



COLLEGE PLACE PUBLIC SCHOOLS
Focusing on Kids and Their Learning

Heather Murray	Jim Fry	Julie James	Kerri Ramirez	Marissa Waddell
Assisted by: Amy Fanning	Assisted by: Kerri Ramirez	Assisted by: Anna Bostwick		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	Approval of Public Posters & Flyers	BEST/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 Officer, Hearing 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	Onboarding/Exit of Employees
McKinney Vento	Marketing/Branding	Nutrition Services	Enrollment, Choice Transfers & Home School	Professional Development/Clock Hours
Migrant, EL Services	Policy Oversight	Payroll	Facility Rentals	Student Interns
Special Education/Section 504	Secretary to the Board	Public Records Requests	Flash Alert Notifications	Substitutes
Supervision and evaluation of district 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 Officer
Title III, TBIP	Supervision of Principals	Staff Travel	Support the Superintendent	TPEP