

2020-2021 Act 93 Employee - Key Responsibilities

	Ensure a safe and healthful environment for students, faculty and staff through the implementation of polices, practices and routine building inspection	Communicate with internal and external stakeholders in a timely and professional manner	Ensure a safe and healthful environment for students, faculty and staff through the implementation of polices, practices and routine building inspection.	Communicate with internal and external stakeholders in a timely and professional manner	Ensure a safe and healthful environment for students, faculty and staff through the implementation of polices, practices and routine building inspection	Communicate with internal and external stakeholders in a timely and professional manner	Ensure a safe and healthful environment for students, faculty and staff through the implementation of polices, practices and routine building inspection	Communicate with internal and external stakeholders in a timely and professional manner	All other duties as assigned by the business manager and the assistant business manager
	Establish expectations and delegate duties, functions and authority to other building administrators and staff members as deemed appropriate	Demonstrate ongoing professional growth and learning in support of all stakeholders	Establish expectations and delegate duties, functions and authority to other building administrators and staff members as deemed appropriate	Demonstrate ongoing professional growth and learning in support of all stakeholders	Establish expectations and delegate duties, functions and authority to other building administrators and staff members as deemed appropriate	Demonstrate ongoing professional growth and learning in support of all stakeholders	Establish expectations and delegate duties, functions and authority to other building administrators and staff members as deemed appropriate	Demonstrate ongoing professional growth and learning in support of all stakeholders	Coordinate the monthly closing and reporting process
	Establish and maintain a system of communication with all constituents	Serve on committees and councils as directed, including attendance at activities and functions outside of the regular work day	Establish and maintain a system of communication with all constituents	Serve on committees and councils as directed, including attendance at activities and functions outside of the regular work day	Establish and maintain a system of communication with all constituents	Serve on committees and councils as directed, including attendance at activities and functions outside of the regular work day	Establish and maintain a system of communication with all constituents	Serve on committees and councils as directed, including attendance at activities and functions outside of the regular work day	Prepare monthly account reconciliations and account analysis
	Keep abreast of current educational trends and developments to improve the education of students and facilitate administrative effectiveness. Support faculty members in pursuit of professional learning opportunities.	All other duties as assigned by the principal	Keep abreast of current educational trends and developments to improve the education of students and facilitate administrative effectiveness. Support faculty members in pursuit of professional learning opportunities.	All other duties as assigned by the principal	Keep abreast of current educational trends and developments to improve the education of students and facilitate administrative effectiveness. Support faculty members in pursuit of professional learning opportunities.	All other duties as assigned by the principal	Keep abreast of current educational trends and developments to improve the education of students and facilitate administrative effectiveness. Support faculty members in pursuit of professional learning opportunities.	All other duties as assigned by the principal	Assist in the preparation of the annual budget, as well as monthly, quarterly and year-end reports for federal and other grant programs.
	Provide opportunities for students to experience extra-curricular as well as co-curricular activities		Provide opportunities for students to experience extra-curricular as well as co-curricular activities		Provide opportunities for students to experience extra-curricular as well as co-curricular activities		Serve on committees and councils as directed, including attendance at activities and functions outside of the regular work day		Assist in preparing audit schedules as needed.
	Oversee the athletic program and ensure that it is in compliance with P.I.A.A. regulations		Serve on committees and councils as directed, including attendance at activities and functions outside of the regular		Serve on committees and councils as directed, including attendance at activities and functions outside of the regular work day		Perform those duties and tasks as may be assigned by the Superintendent and Directors		Participate in development and implementation of the district's internal control and procedures manuals
	Serve on committees and perform those duties and tasks as may be assigned by the Superintendent and Directors								

This list is intended to be illustrative rather than complete. It serves to show major duties and responsibilities and differentiates the position from others in the District.

