WEAVER UNION SCHOOL DISTRICT
Department Responsibility Chart
2020 -2021

John Curry, Superintendent

Business Department

*Accounts Payable
*Accounts Receivable
*Budget
*Certificated Contracts
*Flex Plans / Section 125
*CBO – Evaluate Staff
*Classified Contracts
*Additional Help Form
*Mail Distribution – Sites / District / MCOE
*Health Insurance
*Timesheets
*Office Depot
*Payroll
*Purchasing
*TSA
*Extra Duty Pay
*Admin Request

Human Resources Department

*Absence Requests - Certificated/ Classified
*Credential Notification
*College Units Update
*Conference Attendance
*Drug Testing
*Email Set up – New Employees
*Employee Emergency Info Updates
*Evaluation Schedule
*Fingerprinting Process
*Interview Process
*New Hire Process
*Physical Testing – New Employees
*Resignations / Retirements
*Substitute system
*TB Notification – Certificated / Classified
*Time Clock
*Workers Comp
*New employee orientation
*Certificated contracts
*Human Resources webpage
*Job descriptions - updates

Technology Network Department

*Aeries
*Website Maintenance
*Computer Issues
*Computer Programming
*Email Issues
*Internet Security
*Wi-Fi Connection
*Evaluation of IT staff

Health Services Department

*Health & Developmental
  Evaluation – Special Ed
*Health & Developmental Reports
  for Special Ed students
*Hearing Screening (Students)
*Medication (Students)
*Scoliosis Screening (Students)
*Student Accident Reports
*TB Risk Assessments (Staff)
*Vision Screening (Students)
*District Nurse
  - Evaluate Medical Aides
  - Oversee Medical Aides

Maintenance & Operations

*Air Conditioning
*Alarm Issues
*Bell Issues
*Building Maintenance
*Custodial
*Events (Setup / Takedown)
*Heating
*Keys
*Mail Delivery to Sites
*Site Maps
*Telephone Issues
*Yard Maintenance

Preschool / Projects Department

*Parent Connect
*BTSA
*CBEDS
*CELDT
*Data Director
*English Learners Testing
*Fitness Testing
*Homeless
*NCLB Verifications
*SARB
*STAR Testing
*Supplemental Ed Services
*Tech Policy
*Title I, II, III
*Weaver Preschool
*Uniform Complaint

Transportation Department

*Bus Maintenance
*Driver Training
*Field Trips
*Bus Stops
*Director – Evaluate Transportation staff
*Annual Bus certification
*Bus Routes
*School Boundaries

Food Services Dept

*Breakfast / Lunch (All Sites)
*Catering - Special Events
*Dinner – After School
  Program
*Free / Reduce Meals
  Applications
*Special Diet Needs / Food
  Allergies (Students)
*District Wellness Committee
*District Health Fair
*Summer Food Program
*Evaluate Food Services staff

Special Education Dept

*Individual Ed Plans (IEP)
*MediCal Billing
*Psychology
*Scheduling of Special Ed Aides
*Special Ed Referrals
*Speech referrals
*State/Federal compliance

Superintendent's Office

*Administrative Regulations
*Agreements – Interdistrict/Intradistrict
*Board Agendas / Board Minutes
*Board Policies
*Calendar (Superintendent)
*Calendar of Events (District)
*Early Admittance – Kindergarten
*Expulsion Hearings
*Grants
*Local Control Accountability Plan (LCAP)
*Standard Operating Procedures (SOP)
*Uniform Complaint Procedures
*District Phone Directory
*Phone extension – Issue Ext. / Number
*WUSD Webpage
*Superintendent – Evaluate staff
*Conference Attendance