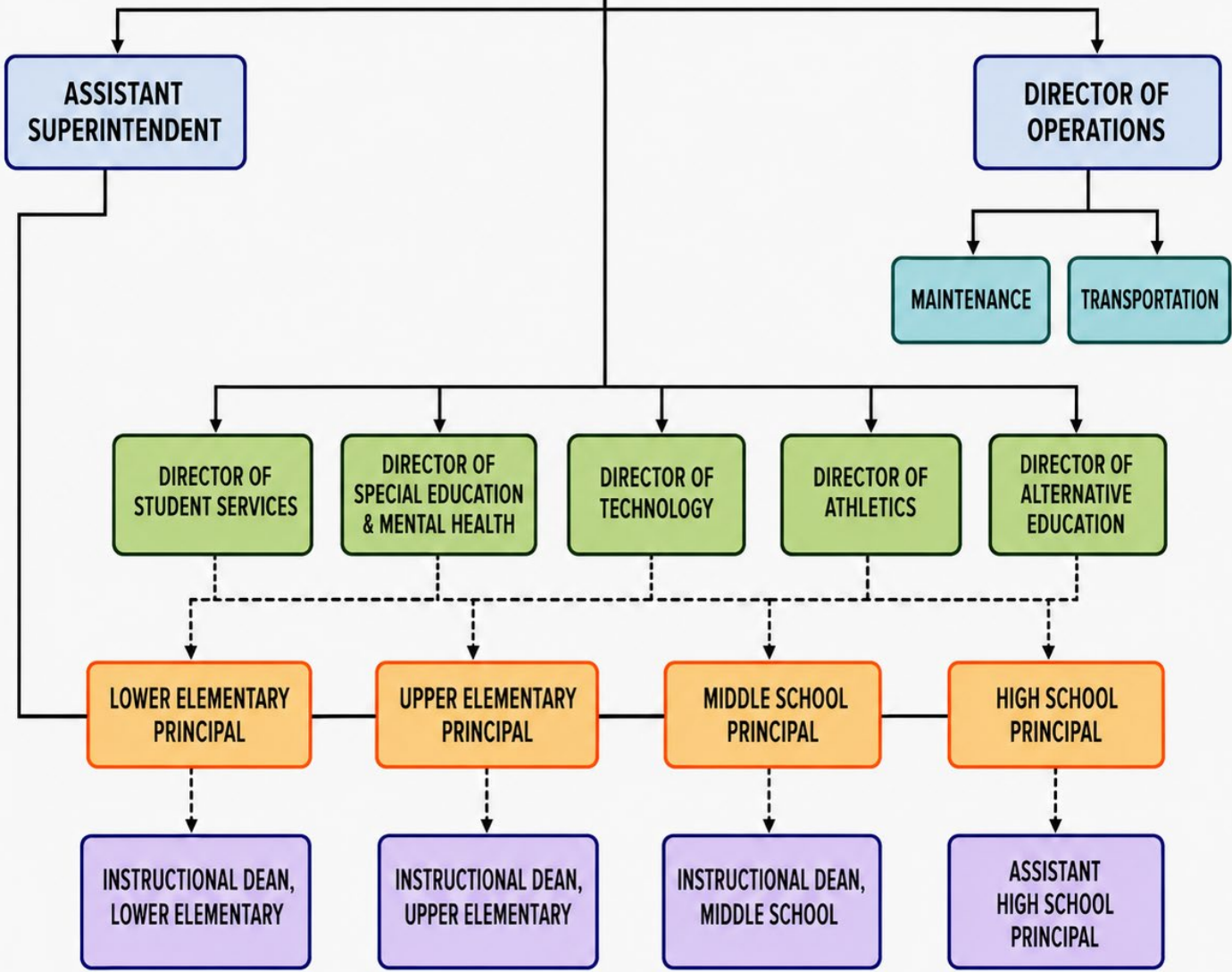




BOARD OF EDUCATION

SUPERINTENDENT



Superintendent of Schools

Primary Responsibilities

Leadership and Governance

- Serve as the chief executive officer of the school district.
- Implement policies and directives adopted by the Board of Education.
- Advise the Board of Education on educational, financial, and operational matters.
- Develop and communicate the district vision, mission, and strategic goals.
- Provide leadership in long-range planning and continuous improvement efforts.
- Ensure compliance with all local, state, and federal laws and regulations.

