FOR INFORMATION: Revised Organization Chart and Job Descriptions

The accompanying revised organization chart and job descriptions are shared for the Board’s information. These revisions are indicative of a reorganization of central administration, largely due to a shift in personnel and responsibilities in the Superintendent’s office.
EXECUTIVE ASSISTANT

QUALIFICATIONS:
Completion of two years of college-level coursework in a work-related field and three years of office administrative, supervisory or lead experience; or an equivalent combination of education and work experience sufficient to successfully perform the essential duties of the job as listed below, including computer applications related to the work (MS Office, Word, Excel, Power Point, Outlook and Skyward); standard office administrative practices and procedures, including the use of standard office equipment.

REPORTS TO:
Superintendent of Schools

SUPERVISES AND EVALUATES:
Student Records Clerk

POSITION GOAL:
Serves as executive assistant to the Superintendent, coordinating areas as detailed in performance responsibilities and in such other areas as may be assigned when Corporation needs require. Also serves as assistant to the School Board.

PERFORMANCE RESPONSIBILITIES:

General:
Independently, with little or no supervision, handles a wide range of administrative support related tasks, using word processing, spreadsheet, database, or presentation software. Exceedingly well organized, enjoys administrative challenges, ability to interact with members of the educational community (all levels), representatives of local and state government, and the public in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

Superintendent:

1. Receives and screens communications to the Superintendent including mail, telephone calls and e-mail messages, and provides assistance using independent judgment to determine priority attention; prioritize, channel, and facilitate communication from school administrators, faculty, staff and community representatives. Communicates and handles incoming and outgoing electronic communications on behalf of the Superintendent.
2. Processes information requests
3. Prepares responses to correspondence containing routine inquiries
4. Prepares memos, letters, purchase requisitions and other documents
5. Responsible for extensive calendar management, requiring interaction with all members of the educational community and the public, to coordinate a variety of meetings.
6. Prioritizes and manages multiple projects simultaneously, and follows through on issues in a timely manner.
7. Receives visitors to the Superintendent’s office.
8. Makes travel and meeting arrangements for the Superintendent.
9. Manages Superintendent’s professional memberships and subscriptions.
10. Files and retrieves documents, records, and reports.
11. Organizes own work, coordinates projects, sets priorities, meets deadlines and follows up on assignments with a minimum of direction.
12. Uses initiative and independent judgment within established policy and procedural guidelines

**Board of School Trustees:**

13. Maintains schedule of and assists in preparation for all School Board meetings.
14. Makes travel and meeting arrangements for School Board members.
15. Maintains the School Board policies and administrative guidelines so that all copies are current or policies to be revised are identified. Conducts an annual review of policies.

**Pupil Personnel Services:**

16. Supervises and coordinates student records process of the School Corporation as required.

**Other:**

17. Performs such other responsibilities as may be assigned by the Superintendent of Schools.

**Work Year/Compensation:**

18. The work year, compensation and benefits shall be established by the Superintendent and recommended to the Board of School Trustees.

Adopted ____________
Director of School and Community Services

Qualifications:
Bachelor’s degree from an accredited college or university
At least three years of successful teaching, administrative and/or related experience
Such other characteristics which would be expected to accomplish the responsibilities of this position, including but not limited to:
- Excellent communication skills
- Demonstrated writing ability and technology skills
- Wide variety of employee/labor relations experiences
- Demonstrated leadership
- Ability to establish credibility with a variety of employee groups

Position Goal:
Provides assistance and support to employees and management regarding staff policies, regulations, procedures including those regarding EEO/AAE, recruitment and hiring options, and training. Builds and maintains positive relationships with others.

