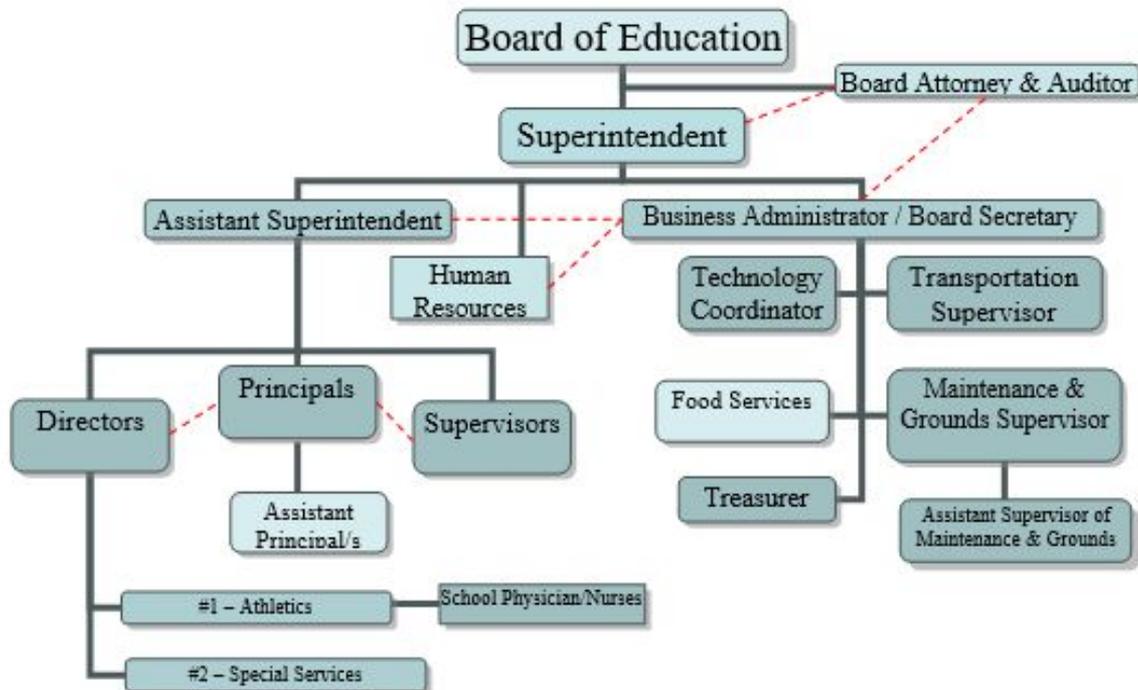


Administrative Structure

September 18, 2023

District Organizational Chart: Policy 1110

1110 ORGANIZATION CHART



Principals

Job Goals

- Provide leadership and managerial oversight to the instructional program and school operations.
- Ensure a school climate that fosters the educational development of each pupil.
- Promote the use of effective teaching strategies as they relate to district goals.

Directors

Job Goals

- Director of Health, Physical Education, and Athletics
 - Plan, develop, direct, and maintain activities associated with health, physical education, and athletics as well as the district's 6-12 interscholastic programs.
 - Supervision, evaluation, coordination, and articulation of all programs and services within respective disciplines and/or assigned areas of responsibility.
- Director of Special Services
 - Administer and supervise the special education program and Child Study Team services as required under Federal and State statutes.

Supervisors

- Provide supervision, articulation, and coordination of all programs and services within respective disciplines and/or assigned areas of responsibility, i.e., high school academies
- Evaluation of assigned staff both within their respective departments and through the district
- Plan and provide professional development opportunities for district staff
- Act as a resources for administrators, teachers, parents, and students as content-area specialists
- Oversee budgeting for departments and/or assigned areas of responsibility

Technology, Transportation, Food Services, Facilities

- **Technology** - Assist in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology
- **Transportation** - Coordinate a safe, cost effective transportation environment for all Jefferson Township students
- **Food Services** - Provide nutritious, high-quality, economical meal options in compliance with the National School Lunch program requirements
- **Facilities** - Maintain the facilities, grounds, equipment and furnishings of the District in an efficient and economical manner, so that all students, staff and the community are assured of clean, safe, attractive and healthy places in which to learn and work

Chain of Command

- Try to resolve issues on the level at which they started:
 - Teacher for classroom concerns
 - School Counselor for academic or social concerns
 - Transportation, Food Services, Technology, Facilities for concerns in respective areas
- If issue is not resolved at prior level, please reach out to:
 - Assistant Principal/Principal for building concerns
 - Supervisor for curricular concerns or question about performance
- If issue is not resolved at prior level, please reach out to:
 - Business Office for transportation, food services, technology, and facilities concerns
 - Assistant Superintendent for curriculum and instructional concerns
 - Superintendent for all other concerns