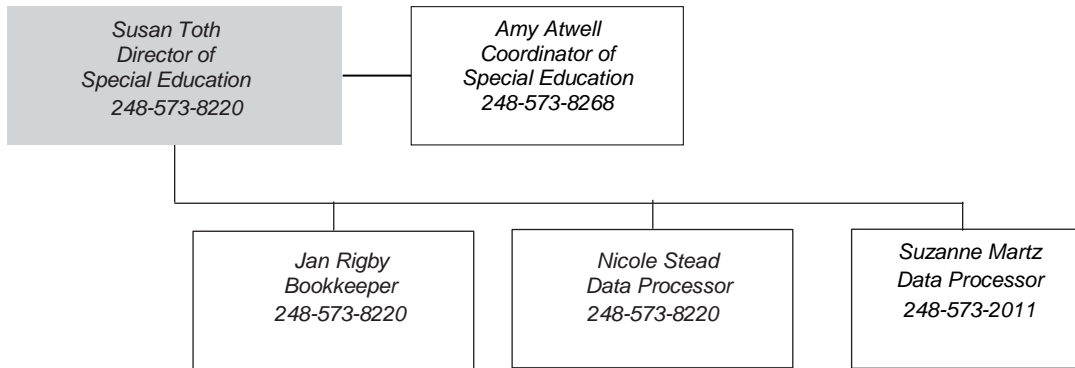
OTHER

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 (helpdesk for)

Special Services



Special Services Responsibilities

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