

THE LAUREL SCHOOL DISTRICT ORGANIZATIONAL CHART: ROLES & RESPONSIBILITIES

Vision

Prepare All Students for Success in
the 21st Century

Mission

People. Practices. Performance.
Rigor. Relevance. Relationships.



LAUREL BOARD OF EDUCATION LINDA HITCHENS * SABRINA TAYLOR-ISLER * KIM RALPH
* JANA PUGH * BRENT NICHOLS

GOVERNS THE
SCHOOL
DISTRICT

FACILITATES
MONTHLY BOARD
MEETINGS

ADOPTS AND
MONITORS POLICIES

ADOPTS AND
MONITORS FINANCIAL
BUDGETS

APPROVES OR
REJECTS PERSONNEL
AND OPERATIONAL
RECOMMENDATIONS
MADE BY THE
SUPERINTENDENT

APPROVES OR
REJECTS REQUESTS
OF THE BOARD MADE
BY STUDENT GROUPS,
COMMUNITY
MEMBERS, AND
ORGANIZATIONS

CREATES A POSITIVE
IMAGE FOR THE
DISTRICT WITHIN THE
LAUREL COMMUNITY
AND THE
STATE OF DELAWARE

SUPERVISES
AND EVALUATES THE
SUPERINTENDENT

SUPERINTENDENT

DR. SHAWN LARRIMORE

LEADS THE SCHOOL
DISTRICT BY
MONITORING DAILY
OPERATIONS AND
IMPLEMENTING
STRATEGIC PLANNING
FOR CONTINUOUS
IMPROVEMENT

SERVES AS BOARD'S
EXECUTIVE
SECRETARY DURING
MONTHLY BOARD
MEETINGS

RECOMMENDS NEW
OR REVISED
POLICIES TO THE
BOARD OF
EDUCATION

RECOMMENDS
FINANCIAL BUDGETS
TO THE BOARD OF
EDUCATION

RECOMMENDS
PERSONNEL AND
OPERATIONAL
ACTIONS TO THE
BOARD OF
EDUCATION

DEVELOPS AND
IMPLEMENTS SYSTEMS
TO MANAGE
EMERGENCIES AND
CRISES

BUILDS POSITIVE
COMMUNITY
RELATIONS AND
SERVES AS PUBLIC
INFORMATION
OFFICER

SUPERVISES AND
EVALUATES ASSISTANT
SUPERINTENDENT,
DIRECTORS,
PRINCIPALS,
SUPERVISOR OF
FACILITIES, AND
SUPERINTENDENT'S
ADMINISTRATIVE
ASSISTANT

ASSISTANT SUPERINTENDENT

ASHLEY Q. GISKA

ASSISTS
SUPERINTENDENT IN
MONITORING DAILY
OPERATIONS AND
IMPLEMENTING
STRATEGIC PLANNING
FOR CONTINUOUS
IMPROVEMENT

IMPLEMENTS
AND MONITORS ALL
CURRICULUM,
INSTRUCTION, AND
ASSESSMENT
INITIATIVES

OVERSEES
CONSOLIDATED
FEDERAL GRANT
MANAGEMENT AND
COMPLIANCE

COORDINATES
PROFESSIONAL
DEVELOPMENT AND
INSTRUCTIONAL
COACHING
INITIATIVES

LEADS INSTRUCTIONAL
TECHNOLOGY
INITIATIVES AND
SERVES AS DISTRICT
TEST COORDINATOR

MONITORS THE NEW
TEACHER MENTORING
PROGRAM

SERVES AS DISTRICT'S
DISCIPLINE HEARING
OFFICER

SUPERVISES AND
EVALUATES
DIRECTOR OF SPECIAL
PROGRAMS,
SUPERVISOR OF
TECHNOLOGY, AND
INSTRUCTIONAL
COACHES

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ORGANIZATIONAL CHART:

