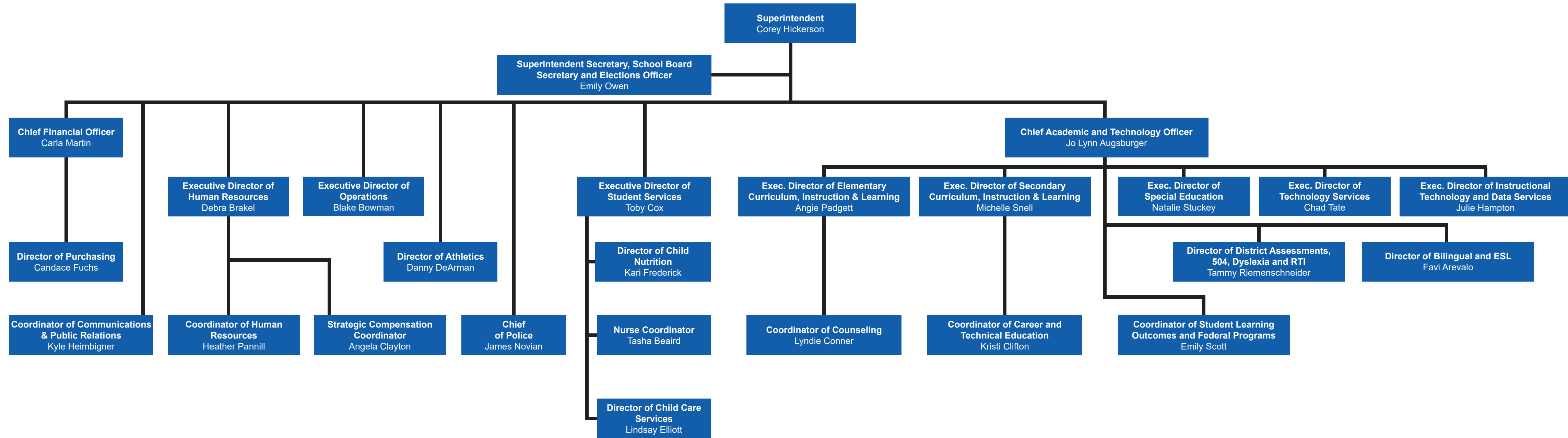




Joshua Independent School District Administrative Organizational Chart



Mission

Joshua ISD develops productive citizens of exceptional character who are life-long learners.

Vision

Joshua ISD will be a highly acclaimed model of educational excellence.

Core Values

Joshua ISD provides a safe and orderly environment.
 Joshua ISD students set goals and achieve high levels of success.
 Joshua ISD effectively and efficiently manages resources to promote student success.
 Joshua ISD is a source of pride and unity for students, staff, parents and community.

Chief Financial Officer

- Purchasing
- Accounting
- Accounts Payable
- District Budget
- Payroll
- Teacher Retirement Reporting
- District Inventory
- Audit
- Bank Reconciliations
- Investments
- District Surplus Auction
- State Employee Certifications, Time and Effort Documentation
- District Insurance
- Tax Filings
- Bond Payments
- District Contracts
- Conflict of Interest Forms
- Student Transportation Reports
- Federal Grant Compliance Reports
- Grant Reimbursements
- SHARS Reporting

Chief Academic and Technology Officer

- District Pk-12 Curriculum Alignment
- District Wide Continuous Improvement
- District Staff Development
- District Accountability
- Federal Programs
- District & Campus Scorecards
- K-4 Class Size Monitoring
- Federal Employee Certifications
- Compensatory Education & At-Risk Identification
- Textbook Proclamation and Adoption
- Instruction Materials Allotment & IMA Certification
- District & Campus Plan Development & Updates
- Testing
- Textbook Inventory, Ordering, Delivery, & Disposal as recommended by committee
- Summer School/Credit Recovery
- PLCs
- District Academic UIL
- New Staff Orientation
- Onboarding
- General Ed Homebound
- Gifted & Talented
- TTESS
- Classroom Walkthroughs
- Gun Free Schools Act Evaluation
- Equity Plan
- District Strategic Plan

