

## 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. Coordinates annual budget preparation process.

**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, administers CORI program, and provides data to Division of Unemployment.

**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. Monitors grant budgets, applications and reports. Performs correspondence preparation, DESE reports, MCAS results. Processes teachers' college coursework and is responsible for Smart EDU program. 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** – 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 other departments 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, monitors and evaluates service delivery. Develops and monitors operating budgets for Information Support Programs. Develops software selection program. Manages technology infrastructure and coordinates data reporting to DESE. Supervises Computer Support Specialist and Network/Systems Administrator.

**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 business office personnel management.

**Secretary to Director of Finance & Operations** – Assists school personnel with budget analysis. Maintains budget account information, maintains records to explain and substantiate budgets. Assists the Director of Finance and Operations and school principals in development of strategic planning financial projections. Assists the Director of Finance & Operations in preparing and distributing

procurement specifications for capital projects. Attends bid openings and business office related subcommittee meetings. Orders supplies and materials necessary for the operation of the Central Office; maintains all office machines. Manages Nauset's Workers Compensation claims. Transportation facilitator for District. Supports Director of Finance in all areas of the business office.

**Assistant Director of Finance & Operations** – Supervises all accounting procedures, payroll preparation, accounts payable, receivable and applicable staff. Completes accurate financial reports and provides information to various state departments, independent auditors, seven schools within the Nauset District and four towns served by the Central Office. Works with schools, towns, and committees on capital projects. Completes end-of-year reporting to Department of Elementary and Secondary Education. Supports the Director of Finance in all areas of the business office.

**Accounts Payable Clerk** – Services the Region and Brewster 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. Reconciles elementary school expenditures with the individual towns.

**Accounts Payable/ Receptionist** – Services Eastham, Orleans, 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 Coordinator** – 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. Represents District at the Cape Cod Municipal Health Group.

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

**Food Service Bookkeeper** – Submits state and federal monthly reports. Prepares bill schedules for payment. Compiles and maintains numerical and financial data for cafeterias. Processes applications for free and reduced lunch program for the district.

**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** – Supports Director of Special Education in all areas. Supports Out-of-District Coordinator in all areas involving students outplaced in hospitals or residential settings. Assists with preparation and submission of School Choice, Circuit Breaker, and Medicaid claiming. Assists with Civil Rights and Special Education reporting to state and federal agencies. Acts as liaison to the special education transportation company. Maintains student database, IEP's and 504's.S