



# Yukon-Koyukuk School District Department Responsibilities 2022-2023

## **Superintendent**

- Certified Hiring
- Community School Committee
- District Oversight
- Legal/District Attorney
- Lobbying
- Marketing, Recruitment and Retention
- Negotiations and Agreements
- Newsletter - Connections
- District Policies & Administrative Regulations
- Public Relations
- Regional School Board
- Spokesperson for District
- Strategic Planning and Implementation
- Human Resources

## **Human Resources Coordinator**

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

## **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
- Risk Management
- Vendor Packets

## **Controller**

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

## **Assistant Superintendent**

- Principal Leadership and Supervision
- Teacher & Principal Evaluation
- Virtual & Onsite coaching
- Curriculum and Instruction
- Professional Development
- RTI Oversight
- Raven Homeschool Program
- AKGrad Oversight
- Summer School
- Suspension/Expulsion Report

## **Director of Operations**

- District Student Records & Registrar
- Accreditation
- Attendance
- Truancy Report
- District-wide Graduation Diplomas
- OASIS
- Rampart School
- Tanana School
- RTI Implementation
- Lesson Plans, Walk Throughs
- Wednesday Collaboration Meeting Agendas
- District School Improvement Plans
- Plans of Improvement (POI)
- District Art Program
- Positive Learning Environment
- Student Handbook

## **Assistant Director of Professional Learning & Curriculum**

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



# Yukon-Koyukuk School District Department Responsibilities 2022-2023

## **Director of Raven Homeschool**

- Raven Curriculum Matrix
- Raven Homeschool Operations
- Raven Teacher and Classified Evaluation
- Raven Professional Learning and Inservice
- Raven Family Liaisons
- Raven Handbooks and Forms
- Brightways Student Management System
- Raven Oasis Report

## **Assistant Director of Raven and AK Grad**

- AK GRAD Program Operation
- AK GRAD Handbooks
- Rising Up Grant
- Raven Delta
- Raven Vendors
- Raven Website

## **Assistant Principal of Raven Homeschool**

- CSI Grant
- Raven Homeschool Counselor
- Raven Graduation Coach
- Raven Fairbanks
- Raven Special Education Support

## **Director of State & Federal Programs**

- Federal & State Programs
- Grant Management
- Grant Writing
- Indian Education
- Native Language
- Literacy & Math Programs
- Migrant Education

## **Assistant Director of Literacy**

- Early Education Teacher Support
- Kindergarten Profile
- Online Library
- Pre-K
- Quality Schools report
- RTI
- LETRS Implementation
- Literacy Specialists
- Coordinate literacy nights at each school site, a minimum of twice a year
- Maintain literacy records (attendance, activity agendas)
- Participate in workshops, and community meetings
- Prepare written materials (newsletters, logs, memos, handouts) for purpose of documenting activities, and conveying information
- School Resource Facilitator (ordering & shipping)

## **Assistant Director of Assessment & Student Support**

- COVID-19 Response
- Assessment District-wide
- Grant support and implementation
- School and District Report Card
- Student Achievement Data & Reports
- Limited English Proficiency
- Athletic Director
- Phlight Club

## **Coordinator of Federal Programs & Native Language**

- Annual Holiday Program
- Biography Publication & Distribution
- Culture Camps
- Native Language Instruction K-12
- Native Language Curriculum
- Elders Project Grant
- Migrant Education Support
- Indian Education Support

## **Director of Special Education & Student Support Services**

- 504 Plans
- Alaska Youth Military Academy
- Child Find
- River School Counseling Services
- Counseling Handbook
- Crisis Response Plans
- Freshman Orientation
- Gifted & Talented
- Health & Nursing Services
- Homeless Liaison
- Referral Services
- Special Education Services
- Testing Accommodations
- ALICE Training
- Student Government
- CLOSE-UP

## **Assistant Director of Special Education**

- Raven and River Special Education
- Transition Plans
- Related Services
- Special Education & Counseling Scheduling Support
- Virtual & In-person Special Education Coaching



# Yukon-Koyukuk School District Department Responsibilities 2022-2023

## Director of Career & Technical Education

- Education Career Center
- Career Readiness Programs
- CTE Advisory Committee
- CTE Business Partnership
- CTE Curriculum
- CTE Districtwide
- CTE Safety & Professional Development
- CTE State & Federal Grants Oversight
- Career Guidance Counseling
- Vendor Service Contracts
- YKSD Teacher Educator Training
- Apprenticeships
- Career Portfolios

## CTE Assistant Director

- Grant Management
- CTE data, collection & reporting
- CTE facilitators
- AKCIS
- CTE Community Outreach Vendor Service
- Contracts
- Student Travel Coordination
- CTE Curriculum

## CTE Specialist

- Acellus
- Online/Virtual CTE Instruction
- CTE Department/Student Travel
- CTE Itinerant Instruction (Welding, Small Engines, Firefighting)
- CTE Supply Inventory
- CTSOs
- Health Services Careers

## 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 Supervisor

- Maintenance Work Order System
- Supervise Maintenance Staff
- Travel to schools to perform scheduled maintenance
- Budget and scheduling support

## Director of Technology

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

## Technology Coordinator

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