Educational Leadership

- Provide leadership for curriculum, instruction, and assessment programs.
- Ensure high-quality educational opportunities for all students.
- Monitor district academic performance and student outcomes.
- Lead district improvement planning efforts.
- Support innovation and implementation of evidence-based instructional practices.
- Promote equity, access, and excellence across all schools and programs.

Personnel Management

- Recommend employment, assignment, transfer, promotion, discipline, and dismissal of personnel to the Board of Education.
- Supervise and evaluate district administrators and central office staff.
- Develop leadership capacity among district and site administrators.
- Oversee personnel policies, procedures, and negotiations.
- Ensure staff professional development opportunities align with district goals.

Financial Management

- Develop and recommend the annual district budget.
- Ensure sound fiscal management and stewardship of district resources.
- Oversee purchasing, accounting, payroll, and financial reporting systems.
- Monitor expenditures and financial performance.
- Seek grants and additional funding opportunities to support district initiatives.

Operations and Facilities

- Oversee district operations including transportation, maintenance, technology, food service, and facilities.
- Ensure safe, secure, and efficient school environments.

- Direct long-range facility planning and capital improvement projects.
- Coordinate emergency preparedness and crisis response planning.

Student Services and Compliance

- Ensure compliance with federal and state requirements including IDEA, Section 504, Title programs, and other regulatory requirements.
- Oversee student support systems including counseling, health services, special education, and student services.
- Support attendance initiatives, behavioral supports, and mental health services.
- Ensure equitable access to programs and services for all students.

Community and Public Relations

- Serve as the district spokesperson and public representative.
- Build positive relationships with students, families, staff, and community members.
- Communicate district priorities, achievements, and challenges to stakeholders.
- Foster partnerships with businesses, higher education institutions, tribal organizations, and community agencies.
- Represent the district with local, state, and national organizations.

Safety and Security

- Lead districtwide school safety initiatives.
- Oversee emergency operations plans and crisis management procedures.
- Coordinate with law enforcement and emergency management agencies.
- Ensure compliance with school safety requirements and best practices.

Legislative and Advocacy Responsibilities

- Monitor state and federal legislative developments impacting education.
- Advocate for district and student needs with policymakers and governmental agencies.
- Participate in professional organizations and educational advocacy efforts.

Accountability and Reporting

- Ensure accurate and timely state and federal reporting.
- Monitor district performance indicators and accountability measures.
- Present reports and recommendations to the Board of Education.
- Ensure transparency and accountability in district operations.

Other Duties

- Perform additional duties as assigned by the Board of Education.
- Serve as the educational leader and chief representative of the district.

Assistant Superintendent

Primary Responsibilities

Curriculum and Instruction

- Oversight and coordination of district curriculum and instruction
- Alignment of curriculum with Oklahoma Academic Standards
- Vertical and horizontal curriculum alignment across grade levels
- Coordination of instructional best practices and district initiatives
- Oversight of instructional resources and curriculum adoption processes
- Monitoring instructional effectiveness and student achievement data

Assessment and Accountability

- Oversight of district assessment systems
- Coordination of state testing programs and procedures
- Monitoring of district benchmark assessments
- Analysis of district and site assessment data
- Development of improvement plans based on assessment outcomes
- Support of site administrators in data-driven decision making

MTSS Oversight

- Oversight of district Multi-Tiered System of Supports (MTSS)
- Development and implementation of MTSS procedures and protocols
- Monitoring intervention systems and effectiveness
- Coordination of Tier I, Tier II, and Tier III supports
- Oversight of progress monitoring systems and intervention fidelity

Professional Development in coordination with Director of Student Services

- Development and implementation of district professional development plans
- Coordination of staff training and instructional coaching opportunities
- Alignment of professional development with district goals and initiatives
- Oversight of new teacher induction and mentoring programs
- Evaluation of professional development effectiveness

Federal Programs Administration

- Oversight of all federal programs and compliance requirements
- Development and monitoring of consolidated applications and budgets
- Coordination of federal program planning and reporting requirements
- Monitoring program effectiveness and compliance

English Learner Programs

- Oversight of English Learner (EL) programs and services
- Oversight of WIDA assessments and reporting

Indian Education Programs

- Oversight of Johnson O'Malley (JOM) Program
- Oversight of Indian Education programs and compliance
- Monitoring of program goals and student outcomes

