

Avon Grove School District Senior Leadership Roles and Responsibilities

POSITION:	Superintendent	Assistant Superintendent	Director of K-12 Teaching and Learning	Director of Pupil Services	Director of Technology	Director of Personnel	Business Manager	Supervisor of Buildings and Grounds	Director of Athletics & Student Activities
NAME:	<u>M. Christopher Marchese, Ed.D.</u>	<u>Michael Snopkowski, Ed.D.</u>	<u>Nicole Harvey, Ed.D.</u>	<u>Sean Burns</u>	<u>Jason M. Kotch, Ed.D.</u>	<u>Wendi Lee Kraft, Ed.D.</u>	<u>Daniel Carsley, MBA, CPA</u>	<u>Dennis Pagan, CCIU</u>	<u>Kyle Christy</u>
REPORTS TO:	Board	Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Superintendent	Superintendent	Business Manager	HS Principal
	Oversight of HR, Finance, Facilities, Curriculum, K-12 program, Technology, Special Education/Pupil Services, and Public Relations	Responsible for facilitating the development, implementation and evaluation of educational programs and activities and making recommendations for improvement	Assessment (Local, State, and National) Coordination and Analysis.	Special Education, Gifted Education, Related Services, Paraprofessionals	Educational Technology: Curriculum, Instruction, Professional Development/NTI	Staffing	Budget Development - Prepare District Annual Budget as prescribed by PDE & Act 1	Capital Projects	Policies and Regulations for PIAA, AGSD, District One and Ches-Mont League
	Cabinet Goal Setting and Performance Review	Providing the professional staff with the essential instructional materials for carrying out an instructional program, which meets the needs of all students	Curriculum Leadership: K-12 Design, Implementation and Evaluation	Psychologist, Alternative Education	Innovation: 1:1, AGV, MakerSpaces, STEM/STEAM	Employee Records Management	Facilities Oversight - Work closely with the Chester County Intermediate Unit on Facility & Custodial needs for the District	Maintenance	Event Management and Admissions; Coordinate Game workers; Coordinate Officials for high school events
	School Improvement	Facilitates the development, implementation and monitoring of annual budgets to support the needs of all students	Professional Development of District Teachers and Principals, oversight of Instructional Coaches	School Counselors, 504 plans, 339 Plan	Data & Accountability: SIS, PIMS, Child Accounting	Certification	Long range capital planning - Annually update LRP to ensure District assets are maintained	Athletic Fields and Grounds	High School and Middle School Athletic & Activity Budgeting
	Enrollment Projections	In conjunction with the Director of K-12 Teaching and Learning, provides oversight in the area of Teaching/Learning & Assessment	Support Services for Students: K-12 MTSS, K-12 ESL Program, Student Discipline K-12	TCHS services, Career Services, Advisory Council	IT: Network, WiFi, Security/DR	Compensation Administration	Negotiations - Work with Superintendent, Director of Personnel and School Board during contract negotiations.	Custodial	Parent Booster Organizations: General coordination and fundraising approval.
	Curricular Improvements	Assists in planning and implementing staff development programs for professional personnel Serves as chairperson of the Board Curriculum Advisory Council	Communications: Website, Administrative Council	School Nurses, Dental Hygienist, One to One Nurses, SHARRS report	Communications: Web, Email, Phone-Mass Broadcasts	Negotiations	District Treasurer	Long-Range Building Plans	Facilities Coordination: Athletic practices, athletic games/competitions/meets, activity/club practices, events and meetings, general Athletic Facility Oversight with Buildings & Grounds for outside group usage
	District Visioning	Provides home schooling families with information regarding state requirements	Education Program Budget: State and Federal Grant Programs, Curriculum Budget	School Social Worker, Attendance, Truancy, Truancy Elimination	Admin Services: Software/Services, Print/Scan, Customer Service	Legal Compliance	Fixed Assets / Land Acquisition	PlanCon	Student Participant Athletic & Activity Fee collection & documentation
	PDE Compliance	Assists in planning and implementing staff development programs for professional staff	District Support: Strategic Initiatives, Principal Evaluations	SAP, MTSS Behavior, Mental Health Services	Outreach: Student Internships, Parent and Community Programming	Benefits Administration	Transportation	Facilities Safety & Security	Athletic Physicals Coordination; ImPact Testing
	School Closings and Delays (Primary)	In conjunction with the Director of Technology, provides oversight for all instructional technology and educational data analysis	Organization Relationships: CCIU Curriculum Liaison, Liaison for 21st Century Program, Liaison for Migrant Education	Special Education Compliance Monitoring, Spec. Ed. PIMS Collection	Fiduciary Oversight: Budgeting, Purchasing, Inventory Control	Leave Administration	Tax Collection-Cash Receipts / Deposits (Remote Deposit & Official Payments)	Project management	Coordinating College Signing Events; AGHS Athletic Awards Banquet
	Board Communication	Provides oversight for all aspects of special education, psychological, guidance and health programs		Pupil Services PDE Reporting	Supervision & Evaluation: IT, Tech and Instructional Staff	Employee Relations	Federal, State and Local Tax reporting	Snow removal	Athletic Academic Eligibility Reporting; PIAA Team Eligibility Lists
	Policy Review			Pupil Services Budget, Access Funds		Grievance Coordination	Investments	Building air quality and building systems efficiencies	Verify PIAA Athletic Transfer Waivers
				Safe Schools, Police MOU, Police Liaison, JPO Liaison		Human Resources Reporting	Child Accounting - Coordination with Technology Director	Summer cost saving cooling program with PECO	Printing athletic materials/ programs
				Special Education Plan		Employee On-Boarding	Grants - Federal/ State/ Local Reporting	Athletic Fields	Athletic Inventory Management
				Pupil Services Prof. Dev.			Participation Fees	Permits and Township Approvals	Confirm Coaching and Officials Clearances
							Accounts Payable	Facilities Usage Coordination and Billing	Supervise athletic trainers
							Payroll		Athletic & Activity Staffing: Recruit, hire, supervise and evaluate coaches.
							1099 Reporting Financial Reporting and Audit		Manage student conduct at events with principals and contest/event staff.
							Debt Financing		Coordinate athletic & activity programs with Middle School
							Oversight of District Food Service Program		Activity/Club Fundraiser & Event Approval
							Inventory Control - Coordination with Technology Director		Athletic & Activity Transportation Coordination
							School Closing and Delays (Back-up)		AGSD Website & Schoology oversight for athletics & activities/clubs for High School and Middle School