Executive Director of Student Services

- Facilities Request for Community Organizations
- School Safety Audit & Report to TEA
- Transportation Dept. & Employee Drivers
- Board Policy Services
- Emergency Operations Plans, Drills & Updates
- Site Based Decision Making Procedures and Mtgs.
- JJAEP/DAEP
- Club Excel
- Child Nutrition Department
- Student Attendance & Truancy
- Shared Residency & Student Transfers
- Student & Extra-Curricular Handbook Updates
- Bully & Suicide Policy/Procedures/Reports
- Nurse Coord./Nurses/Health Srv. Dept.
- ASK TED Administrator
- Records Management
- Student Safety
- Discipline
- Chapter 37 Administrator Training
- Level 2 - Parent Complaints
- District Parent Concerns
- District Police Department
- Foster Care Liaison
- Homeless
- School Health Advisory Council
- Wellness Policy & Plan
- Drug Dogs
- Campus Visits
- District Calendar
- Threat Assessment Teams
- Safety & Security Committee
- District Procedure Manual (Secretary)

Executive Director of Human Resources

- Contracts
- Personnel
- Insurance/Benefits
- FMLA
- Hiring Procedures
- Resignations
- Exit Interviews
- Salary Negotiations
- Criminal History
- Employee Management
- Fingerprinting
- Compensation
- Substitute Teachers & Training
- Staff Appreciation Banquet
- Job Descriptions
- AESOP
- Teacher Certifications
- NCLB Highly Qualified
- Fed and State Funded Program Emp.
- Employee Handbook
- Salary Surveys
- Onboarding

Executive Director of Instructional Technology & Data Services

- Instructional Technology
- District Technology Plan
- District Database Administration
- TXVSN
- Principal Attendance Reports for Cont. Improvement
- Annual Performance Report
- Skyward
- Student Registration
- PEIMS
- Fitnessgram

Executive Director of Technology Services

- District Technology Plan
- District Network & Infrastructure
- Campus Technical Support
- ID Badges
- Security & Access
- District Phone System
- Erate
- PA Systems

Executive Director of Operations

- Building Maintenance
- Grounds Maintenance
- Energy Management
- Warehousing
- Posting Energy Mgmt. on District Website
- Construction
- Facilities
- Custodial
- July 3rd Event with City of Joshua
- Knox Box

Executive Director of Special Education

- Special Education
- Staff Development Planning for Special Services
- Onboarding
- Supervise Diagnosticians
- Special Education Walkthroughs
- SHARS Preparation & Training
- SPED Grant

Executive Director of Secondary Curriculum, Instruction & Learning

- Secondary Curriculum Alignment
- Secondary Benchmarks
- Secondary Accountability
- Secondary Staff Development
- Secondary Walkthroughs
- Secondary Course Guides
- Secondary Master Schedules
- Secondary Textbook Facilitation
- Secondary Summer School and AI
- Secondary Principals Meetings
- Secondary UIL
- Accountability Domains 1, 2 & 3
- Foreign Exchange Students
- New Staff Orientation
- Transition Plans
- Coordinating Secondary PLC's
- Pregnancy Related Services
- STEM Week
- Onboarding
- Content Specialist
- Title II & IV
- Carl Perkins Grant

Executive Director of Elementary Curriculum, Instruction & Learning

- Elementary Curriculum Alignment
- Elementary Benchmarks
- Elementary Accountability
- Elementary Staff Development
- Elementary Coordinated Programs
- Elementary Textbook Facilitation
- Elementary Summer School and AI
- Elementary Walkthroughs
- Elementary UIL
- Elementary Principal Meetings
- Elementary Master Schedules
- Elementary Spelling Bee's
- STEM Week
- Reading Mastery Coaching/Training
- Onboarding
- New Staff Orientation
- Accountability Domains 1, 2, & 3
- Coordinating Elementary PLC's
- Pre-K & Kindergarten Round-up
- Parent Involvement
- Transition Plans
- High Quality Pre-K
- Content Specialist
- Title I