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Information System Specialist	Systems Specialist/Webmaster	Assistant Business Manager	Director of Food Services	Supervisor of Special Education	Personnel and Benefits Specialist	Supervisor of K-12 Teaching and Learning	Supervisor of K-12 Teaching and Learning
Wendy Filla	TBD	Eric Willey	Elizabeth Julian	Michael Ubbens	Christine Marsala	Patricia Schmaltz	Christie Snead
Director of Technology	Director of Technology	Director of Business Administration / Chief Financial Officer	Director of Business Administration / Chief Financial Officer	Director of Pupil Services	Director of Personnel	Director of K-12 Teaching and Learning	Director of K-12 Teaching and Learning
DO	DO	DO	DO	AGIS	DO	DO	DO
Database Administrator for PowerSchool Application	Integrate and maintain hosted and virtual applications across the school district to maximize effectiveness and ease of use that supports teaching and learning	Prepare all internal and external financial reports, accounting and budgetary applications, cash flow projections, federal program, payroll tax and other reports as assigned by the business manager	Creates menu in accordance with district, state federal guidelines, available equipment, student acceptability and economy (time and cost)	Establish and monitor the process of evaluation, placing both in and out of district programs, and evaluating special education students taking into consideration all relevant procedural safeguards	Assist the Director of Personnel with the hiring process including, but not limited to, screening applications, scheduling interviews, interviewing candidates, checking references, and providing information on the hiring process to candidates via phone, email, and in person	Responsible for supervising the development, implementation and evaluation of the K-12 educational programs and activities and making recommendations for improvement	Responsible for supervising the development, implementation and evaluation of the K-12 educational programs and activities and making recommendations for improvement
Maintaining PowerSchool architecture and infrastructure including software upgrades, customizations	Serve as District Webmaster for District website including content, layout, structure, training, support and compliance	Plan, organize and supervise the use of data processing software for all business office functions	Authorize/arrange inter school transfers of food and supplies	Prepare the State Special Education Plan and the State Special Education Plan Revision Notices as required	Enter all new employees into CSJU and update employee information as appropriate. Conduct audits of the information to verify accuracy	Integrates instructional programs among the schools and articulates curricula between grade levels and between the schools	Integrates instructional programs among the schools and articulates curricula between grade levels and between the schools
Maintaining PowerSchool Production, Scheduling and test servers	Sample applications: GAFE domain, VOIP phone systems, Managed print services, 'Smart' rooms, Communications platforms	Serve as the primary liaison and instructor for all other district personnel utilizing business office software systems	Prepare bids and quotes for food, supplies and equipment purchases	Stay current with all federal and state special education laws, regulations, standards, procedures and guidelines	Coordinate the new hire orientation process and review and track all required paperwork. Prepare all employee files, verifying that all required materials are submitted. Maintain a well-organized filing system for the personnel function	Provides leadership in the design, implementation and evaluation of the curriculum, and provides leadership for teachers	Provides leadership in the design, implementation and evaluation of the curriculum, and provides leadership for teachers
PowerSchool Database Extensions customizations and management	Mentor, guide, train and support technology specialists	Prepare monthly and year-end closing entries, journal entries, general ledger and trial balance	Purchases food and supplies	Provide leadership in establishing new programs and initiating adjustments as necessary for existing special education programs	Serve as the District resource for employees regarding employee benefits. Meet with employees to resolve claim issues if necessary. Provide changes, additions, deletions to carriers on-line	Organizes committees of teachers, administrators, and community members to evaluate educational programs, conducts on-going program reviews and selects appropriate instructional materials for student and teacher use	Organizes committees of teachers, administrators, and community members to evaluate educational programs, conducts on-going program reviews and selects appropriate instructional materials for student and teacher use
Improvement of information process flows to continually assure data integrity	Develop, improve and maintain workflows and processes related to systems and networking	Prepare monthly Treasurer's report for all funds	Check daily deposits and work sheets	Assist building principals as necessary with the selection, supervision and evaluation of special education teachers and support staff	Verify accuracy of payroll deductions for employee benefits. Assist Personnel Director with communicating employee benefit information and changes. Manage annual open enrollment processes		

