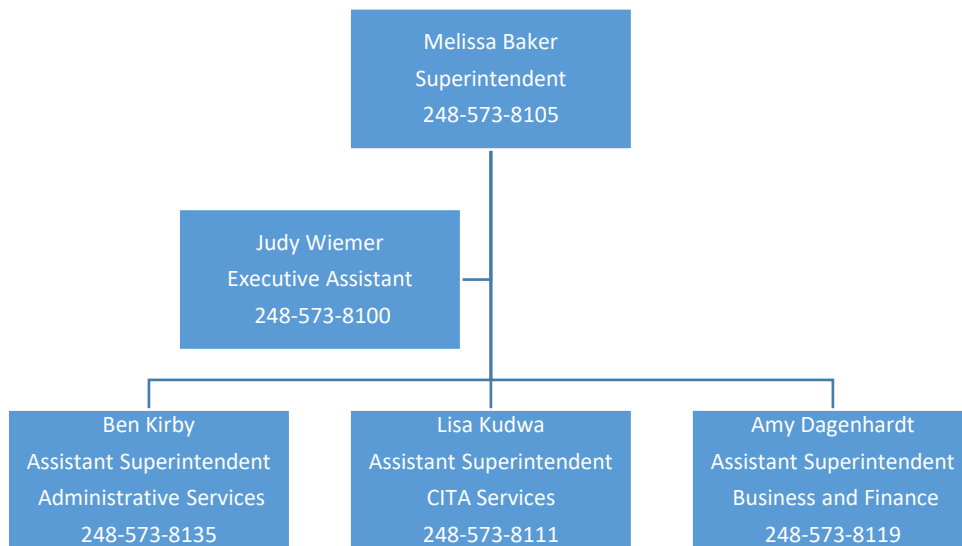


Flowchart of Department Responsibilities

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:

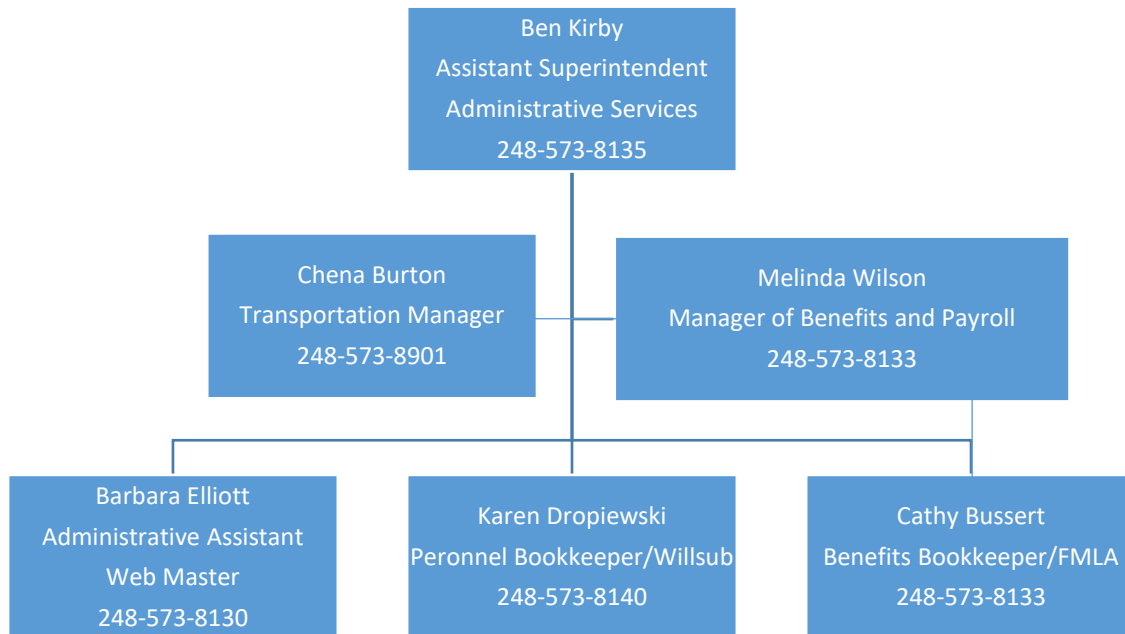
Establishing and maintaining effective communications and positive working relationships with all members of the school community, including staff, students, parents, community members, local business people and the Board of Education

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

Administrative Services



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
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
Web Accessibility

