

JOB DESCRIPTION: ASSISTANT SUPERINTENDENT

Job Duties

- Serves as director of federal, state and local grants; collaborates with appropriate staff to prioritize funds to meet student needs
- Serves as the corporation standardized testing coordinator
- Collaborates with school principals to coordinate remediation efforts
- Directs the student registration process
- Ensures that all staff members are appropriately licensed
- Implements legal residency and transfer tuition policies
- Coordinates the adoption and ordering of elementary curriculum materials
- Oversees corporation data reporting to state agencies
- Collaborates with community partners in conjunction with the efforts of the Superintendent
- Assists in the planning and organization of effective professional development
- Collaborates with superintendent, building administrators, and teachers on K-12 curriculum and program development, including appropriate recommendations for instructional program improvements
- Assists with Background Checks
- ESL Oversight
- Supports the Superintendent with job postings
- Oversees the teacher and substitute licensure requirements
- Assists with master contract procedure
- Monitors and develops procedures related to new staff onboarding
- Purdue Voucher Procedure
- Assist with safe schools training and procedures
- Security/Emergency Procedures
- Able to work with data task in data systems such as Skyward; Manages/analyzes data in collaboration with the Superintendent to make data-informed decisions specific to educational oversight and daily operations
- Assists with staff directory procedure and updates
- Assists with substitute teachers procedure
- Assists with student teacher procedures
- Responsible for oversight related to verification of employment/experience procedure
- Other duties as assigned by the Superintendent

SCHOOL BOARD AND COMMUNITY

SUPERINTENDENT Shawn Grisher

AD. ASST. – SUPT. & BUSINESS
Roberta Julian

CURRICULUM ADMIN. ASSISTANT
Vacant

RECEPTION
Cable Sleuter

BUSINESS

CFO/BUSINESS MANAGER
Bono Sharrt

Assistant CFO
Stephan Orlinand

DEPUTY TREASURER
Janette Wende

HR BENEFITS SPECIALIST
Korinne Lums

ECA TREASURER BENEFITS SPECIALIST
Lakorn Mollenhauer

PAYROLL SPECIALIST
Aurora McRuffy

ACADEMICS

WJES PRINCIPAL
Amber Targart

WJLS PRINCIPAL
Margaret Pezarus

WJLJ/SR HS PRINCIPAL
Ron Steiner

ASSISTANT PRINCIPAL
Sara Delaney

ASSISTANT PRINCIPAL
Stephanie Quallo

ASSOCIATE PRINCIPAL
Dan Walbaum

DEAN OF STUDENTS
Marcella Holmes

DEAN OF STUDENTS
Angela Harold

ASSOCIATE PRINCIPAL
DIRECTOR STUDENT ACTIVITIES
Eric Unkch

COORDINATOR ELEMENTARY SPECIAL EDUCATION
Thery Madrasen

AD & ASSISTANT PRINCIPAL
Joni Strode

ASSOCIATE PRINCIPAL DIRECTOR SPECIAL EDUCATION
Shelby Johnson

OPERATIONS

DIRECTOR TRANSPORTATION & PUPIL SERVICES
Doug Caldwell

DIRECTOR MAINTENANCE & FACILITIES
Larry Dally

DIRECTOR TECHNOLOGY
Brandon Hamilton

DIRECTOR FOOD SERVICES
Courtney Frazzious

CONSTRUCTION & PROJECT MANAGER
Tim Staater

Temporary and paid through Bonds

SPECIAL PROJECTS
Bob Troyer

Temporary and paid through Bonds

COMMUNITY

DO
Laura Felt

SCHOOL BOARD AND COMMUNITY

SUPERINTENDENT Shawn Grainer

AD. ASST. - SUPT. & BUSINESS
Roberta Julian

RECEPTION
Caitie Slaughter

ASSISTANT SUPERINTENDENT
Explore

BUSINESS

CFO/BUSINESS MANAGER
Stephen Chittend

DEPUTY TREASURER
Janette Wood

ECA TREASURER/BENEFITS SPECIALIST
Lekem Montemeyer

PAIDROLL SPECIALIST
Aimee Melby

HR BENEFITS SPECIALIST
Korbin Lewis
Transition to part time

ACADEMICS

WELLS PRINCIPAL
Aimee Tanggart

WLS PRINCIPAL
Margaret Parron

WV JR/SR HS PRINCIPAL
Ron Stricker

ASSISTANT PRINCIPAL
Sara DeLaney

ASSISTANT PRINCIPAL
Stephanie Quallo

ASSOCIATE PRINCIPAL
Dan Wehbaum

DEAN OF STUDENTS
Marcella Hodmes

DEAN OF STUDENTS
Angela Harold

ASSOCIATE PRINCIPAL
DIRECTOR STUDENT ACTIVITIES
Eric Ulrich

COORDINATOR ELEMENTARY SPECIAL EDUCATION
Tracy Holden

AD & ASSISTANT PRINCIPAL
Joel Strode

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Shelby Johnson

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Doug Caldwell

DIRECTOR MAINTENANCE & FACILITIES
Larry Daaly

DIRECTOR TECHNOLOGY
Brandon Hamilton

DIRECTOR FOOD SERVICES
Courtney Haskins

COMMUNITY

DCI
Laura Falk

Communications Coordinator
TBD
Part time