Funding, Grants, and Fiscal Compliance

- Oversight of all federal program applications and submissions
- Development and management of federal grant applications
- Preparation and submission of reimbursement claims for federal programs
- Oversight of state-funded program applications and claims
- Management of grant budgets and allowable expenditures
- Monitoring of grant implementation and compliance requirements
- Coordination of grant amendments and budget revisions
- Maintenance of documentation and records required for audits and monitoring visits
- Oversight of fiscal record keeping for grants, federal programs, and state-funded programs
- Coordination with the finance department regarding grant expenditures and claims
- Monitoring program timelines, performance measures, and reporting deadlines
- Ensuring compliance with federal and state regulations governing program funds
- Preparation of program evaluations and end-of-year reports
- Oversight of evidence collection supporting grant activities and expenditures
- ESSA Consolidated Application oversight
- Federal program monitoring preparation and corrective actions
- Time and effort documentation compliance
- Inventory management for federally funded purchases
- Coordination of annual needs assessments and stakeholder consultation processes
- Indirect cost and carryover management
- Supplement, Not Supplant compliance monitoring

Leadership Team Responsibilities

- Member of the district executive leadership team
- Support and supervision of district administrators
- Coordination of district improvement initiatives
- Policy development and implementation
- Participation in board meetings and presentations
- Crisis management and district decision-making
- Community engagement and stakeholder communication
- Support for accreditation and continuous improvement efforts

Administrative Leadership

- Support and supervision of building principals
- Coordination of district administrative meetings
- Assistance with personnel recommendations and staffing decisions
- Oversight of district committees and leadership teams
- Support of school improvement planning efforts
- Representation of the district at local, state, and national meetings

Student Information Systems (SIS) Management

- Oversight and administration of the district Student Information System (SIS)
- Oversight of data accuracy and integrity within the SIS
- Coordination of state reporting submissions through the SIS
- Development and maintenance of district reporting processes and procedures
- Oversight of user permissions and security access
- Monitoring data quality for accountability, accreditation, and compliance reporting
- Oversight of student records management and compliance with FERPA requirements

Director of Operations

Primary Responsibilities

Transportation Services

- Oversight of all district bus routes and transportation operations
- Development and annual review of bus routes for efficiency and safety
- Bus driver recruitment, hiring, and supervision
- Maintenance of driver records including:
 - CDL licenses
 - Physical examinations
 - Drug and alcohol testing requirements
 - Annual certifications and training
 - Defensive driving training
- Oversight of substitute driver availability and scheduling
- Maintenance and repair coordination for all buses
- Fleet replacement planning and budgeting
- Student transportation safety procedures and compliance
- Oversight of transportation software and routing systems

District Vehicle Management

- Oversight and maintenance of district vehicles including:
 - Vans
 - Suburbans
 - Cars
 - Mini buses
 - Utility vehicles
- Vehicle checkout procedures and documentation
- Vehicle maintenance schedules
- Fuel usage monitoring
- Insurance and registration compliance
- Accident reporting and investigation procedures

Facilities and Maintenance

- Oversight of maintenance operations for all district buildings and facilities
- Preventative maintenance scheduling
- HVAC system maintenance and repairs
- Flooring maintenance and replacement planning
- Roofing maintenance and inspections
- Plumbing and electrical system maintenance
- Grounds maintenance and landscaping

- Custodial operations and cleaning schedules
- Capital improvement project coordination
- Contractor oversight and project management
- Inventory management for maintenance supplies and equipment

Custodial Services

- Supervision and evaluation of custodial staff
- Development of cleaning schedules and standards
- Training of custodians on equipment and procedures
- Chemical safety training and OSHA compliance
- Cleaning supply procurement and inventory management
- Summer cleaning and facility preparation schedules

Safety and Security

- District Safety Coordinator responsibilities
- Coordination of district safety meetings
- Leadership of district safety committees
- Routine safety inspections and compliance monitoring
- Coordination of emergency operations plans
- Oversight of required safety drills:
 - Fire drills
 - Tornado drills
 - Lockdown drills
 - Evacuation drills
- Coordination with local emergency responders
- Accident investigations and corrective action planning
- OSHA compliance monitoring
- Playground and athletic facility safety inspections
- Crisis response coordination

Risk Management and Compliance

- Insurance claims coordination
- Workers' compensation coordination
- Facility compliance inspections
- Environmental and regulatory compliance
- Documentation and reporting requirements
- Management of district permits and certifications

Operational Leadership

- Development and management of departmental budgets
- Long-range facilities planning
- Vendor and contract management