Coordinator of Counseling

- Campus Counselors and Social Workers
- College & Career Readiness
- Bully & Suicide Prevention
- Character Programs & Guidance Lessons
- Reach Counseling
- Graduation Pathways
- Four Year Plans and Plan Your Path
- College, Career & Military Readiness
- Social Emotional Learning Programs
- SAT / ACT / TSIA Prep & Scores
- Associate Degreee
- Dual Credit
- District Distinction PSR
- Accountability Domain 1
- Classroom Walkthroughs
- Onboarding
- Leavers, Withdrawals, Completion Rate & Dropouts
- Advanced Placement / Pre AP

Director of District Assessments, 504, Dyslexia and RTI

- District Testing Coordinator
- Credit by Exam
- 504
- Onboarding
- Dyslexia
- RTI Procedure and Implementation
- Walkthroughs-Dyslexia
- Assessment Calendars/Timelines

Director of Bilingual & ESL

- SIOP
- Bilingual Walkthroughs and Evaluations
- LPAC Training
- Bilingual and ESL Programming
- Title III
- Bilingual Curriculum Maps / Alignment
- Training for Bilingual/ESL Teachers
- Onboarding

Coordinator of Student Learning Outcomes and Federal Programs

- Teacher Incentive Allotment
- Federal/State Program Compliance
- T-TESS Calibration
- Classroom Walkthroughs
- Training for Improving Student Learning Outcomes
- Domain 2
- Continuous Improvement
- Onboarding

Coordinator of Career & Technical Education

- CTE Professional Development
- CTE Student Certifications
- CTE TIA
- CTE Walkthroughs
- CTE Budget
- CTE Coding
- CTE PLCs
- CTE Master Schedule
- Onboarding

Strategic Compensation Coordinator

- Compensation
- Stakeholder Engagement
- Grant Deliverables
- Market Studies
- FLSA
- DOL
- Job Description Audits
- Compensation Audits
- Strategic Compensation Design
- Collaboration with TA Advisor
- Salary Letters

Coordinator of Human Resources

- Professional & Paraprofessional Staff
- New Hires - Skyward/Frontline
- Resignations
- Service Records
- Employment Contracts
- Letters of Reasonable Assurance
- Yellowfolder
- Fingerprinting / Criminal History Checks
- Certification Licensure
- Job Postings
- HR Website
- Employee Handbook
- Onboarding
- Evaluations in Eduphoria
- Calendars
- EEOC/CDRC - Biannually
- Staff Appreciation Banquet
- Service Awards
- Notary
- Frontline/Absence Management

Coordinator of Communications & Public Relations

- District Required Postings
- District Website
- District Marquee
- District Logo
- Hoot Owl-Iey
- About Joshua ISD on Website
- Public Relations
- Public Information Requests

Director of Athletics

- Stadium Rentals
- District Athletic Programs
- UIL DEC Joshua ISD Chair

Director of Child Nutrition

- Menu Development
- Free / Reduced Status Determination
- TDA and USDA Audits
- Online Parent Portal Software for CN
- Child Nutrition Purchasing & Procurement

Director of Purchasing

- Purchasing
- EDGAR and Federal Regulations
- Bids/RFQ's/RFP's
- Contracts
- Cooperatives and Interlocal Agreements
- Equip and Furnish New Schools
- Evaluate Products and Services for Quality
- Maint. of Purchasing files & docs
- Staff Training Related to Purchasing
- Maintain Approved Vendor List
- Purchase Orders
- District Inventory
- Conflict of Interest Forms

Chief of Police

- Police Officers
- Emergencies
- Scheduling of traffic enforcement
- Active shooter training
- Campus Criminal Offense Notifications
- Student Safety (with Exec. Dir. of Student Services)
- Police Scheduling
- Inter-Agency Agreements - MOU's
- Police Policies & Handbook

Head District Trainer

- Student UIL Safety Training
- Concussion Updates, Training
- EKG Oversight

Nurse Coordinator

- Drug Testing
- Student Insurance
- Bloodborne Pathogen Plan
- Shot Offerings for Hepatitis
- Passport Health
- AED Updates, Maintenance, Training
- CPR Updates, Maintenance, Training
- Audiometer Calibration
- State Health Reports
- Steri cycle

Director of Child Care Services

- Oversee All After School Program Procedures

Superintendent and School Board Secretary / Elections Officer

- Superintendent
- Board
- School Board Elections