Supervised and evaluated by:
Assistant Superintendent for Human Resources and Personnel

Performance Responsibilities:

1. Develops and coordinates the implementation of the MCCCS Human Understanding of Diversity plan.
2. Develops curriculum and conducts training on various diversity issues.
3. Monitors the School Board’s policy on affirmation action in all matters of recruitment, hiring, training, transfers, promotion, compensation and other benefits.
4. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports, and logs to conform to EEO regulations.
5. Responds to employee civil rights and other complaints.
6. Assumes responsibility for ensuring compliance with the Americans with Disabilities Act; responds to complaints.
7. Assumes responsibility for ensuring compliance, monitoring and updating I-9 Employment Eligibility Verification log; maintains files for I-9 forms.
8. Serves as corporation Title IX hearing officer.
9. Prepares and distributes recruiting materials. Conducts recruitment effort for all certified and support personnel specializing in the recruitment of minority groups; updates candidate promotional packets. Establishes interview procedures which insure a pool of qualified candidates for positions which become available.
10. Creates application and recruitment forms that attractively represent the school district.
11. Participates in all new employee orientations.
12. Assists the Superintendent of Schools in meeting with the Labor-Management Committee.


14. Conducts the necessary procedures to develop an annual school calendar and recommends said calendar for timely adoption.

15. Conducts research studies which will report the effectiveness of programs of study. Prepares statistical information and compiles same into acceptable format for staff, Board, and public use.

16. Writes and places advertisements. Assists in the creation and maintenance of departmental and School Corporation web pages.

17. Assists the Superintendent of Schools in the development of appropriate activities to continue and enhance the relationships between the MCCSC and the community. Serves as the liaison to the media and manages public relations, including news releases and other publications. This includes but is not limited to various publications such as the Annual Report, Back-to-School Guide, contracts/agreements with employee groups, brochures, flyers, business cards, personnel directories and employee rosters.

18. Performs outreach to community sources as needed. Represents Superintendent at community meetings/functions as requested by the Superintendent.

19. Receives public complaints and coordinates resolution as per Board policy, administrative procedures and pertinent laws.

20. Maintains and coordinates employee recognition programs.

21. Organizes and supervises the switchboard operation and services in the Administration Center.

22. Performs other duties as assigned by the Assistant Superintendent for Human Resources and Personnel and the Superintendent of Schools.

**Work Year/ Compensation:**

The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.
QUALIFICATIONS:
- Master’s Degree in Social Work or related field
- Licensed Clinical Social Worker Certification preferred
- Successful experience in the social services field

REPORTS TO: Director of Special Education

SUPERVISES AND EVALUATES: Social Workers and School Health Services

POSITION GOAL:
- To coordinate all facets of student health services of the School Corporation
- To work with and facilitate cooperation with other community agencies that address health and wellness issues of students

PERFORMANCE RESPONSIBILITIES

Departments and Staff

1. Assigns, supervises, and evaluates social work and health services personnel. *Supervises and coordinates the pupil personnel services of the School Corporation as required.*

2. Interprets to staff all pertinent state and federal laws, policies, rules, regulations, directives, and other information issued from the Superintendent or government agencies

3. Assumes complete responsibility for the administration of the MCCSC School Assistance Fund, including preparation of financial reports, annual report, budget, Internal Revenue Tax Report, allocation request presentations, participation in United Way Agency Director’s Association meetings, other United Way committees as needed, public relations and speaking engagements during campaign, and direction of the School Assistance Fund Board

4. Develops and updates procedures to promote and enforce compulsory attendance laws including working with the probation and prosecutor’s offices

5. *Advises foreign students on enrollment procedures and supervises the issuing of U.S. Department of Immigration I-20 forms. Serves as the chief administrator to consider and issue work permits in accordance with Indiana law.*

6. Supervises the general office procedures in the Student Services Department including staff attendance, professional and personal leaves, secretarial support, and supplies

7. Coordinates ongoing in-service updates and training for student services

8. Oversees and evaluates the end-of-year reports and statistical information gathered

9. Prepares reports as needed for the Indiana Department of Education, Superintendent, School Board, etc

10. Participates in administrative meetings such as Cabinet, Principals, Safe Schools Committee, and other
committees as deemed necessary throughout the year

11. Fields questions from Principals and Assistant Principals regarding issues of discipline, ATE procedures, attendance, safe schools, due process, etc. and other health related concerns

Community

12. Coordinates communication and cooperation between MCCSC Student Services and other community agencies including Probation, Prosecutor, Child Protection Services, Mental Health Center, United Way and United Way Agencies, Meadows Hospital, and other agencies and service providers

