

Area	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Academics	Class/Course Teacher	School Counselor	Assistant Principal (where applicable)	Building Principal	Assistant Superintendent for Instruction and School Improvement	Superintendent
Attendance	Health & Attendance Clerk	Assistant Principal (where applicable)	Building Principal	Director of Student Support Services	Executive Director of Information and Student Support Services	
Athletics	Coach	Director of Athletics	Principal	Superintendent		
Behavior and Classroom Procedures	Teacher	Assistant Principal (where applicable)	Principal	Assistant Superintendent for Instruction and School Improvement	Superintendent	
Board of Education Policy	District Clerk	Executive Director of Information and Student Services	Superintendent	Board of Education		
Budget	Assistant Superintendent for Finance and Operations	Superintendent				
Buildings and Grounds	Principal/Athletic Director for fields	Director of Facilities	Assistant Superintendent for Finance and Operations			

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Counseling	Teacher/School Counselor	Assistant Principal (where applicable)	Principal	Assistant Superintendent for Instruction and School Improvement	Executive Director of Information and Student Services	
Hiring/Employment Opportunities	Personnel Clerk	Director of Human Resources				
Supervision of Employees	Principal	Personnel Clerk	Director of Human Resources	Assistant Superintendent for Instruction and School Improvement	Superintendent	
Extracurricular Activities	Adivsor of the activity	Principal	Assistant Superintendent for Instruction and School Improvement			
Food Service	Building Cafeferia Manager	Principal	Director of Food Service	Assistant Superintendent for Finance and Operations	Superintendent	
Free/Reduced Meal Program	School Counselor	Principal	Director of Food Service	Assistant Superintendent for Finance and Operations		
Health Medical	School Nurse	Coordinator of Health Services	Director of Student Services	Executive Director of Information and Student Services		

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Registration and Residency	Registrar	Director of Student Support Services	Executive Director of Information and Student Services	Superintendent		
Safety Concerns	Building Principal	Safety and Security Advisor	Assistant Superintendent for Instruction and School Improvement	Superintendent		
Scholarships	JHS College and Career Coordinator/School Counselor	Principal				
Special Education	Teacher	Principal	Coordinator of Pupil Personnel Services	Director of Pupil Personnel Services		
Technology	I.S. Help Desk	Director of Information Services	Executive Director of Information and Student Services			
Transportation	Transportation Supervisor	Assistant Superintendent for Finance and Operations	Superintendent			
Use of Facilities	Principal/Athletic Director	Director of Facilities	Assistant Superintendent for Finance and Operations			

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Website	Public Relations Specialist	Executive Director of Information and Student Services				
Media Inquiry	Public Relations Specialist	Superintendent's Secretary/District Clerk	Superintendent			