



Yukon-Koyukuk School District Department Responsibilities 2023-2024

Superintendent

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

Assistant Superintendent

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

Director of Operations

- District Student Records & Registrar
- Accreditation
- Attendance
- Acellus
- Computer Science Implementation
- Math Specialists
- Truancy Report
- District-wide Graduation Diplomas
- OASIS
- Lesson Plans, Walk Throughs
- District School Improvement Plans
- Positive Learning Environment school settings
- Student Handbook

Director of Raven Homeschool

- Raven Curriculum Matrix
- Raven Homeschool Operations
- Raven Certified /Classified Evaluation
- Raven Professional Learning and Inservice
- Raven Family Liaisons
- Raven Handbooks and Forms
- Student Management System
- Raven Oasis Support

Director of Special Ed & Student Support Services

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

Human Resources Director

- Certified Hiring
- Certified /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
- Recruitment and Retention

Director of State/ Fed Programs/Special Projects

- Federal & State Programs
- Grant Management
- Grant Writing
- Indian Education
- Native Language
- Literacy Program
- Migrant Education
- Special Projects



Yukon-Koyukuk School District Department Responsibilities 2023-2024

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

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

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

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



Yukon-Koyukuk School District Department Responsibilities 2023-2024

Assistant Director of Fed Programs Student Support

- Esteem Activities and Support
- Grant support and implementation
- School and District Report Card
- Student Achievement Data & Reports
- Limited English Proficiency
- Athletic Director
- Phlight Club
- NWEA MAP Testing

Assistant Director of Federal Programs Literacy

- Early Education Teacher Support
- Grant Writing
- Kindergarten Profile
- Pre-K Program
- Online Library
- Quality Schools report
- Literacy Specialists and Program Requirements
- Coordinate School Literacy nights
- School Resource Facilitator (ordering & shipping)
- AK READS Act Implementation

Assistant Director of Professional Learning & Curriculum

- Battle of the Books
- Curriculum Development Support
- Curriculum Handbook
- District Art Program
- Professional Development Support
- RTI Implementation Support
- Instructional Technology
- EdTech Utilization
- Instructional Coaching
- Curricular Committees
- IPRARS Grant Coordination

Assistant Director of Special Education

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

Assistant Director of Raven and AK Grad

- AK GRAD Program Operation
- AK GRAD Handbooks
- District Test Coordinator
- Rising Up Grant
- Raven Delta and Anchorage
- Raven Vendors
- Raven Website
- Assessment Assistant DTC

Assistant Principal of Raven Homeschool

- CSI Grant
- Raven Homeschool Counselors
- Raven Graduation Coach
- Raven Fairbanks
- Raven Anchorage
- Raven Special Education Support

CTE Assistant Director

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



Yukon-Koyukuk School District Department Responsibilities 2023-2024

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

Maintenance Supervisors

- Maintenance Work Order System
- Supervise Maintenance Staff
- Travel to schools to perform scheduled maintenance

Technology Coordinator

- District Website, Raven and River
- District-wide Reports
- Student Information Support
- River and Raven Technology Support

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

CTE Specialist

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