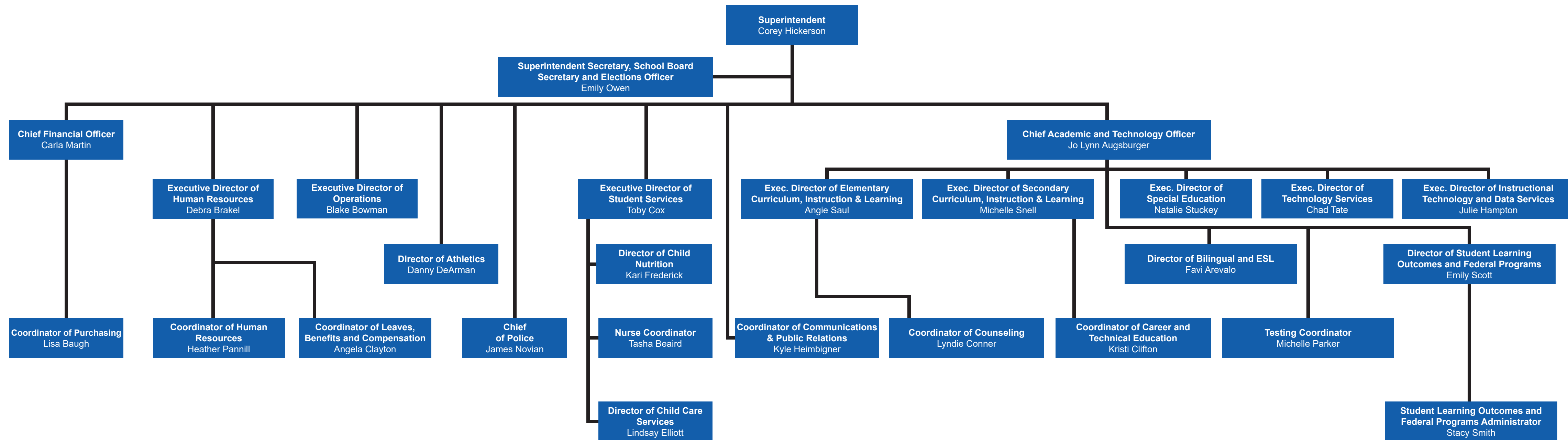




Joshua Independent School District Administrative Organizational Chart



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

- Appraisals
- Annual Performance Report
- District Academic UIL
- District & Campus Plan Development & Updates
- District Pk-12 Curriculum Alignment
- Compensatory Education & At-Risk Identification
- District & Campus Scorecards
- 504
- Credit by Exam
- District Accountability
- Assessment Calendars/Timelines
- District Professional Development
- District Strategic Plan
- District Wide Continuous Improvement
- Dyslexia
- Federal Employee Certifications
- Federal Programs
- General Ed Homebound
- Gifted & Talented
- Instruction Materials Allotment & IMA Certification
- K-4 Class Size Monitoring
- PLCs
- RTI Procedure and Implementation
- Summer School/Credit Recovery
- Testing
- Textbook Inventory, Ordering, Delivery, & Disposal
- Textbook Proclamation and Adoption

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

- Appraisals
- ClassLink
- District Database Administration
- District Professional Development
- District Technology Plan
- Ed-Fi/TSDS
- Eduphoria
- Fitnessgram
- Instructional Technology
- PEIMS
- Principal Attendance Reports for Cont. Improvement
- Rostering and Integration of Instructional Materials
- Skyward
- Staff and Parent Satisfaction Surveys
- Staff and Student Account Provisioning
- Staff and Student Devices
- State & Federal Submissions
- Student Registration
- Technology Responsible Use Policy
- Technology Work Orders

Executive Director of Technology Services

- ClassLink
- District Cybersecurity Plan
- District Network & Infrastructure
- District Technology Plan
- Door Access and ID Badges
- E-Rate
- Email
- Lightspeed Content Filter
- PA Systems
- Phones
- Score Boards and Digital Signage
- Security Cameras
- Sound Systems
- Staff and Student Account Provisioning
- Staff and Student Devices
- Technical Support
- Technology Responsible Use Policy
- Technology Work Orders

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

- Supervise Diagnosticians, SLPs, Related Service and other district SPED staff
- Staff Development Planning for Special Education
- SPED Staffing Analysis
- SPED Federal Grant
- Special Olympics
- Special Education Walkthroughs
- Special Education Curriculum
- Special Education Accountability
- SHARS/Medicaid Preparation & Training
- Auditing IEPs
- Appraisals for Diags, SLPS, Related Service and other SPED staff
- Special Education Homebound
- Early Childhood- Special Education
- Proportionate Share Services
- Community Based Instruction
- SPED Inventory
- Adult Transition Services- TX Workforce

Executive Director of Secondary Curriculum, Instruction & Learning

- Accountability
- Appraisals
- Assessment
- Compensatory Education Budget
- CTE Budget
- Curriculum Alignment
- District Professional Development
- Perkins Grant
- Secondary Course Guides
- Secondary Curriculum Alignment
- Secondary Master Schedules
- Secondary Summer School and AI
- Secondary Textbook Facilitation
- Secondary UIL
- Transition Plans

Executive Director of Elementary Curriculum, Instruction & Learning

- Advanced Academics
- Accelerated Instruction
- Accountability
- Appraisals
- Assessment
- Counseling Services
- Elementary Curriculum Alignment
- Direct Phonics Instruction
- District Professional Development
- Early Childhood Education Grant
- Elementary Master Schedules
- ESSA Grant
- Gifted and Talented
- High Quality Pre-K
- K-4 Class Size Monitoring
- Pre-K & Kindergarten Round-up
- Elementary Textbook Facilitation
- Transition Plans
- Elementary UIL

Coordinator of Counseling

- Advanced Placement / Pre AP
- Associate Degree
- Bully & Suicide Prevention
- Campus Counselors and Social Workers
- Character Programs & Guidance Lessons
- College, Career, & Military Readiness
- District Distinction PSR
- District Professional Development
- Dual Credit
- Foreign Exchange Students
- Four Year Plans and Plan Your Path
- Graduation Pathways
- Leavers, Withdrawals, Completion Rate & Dropouts
- Pregnancy Related Services
- Reach Counseling
- SAT / ACT / TSIA Prep & Scores
- Secondary Course Guides
- Social Emotional Learning Programs
- TVSVN

Director of Bilingual & ESL

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

Director of Student Learning Outcomes and Federal Programs

- Appraisals
- District Professional Development
- Federal/State Program Compliance
- Renaissance
- T-TESS Calibration
- Teacher Incentive Allotment

Student Learning Outcomes and Federal Programs Administrator

- Appraisals
- Teacher Incentive Allotment
- Dyslexia Instruction and Screening
- Professional Development
- Student Growth Data

Coordinator of Career & Technical Education

- Appraisals
- CTE Coding
- CTE Scheduling
- CTE Student Certifications
- CTE TIA
- District Professional Development

Coordinator of Leaves, Benefits & Compensation

- Compensation
- Stakeholder Engagement
- Grant Deliverables
- Market Studies
- FLA
- 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-ley
- 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

Coordinator 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

District Testing Coordinator

- District Testing Coordinator