EL DORADO UNION HIGH SCHOOL DISTRICT ORGANIZATIONAL CHART

Rev. 7/20/11

COMMUNITIES OF SCHOOL DISTRICT — STUDENTS OF DISTRICT

BOARD OF TRUSTEES

SUPERINTENDENT

ASSOCIATE SUPERINTENDENT – BUSINESS SERVICES

INTERAGENCY AGREEMENTS
- Mello-Roos JPA
- Facility Use Agreements
- GO Bonds Planning

FACILITY FINANCING PLANNING
- Developer Fees / Mitigation Fees
- COP Issue
- 5-year Facility Financing Plan

RISK MANAGEMENT
- Injury Prevention
- Wellness
- Employee Benefits
- Property Liability Insurance

NEGOTIATIONS

FOOD SERVICES
- Budget
- Financial Services
- Student Meals

PURCHASING

TECHNOLOGY / INFORMATION SERVICES
- Administrative Information Systems
- Academic Information Systems
- Telecommunication Systems
- Internet Access / Filtering
- E-Rate

POLICY / REGULATION MANAGEMENT

DIRECTOR, FISCAL SERVICES

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE / REVOLVING FUNDS
ATTENDANCE/CBEDS REPORTING
BUDGET / MONITORING / PROJECTIONS
BUS FEES
EMPLOYEE BENEFITS
FINANCIAL REPORTING (INTERVAL)
PAYROLL
PAYROLL DEDUCTIONS
SICK LEAVE
STATE FINANCIAL REPORTING
WORK YEAR/VACATION
WORKERS COMPENSATION

DIRECTOR, MAINTENANCE & OPERATIONS

BUILDING / SYSTEMS/GROUNDS
- Williams Act Adherence

AMERICANS WITH DISABILITY ADHERENCE
CUSTODIAL SUPPORT
DEFERRED MAINTENANCE
POLICY MANAGEMENT
SITE REVIEW TEAMS
WAREHOUSE

DIRECTOR, TRANSPORTATION

DISTRICT SAFETY PLAN
FIELD TRIPS
FLEET MAINTENANCE
HOME TO SCHOOL
SPECIAL EDUCATION TRANSPORTATION

DIRECTOR, FACILITIES

FACILITIES MASTER PLANNING
- 5-10 Year Enrollment Projections
- 5-Year Master Plan
- Multi-Year Facilities Budget Projections
- CBEDS Enrollment Projections
- Earthquake Hazard Mitigation Plan
- Portable Classroom Plan
- Public Information on Facilities
- Residential Development Activity
- School Facility Advisory Committees

STATE APPLICATION PROCESS
- SAB Justification Document
- Growth & Modernization Applications

IMPLEMENTATION & CONSTRUCTION
OF GROWTH & MODERNIZATION
PROJECTS
- CEQA/EIRs
- Educational Specifications
- Architectural Design
- Construction Management
- CDE / OPSC / DSA Processing
- Site Acquisition
- Construction Budget Accounting

ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES

ACCREDITATION
ADVANCED PLACEMENT
ARTICULATION (K-16)
ASSESSMENT / REPORTING / TESTING
- STAR
- CAHSEE
- CELDT
- CHKS
- CASA Report
- Physical Fitness
- District Liaison State Assessment/Testing Organizations

CAREER PREPARATION
- VEA/Carl D. Perkins Act OF 2004
  - Applications
  - Monitoring
- Agricultural Incentive Grant
- Follow-up Studies -- CTE & ROP
- JPA Staffing
- Instructor Evaluation
- Student Records
  - Registration / Fee Collection
  - Certifications / Attendance (ROP hours)
- Work Based Learning
  - Work Experience Ed. Community & CVE
  - Health and Human Service Careers Academy
- Articulation / Pathway Development (CTE, ROP, Comm. College)
- Advisory Committees
  - District CTE Board
  - Program Advisories
  - Folsom Lake College
- Publications
  - ROP Master Schedule
  - JPA Instructor Manual
  - Stratetgic Plan
- Grant Writing
- Work Ready Certificate

CONFLICT RESOLUTION
CURRICULUM & INSTRUCTION
- Categorical Plans
- Career Tech
- Textbooks
- Coordinate Training Programs for Computer Users
- Technology Plan

GATE
- GATE Coordinators
- County Liaison

HEALTH EDUCATION PROGRAM
- Health Advisory Committee
- Exemption Process
- Annual Health Teacher Training
- Safe and Drug Free Schools