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Maintain ZIS/SIF for PowerSchool, VersaTrans, and Destiny	Application & Services design, setup, integration, support and management: Microsoft O365 and Google Email, MS O365 Advanced Threat	Assist in the preparation of the Annual General Fund and Food Service Fund Budgets	Set up payment of bills monthly	Serve as the district liaison for special education to the Chester County Intermediate Unit and the Pennsylvania Department of Education	Review monthly health and welfare benefit invoices to ensure that the District is being properly billed. Track COBRA notices, billing and payments	Designs, recommends, and implements district-approved pilot programs and disseminates and interprets the results to staff members	Designs, recommends, and implements district-approved pilot programs and disseminates and interprets the results to staff members
Support VersaTrans transportation data; Report writing via Object Reports; Student Information SQL reporting and automation	VMware & HP Virtual Environment management, including servers: File Servers, Print Server, Domain Controller Servers & Wireless Monitor Server	Maintain all cash and investment accounts on a daily basis and recommends the transfer of funds for operating	Approve time cards for payment bi-weekly	Monitor the fiscal and programmatic issues for special education students attending programs outside	File life insurance and long-term disability insurance claims. Complete PSERS monthly and year-end reporting	Supervises the preparation and revision of planned courses of study	Supervises the preparation and revision of planned courses of study
		Prepare or supervise the preparation of monthly bank account reconciliations for all funds	Prepare journal entries for trial balance monthly	Assist with curriculum planning, in-service training, induction and other staff development activities as appropriate	Prepare reports as required regarding employee benefits. Verify employment for all active and inactive employees	Serves as an ad hoc member of the district's Curriculum Committee and Professional Development Council	Serves as an ad hoc member of the district's Curriculum Committee and Professional Development Council
		Serve as the primary liaison with auditors	Prepare profit and loss monthly	Maintain all reports, records and other documents legally required & maintain a record keeping system	Process tuition reimbursement and salary movement requests	Assists with the design, implementation and evaluation of the district's professional development program	Assists with the design, implementation and evaluation of the district's professional development program
		Prepare monthly, quarterly and year-end reports for federal and other grant programs	Prepare contracts with USDA and PA Dept. of Education yearly	Evaluate the total operation of the special education program so that programmatic and fiscal issues	Coordinate all supplemental appointment contracts	Conducts periodic assessments of staff needs for professional development	Conducts periodic assessments of staff needs for professional development
		Recommend internal control and accounting procedures to the business manager to improve the efficiency of the business office and district operations	Prepare state reports monthly	Prepare the district for cyclical monitoring activities conducted by the Pennsylvania Department of Education and respond to subsequent corrective actions	Assist in obtaining, gathering and organizing data as requested	Observes the in-class performance of teachers, and confers and consults with building principals regarding their professional development. Participates in department meetings	Observes the in-class performance of teachers, and confers and consults with building principals regarding their professional development. Participates in department meetings
		All other duties as assigned by the Business Manager or Superintendent	Initiate and review contracts involving processing of government commodities	Represent the district in such situations as: state requirements to investigate parent concerns, pre-hearing conferences, due process hearing requests and state mediation	Assist Director of Personnel with special projects	Assists the Director of K-12 Teaching and Learning in locating resources to support professional development activities	Assists the Director of K-12 Teaching and Learning in locating resources to support professional development activities
			Submit reports, as requested, to superintendent, school board, business manager, federal and state agencies.	Supervise the implementation of the Extended School Year Program for all eligible special education students	Participate in in-service training as assigned	Works with the Assistant Superintendent and Director of K-12 Teaching and Learning to ensure that the needs of all students are recognized and addressed	Works with the Assistant Superintendent and Director of K-12 Teaching and Learning to ensure that the needs of all students are recognized and addressed
			Maintain a list of cafeteria substitutes			Provides input to the instructional budget	Provides input to the instructional budget
			Authorize cafeteria staff to supervise outside activities involving operation and use of cafeteria/kitchen			Communicates the mission, educational goals and strategies of the instructional program to the school community	Communicates the mission, educational goals and strategies of the instructional program to the school community
			Confer with building administrators on operation of the cafeteria within the school setting			Maintains a good working relationship with staff, media, neighboring school districts and local/state officials	Maintains a good working relationship with staff, media, neighboring school districts and local/state officials
			Meet with students, parents and parent organizations as needed				

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			Provide for the training of cafeteria staff as needed		
			Attend meetings, seminars, and conferences relating to food services		
			Operate the food service department in a cost-effective manner and administers budget effectively uses and applies technology to carry out job responsibilities		
			All other duties as assigned by the Business Manager or Superintendent		