LABOR RELATIONS

Contract negotiation
Contract administration
Grievances and arbitrations
Legal issues

PERSONNEL

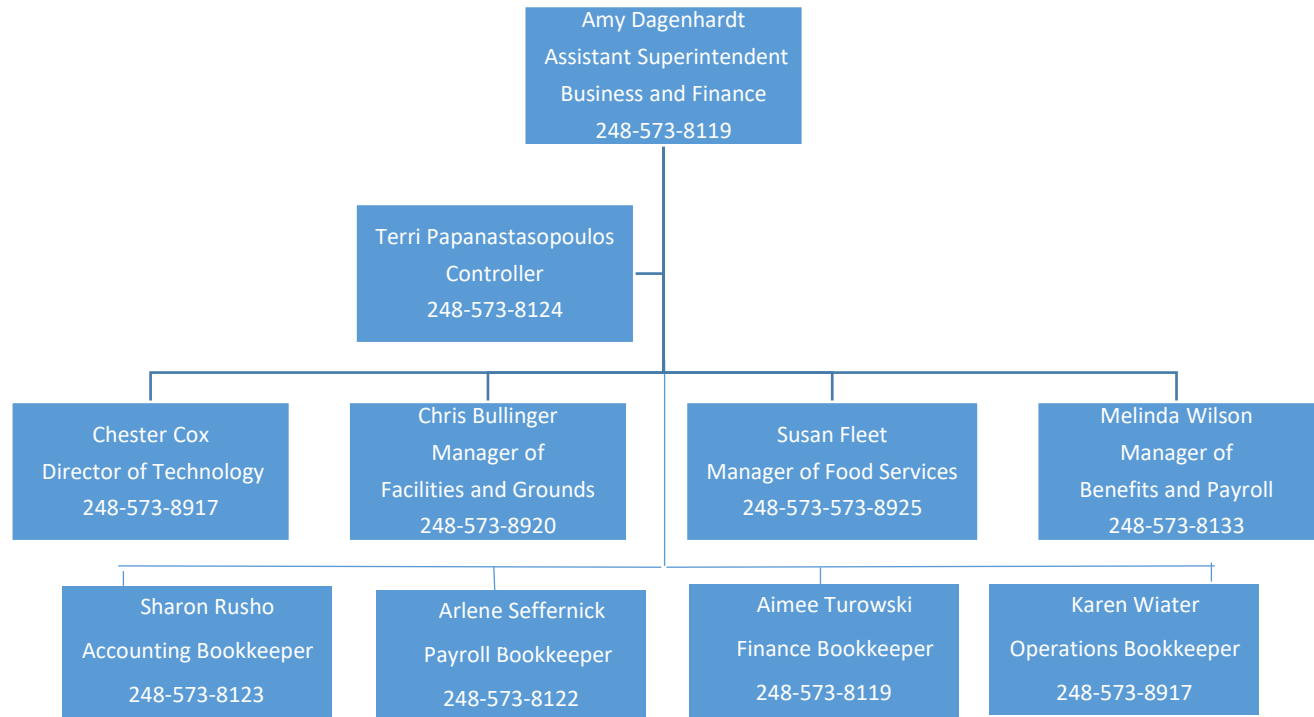
Americans with Disabilities Act (ADA)
Criminal Records/Fingerprinting

Degree/Step Change
Employee Attendance
Employee Directory
Employee Evaluation
Employee I.D. Badges
Employee Recruiting and Hiring
Family Medical Leave Act (FMLA)
Guest Teachers
Contracted Employees
Hazardous Substance/ Universal Precautions
Training
Longevity Payments
Mentor Handbook
New Teacher Workshops
Substitute Employee (Willsub)
Teacher Certification
Transfer Requests
State Reports (REP, CEPI, EEOC)
Unemployment Claims

