

Central Office Staff Roles

Administrative Assistant to the Superintendent – Works closely with the Superintendent in all aspects of communication with staff, parents, and the public. Coordinates schedules, prepares correspondence and reports, maintains data systems, acts as liaison to school committee and public officials, and responds to inquiries from staff and citizens.

Treasurer – Receives and distributes funds and other statutory responsibilities.

Human Resources Coordinator – Maintains personnel records for all employees, prepares vacancy notices and newspaper ads for job openings, processes staff recommendation forms, develops personnel salary projections in support of District budgets, prepares and distributes annual employment and extracurricular contracts, maintains District substitute program, processes teachers' college coursework, administers CORI program, represents District at the Cape Cod Municipal Health Group, provides data to Division of Unemployment, and assists with annual reporting to the Department of Elementary and Secondary Education.

Assistant Superintendent – Assists the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Plays a significant leadership role in curriculum planning, instruction, student assessment, and in-service education for the professional staff.

Executive Secretary to the Assistant Superintendent – Works closely with the Assistant Superintendent. Attends to phone inquiries, spends considerable amount of time in program and curriculum development and recordkeeping duties. Monitors grant budgets, applications and reports. Performs correspondence preparation, DESE reports, MCAS results. Prepares annual District Professional Development program. Schedules and maintains a system for receiving, coordinating, and forwarding data with regard to administrative council meetings, professional development programs, and District curriculum programs.

Part-time Data Clerk – Responsible for issuing PDPs, and maintaining PD database. Maintains literacy assessment data spreadsheets (including DIBELS). Creates stem and leaf graphs for principals/teachers of literacy information. Updates Title I rank order lists. Assists the HR Coordinator with filing and short term projects.

Director of Technology – Develops and modifies staff development programs and materials to meet specific District needs related to the instructional use of computers. Provides consultation to District administrators and teachers on planning and implementing curriculum with technology applications integrated. Develops, coordinates and manages Information Support including assessing District's educational technology needs. Implements program services and monitors and evaluates service delivery. Develops and monitors operating budgets for Information Support Programs. Writes grant proposals. Develops software selection program.

Director of Finance & Operations – Develops business services in support of the educational system. Is part of the central office management and is responsible for planning, administration and execution of the business affairs in accordance with state laws and policies of the school committees under the direction of the Superintendent. Tasks include budget development and management, contract bidding, maintenance and construction of educational facilities, pupil transportation, data processing, food services, and central office personnel management.

Secretary to Director of Finance & Operations – Coordinates annual budget preparation process, assists school personnel with budget analysis. Inputs budget account information, maintains records to explain and substantiate budget revisions. Assists the Business Manager and school principals in development of strategic planning financial projections. Assists the Director of Finance & Operations in preparing and distributing bidding specs and attends bid openings. Completes DESE year-end reports. Orders supplies and materials necessary for the operation of the Central Office; maintains all office machines. Manages Nauset's workers comp claims.

Facilities Coordinator – This is a new position at 0.5 FTE. The Facilities Coordinator will work to oversee the planning, bidding, and implementation of capital repairs and major capital projects to our buildings and grounds in all seven schools across the District. The person will work be supervised by the Superintendent and Director of Finance & Operations and will work closely with each of the building Principals and Head Custodians to ensure that priority facility and grounds needs are met in a timely manner.

Accounting Manager – Supervises all accounting procedures, payroll preparation, accounts payable and receivable. Complete accurate financial reports and provide information to various state departments, independent auditors, seven schools within the Nauset District and four towns served by the Central Office.

Accounts Payable Clerk – Services the entire Region plus Eastham and Orleans Elementary Schools. Reviews all purchase orders and invoices for accuracy with District policies. Communicates discrepancies with other school personnel and/or vendors. Pays bills and prepares warrants, shared warrants, and maintains accuracy of outstanding purchase orders.

Accounts Payable/ Receptionist – Services Brewster and Wellfleet Elementary Schools. Reviews all purchase orders and invoices for accuracy with District policies. Communicates discrepancies with other school personnel and vendors. Pays bills and prepares warrants. Greets visitors to the central administration office.

Payroll and Benefit Services Clerk – Maintains computer employee master files, deduction registers, and other pertinent payroll information. Prepares payrolls for Regional school employees and five Union No. 54 elementary schools. Coordinates health and retirement plan benefits for employees and retirees.

Food Services Director – Plans, orders, organizes, prepares, and serves nutritional meals to the students and staff of the Nauset Public Schools. Plans meals. Supervises and trains cafeteria personnel. Maintains financial records. Assures safe food storage.

Food Service Bookkeeper – Maintains communication with District Cafeteria Managers. Submits state and federal monthly reports. Prepares bill schedules for payment. Processes all cafeteria invoices. Reviews and prices all inventories. Compiles and maintains numerical and financial data for cafeterias.

Director of Student Services – Prepares and administers the Special Education budget; plans, develops, coordinates, and evaluates district-wide systems of Special Education, psychological, guidance, social casework, and health services. Oversees the process of identification, evaluation, and service delivery of special education students. District liaison for students in out-of-district placements. Coordinate transportation service for special education students. District coordinator for Section 504 and ADA. Prepares and administers student service grants. Represents the district on the Cape Cod Collaborative Administrative Board. Coordinates the District's Special Education Parent Advisory Council.

Secretary to the Director of Student Services – Assists with correspondence for Director. Acts as liaison to bus company. Prepares Medicaid reports. Maintains student database. Maintains files for District's IEPs. Assists in summer school planning. Supports Out-of-District Coordinator in all areas involving residential and hospitalized students.