



Classroom Teacher:

To resolve matters related to classroom management, instruction, grades, student dress code and student discipline. *1st level of all contacts involving parent concerns, questions, suggestions, etc.*

Counselors:

To resolve matters related to graduation, regular/college credits, grades, courses, special education, counseling programs and mental health services.

Assistant Principal:

To resolve matters related to school goals, procedures and policies, staff performance, student clubs, parent and community involvement, parent concerns, bussing issues, co-curricular and extracurricular activities. Provides for security and safety for students and the building. *2nd level of contact for parent concerns, student discipline and student dress code.*

Principal:

To review matters from all other levels; serves as the instructional leader. To address matters related to school goals, scheduling, procedures and policies, staff performance, student clubs, parent and community involvement. Supervises and evaluates certificated staff, provides for security and safety for students and the building. Initial matters which involve employment, technology, job postings, recommendations for hire, procedures and assignments and other school-wide concerns. *3rd level of contact for student discipline, 3rd level of contact for parent concerns.*

Athletic Director or Assistant Athletic Director:

To resolve matters, coordinate and supervise the athletic programs for varsity, junior varsity and junior high sports. Oversees the work of coaches and related staff involved in athletic programs. *1st level of contact for parent complaints, questions, concerns, etc. scheduling, budget preparation, promotion, requests, compliance, ordering and facility management.*

Superintendent:

To review matters from all other levels; serves as educational leader; assumes final responsibilities for student discipline/expulsion. Supervises classified staff and administration. Provides for security and safety for students, staff and the buildings/grounds. Serves duties as personnel, special education, transportation, Federal Programs and liaison between the Board of Education and staff personnel. Addresses matters which involve employment, job postings, recommendations to the Board for hire, procedures and assignments and other District-wide rules, Board policies and concerns.

Treasurer:

Serves as chief fiscal officer for the district. Prepares budget and appropriations documents; accounts for funds. Directs and manages financial accounting systems. Carries out the regulations of the state auditor, Ohio Department of Education, secretary of state, board of tax appeals, county auditor, and other state, local, and Federal agencies. Act as a "quasi-officer" of the board; serve as the board secretary. Record and maintain minutes of board meetings. Public records request officer.