



Yukon-Koyukuk School District Department Responsibilities 2021-2022

SUPERINTENDENT

- Certified Hiring
- Community School Committee
- District Oversight
- Legal Issues
- Lobbying
- Marketing, Recruitment and Retention
- Negotiations and Agreements
- Newsletter
- Policies
- Public Relations
- Regional School Board
- Spokesperson for District
- Strategic Planning and Implementation

Human Resources

Supervisor

- Certified Personnel Files
- Classified Personnel Files
- Employee & Position Setup-iVisions
- Employee Recognition/EOY/Teacher Appreciation
- Employment Background Checks
- Employment Verifications
- Exit Surveys
- Health Insurance Enrollments
- Hire Packets
- Job Descriptions
- Mandated Training
- New Hire Orientation and Support

ASSISTANT SUPERINTENDENT

- Art Program
- Curriculum and Instruction
- District School Improvement Plans
- Principal leadership and Supervision
- Professional Development
- Raven Homeschool
- RTI Implementation
- Suspension/Expulsion Report
- Teacher & Principal Evaluation
- Virtual & Onsite coaching

Director of Raven Homeschool

- Brightways and student management
- Raven Counseling and Coaching
- Raven CSI
- Raven Family Liaisons
- Raven Handbooks
- Raven Homeschool
- Raven Oasis Report*
- Raven Teacher and Classified Evaluation

Supervisor of Instructional Technology & Curriculum

- Battle of the Books
- Computer Science Implementation
- Curricular Committees
- Curriculum Development Support
- EdTech Utilization
- Instructional Coaching
- Instructional Technology
- IPRARS Grant Coordination
- Professional Development Support
- RTI Implementation Support

Supervisor of Small Schools

- AK GRAD
- Art Program – River and Raven
- IPRARS Grant Support
- Small Schools
- Summer School



Yukon-Koyukuk School District Department Responsibilities 2021-2022

CHIEF FINANCIAL OFFICER

- Accident Reports
- Account Analysis
- Accounts Payable
- Annual Audit
- Budget and Budget Revisions
- Capital Project & Grant Financial Reports
- District Finances
- Fixed Assets
- Food Services
- Free and Reduced Food Service Federal Funding
- Health Plan Administration
- iVisions Financial System
- Mail, Mail Equip, & Office Supplies
- PCard System
- Risk Management
- Vendor Packets

Controller

- Bank reconciliations
- Impact Aid Data Collection
- Raven computer and MIFI programs
- Raven family allotments/reimbursements
- Raven family unexpended funds
- Raven purchase requisition approval
- PCard System
- Raven Vendors
- Student Activity Accounts
- Teacher Discretionary Funds

DIRECTOR OF FACILITIES & CAPITAL PROJECTS

- Capital Improvement & Project Bids
- Daily Operation of Facilities & Grounds
- Facility Maintenance & Repairs
- Housing Leases
- Insurance Claims Reporting
- Maintenance & Custodial Staff and Training
- Preventative Maintenance Program
- Pupil Transportation Quarterly Reports
- Shipping & Receiving
- Water Testing/Compliance

Maintenance Supervisors

- Field Work
- Maintenance Work Order System
- Supervise Maintenance Staff



Yukon-Koyukuk School District Department Responsibilities 2021-2022

DIRECTOR OF FEDERAL PROGRAMS

- Accreditation
- Assessment
- Federal & State Programs
- Grant Management
- Grant Writing
- Native Language

Coordinator of Native Language

- Annual Holiday Program
- Biography Publication
- Culture Camps
- Native Language Instruction to K-12
- Native Language Curriculum

Coordinator of Assessment and Accreditation

- Accreditation
- Assessment District-wide
- Athletic Coordinator
- COVID-19 Response
- Federal Program Support
- Limited English Proficiency
- School and District Report Card
- Student Achievement Data & Reports

Coordinator of State & Federal Programs

- Accreditation
- Early Education Teacher Support
- Kindergarten Readiness Assessment
- Online library coordination
- Pre-K
- Science of Reading Professional Learning

Federal Programs Support Liaison

- Coordinate literacy nights at each school site, a minimum of twice a year (20 trips at minimum)
- Maintain records (attendance, activity agendas)
- Migrant recruitment reporting
- Participate in workshops, and community meetings
- Prepare written materials (newsletters, logs, memos, handouts) for purpose of documenting activities, and conveying information
- Quality Schools report

DIRECTOR OF SPECIAL EDUCATION & STUDENT SUPPORT SERVICES

- 504 Plans
- Alaska Youth Military Academy
- ALICE
- Attendance
- Child Find
- CLOSE-UP, Phlight Club
- Counseling Services
- Crisis Response Plans
- District-wide Graduation Diplomas
- Freshman Orientation
- Gifted & Talented
- Health & Nursing Services
- Homeless Liaison
- Oasis Report*
- Referral Services
- Restraint & Seclusion Report
- Special Education Services
- Student Government
- Testing Accommodations



Yukon-Koyukuk School District Department Responsibilities 2021-2022

DIRECTOR OF TECHNOLOGY

- Copier Configuration & Support Contracts
- Directory Services
- District Wide Technology
- E-rate
- Hardware Repairs
- Hardware & Software Maintenance/Repairs
- Internet Security
- Network/Wireless
- Phone System
- PowerSchool Support
- Security System
- Technology Support Raven & River Sites
- Technology Training
- Technology Purchases
- Video Conferencing
- VoIP Network

Technology Supervisor

- Brightways Support
- District & School Website
- District-wide Reports
- River and Raven Technology Support

DIRECTOR OF CAREER & TECHNICAL EDUCATION

- Career Guidance Counseling
- Career Readiness Programs
- CTE Advisory Committee
- CTE Business Partnership
- CTE Curriculum Development
- CTE Districtwide
- CTE Safety & Professional Development
- CTE State & Federal Grants Oversight
- Education Career Center
- Organization of Service Contracts

CTE Coordinator

- Carl Perkins
- CTE Career Counseling/AKCIS
- CTE Community Outreach
- CTSOs
- Health Services Careers
- Individual Career Portfolios
- Vendor Service Contracts
- Student Travel Coordination

CTE Specialist

- Acellus
- Online/Virtual CTE Instruction
- CTE Department/Student Travel
- CTE Itinerate Instruction (Welding, Small Engines, Firefighting)
- CTE Supply Inventory