

Responsibilities of Central Office Administrators - 2023-2024

Superintendent	Assistant Superintendent of Academics	Director of Finance	Director of Human Resources
Supervision	Supervision	Supervision	Supervision
Assistant Superintendent of Academics	Director of Special Education	Payroll Specialist	Director of Operations
Director of Finance	Director of Technology	Accounting Specialist	Director of Food and Nutrition
Director of Human Resources	Little Glad Center Director	Director of Alverson	Executive Assistant HR and Academics
Building Principals	District Instructional Support Specialist	Director of Recreation	
Director of School Security	Student Behavior Specialist		
Executive Secretary to the Superintendent	Academic Interventionists		
	Elementary Literacy Coach		
	Executive Assistant to HR and Academics		
	Other staff as needed		
School/Community Relations	Curriculum, Instruction and Assessment	Business & Finance	Labor Management
District Communication Team	New Course Approval & Development	District Budgeting & Allocations	Labor Relations
Fowlerville Business Association	Curricular programs and Alignment	Accounting and Internal Controls	Contracts & Negotiations
Local Development Finance Authority Member	Review & Adoption Cycles	Treasury Services, Investments	MIAOP Financial Certification
Rotary Liaison	Virtual Learning/FOLA	Debt Service	
Legislative Liaison	Professional Development	Account transfers/Journal Entries	
Fundraiser Approval	Elem/Sec Program Coordination	Smart Software Applications	
Publication/Material Approval	Assessment and Grading	Internal Accounts	
Safety and Health Program	MTSS Coordination	Audit	
Strategic Planning	Academic Enrichment / Gifted and Talented	Grant Accounting and Reporting	
Community and Staff Relations	Character-Based Curriculum Coordination	Accounts Payable/Receivable	
	Summer and After-School Programming	Purchase Order Processing	
	District Assessment Coordination	Risk Management - Auto, Property	
	English Language Development	Student Accounts Deposit Logging	
	District-level 504 Coordination	403B Vendor Maintenance	
		Purchasing Card Administrator	
		State Reporting - FID, 4096, etc	
Business	District Improvement	Personnel & Staff	Personnel & Staff
Bond Coordination	Grant Coordinator/Compliance	Payroll	Hiring Process & Staffing
Capital Improvement	New Teacher Program	Student & Visitor Injury Reports	New Hire Recruitment
Policy and Administrative Regulation Oversight	Educator Evaluation		Benefits Coordinator
FOIA Coordinator	MICIP & Data Analysis		Background Checks & Fingerprint
Student Enrollment	Annual Education Reports		Employee Injury Reports
School of Choice/ Non-Resident Coordination	Safety and Health Program		Evaluation Coordinator & Compliance

Student Membership	School Handbook Coordination		Educator Evaluation Compliance
	School Based Mental Health Coordination		Worker's Compensation
			Compliance ADA, FMLA , OCR, OSHA, REP
			Title IX Coordinator
			Vector/Safe Schools Administrator
			Compliance Educator Certification
			403B Compliance
Board/District Relations	Board/District Relations	Board/District Relations	Board/District Relations
Ad/Staff Team	Academics Team	BOE: Finance Committee	Teacher Labor-Management Team
Board Relations	District Communication Team	Recreation Committee	BOE: Personnel Committee
BOE: Monthly/Special Meeting	Homebound Coordination		BOE: Monthly/Special Meeting
BOE: Asset Management Committee	McKinney Vento Supervisor		
BOE: Policy Committee	BOE: Monthly/Special Meeting		
BOE: Finance Committee	BOE: Curriculum and Technology Committee		
BOE: Curriculum and Technology Committee	BOE: Disciplinary Committee		
BOE: Personnel Committee			
BOE: Executive Committee			

Responsibilities of Central Office Support Staff - 2023-2024

Executive Assistant to the Superintendent	Executive Assistant to Academics & Human Resources	Payroll	Accounting Payables
Supervision	Human Resources	Payroll	Accounting
Mail Carrier	EDUStaff Liaison	Red Rover Administrator	Account Payables
	Substitute Coordinator	Employee Timecard Verification	Bank Deposits
	Volunteer Background Checks	ACA Biweekly Payroll Upload	Central Inventory Billing
	New Staff Onboarding Processing	Benefit Cost Allocation	Purchase Orders
	Student Employees	Payroll Record Retention	Tax Exempt Certificates
	Vector/Safe Schools Compliance	Personal Tax Withholding (W-4)	Vendor List Maintenance
	United Way Leader	W-2 Form Completion/Distribute	W-9 Forms
	Compliance Educator Certification	Employment Income Verification	Bank Reconciliations
		Pay and report taxes	Cash Flow Report
		Unemployment Verification	1099 Form Creation and Distribution
		403B Payroll Processing	
		Retirement Reporting	
		HSA Upload	
		Special Payments & Calculation	

		*Class Size Overload	
		*Attendance Incentive	
		*Longevity	
		*Schedule B	
		*Sick Day Buy-Back	
		*Etc.	
Business	Academics		
Gladiator Gratitude Publication	McKinney Vento Liaison		
District Forms Maintenance	Homebound Coordination		
EEM Facilitator	Foster Student Coordination		
Flyer Distribution	Ordering & PO		
Front Desk	Scheduling Meetings		
General Fund Deposit Logging			
Notary Public for School Business			
Policy Revisions Maintenance			
Scheduling Meetings			
School of Choice Coordinator			
Student Count Facilitator			
Teacher/Support Person of Year			
Web Page Postings			
Years of Service Pins			
District Newsletter			
Board of Education	Board of Education	Personnel	
Board Packet	Substitute for Executive Assistant	Address Changes	
School Board Elections		Direct Deposit Changes	
Notetaker at Board Meetings		Tax Changes	
		Payroll Deduction Changes	

Last Updated 1/11/24