ROLES & RESPONSIBILITIES

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**DIRECTOR OF STUDENT
SERVICES/TRANSPORTATION**
SUSAN WHALEY



**DIRECTOR OF HUMAN
RESOURCES/NUTRITION**
ANDREA YODER



**DIRECTOR OF
SPECIAL PROGRAMS**
AMANDA CRISCI



DIRECTOR OF FINANCE
LAURA HORSEY



**SUPERVISOR OF
FACILITIES**
DARRELL DOWNES



**SUPERVISOR OF
TECHNOLOGY**
MICHAEL BROWN

STUDENT TRANSPORTATION
AND SCHOOL-FAMILY LIAISON

BUS CONTRACTOR/
SPECIALIZED
TRANSPORTATION PAYROLL

HOMELESS &
FOSTER CARE SERVICES,
SCHOOL NURSES, AND
BEHAVIORAL HEALTH

SCHOOL CONSTABLE
PROGRAM

GUIDANCE SERVICES AND
STUDENT ATTENDANCE
SUPPORT

STUDENT ENROLLMENT
AND SCHOOL CHOICE

ENGLISH LANGUAGE
SERVICES & TITLE III
CONSOLIDATED FEDERAL
GRANT PROGRAM
MANAGEMENT AND
COMPLIANCE

SUPERVISES AND EVALUATES
CHIEF CONSTABLE & STUDENT
SERVICES/TRANSPORTATION
ADMINISTRATIVE ASSISTANT

RECRUITMENT, HIRING,
ONBOARDING, LICENSURE, &
BENEFITS

STAFF-ADMINISTRATION
LIAISON (CONCERNS,
INVESTIGATIONS, NEGOTIATED
AGREEMENT)

DPAS ADMINISTRATOR SUPPORT
& EVALUATION PROCESS FOR
ALL STAFF

UNIT COUNT

NOVICE ADMINISTRATOR
MENTOR & ADMINISTRATIVE
INTERN PROGRAM

POLICY ADOPTION AND
REVISION

SCHOOL NUTRITION
OPERATIONS

SUMMER FOOD
SERVICE PROGRAM

SPECIAL EDUCATION/504
PROGRAMMING

EXTENDED SCHOOL YEAR
AND
12 MONTH PROGRAMMING

RELATED SERVICES
CONTRACTS AND
PROGRAMMING

EARLY CHILDHOOD
PROGRAMMING (PRE-K)

IDEA CONSOLIDATED
FEDERAL GRANT PROGRAM
MANAGEMENT
AND COMPLIANCE

GIFTED AND TALENTED
SERVICES AND
PROGRAMMING

HOMEBOUND SERVICES

SUPERVISES AND EVALUATES
RELATED SERVICES STAFF,
EDUCATIONAL
DIagnosticians, AND
SPECIAL EDUCATION
ADMINISTRATIVE ASSISTANT

DISTRICT BUDGET AND
CITIZENS' FINANCIAL
OVERSIGHT COMMITTEE

EMPLOYEE PAYROLL AND
SALARY SCHEDULES

TAX WARRANT AND
PROPERTY ASSESSMENT

PAYMENT VOUCHERS AND
PURCHASE ORDERS

ASSISTS WITH
UNIT COUNT

STATE AND FEDERAL GRANT
MANAGEMENT
(OPPORTUNITY FUND/
CARES ACT)

FINANCIAL REPORTING
(FINANCIAL POSITION REPORT-
3X ANNUALLY, GAAP,
AND ANNUAL FINANCIAL
REPORT)

SUPERVISES AND EVALUATES
FINANCIAL ADMINISTRATIVE
ASSISTANTS

CLEANLINESS, SAFETY, AND
FUNCTIONALITY OF DISTRICT
FACILITIES

AESTHETICS AND SAFETY OF
DISTRICT GROUNDS

RECRUITMENT, HIRING, AND
ONBOARDING OF CUSTODIAL
AND MAINTENANCE STAFFS

INFORMS DIRECTOR OF
FINANCE OF MINOR CAP
NEEDS

INFORMS SUPERINTENDENT
OF MAJOR CAP NEEDS

PROFESSIONAL
DEVELOPMENT OF CUSTODIAL
AND MAINTENANCE STAFFS

PURCHASING FOR
ALL FACILITIES AND
MAINTENANCE SUPPLIES &
RESOURCES

SUPERVISES AND EVALUATES
CHIEF CUSTODIANS AND
CHIEF OF GROUNDS

TECHNOLOGY OPERATIONS

TECHNOLOGY SYSTEMS
INSTALLATION

TECHNOLOGY
TROUBLESHOOTING
(KACE SYSTEM)

TECHNOLOGY MAINTENANCE
(SERVERS, TELEPHONE
SYSTEMS, INTERCOMS,
ALARMS, SURVEILLANCE
CAMERAS, AND SOFTWARE
APPLICATIONS)

TECHNOLOGY
PROCUREMENT AND INVENTORY

TECHNOLOGY BUDGET AND
EXPENDITURES

STAFF ACCESS TO
TECHNOLOGY
APPLICATIONS

SUPERVISES ASSIGNED
TECHNOLOGY STAFF