



FACTS AT A GLANCE

DISTRICT OFFICE

Current District Office Employees and Responsibilities:

Curriculum and Instruction: Director, .50 Teacher on Special Assignment (TSA), Vice Principal assigned five extra days for Testing work, 1.375 FTE classified employees

Responsibilities: Textbook adoption, STAR, benchmark, and other assessments, staff development, categorical programs, interdistrict transfers, articulation meetings, ASES and Title III oversight, DELAC, Curriculum Advisory Council, Edusoft, ELL Masterplan, Essential Standards, intervention programs, summer school, libraries, kindergarten registration, GATE, Title I accountability, Language Census, State Accountability Report Cards, individual student report cards, Williams compliance

Business Services: Assistant Superintendent, 5.1 FTE classified employees

Responsibilities:

Fiscal services: budget maintenance, accounts receivable and payable, payroll, and student attendance;

Technology and communication systems;

Maintenance and operations; Custodial and grounds; Facilities; Transportation;

Food services, including School Nutrition and Physical Advisory Council (SNAC)

Human Resources: Director, 2.5 FTE classified employees

Responsibilities: recruitment, employment, termination and position control of certificated and classified employees, legally mandated staff development, certificated and classified negotiations lead, collective bargaining contract management, employee discipline, complaint process, workers' compensation, health benefits management, intradistrict transfers

Student Services: Director, 1.7 FTE classified employees

Responsibilities: Special education/504 Plans, alternative education including Principal for Gateway Community Day School, student attendance, discipline, safety, records, health and wellness, counseling, Homeless and Foster Youth coordinator, Teen Parent Program, Home/Hospital Program

Superintendent's Office: Superintendent and 1.0 FTE classified employee

Responsibilities: Trustee support, Board meeting materials, agendas, minutes and other related tasks, Board policies and regulations, community liaison, District communication, supervision and support for district office and site administrative staff, school site visitation and support, Charter Schools support, certificated and classified negotiations consultation

Additional Facts:

- Based on the R-2 Administrative Ratio Calculation, the current allowed certificated administrative ratio for a District of our size/number of certificated employees is 17.52. We employ 15.25 administrators.
- Reduction of District Office employees in 2008-09/10:
 - Curriculum and Instr. Manager: .8 FTE replaced with .4 TSA and 5 workdays for HS Vice Principal
 - Classified Business Manager reassigned to work part-time with Transportation Department
 - Student Services classified employee reduced by .3 FTE and reassigned to SVHS