13. Participates in various outside agency boards, committees and task forces

14. Makes presentations regularly to education classes at Indiana University about school student services and presentations as needed to various community groups

Other

15. Performs such other responsibilities as may be assigned by the Superintendent of Schools or Director of Special Education

Work Year/Compensation

16. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation

Adopted 7/24/75
Revised 9/1/81; 1/12/87; 8/25/04; 3/20/07; 7/16/09
ASSISTANT COMPTROLLER

QUALIFICATIONS:
Bachelor’s degree in Business or Education
Successful experience in positions related to school business management

REPORTS TO:
Comptroller

SUPERVISES AND EVALUATES:
Purchasing Secretary
Warehouse and Distribution Manager
Print Shop Supervisor (Shared with Comptroller)
Assist with the supervision of accounting and payroll department personnel as requested

POSITION GOAL:
(1) Assists the Comptroller in the management and supervision of the Accounting Department.
(2) Directs the Purchasing Department and Central Warehouse operations to ensure efficient operations and provides resources for use in meeting the educational goals of the School Corporation on a timely basis.

PERFORMANCE RESPONSIBILITIES:

Supervision
1. Assists in the supervision and administration of the accounting and payroll functions.

Inventory
2. Develops and administers a system of property accounting for all school-owned equipment.

Purchasing
3. Develops procedures and administers the purchasing function to ensure that materials, equipment and services are acquired in a manner which provides the most advantageous cost/benefit relationship for the School Corporation.
4. Develops specifications for bids and quotations applicable to the purchase of equipment, materials and services. Ensures that goods and services comply with specifications.
5. Serves as a liaison to manufacturers, suppliers and sales representatives.

Budget
6. Assists the Comptroller in compiling data for budget preparation. Assists with financial report information from the Department of Education and authorizes publication as required. Submits information to Director of School and Community Services for compilation of Annual Report.
7. Prepares the Form 9, Semi-annual Financial Report for submission to the Indiana Department of Education.

Warehousing
8. Directly supervises the central warehousing operation, including purchasing, pricing, inventory control and delivery operations.
OFFICE OF THE SUPERINTENDENT  POSITION DESCRIPTION  
MONROE COUNTY COMMUNITY SCHOOL CORPORATION 1420.21/page 2 of 2

Textbook Rental
9. Assists the Comptroller in the administration of the textbook rental program, including the fixing of rental fees, procurement of books, warehousing and distribution of books and collection of fees.

Service and Repairs
10. Assists the Comptroller in evaluating the need for and negotiating service agreements for School Corporation equipment.
11. Assists the Comptroller in obtaining other equipment repair services as required.  Also assists Comptroller to coordinate the use, maintenance, housekeeping, and other related services of the administration building.

Telecommunications
12. Evaluates and contracts for installation and service in connection with pagers, cell phones, telephone systems, long distance service and local telephone service providers.
13. Prepares and submits applications and reports for e-rate filings.

Billings
14. Prepares transfer tuition billings and monitors the status of transfer tuition payments.
15. Prepares projected and final billings for the career center cooperative program.

Payroll
16. Prepares and distributes Forms W-2 and 1099 annually.
17. Prepares and submits Form 941 Quarterly.

Benefits
18. Assists the Comptroller with preparation of financial data related to the employee group insurance programs.

Property and Casualty Insurance
19. Solicits quotations for insurance coverage.
20. Serves as a liaison with the insurance carrier to resolve claims and other insurance issues.

Other
21. Serves as Deputy Treasurer of the School Corporation.
22. Performs such other duties as may be assigned by the Comptroller or the Superintendent of Schools.