BENEFITS

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

Business and Finance



BUSINESS

Accidents - Student

Journal Entries

Accounts Payable

State Reports

Accounts

Receivable FID

Activity Funds

Check Requests

SE-4096

SE-4094

District insurance

Credit Cards

Fixed assets

Conference Travel

Inventory

Mileage

Jury Duty Payments

Employee Reimbursement

Payroll

Petty Cash

New Vendor Requests

Employee Online

Purchasing

Workers Comp Audit

Requisitions

Purchase Orders

Retirement

403(b)/457 Plans

Vandalism/Break-in Reports

FINANCE

Audit Budget

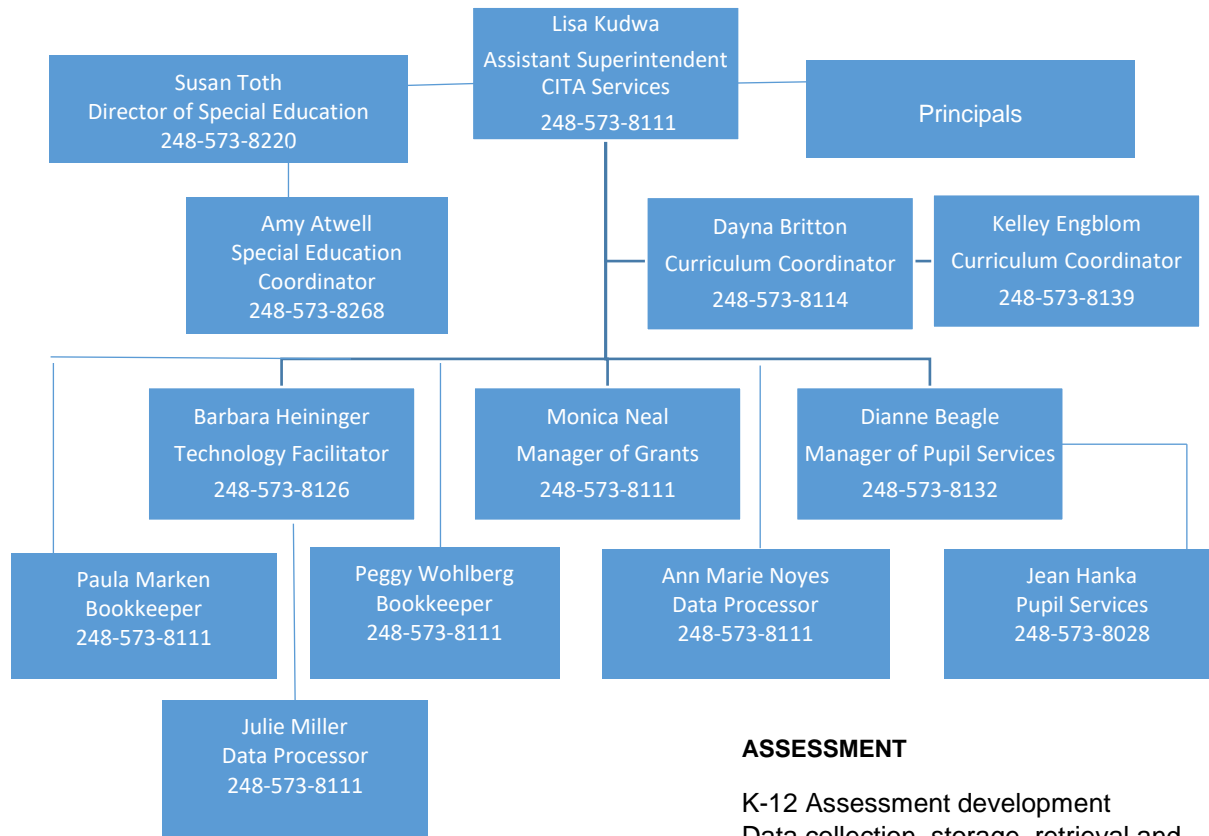
General ledger and forecasting

Financial Statements

Bond Issue

Capital Projects

CITA (Curriculum, Instruction, Technology and Assessments)



