

POSITION:	ACTING SUPERINTENDENT	ASSISTANT SUPERINTENDENT - SECONDARY	ASSISTANT SUPERINTENDENT - ELEMENTARY	DIRECTOR OF BUSINESS ADMINISTRATION	DIRECTOR OF PERSONNEL	DIRECTOR OF PUPIL SERVICES	DIRECTOR OF INNOVATION AND TECHNOLOGY	DIRECTOR OF SCHOOL SAFETY AND SECURITY
NAME:	Nicole Harvey, Ed.D.	Scott DeShong, Ed.D.	Nicole Harvey, Ed.D.	Daniel Carsley, MBA, CPA	Wendi Lee Clark, Ed.D.	Sean Burns	Jason Kotch, Ed.D.	Chrissy Simpkins
REPORTS TO:	Board of School Directors	Superintendent	Superintendent	Superintendent	Superintendent	Assistant Superintendents	Assistant Superintendents	Superintendent
KEY RESPONSIBILITIES:	<p>Oversees all HR, Finance, Facilities, Curriculum, K-12 program, Technology, Social Education/PEP Services, and Public Relations</p> <p>Cabinet Goal Setting and Performance Review</p> <p>School Improvement</p> <p>Enrollment Projections</p> <p>Curricular Improvements</p> <p>District Visiting</p> <p>PDE Compliance</p> <p>School Closures and Delays (Primary)</p> <p>Board Communication</p> <p>Policy Review</p>	<p>Responsible for facilitating the development, implementation and evaluation of educational programs and activities and making recommendations for improvement</p> <p>Providing the professional staff with the essential instructional materials for carrying out an instructional program, which meets the needs of all students</p> <p>Facilitates the development, implementation and monitoring of annual budgets to support the needs of all students</p> <p>In conjunction with the Director of K-12 Teaching and Learning, provides oversight in the area of Teaching/Learning & Assessment</p> <p>Assists in planning and implementing staff development programs for professional personnel. Serves as chairperson of the Board Curriculum Advisory Council</p> <p>Provides home schooling families with information regarding state requirements</p> <p>Assists in planning and implementing staff development programs for professional staff</p> <p>In conjunction with the Director of Technology, provides oversight for all instructional technology and educational data analysis</p> <p>Provides oversight for all aspects of special education/psychological guidance and health programs</p>	<p>Responsible for facilitating the development, implementation and evaluation of educational programs and activities and making recommendations for improvement</p> <p>Providing the professional staff with the essential instructional materials for carrying out an instructional program, which meets the needs of all students</p> <p>Facilitates the development, implementation and monitoring of annual budgets to support the needs of all students</p> <p>In conjunction with the Director of K-12 Teaching and Learning, provides oversight in the area of Teaching/Learning & Assessment</p> <p>Assists in planning and implementing staff development programs for professional personnel. Serves as chairperson of the Board Curriculum Advisory Council</p> <p>Provides home schooling families with information regarding state requirements</p> <p>Assists in planning and implementing staff development programs for professional staff</p> <p>In conjunction with the Director of Technology, provides oversight for all instructional technology and educational data analysis</p> <p>Provides oversight for all aspects of special education/psychological guidance and health programs</p>	<p>Budget Development - Prepare District Annual Budget as prescribed by PDE & Act 1</p> <p>Facilities Oversight - Work closely with the Chester County Intermediate Unit on Facility & Custodial needs for the District</p> <p>Long range capital planning - Annually update LSP to ensure District assets are maintained</p> <p>Registration - Work with Superintendent, Director of Personnel and School Board during contract negotiations.</p> <p>District Treasurer</p> <p>Transportation</p> <p>Tax Collection-Cash Receipts/Revenues (Revenue Deposit & Official Payments)</p> <p>Grant, Federal/State/Local Reporting</p> <p>Participation Fees</p> <p>Records Payable</p> <p>Payroll</p> <p>1099 Reporting Financial Reporting and Audit</p> <p>Gift Financing</p> <p>Oversight of District Food Service Program</p> <p>Inventory Control - Coordination with Technology Director</p> <p>School Closures and Delays (Back-staff)</p>	<p>Employee Records Management</p> <p>Compensation Administration</p> <p>Negotiations</p> <p>Legal Compliance</p> <p>Benefits Administration</p> <p>Leave Administration</p> <p>Employee Relations</p> <p>Unions/Coordination</p> <p>Human Resources Reporting</p>	<p>Psychology, Alternative Education</p> <p>Special Education, Gifted Education, Related Services, Para-professionals</p> <p>Special Education Compliance Monitoring, Spec. Ed. PIMS Collection</p> <p>PEP Services PDE Reporting</p> <p>PEP Services Budget, Access Funds</p> <p>Basic Schools, Police MDLI Police Liaison, PJO Liaison</p>	<p>Education Technology Curriculum, Instruction, Professional Development/NTI</p> <p>Education Technology Curriculum, Instruction, Professional Development/NTI</p> <p>Provision 11, ACP, Special Services, STEM/STEAM</p> <p>Communications: Web, Email, News/Press Releases, Public Relations</p> <p>Supervision & Evaluation (IT, Tech and Instructional Staff)</p>	<p>Serves as Act 44 appointed coordinator and maintains annual compliance.</p> <p>Provides required training for all school employees per Act 54 of 2002.</p> <p>Coordinates a comprehensive security/school safety program.</p> <p>Oversees a constructive, positive departmental philosophy.</p> <p>Develops performance objectives and operational procedures to guide safety personnel in the performance of their duties.</p> <p>Establishes clear lines of accountability and command within the School Safety and Security Division.</p> <p>Responds to and assists with critical incidents to support the district's response and recovery efforts.</p> <p>Performs basic personnel administration duties, including ordering new staff, assigning work, scheduling, preparing budget and related reports and monitoring expenditures.