- Oversight of capital improvement projects
- Coordination of bond projects and construction projects
- Purchasing oversight for maintenance and transportation departments
- Strategic planning for district operations
- Participation in district leadership and administrative meetings

Director of Special Education/ School Psychologist /Mental Health Services

Primary Responsibilities

Special Education Leadership and Compliance

- Oversight of all special education programs and services
- Ensure compliance with IDEA, Section 504, and state special education regulations
- Development and implementation of special education policies and procedures
- Oversight of evaluations, reevaluations, and eligibility determinations
- Coordination and monitoring of Individualized Education Programs (IEPs)
- Ensure procedural safeguards and parent rights requirements are met
- Oversight of manifestation determinations and disciplinary procedures for students with disabilities
- Coordination of special education staffing and service assignments
- Oversight of paraprofessional assignments and supervision structures
- Development of classes and program offerings for students with disabilities
- Oversight of Least Restrictive Environment (LRE) implementation
- Coordination of transition services and postsecondary planning
- Monitoring of Extended School Year (ESY) services
- Oversight of special education transportation needs and accommodations
- Coordination of outside agencies and related service providers
- Professional development related to special education regulations and instructional practices
- State and federal special education reporting and compliance monitoring
- Oversight of Child Find activities and procedures
- Preparation for state monitoring and compliance reviews

Behavioral Compliance and Reporting

- Oversight of restraint documentation and reporting requirements
 - Oversight of seclusion documentation and reporting requirements
 - Monitoring implementation of behavior intervention plans (BIPs)
 - Oversight of Functional Behavioral Assessments (FBAs)
 - Compliance with state behavior intervention regulations
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School Psychologist / Mental Health Services

Primary Responsibilities

Mental Health Leadership

- Serve as district behavior and mental health resource
- Coordinate district mental health initiatives and services
- Provide consultation to administrators, counselors, teachers, and families regarding student mental health needs
- Assist in development of district mental health procedures and protocols
- Support implementation of trauma-informed practices throughout the district

Threat Assessment and Crisis Response

- Coordinate district threat assessment processes and teams
- Participate in crisis response and post-crisis recovery efforts
- Conduct violence risk assessments as appropriate
- Assist in development and implementation of student safety plans
- Support suicide prevention protocols and interventions
- Coordinate suicide risk assessments and follow-up procedures
- Participate in district crisis response teams

Behavioral and Social-Emotional Supports

- Support development of behavioral intervention systems and supports
- Assist with Functional Behavioral Assessments (FBAs)
- Support development and implementation of Behavior Intervention Plans (BIPs)
- Consultation regarding behavior management strategies
- Assist with school-wide PBIS and MTSS implementation
- Support Social-Emotional Learning (SEL) curriculum implementation

Assessment and Consultation

- Conduct psychoeducational evaluations as appropriate
- Provide consultation regarding student learning, behavior, and mental health needs
- Assist multidisciplinary teams with interpretation of evaluation results
- Support eligibility determinations related to emotional and behavioral disabilities
- Assist staff with intervention planning and progress monitoring

Prevention and Training

- Coordinate mental health awareness initiatives
- Provide professional development on:
 - Trauma-informed practices

- Suicide prevention
- Behavioral interventions
- De-escalation strategies
- Adverse Childhood Experiences (ACEs)
- Student mental health warning signs
- Support staff wellness initiatives

Community and Family Partnerships

- Coordinate referrals to outside mental health providers
- Collaborate with community mental health agencies
- Assist families in accessing mental health services
- Coordinate re-entry plans following hospitalization or mental health treatment
- Participate in multidisciplinary community support teams

Director of Student Services

Primary Responsibilities

- Gifted and Talented Program oversight
 - Child Nutrition Program oversight
 - Student enrollment and transfer procedures
 - Residency affidavit oversight
 - Student attendance oversight and interventions
 - State reporting:
 - FQSR Reporting
 - ASR Reporting
 - Accreditation Reporting
 - Professional development coordination
 - Section 504 services and compliance
 - ParentSquare administration and communication systems
 - Student handbook oversight
 - Alternative Education reporting
 - Activity Fund Account Custodian
 - Fundraiser management
 - Textbook ordering and curriculum materials
 - School website oversight and updates
 - Management of student enrollment, demographic, and scheduling data
 - Coordination of state reporting submissions through the SIS
 - Development and maintenance of district reporting processes and procedures
 - Training and support for district staff utilizing the SIS
 - Coordination of SIS updates and implementation of new features
 - Collaboration with technology staff and vendors regarding system functionality
 - Monitoring data quality for accountability, accreditation, and compliance reporting
 - Support for integration with assessment, attendance, transportation, and communication systems
 - All DHS referrals come to this office
 - All suspension appeals go through this office / Title 9 Investigation
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Director of Alternative Education