WILLIAMS ACT ADHERENCE
LIBRARIES
STAFF DEVELOPMENT
INSTRUCTIONAL TECHNOLOGY
IMPLEMENTATION STATE STANDARDS
INTERSESSION / ACADEMIC RECOVERY
CATEGORICAL PROGRAMS / NCLB
- Title I
- EIA

PUBLICATIONS
- Schedule of Classes / Courses of Study
- School Accountability Report Card

SILT
POLICY / REGULATION MANAGEMENT

ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

CERTIFICATED AND CLASSIFIED
- Staffing Projections / Monitoring
- Collective Bargaining
- Early Retirement
- Employer / Employee Relations
- Evaluations
- Job Descriptions
- Leaves of Absence
- Professional Growth
- Recruitment / Selection / Assignments
- Salary / Benefits
- Staff Recognition
- Substitutes
- Transfers
- Work Calendars

HIRING / CERTIFICATION OF TEMPORARY COACHES
BTSA / PAR
CREDENTIALING ASSISTANCE / MONITORING
NCLB / HQT
TITLE II
WILLIAMS ACT ADHERENCE
NEGOTIATIONS
UNIFORM COMPLAINT PROCEDURES (Personnel)
POLICY / REGULATION MANAGEMENT

DIRECTOR, PERSONNEL

BOARD ITEMS
BUDGET MONITORING
CONTRACT MANAGEMENT
COORDINATE / EVALUATE PERSONNEL OFFICE
EMPLOYEE ASSIGNMENTS
EMPLOYEE RECOGNITION
HIRING / CERTIFICATION OF EMPLOYEES
GRIEVANCE SUPPORT
POSITION CONTROL W/DIRECTOR FISCAL SVS
PROFESSIONAL GROWTH
NCLB / HQT
NEGOTIATIONS SUPPORT
QSS ADVISORY COMMITTEE
RECRUITMENTS / INTERVIEW PROCESS
RECLASSIFICATION

ASSISTANT SUPERINTENDENT – STUDENT SERVICES

ALTERNATIVE PROGRAMS & SCHOOLS
ATHLETIC DIRECTOR COORDINATOR / ATHLETICS
BOUNDARY ENFORCEMENT
- Inter-Intradistrict Boundary Adherence
- Involuntary Transfers
- Community School Transfers
- Residence Inquiries

CHILD WELFARE & ATTENDANCE
- SARB Liaison

CONFLICT RESOLUTION
- Initial Response to Parent / Student Concerns

COMPREHENSIVE SAFE SCHOOL PLANS
- Safe Schools Committee

COUNSELORS
DIRECTORS OF GUIDANCE
DISCIPLINE
- Expulsions
- Readmissions
- Assistant Principals
- Discipline Due Process/Appeals
- Consultation with School Administration

FOREIGN EXCHANGE STUDENTS / PROGRAMS
FOSTER YOUTH
MCKINNEY-VENTO HOMELESS COORDINATOR
MAA CORDINATOR
MEDI-CAL ADMINISTRATION
PUBLICATIONS
- Annual Notification for Parents / Community
- Athletic Handbook
- Student Handbook

STUDENT ACTIVITIES
- Student / Board of Trustees Facilitator

STUDENT RECORDS
STUDENT INFO SYSTEM SUPPORT
- Aeries Support / Student Data

TRANSLATIONS: FORMS / DOCUMENTS
WORK PERMITS
POLICY / REGULATION MANAGEMENT

DIRECTOR, ALTERNATIVE EDUCATION

PRINCIPAL:
- ADULT EDUCATION / GAIN
- COMMUNITY DAY SCHOOL
- HOME / HOSPITAL
- INDEPENDENT LEARNING CENTER
- INDEPENDENCE HIGH SCHOOL
- SHENANDOAH HIGH SCHOOL

EDC SHERIFF'S JAIL PROGRAM
POLICY / REGULATION MANAGEMENT

DIRECTOR – SPECIAL EDUCATION

SECTION 504
SPECIAL EDUCATION
- Psychologists / Program Specialists
- Special Ed. Department Chairs & Staff
- WorkAbility Coordinator
- IEP Data input
- CASEMIS Reporting
- NPS / NPA Contracts
- Confidential Files - Active / Inactive
- Program & Fiscal Accountability
- Informal Mediation
- SELPA Representative - Co. Placement
- Special Ed. Extended School Yr.
- Special Ed. Curriculum Development
- Special Ed. Home & Hospital

HEALTH SERVICES/NURSE
POLICY / REGULATION MANAGEMENT

PRINCIPALS

DUTIES AS OUTLINED IN JOB DESCRIPTION