Helena Public Schools
District Office Essential Functions

SUPERINTENDENT

- Board Leadership
- MOUs, Contracts, Policies

DIRECTOR OF FINANCE

- Board Clerk
- Facility Use
- Budget Management
- Payroll, Accounts Receivable/Payable
- Transportation
- Out of District Agreements

ASSISTANT SUPERINTENDENT PK-5

- Lead Curriculum and Instruction
- PK- 5 Principals and Operations
- Elementary Accreditation
- District Professional Development
- Professional Growth Committee
- Montessori
- PK-5 Music and PE
- PK-5 Counselors + 504 Coordinator
- PK-5 Legal Support
- PK-5 Handbooks

ASSISTANT SUPERINTENDENT 6-12+

- 6-12+ Principals and Operations
- Adult Basic Ed
- Lead State Accreditation
- SROs & Handle with Care
- Advanced Opportunity Grant
- Mental Health Lead
- 6-12 Counselors + 504
- Student Board Reps
- 6-12 Handbooks
- CSCT
- Charter Schools

DIRECTOR OF STATE AND FEDERAL PROGRAMS

- Title
  - IEFA/ELLs
  - Homeless/MV
  - Title Instruction Specialists
- CTE
  - Internships/Pathways
  - Work-based learning
  - Career Counselors
- Explore School
- SACC
- Food Service
  - Health and Nutrition
- Starbase

SPECIAL EDUCATION AND STUDENT SERVICES DIRECTOR

- Special Education Services & Programs
- Motor Pool
- Nurses
- Pre-ETS
- Fed/State Compliance
- ESY
- Threat Assessment Records Management
- Day Treatment
- Advanced Programming

DIRECTOR OF HUMAN RESOURCES

- Employee Onboarding and Employee Offboarding
- Employee & Labor Relations
- Recruitment/Retention
- Employee Leave & Benefits
- Substitutes
- Title IX

DIRECTOR OF EDUCATIONAL TECHNOLOGY

- Network Services
- Tech Support
- Tech-related Safety and Security
- PreK-12 Library Services
- Tech Integration Support (website, curriculum, data, classroom tech, etc.)
- Student Information System
- State Reporting

ATHLETIC DIRECTOR

- All Middle and High School Activities
- Schedules & Referees
- Activity Transportation
- Driver's Education

DIRECTOR OF FACILITIES

- Buildings & Grounds
- District-wide Safety & Security
- Facility Planning
- Custodial Services
- Crafts Supervision (Electrical, Mechanics, Carpenters, Painters, HVAC)
- Transportation

DATA & ASSESSMENT ADMINISTRATOR

- PK-12 District and State Assessments
- KinderSprouts Screenings
- School-based Mental Health Screenings
- District Surveys
- Data Analysis
- School-level Data Distribution
- Data Dashboard
- Curriculum Storage Management

COMMUNICATIONS SPECIALIST

- Social Media Management
- Media Relations
- District Communications
- District Website

Cabinet
Director
Administrator/Principal
Operations

Updated 8.31.26

Helena Public Schools
Central Administration Direct Reports

SUPERINTENDENT

Strategy - Board Relations - District Accountability

Reports:

- 9 Leadership Direct Reports
- ExecutiveAdministrative Assistant
  - Executive Support

10 Leadership Direct Reports

PK-5 ASSISTANT SUPERINTENDENT

Reports:

- Elementary Principals
- Data & Assessment Administrator

DIRECTOR OF BUSINESS & FINANCE

Reports:

- Finance & Accounting
- Payroll & Bookkeeping
- Revenue & Facility-Use Accounting

6-12+ ASSISTANT SUPERINTENDENT

Reports:

- Middle & High School Principals
- Special Education & Student Services
- Federal, State, & Alternative Programs

DIRECTOR OF HUMAN RESOURCES

Reports:

- Staffing & Employee Relations
- Benefits, Leave & Substitutes
- Labor Relations & Compliance

DIRECTOR OF EDUCATIONAL TECHNOLOGY

Reports:

- Infrastructure & Cybersecurity
- Student Systems & State Reporting
- Technicians & Data Systems

DIRECTOR OF FACILITIES & MAINTENANCE

Reports:

- Facilities & Maintenance
- Custodial Operations & Safety
- Capital Projects

ATHLETIC DIRECTOR

Reports:

- MHSA activities organization
- Drivers Education

DIRECTOR OF TRANSPORTATION

Reports:

- Routine & Fleet Operations
- Drivers & Transportation Staff
- Safety, Compliance & Logistics

DATA & ASSESSMENT ADMINISTRATOR

COMMUNICATIONS SPECIALIST

Updated 8.31.26