Primary Responsibilities

- Alternative Education intake paperwork and enrollment procedures
- State reporting and compliance requirements
- Organization of student schedules and class offerings
- Student placement and transition planning
- Credit recovery program oversight
- Attendance monitoring and intervention
- Student behavior support and discipline coordination
- Graduation and completion plan monitoring
- Teaching duties and direct instruction as assigned
- Coordination of community partnerships and support services
- Monitoring student progress and academic interventions
- Oversight of Alternative Education policies and procedures
- Development and monitoring of Individual Career Academic Plans (ICAP)
- Dropout prevention and re-engagement strategies
- Coordination of transition services for students returning to the traditional setting
- Collaboration with counselors, special education staff, and student services personnel
- Monitoring and support of students with attendance concerns or chronic absenteeism
- Oversight of student intervention plans and progress monitoring
- Coordination of workforce development opportunities, internships, and career pathway connections
- Monitoring student completion of graduation requirements and credit audits
- Collaboration with families to support student success and graduation planning
- Oversight of alternative education program evaluations and continuous improvement efforts
- Coordination with juvenile justice agencies, DHS, tribal agencies, and community organizations as appropriate
- Monitoring compliance with Section 504, IDEA, McKinney-Vento, and other student service requirements as applicable
- Development and implementation of student behavior intervention and restorative practices
- Oversight of online learning platforms and virtual coursework utilized for credit recovery
- Coordination of testing, assessment participation, and accountability requirements
- Preparation of reports and presentations related to alternative education outcomes and effectiveness
- Support for postsecondary planning including career training, military opportunities, employment, and college readiness
- Oversight of work-study opportunities and flexible scheduling options when available
- Crisis response coordination and support for students experiencing social-emotional or behavioral concerns

Director of Athletics

Primary Responsibilities

- Development and management of athletic schedules and calendars
- Coaching assignments, supervision, and evaluations
- Athletic event scheduling
- Facility requests and usage coordination
- Game management duties and event operations
- Athletic handbook and policy oversight
- Supervision of athletic budgets and purchases
- Coordination of officials, gate workers, and event personnel
- Transportation coordination for athletic events
- Student eligibility monitoring
- Oversight of athletic facilities and equipment
- Community and booster club relations
- Coordination of athletic fundraisers and activity accounts
- Compliance with OSSAA rules, regulations, and reporting requirements
- Oversight of athletic participation paperwork and required documentation
- Coordination of athletic physicals and medical clearance requirements
- Concussion protocol implementation and return-to-play procedures
- Coordination of athletic trainer services and sports medicine supports
- Risk management and student-athlete safety oversight
- Development and implementation of emergency action plans for athletic events
- Coordination of security and crowd management for events
- Supervision of athletic admissions, ticketing, and gate operations
- Coordination of tournament hosting responsibilities
- Oversight of athletic uniforms, equipment inventories, and replacement schedules
- Coordination of senior recognition events and athletic awards programs
- Monitoring of academic progress and intervention supports for student-athletes
- Coordination of college recruitment opportunities and signing events
- Oversight of summer athletic programs, camps, and conditioning activities
- Collaboration with principals regarding discipline and student conduct issues
- Coordination of media relations, athletic communications, and public information
- Oversight of livestreaming, broadcasting, and scoreboard operations as applicable
- Development of long-range athletic facility improvement plans
- Supervision of compliance with Title IX athletic requirements
- Oversight of coaching certifications and required professional development
- Coordination of volunteer coaches and background checks
- Preparation of reports and recommendations for district administration and the Board of Education

Oversight of All Athletic Programs

- Cheer
 - Football
 - Wrestling (Girls and Boys)
 - Basketball (Girls and Boys)
 - Softball
 - Baseball
 - Track (Girls and Boys)
 - Weightlifting (Girls and Boys)
 - Golf (Girls and Boys)
 - Cross Country (Girls and Boys)
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Director of Technology