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

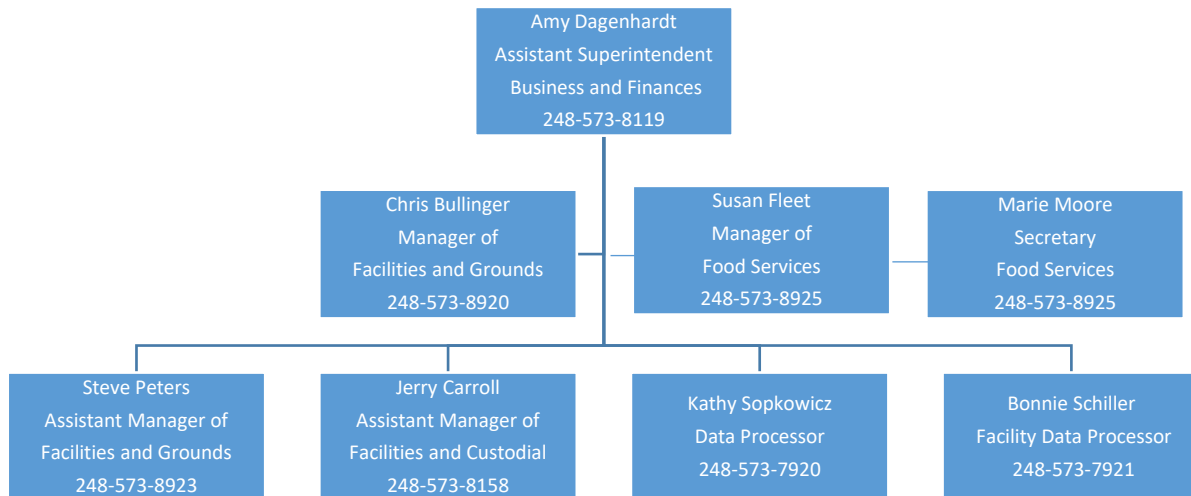
OTHER

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

Operations



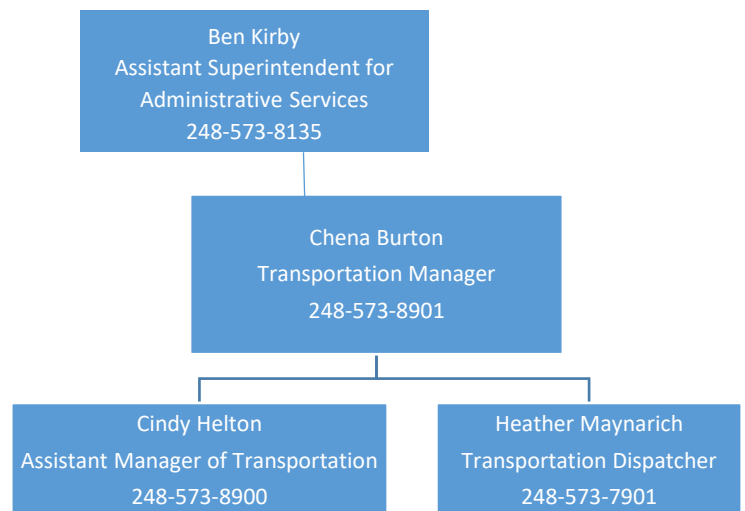
OPERATIONS

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

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

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