Work Year/Compensation
23. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.
COMPTROLLER

QUALIFICATIONS:
Master’s degree in school administration or Bachelor’s Degree in business administration
Successful experience in positions related to school business management CPA or CMA
certificate desirable

REPORTS TO:
Superintendent of Schools

SUPERVISES AND EVALUATES:
Assistant Comptroller
Payroll Clerk—Certified Staff
Payroll Clerk—Non-Certified Staff
Accounts Payable Clerk
Federal Projects Clerk
Secretary to the Comptroller
Bookkeeper--School Corporation Funds
Bookkeeper--Extracurricular Funds
Print Shop Supervisor

POSITION GOAL:
(1) Serves as the Chief Financial Officer for the school corporation advising the Superintendent
and the School Board in matters related to the financial operation of the school corporation.
(2) Provides leadership to ensure financial data is collected, analyzed and reported in an efficient
and accurate manner which complies with local, state and federal laws and regulations.
(3) Provides timely and accurate information and recommendations to the Superintendent and the
School Board.

PERFORMANCE RESPONSIBILITIES

Planning

1. Coordinates the financial planning for the school district. Analyzes costs associated
   with personnel and material resources needed to accomplish the educational mission
   of the school corporation.
2. Directs the preparation of financial reports and statistics for the information of the
   Superintendent and the School Board.
3. Evaluates current practices and recommends procedural changes when they increase
   the efficiency of the MCCSC Business Office operations.
4. Continually evaluates internal controls within the school corporation and
   recommends changes which will enhance the safeguarding of school corporation
   assets.
OFFICE OF THE SUPERINTENDENT POSITION DESCRIPTION  
MONROE COUNTY COMMUNITY SCHOOL CORPORATION 1420.2/page 2 of 3

Annual Budget
5. Serves as the chief budget officer working with necessary personnel to prepare the annual budgets and submit them for consideration by the School Board in compliance with state laws and regulations.

Financial Reports
6. Directs the accounting and reporting functions with respect to school corporation and extracurricular revenues, expenditures and payroll in accordance with state law and State Board of Accounts requirements. Confirms financial report information from the Department of Education and authorizes publication as required. Submits information to Director of School and Community Services for compilation of Annual Report.
7. Serves as the Treasurer of the Monroe County Community School Corporation.
8. Serves as the Treasurer for the Extracurricular Activity Fund.

Facility Needs
9. Coordinates the finance-related aspects of facility construction, remodeling and renovation.
10. Works with the Director of Extended Services to develop and administer a master plan to accomplish required improvements and repairs to all facilities.
11. Responsible to coordinate the use, maintenance, housekeeping, and other related services of the administration building.

Insurance
12. Works with the Assistant Comptroller to analyze the property and casualty insurance needs of the school corporation and make recommendations with respect to selection of agents and coverage.
13. Works in conjunction with the Director of Human Resources to analyze costs and make recommendations with respect to the administration of the employee benefits programs.

Inventory
14. Supervises the development and administration of the fixed asset accounting system for the school corporation.

Bonds
15. Arranges for fidelity bonds as appropriate.

Supervisory Responsibilities
16. Supervises operations associated with the office of the Assistant Comptroller.
17. Supervises clerical positions as noted under Supervises and Evaluates.
18. Supervises administration of the Central Warehousing Operation.
19. Supervises administration of the textbook rental operation.
20. Supervises and evaluates publications department printer and print shop operation.
Collective Bargaining

21. Serves as a resource person during collective bargaining with the staff and serves as a member of the bargaining team representing the school corporation.

22. Participates in discussions and bargaining related to salary and working conditions with the following employee groups: Administrators, Instructional Assistants, AFSCME, Bus Monitors, Corporation Bus Drivers, Custodial Supervisors, Lead Skilled Crafts, Nurses, and Secretaries.

Public Relations

23. Serves as the contact person from whom media representatives and members of the public may obtain information regarding financial matters.

Other

24. Performs such other duties as may be assigned by the Superintendent of Schools.

Work Year/Compensation

25. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.
J O B   D E S C R I P T I O N

Position:
Director of Elementary Education

Qualifications:
1. Educational Specialist’s Degree (preferred) or Master’s Degree in Education
2. State of Indiana Superintendent license (preferred) or principal license
3. Administrative experience
4. Strong background in curriculum, instruction and assessment
5. Such other characteristics which would be expected to accomplish the responsibilities of this position, including but not limited to:
   - Excellent communication skills
   - Demonstrated writing ability and technology skills
   - Demonstrated leadership

Position Goal:
To enhance the level of student achievement and opportunity for each student to find success in school by:

   (1) providing leadership, facilitation, and support for instructional personnel in the implementation of the Corporation instructional delivery system;

   (2) providing leadership and direction in the development of an instructional delivery system (essential curriculum instructional delivery, assessment) with clarity and focus regarding what students are to know and be able to do as a result of school experience.