Primary Responsibilities

- Microsoft 365 administration
- Google administration
- Assignment of email addresses in the district
- Network infrastructure oversight
- Internet content filtering systems
- GoGuardian administration and student management
- Technology outages and incident response
- Cybersecurity and data protection
- Device management and inventory
- User account management
- Technology help desk oversight
- Backup and disaster recovery systems
- Technology purchasing and planning
- District website infrastructure support
- Technology professional development for staff
- Management of instructional technology systems and software

Infrastructure and Systems

- Wireless network management and optimization
- Server and virtualization infrastructure management
- Cloud services administration
- Data center operations and maintenance
- Telephone and VoIP system administration
- Printer and copier fleet management
- Classroom technology support and maintenance
- Audio/visual systems support for classrooms and district facilities

Cybersecurity and Compliance

- Cybersecurity risk assessment and mitigation
- Security awareness training for staff and students
- Multi-factor authentication implementation and management
- Security incident investigations and response
- Data privacy compliance and student data protection
- Management of software licensing and compliance
- Compliance with FERPA, CIPA, COPPA, and applicable state technology requirements
- Coordination of cybersecurity audits and vulnerability assessments

Instructional Technology

- Evaluation and implementation of instructional technology tools
- Learning Management System (LMS) administration and support
- Integration of instructional technology into classroom practices
- Support for online and virtual learning platforms
- Coordination of digital curriculum resources and software adoption
- Educational technology training and coaching for staff

Operations and Support

- Development and maintenance of district technology replacement cycles
- Budget development and management for technology purchases
- Vendor management and contract oversight
- E-rate application coordination and compliance
- Asset tracking and lifecycle management for district technology equipment
- Development and maintenance of district technology policies and procedures
- Technology project management and implementation
- Coordination of technology support for district events and meetings

School Safety and Security Systems

- Oversight of security camera systems
- Access control and door security systems administration
- Visitor management system support
- Emergency notification and mass communication systems administration
- Integration of technology into district safety and emergency operations plans

District Leadership Responsibilities Guide

Purpose: This quick-reference guide identifies the primary point of contact for common questions, requests, and support needs across the district.

Superintendent

- Board relations, district vision, budget, personnel recommendations, community relations, policy implementation, strategic planning, safety, and legislative advocacy.

Assistant Superintendent

- Curriculum, instruction, assessments, state testing, MTSS, federal programs, grants, professional development, English Learners, Indian Education, SIS oversight, and district improvement initiatives.

Director of Operations

- Transportation, maintenance, custodial services, facilities, construction projects, safety drills, insurance, workers compensation, fleet management, and operational budgets.

Director of Special Education

- IDEA compliance, evaluations, IEPs, related services, Child Find, behavior supports, transition services, seclusion/restraint reporting, and special education staffing.

School Psychologist/Mental Health

- Threat assessments, suicide prevention, mental health consultation, crisis response, behavior interventions, FBAs/BIPs, SEL, trauma-informed practices, and outside mental health referrals.

Director of Student Services

- Enrollment, transfers, attendance, Section 504, state reporting, GT, Child Nutrition, ParentSquare, student records, DHS referrals, suspensions, and SIS support.

Director of Alternative Education

- Alternative education enrollment, credit recovery, graduation plans, dropout prevention, attendance interventions, ICAPs, transitions, and community partnerships.

Director of Athletics

- Athletic schedules, coaches, OSSAA compliance, eligibility, facilities, transportation for activities, booster clubs, budgets, sports medicine, and event operations.

Director of Technology

- Devices, accounts, Microsoft 365, Google, cybersecurity, filtering, networks, internet outages, cameras, access control, software, help desk, and instructional technology.

Who Do I Contact?

Need Assistance With	Contact
Curriculum, standards, pacing guides, testing, grants, PD, or Federal Programs	Assistant Superintendent
Enrollment, transfers, attendance, 504, DHS, Suspension Reviews, GT, Cafeteria issues or lunch application, Activity Funds	Director of Student Services
Special education evaluations, IEPs, related services Mental health concerns, threats, suicide concerns, crisis	Director of Special Education/ School Psychologies
Technology issues, passwords, devices, internet	Director of Technology
Bus routes, maintenance, facilities, check out car or other transportation, district and site safety issues or concerns	Director of Operations
Alternative placement, credit recovery, ICAP	Director of Alternative Education
Sports schedules, eligibility, coaches, game management	Director of Athletics
Board matters, district-wide concerns, strategic issues, budgetbu	Superintendent