

JOB DESCRIPTION: ASSISTANT SUPERINTENDENT

Job Duties

- Serves as director of federal, state and local grants; collaborates with appropriate staff to prioritize funds to meet student needs
- Serves as the corporation standardized testing coordinator
- Collaborates with school principals to coordinate remediation efforts
- Directs the student registration process
- Ensures that all staff members are appropriately licensed
- Implements legal residency and transfer tuition policies
- Coordinates the adoption and ordering of elementary curriculum materials
- Oversees corporation data reporting to state agencies
- Collaborates with community partners in conjunction with the efforts of the Superintendent
- Assists in the planning and organization of effective professional development
- Collaborates with superintendent, building administrators, and teachers on K-12 curriculum and program development, including appropriate recommendations for instructional program improvements
- Assists with Background Checks
- ESL Oversight
- Supports the Superintendent with job postings
- Oversees the teacher and substitute licensure requirements
- Assists with master contract procedure
- Monitors and develops procedures related to new staff onboarding
- Purdue Voucher Procedure
- Assist with safe schools training and procedures
- Security/Emergency Procedures
- Able to work with data task in data systems such as Skyward; Manages/analyzes data in collaboration with the Superintendent to make data-informed decisions specific to educational oversight and daily operations
- Assists with staff directory procedure and updates
- Assists with substitute teachers procedure
- Assists with student teacher procedures
- Responsible for oversight related to verification of employment/experience procedure
- Other duties as assigned by the Superintendent

SCHOOL BOARD AND COMMUNITY

SUPERINTENDENT Sharon Grider

AD. ASST. – SUPT. & BUSINESS
Roberta Julian

CURRICULUM ADMIN. ASSISTANT
Vacant

RECEPTION
Catie Sluter

BUSINESS

CFO/BUSINESS MANAGER
Bina Shuck

Assistant CFO
Stephanie Caldwell

DEPUTY TREASURER
Jennifer Smith

HR BENEFITS SPECIALIST
Kamille Lamm

ECA TREASURER BENEFITS SPECIALIST
Lachlan Macdonald

PAROLE SPECIALIST
Aimee Maloney

ACADEMICS

WILES PRINCIPAL
Aimee Torgert

WILS PRINCIPAL
Margaret Pearson

WILKINSON HS PRINCIPAL
Ben Shiner

ASSISTANT PRINCIPAL
Sara Delaney

ASSISTANT PRINCIPAL
Stephanie Quaid

ASSOCIATE PRINCIPAL
Don Matheson

DEAN OF STUDENTS
Marcella Holmes

DEAN OF STUDENTS
Angela Harold

ASSOCIATE PRINCIPAL
DIRECTOR STUDENT ACTIVITIES
Eric Urvich

COORDINATOR BUDGETARY SPECIAL EDUCATION
Terry Matheson

AD & ASSISTANT PRINCIPAL
Joni Stride

ASSOCIATE PRINCIPAL DIRECTOR SPECIAL EDUCATION
Shelby Johnson

OPERATIONS

DIRECTOR TRANSPORTATION & PUPIL SERVICES
Doug Caldwell

DIRECTOR MAINTENANCE & FACILITIES
Larry Daily

DIRECTOR TECHNOLOGY
Brandon Hamilton

DIRECTOR FOOD SERVICES
Courtney Fradette

CONSTRUCTION & PROJECT MANAGER
Tim Slutske
Temporary and paid through Bonds

SPECIAL PROJECTS
Bob Troyer
Temporary and paid through Bonds

COMMUNITY

DOS
Laura Felt

SCHOOL BOARD AND COMMUNITY

SUPERINTENDENT Sharon Grissmer

AD. ASST. - SUPT. & BUSINESS
Roberta Julison

RECEPTION
Callie Slauter

ASSISTANT SUPERINTENDENT
Explore

BUSINESS

ACADEMICS

OPERATIONS

COMMUNITY

CFO/BUSINESS MANAGER
Stephanie Chubbuck

DEPUTY TREASURER
Jennifer Wende

ECA TREASURER/BENEFITS SPECIALIST
Lekana Montemayor

PROTOCOL SPECIALIST
Aundrea McElrath

HR BENEFITS SPECIALIST
Kamille Lewis

Transition to part time

WVHS PRINCIPAL
Arthur Tanggiant

ASSISTANT PRINCIPAL
Sara DeBerry

DEAN OF STUDENTS
Marcella Holmes

WHS PRINCIPAL
Margaret Puente

ASSISTANT PRINCIPAL
Sophia Quillo

DEAN OF STUDENTS
Angela Herold

WV JR/JR HS PRINCIPAL
Ron Sierfer

ASSOCIATE PRINCIPAL
Dan Waldman

ASSOCIATE PRINCIPAL
DIRECTOR STUDENT ACTIVITIES
Eric Umeh

AD & ASSOCIATE PRINCIPAL
Joel Strada

COORDINATOR ELEMENTARY SPECIAL EDUCATION
Darcy Helman

ASSOCIATE PRINCIPAL DIRECTOR SPECIAL EDUCATION
Shelby Johnson

DIRECTOR TRANSPORTATION & PUPIL
SERVICES
Doug Caldwell

DIRECTOR MAINTENANCE & FACILITIES
Larry Dally

DIRECTOR TECHNOLOGY
Brandon Hamilton

DIRECTOR FOOD SERVICES
Courtney Hardman

DET
Laura Felt

Communications Coordinator
TBD
Part time