



COLLEGE PLACE PUBLIC SCHOOLS

Focusing on Kids and Their Learning

Kari Weed	Jim Fry	Julie James	Kerri Ramirez	Marissa Waddell
Assisted by: Amy Fanning	Assisted by: Kerri Ramirez	Assisted by: Barb Artz		Assisted by: Irene Ureño
Director Special Services	Superintendent	Director Business Services	Executive Assistant to the Superintendent	Director Teaching & Learning/Human Resources
RESPONSIBILITIES	RESPONSIBILITIES	RESPONSIBILITIES	RESPONSIBILITIES	RESPONSIBILITIES
2000 Policy/Procedure	1000, 3000, 5000 Policy/Procedure	6000 Policy/Procedure		2000, 5000 Policy/Procedure
Birth-21, Child Find	Capital Project Oversight	Accounts Payable/Receivable (Alyce Schild)	Approval of Public Posters & Flyers	BEST/FCS/Staff Induction
Early Childhood Programs/EACAP	Community Relations	ASB/CTE Oversight	Board Agendas, Board Packets and Minutes	Contracts/Negotiations
ESSA	District Improvement	EDS District Security	Board Newsletter	Counseling/Guidance Services Support
Foster Care	District Safety Coordinator	Enrollment State Reporting (SAFS)	Board Policies web updates	Curriculum Adoption
Highly Capable	Equity, Civil Rights, Hearing, Gender Inclusive Officer	Fiscal Oversight/Budget Development	CEDARS	District state assessment coordinator
Home Bound Learning Services	Levy/Bond Planning	Grant Management	Consolidated Program Review	K-12 Curriculum/Standard Alignment
Isolation & Restraint Reporting	Long-term Financial Planning	Inventory	District Websites	Title III, TBIP
McKinney Vento	Marketing/Branding	Nutrition Services (Elizabeth Ibarra)	Enrollment, Choice Transfers & Home School	Professional Development/Clock Hours
Migrant Services	Policy Oversight	Payroll/Benefits (Chris Alaniz)	Facility Rentals	Student Interns
Special Education/Section 504	Secretary to the Board	Public Records Requests	Flash Alert Notifications	Substitutes
Supervision/evaluation of External Contract Special Services staff	Strategic Planning	Risk Mngmnt/ Insurance	Lead & Support Building Secretaries	Title II, IV, LAP
Title I	Student Discipline Support/Threat Coordinator	Salary Placement/Advancement Requests	Skyward coordinator	Title IX, HIB Officer
	Supervision of Principals	Staff Travel	Support the Superintendent	TPEP