

Yukon Koyukuk School District Department Responsibilities 2016-2017



OFFICE OF SUPERINTENDENT

Superintendent

Accident Reports
Certified Hiring
Community School Committee
District Oversight
Legal Issues
Lobbying
Negotiations
Newsletter
Policies
Public Relations
Regional School Board
Retention and Recruitment Certified
Spokesperson for District
Union Business

Human Resources

Certified Personnel Files
Classified Personnel Files
Employment Background Checks
Employee Recognition / EOY
Employment Verifications
Exit Surveys
Health Insurance Enrollments
Hire Packets
Mandated Training
New Hire Orientation and Support
Payroll Setup

FEDERAL PROGRAMS

Assistant Superintendent

Accreditation
Federal & State Programs
Title/ESSA/Quality Schools
Grant Management
JOM, Indian Education, Migrant
Highly Qualified Certified and Classified
Site Support-Allakaket, Huslia, Nulato & Ruby
River School Operations
RTI
Staff Accounting-HQ Component
Suspension/Expulsion Reports

Early Childhood Supervisor

Federal and State Grants and Programs
Early Education K-3 Teacher Support
Physical Education Implementation
Response to Instruction

SPECIAL EDUCATION AND COUNSELING

Director of Special Education & Counseling Support

Alaska Youth Military Academy Drop-Out
Attendance/Tuancy
Counseling Services
Crisis Response Plans
Freshman Orientation
Homeless Liaison
Gifted & Talented
District-wide Graduation Diplomas
Health Services
Oasis Report*
Registrar for River and RCS
Referral Services and Child Find
Remedial Social Worker
Special Education and 504 Services
Student Records
Suspension/Expulsion Report - Tuancy
Testing Accommodations

Counselor

Homeless Liaison
Counseling
Social Work

CURRICULUM, CTE, AND NATIVE LANGUAGE

Director of Curriculum, Instruction & Pro Development

Battle of the Books
Career Technical Education
Curriculum Development and Instruction
District/School Improvement Plans
Native Language
Professional Development
Raven-Fairbanks and Delta
RTI
Teacher Evaluation Committee
Odysseyware
Observe4Success
Teacher Coaching Support
YKSD online learning network

Coordinator of Native Language

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

Coordinator of CTE

CTE
Career Readiness Programs
Counseling Support-Minto/Manley
Health Services Careers for High School
Individual Career Plans grades 6-12
Student Handbook

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TECHNOLOGY

Director of Technology

Hardware & Software Maintenance
Copier Configuration & Support Contracts
District Website
E-rate
Oasis Report
PowerSchool Support
Raven & River School Support
Minto Evaluation and Support
Security System in DO
School Mint
Student Computer Program
Technology Plan
Technology Purchases
Telephone Networks
Video Conferencing

Coordinator of Technology

Directory Services
Hardware Repairs
Internet Security
Network/Wireless

Technology Specialist

Brightways
Phone System
Security System
Technology Support Raven & River Sites
Website

ASSESSMENT AND SMALL SCHOOLS SUPPORT

Director of Assessment & Small Schools

Assessment
Kindergarten Profile
Limited English Proficiency
MAPS, PMAP
Phlight Club
RTI*
School Report Card
Site Support- Kaltag, Koyukuk, Hughes & Manley
Student Achievement Data

Coordinator of Student Support & Assessment

Activities Director
Assessment District-wide
Close Up
Phlight Club
MAP/PMAP /AIMSweb*
Student Government
School and District Report Card*

DISTANCE EDUCATION

Director of Distance Education

AIDE
Oasis Report*
Raven Homeschool

MAINTENANCE AND CAPITAL PROJECTS

Director of Facilities & Capital Projects

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

Maintenance Supervisor

Supervise Maintenance Staff

BUSINESS OFFICE

Business Manager

Accounts Payable
ALIO
Annual Audit
Capital Project & Grant Financial Reports
District Finances
Fixed Assets
Food Services
Free and Reduced Federal Funding
Mail, Mail Equip, & Office Supplies
New Hire Packets
Payroll
Personnel Files/Human Resources
Classified Personnel Files
Risk Management
Staffing Report
Student Activity Accounts
Tax Sheltered Annuities
Vendor Packets

* Lead Administrator for Priority