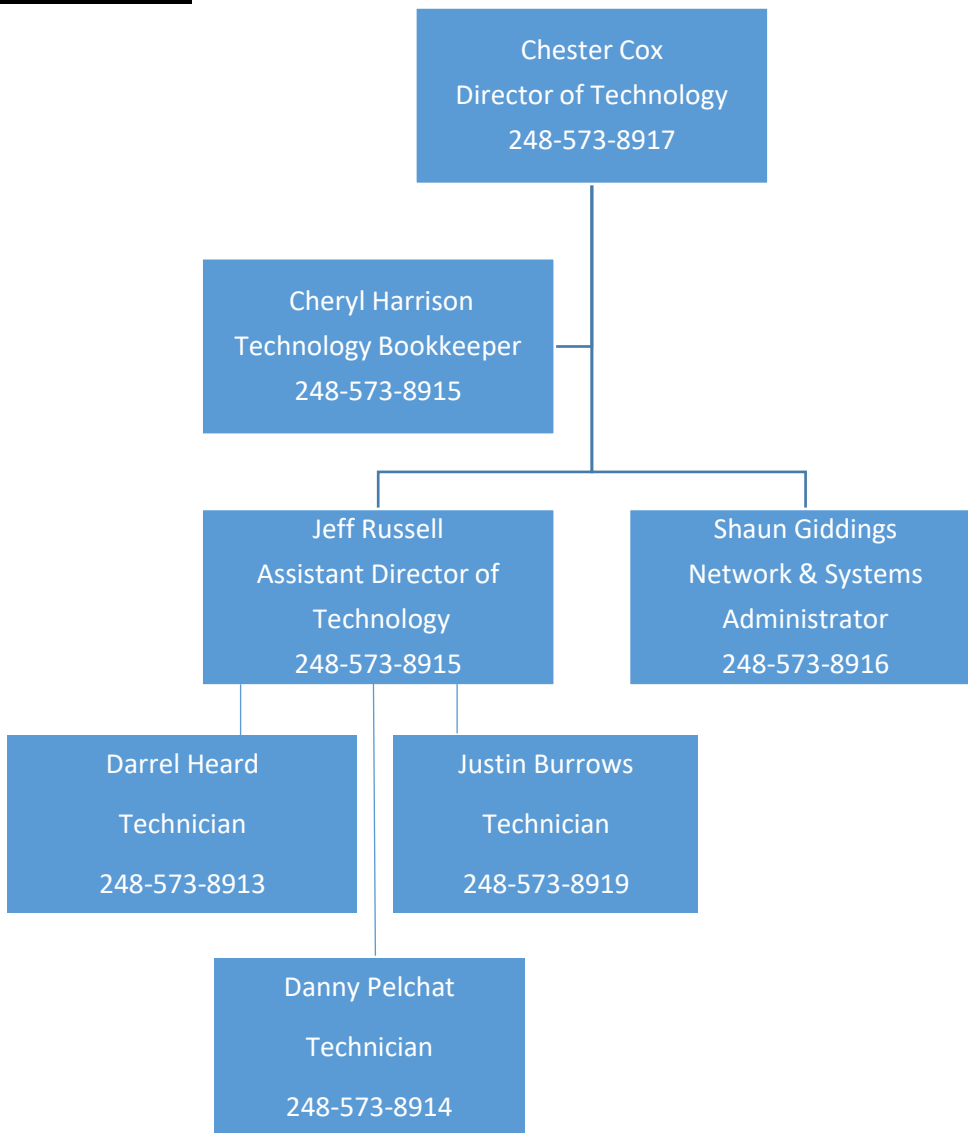
FOOD SERVICE

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

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

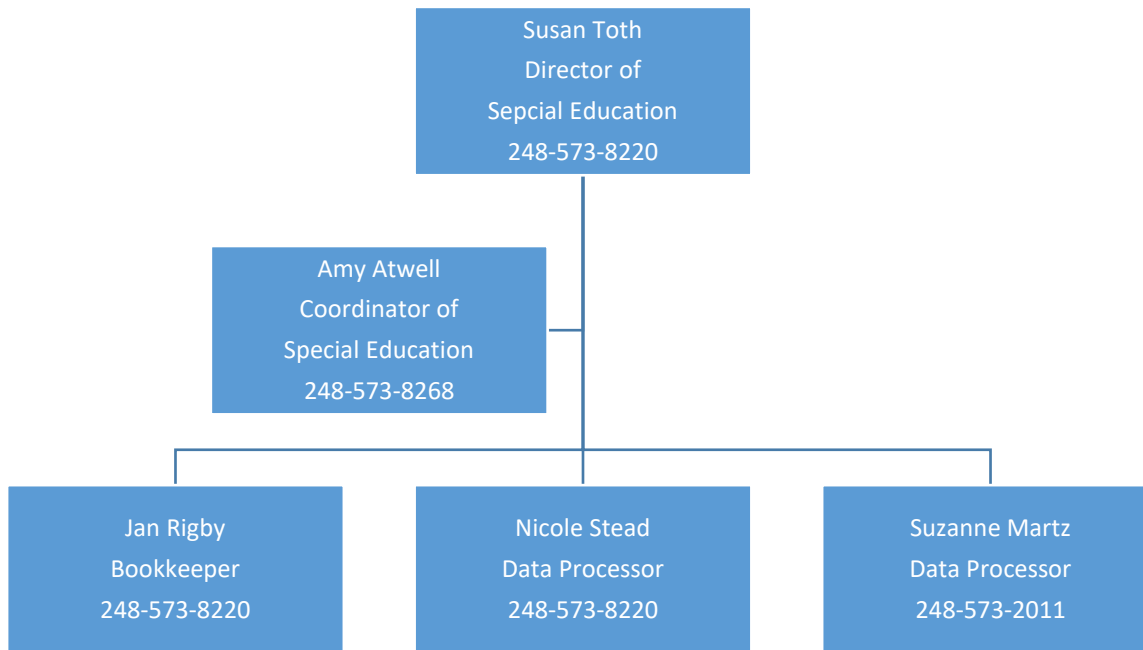
Technology



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)

Special Services



SPECIAL EDUCATION DEPARTMENT

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