</p> <p>Serves as a liaison with local law enforcement agencies regarding the daily operation of the district safety and security program and other law enforcement issues on the school campuses. Works with local law enforcement agencies to encourage community policing efforts on school campuses.</p> <p>Assists in the development and implementation of security plans for special events involving the school facilities within the jurisdiction of Anne Grove School District.</p> <p>In collaboration with the Director of Personnel and Director of Facilities and Operations, identifies, employs, and trains safety personnel as required. Provides training and assistance to employees and students in matters of safety and security.</p> <p>Participates in the development and maintenance of a district-level Emergency Operations Plan. Participates in the development and maintenance of the building-level Emergency Operations Plans.</p> <p>Assists with safety and security assessments and reviews of specific concerns. Makes recommendations as necessary.</p> <p>Serves as a liaison with other agencies in matters of safety and security such as the Homeland Security, Pennsylvania Department of Education, Intermediate Units, and others.</p> <p>Provides periodic reports to the Superintendent and the School Board on matters pertaining to school safety.</p> <p>Participates in local, regional, and national organizations to ensure all certifications and training credentials are current.</p> <p>Works directly with local law enforcement agencies during critical incidents situations and follow-up implementations during programs pertaining to matters of safety and security.</p> <p>Receives all reports of incidents occurring on school property and maintains data regarding this information.</p> <p>Coordinates the district's school safety committee and community safety releases. Participates as a team member of the SafeDay Something Reporting Program and provides consultation on an as-needed basis.</p> <p>Ensures compliance with federal, state, and local regulations and serves as a liaison for district facilities, ensuring that safety and emergency response procedures are developed, documented, communicated/trained, practiced, and evaluated annually.</p> <p>Serves as a liaison between district and safety and security organizations, state agencies and other and national organizations to maintain a consistent presence in the school safety and security field and gather current information about legislation, industry trends, and possible funding options.</p> <p>Attends District events, including but not limited to school board meetings, District athletic and co-curricular events, and various other community meetings, as necessary or directed.</p> <p>Performs other duties as directed by the Superintendent of Schools.</p>
POSITION:	SUPERINTENDENT	ASSISTANT SUPERINTENDENT - SECONDARY	ASSISTANT SUPERINTENDENT - ELEMENTARY	DIRECTOR OF BUSINESS ADMINISTRATION	DIRECTOR OF PERSONNEL	DIRECTOR OF PUPIL SERVICES	DIRECTOR OF INNOVATION AND TECHNOLOGY	Director of School Safety and Security
NAME:	M. Christopher Marchese, Ed.D.	Scott DeShong, Ed.D.	Nicole Harvey, Ed.D.	Daniel Carsley, MBA, CPA	Wendi Lee Clark, Ed.D.	Sean Burns	Jason Kotch, Ed.D.	Chrissy Simpkins
REPORTS TO:	Board of School Directors	Superintendent	Superintendent	Superintendent	Superintendent	Assistant Superintendents	Assistant Superintendents	Provides consulting and expertise to the administration upon request in the fields of safety and security.
				Grant, Federal/State/Local Reporting	Employee On-Boarding	Special Education Plan		Participates in the development and maintenance of a district-level Emergency Operations Plan. Participates in the development and maintenance of the building-level Emergency Operations Plans.
				Participation Fees		PEP Services Prof. Dev.		Assists with safety and security assessments and reviews of specific concerns. Makes recommendations as necessary.
				Records Payable				Serves as a liaison with other agencies in matters of safety and security such as the Homeland Security, Pennsylvania Department of Education, Intermediate Units, and others.
				Payroll				Provides periodic reports to the Superintendent and the School Board on matters pertaining to school safety.
				1099 Reporting Financial Reporting and Audit				Participates in local, regional, and national organizations to ensure all certifications and training credentials are current.
				Gift Financing				Works directly with local law enforcement agencies during critical incidents situations and follow-up implementations during programs pertaining to matters of safety and security.
				Oversight of District Food Service Program				Receives all reports of incidents occurring on school property and maintains data regarding this information.
				Inventory Control - Coordination with Technology Director				Coordinates the district's school safety committee and community safety releases. Participates as a team member of the SafeDay Something Reporting Program and provides consultation on an as-needed basis.
				School Closures and Delays (Back-staff)				Ensures compliance with federal, state, and local regulations and serves as a liaison for district facilities, ensuring that safety and emergency response procedures are developed, documented, communicated/trained, practiced, and evaluated annually.
								Serves as a liaison between district and safety and security organizations, state agencies and other and national organizations to maintain a consistent presence in the school safety and security field and gather current information about legislation, industry trends, and possible funding options.
								Attends District events, including but not limited to school board meetings, District athletic and co-curricular events, and various other community meetings, as necessary or directed.
								Performs other duties as directed by the Superintendent of Schools.