Supervises
Director of School Age Care
Grant Coordinator
Literacy Specialists
ENL Coordinator
Gifted and Talented Coordinator
Title I reading teachers and staff

Supervised and evaluated by:
Assistant Superintendent for Curriculum and Instruction

Performance Responsibilities:

1. Coordinates and supervises student instruction and programming to assure rigor, relevance, and excellence that meets the needs of P-16 students.

2. Maintains an awareness of Department of Education activities and a positive working relationship with persons in curriculum and instruction including Title I.

3. Directs and coordinates the Title I reading program in conjunction with the Assistant Superintendent for Curriculum and Instruction and Coordinator of Grants.

4. Directs the writing and implementation of a P-16 comprehensive school curriculum for all students including general education, high ability education, exception learners, and English as a New Language.

5. Assists principals and teachers in selecting materials and equipment to improve their curriculum and instruction.
6. Assists the Assistant Superintendent for Curriculum and Instruction in his/her duties related to the cyclical textbook adoption process.

7. Consults with classroom teachers and administrators to support the successful implementation of curriculum, instruction, and programming.

8. Facilitates the work of all curriculum committees.

9. Facilitates the development of common assessments around common curriculum.

10. Provides guidance and training to district staff in appropriately using available data on student achievement. Confirms performance report information from the Department of Education and authorizes publication as required. Submits information to Director of School and Community Services for compilation of Annual Report.

11. Integrates the use of technology in the delivery of staff development.

12. Assists in the development, delivery and organization of the content related to Human Understanding of Diversity.

13. Oversees and administers the gifted/talented program in the MCCSC.

14. Coordinates professional development activities with the Assistant Superintendent for Curriculum and Instruction to support teachers and other professional staff.

15. Facilitates professional learning discussions focused on the integration of curriculum, instruction, assessment, and teacher evaluation.

16. Coordinates, develops, and writes applications for instruction-related federal, state, and local grants and prepares necessary reports for grants that are awarded.

17. Manages and facilitates grant-funding opportunities related to staff development initiatives.

18. Assists with Bradford Woods outdoor education, and LOTS (Leadership Opportunities Through Services), and Honey Creek (historical one-room school) programs.

19. Assists principals in scheduling and arranging school field trips such as IU Art Museum and IMAC.

20. Oversees the district implementation of Positive Behaviors Support applications.

21. Assists personnel involved in planning summer school classes as needed.

22. Maintains regular communication with appropriate personnel at Indiana University with regard to IU faculty and student participation in research, early experience programs student teaching, and other needs as they are identified.

23. Works with appropriate others to coordinate research activities within and across the district.

24. Serves as a liaison between the MCCSC and the community by speaking to parent and community organizations or concerned individuals regarding the instructional program. Works to maintain good public relations by preparing information for the newspaper and other publications and hosting on-site visitations to programs in the MCCSC. Serves as administrative liaison to the local school Foundation, assisting its leadership as requested or
directed. Disseminates information upon request and directs focus groups pertaining to curriculum instruction, and programs.

26. Serves on local, state, or regional committees which are designed to improve curriculum and instruction P-16.

27. Maintains an active membership in professional organization relating to curriculum and instruction and keeps knowledgeable of published materials in curriculum and instruction through research, workshops, meetings, and written communication.

