

# ISLAND TREES UNION FREE SCHOOL DISTRICT

## BOARD OF EDUCATION

### STAFF POSITIONS

- COUNSEL
- AUDITING
- TREASURER
- CLERK

## SUPERINTENDENT OF SCHOOLS

### ASSISTANT SUPERINTENDENT FOR FINANCE AND ADMINISTRATION

- #### DIRECTOR OF FACILITIES

  - Head Custodians
    - Custodian/Cleaners
  - Use of Facilities
  - Maintenance Supervisor
    - Maint./Grounds
- #### DIRECTOR OF PHYSICAL EDUCATION & ATHLETICS

  - Physical Education
  - Health Education
  - Athletics
- #### DIRECTOR OF FINE AND PERFORMING ARTS

  - Music
  - Art
  - Drama

- Accounting
- Finance & Budget
- Bids & Purchasing
- Accounts Receivable
- Food Service
- Payroll
- Insurance Programs
- Transportation
- Negotiations (All Groups)
- Records Management/Access
- Registration/Census
- District Calendar
- Printing & Mailing Supervision
- Saturday Recreation
- Federal Programs Compliance & Reporting
- Driver Education
- Adult Education
- Hearing Officer
- Security
- .5 Safety Coordinator

### BUILDING PRINCIPALS

- Assistant Principals
  - Summer School
- Administrative Assistant (H.S.)
- .5 Dean (MM.S.)
- Instructional Chairpersons:
  - English (2)
  - Social Studies (2)
  - Math (2)
  - Science (2)
  - Special Education (2)
  - Guidance (2)
  - Computers (1)
  - Foreign language (1)
  - Library (1)
  - Reading (1)
  - Lead Teachers (2)

### ASSISTANT SUPERINTENDENT FOR SPECIAL EDUCATION

- CSE Administrator
- Psychology Chairperson
  - District Testing
  - Clinical Supervision
- Speech Improvement Program
- Speech Therapy
- Occupational therapy
- Physical Therapy
- Special Ed. Committees
  - Preschool (CPSE)
  - Ages 5-21 (CSE)
  - Evaluation & placement of classified students
- Special Education Services
- Diagnostic Screening
- State Reports
- Parent Contact
- Grant Writing
- Staff Development for Inclusion Teachers
- Liaison with outside agencies
- Supervision of Special Ed teachers & support staff
- Supervision of CPSE/CSE Chairperson

### DIRECTOR OF CURRICULUM AND INSTRUCTION

- Professional Development
- Curriculum Development
- Instruction
- Home Schooling
- Testing Coordination
- Data Coordination
- State Reports
- Textbook Coordination
- Homeless Liaison
- Mentoring Liaison
- Special Programs
  - All Title Programs
  - Grants
  - Drug Free Schools
  - ESL
  - AIS

### DIRECTOR OF READING (0.5)

- Reading Support
- ELA

### DISTRICT COORDINATOR OF TECHNOLOGY

- Computer Aides
- BOCES Support
- Hardware
- Software
- Network
- Student Management Coordinator
- Data Warehousing
- District E-mail

Adoption date: February 27, 2008

Personnel Functions to be coordinated in the Superintendent's Office.