28. Serves as the District Expulsion Hearing Examiner.

29. Performs other duties as may be assigned by the Assistant Superintendent of Schools.

Work year/compensation
The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation


POSITION: Director of Secondary Education

QUALIFICATIONS:
1. Educational Specialist’s Degree (preferred) or Master’s Degree in Education
2. State of Indiana Superintendent license (preferred) or principal license
3. Administrative experience
4. Strong background in curriculum, instruction and assessment
5. Such other characteristics which would be expected to accomplish the responsibilities of this position, including but not limited to:
   - Excellent communication skills
   - Demonstrated writing ability and technology skills
   - Demonstrated leadership

POSITION GOAL: To enhance the level of student achievement and opportunity for each student to find success in school by:

   (1) providing leadership, facilitation, and support for instructional personnel in the implementation of the Corporation instructional delivery system;

   (2) providing leadership and direction in the development of an instructional delivery system (essential curriculum instructional delivery, assessment) with clarity and focus regarding what students are to know and be able to do as a result of school experience.

SUPERVISES
Teacher Specialists/Content Coordinators
Youth Outreach
Alternative to Suspension Program

SUPERVISED AND EVALUATED BY: Assistant Superintendent for Curriculum and Instruction

PERFORMANCE RESPONSIBILITIES:

1. Assists in the development of the district’s instructional programs at the secondary level and provides leadership in the ongoing development and improvement of secondary curriculum.

2. Coordinates and supervises student instruction and programming to assure rigor, relevance, and excellence that meets the needs of P-16 students.

3. Maintains an awareness of Department of Education activities and a positive working relationship with persons in curriculum and instruction.

4. Coordinates the activities of instructional staff specialists.

5. Directs the writing and implementation of a P-16 comprehensive school curriculum for all students including general education, high ability education, exception learners, and English as a New Language.

6. Assists principals and teachers in selecting materials and equipment to improve their curriculum and instruction.
7. Assists the Assistant Superintendent for Curriculum and Instruction in his/her duties related to the cyclical textbook adoption process.

8. Consults with classroom teachers and administrators to support the successful implementation of curriculum, instruction, and programming.

9. Facilitates the work of all curriculum committees.

10. Coordinates and oversees the collection, management, analysis, dissemination, and use of assessment data throughout the School Corporation. Confirms performance report information from the Department of Education and authorizes publication as required. Submits information to Director of School and Community Services for compilation of Annual Report.

11. Facilitates the development of common assessments around common curriculum.

12. Provides guidance and training to district staff in appropriately using available data on student achievement.

13. Integrates the use of technology in the delivery of staff development.


15. Coordinates professional development activities with the Assistant Superintendent for Curriculum and Instruction to support teachers and other professional staff.

16. Facilitates professional learning discussions focused on the integration of curriculum, instruction, assessment, and teacher evaluation.

17. Coordinates, develops, and writes applications for instruction-related federal, state, and local grants and prepares necessary reports for grants that are awarded.

18. Manages and facilitates grant-funding opportunities related to staff development initiatives.

19. Serves as coordination administrator for the Leadership Opportunities Through Services (LOTS) program.

20. Supervises Youth Outreach and ATS (Alternative to Suspension) programs.

21. Assists the Director of Elementary Education with the district implementation of Positive Behaviors Support applications.

22. Assists personnel involved in planning summer school classes as needed.

23. Maintains regular communication with appropriate personnel at Indiana University with regard to IU faculty and student participation in research, early experience programs student teaching, and other needs at they are identified.

24. Works with appropriate others to coordinate research activities within and across the district.

25. Serves as a liaison between the MCCSC and the community by speaking to parent and community organizations or concerned individuals regarding the instructional program. Works to maintain good public relations by preparing information for the newspaper and other publications and hosting on-site visitations to programs in the MCCSC.
administrative liaison to the local school Foundation, assisting its leadership as requested or directed. Disseminates information upon request and directs focus groups pertaining to curriculum instruction, and programs.

27. Serves on local, state, or regional committees which are designed to improve curriculum and instruction P-16.

28. Maintains an active membership in professional organization relating to curriculum and instruction and keeps knowledgeable of published materials in curriculum and instruction through research, workshops, meetings, and written communication.

29. Serves as Expulsion Appeals Hearing Officer at the Superintendent’s level.

30. Performs other duties as may be assigned by the Assistant Superintendent of Schools.

Work year/compensation
The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.