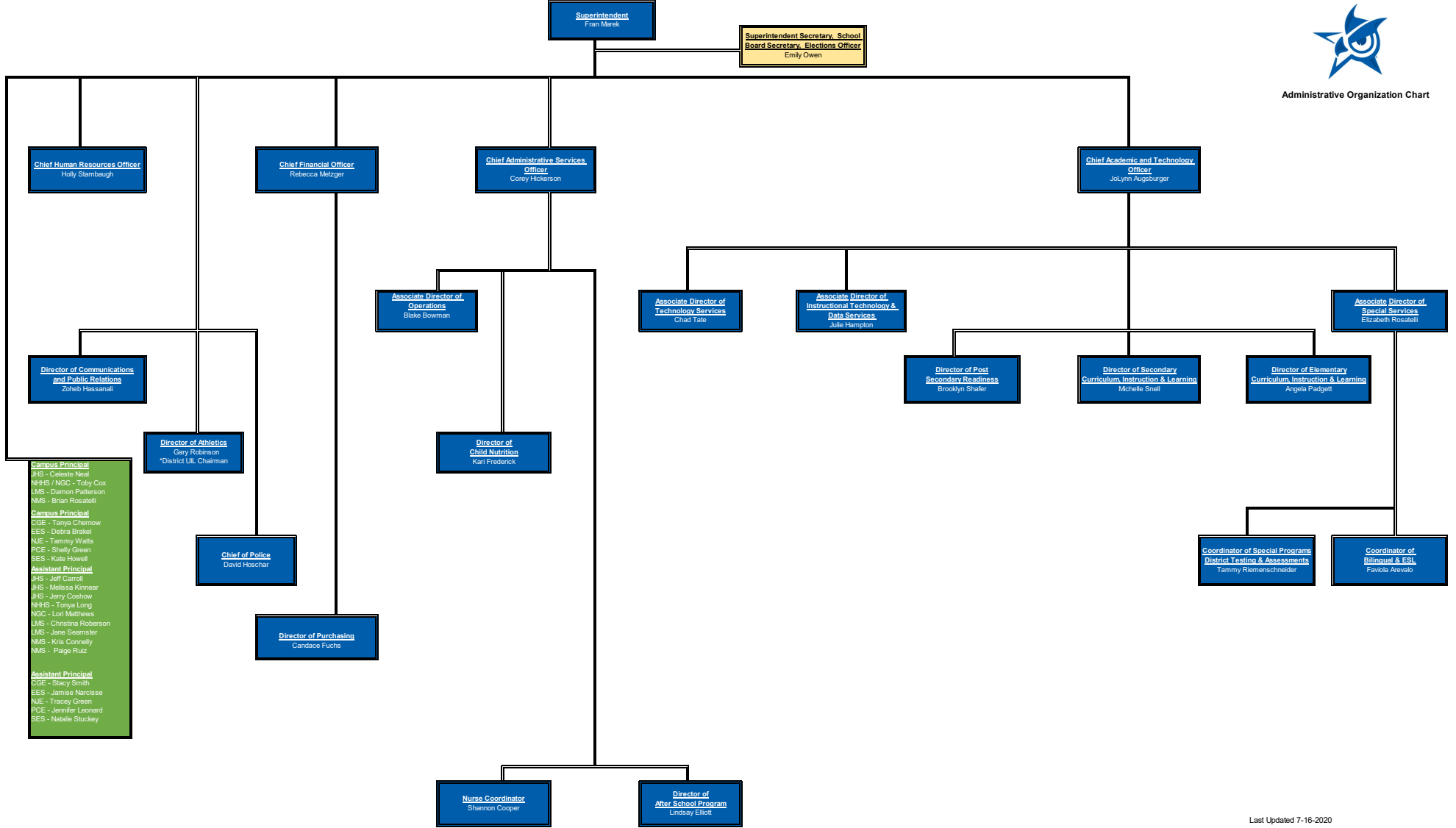




Administrative Organization Chart



Chief Administrative Services Officer	
Operations Department (Maintenance, Grounds & Custodial)	Student Safety
Transportation Dept. & Employee Drivers	Level 2 - Parent Complaints
Board Policy Services	District Parent Concerns
Emergency Operations Plans, Drills & Updates	District Police Department
Site Based Decision Making Procedures & Mtgs	Foster Care Liaison
JJAEF / DAEP	Homeless
Club Social	School Health Advisory Council
Child Nutrition Dept.	Wellness Policy & Plan
Student Attendance	Drug Dogs
Shared Residency & Student Transfers	Campus Visits
Student & Extra-Curricular Handbook Updates	District Calendar
Bully & Suicide Policy / Procedures / Reports	Threat Assessment Teams
Nurse Coord. / Nurses / Health Srvc. Dept.	Safety & Security Committee
ASK TED Administrator	Records Management
School Safety Audit & Report to TEA	
Facilities Request for Community Organizations	
Chief Financial Officer	
Purchasing	District Insurance
Accounting	Tax Filings
Accounts Payable	Bond Payments
District Budget	District Contracts
Payroll	Conflict of Interest Forms
Teacher Retirement Reporting	Student Transportation Reports
District Inventory	Federal Grant Compliance Reports
Audit	Grant Reimbursements
Bank Reconciliations	SHARS Reporting
Investments	
District Surplus Auction	
State Employee Certifications, Time & Effort Documentation	
Chief Human Resources Officer	
Contracts	Fingerprinting
Personnel	Substitute Teachers
Insurance / Benefits	Substitute Emergency Training
FMLA	Staff Appreciation Banquet
Hiring Procedures	Job Descriptions
Resignations	AESCP
Exit Interviews	Teacher Certifications
Salary Negotiations	NCLB Highly Qualified
Criminal History	Fed & State Funded Program Emp.
Employee Management	Employee Handbook
	Salary Surveys
Chief Academic and Technology Officer	
District K-12 Curriculum Alignment	Summer School / Credit Recovery
District Wide Continuous Improvement	PLC's
District Staff Development	District Academic UIL
District Accountability	PBMAS
Testing	New Teacher Orientation
Federal Programs Title I & II	Onboarding
District & Campus Scorecards	General Ed Homebound
K-4 Class Size Monitoring	Gifted & Talented
Federal Employee Certifications, Time & Effort	TTESS
Compensatory Education & At-Risk Identification	Classroom Walkthroughs
Textbook Proclamation and Adoption	Title IX Evaluation
Instructional Materials Allotment & IMA Certification	Gun Free Schools Act Evaluation
District & Campus Plan Development & Updates	Equity Plan
Textbook Inventory, Ordering, Delivery, & Disposal as recommended by committee	
District Strategic Plan	
Associate Director of Special Services	
Special Education	Dyslexia Walkthroughs
ESL Bilingual	ESL Bilingual Walkthroughs
Dyslexia	Special Ed Walkthroughs
SIOP	SHARS Preparation & Training
SOA	Title III
LPAC Training	Onboarding
Staff Development Planning for Special Services	SPED Grant
Associate Director of Instructional Technology & Data Services	
Instructional Technology	Skyward
District Technology Plan	Student Registration
District Database Administration	PEIMS
TVSN	Fitnessgram
Principal Attendance Reports for Cont. Improvement	
Annual Performance Report	
Associate Director of Technology Services	
District Technology Plan	District Phone System
District Network & Infrastructure	Erate
Campus Technical Support	PA Systems
ID Badges	
Security & Access	

Associate Director of Operations	
Building Maintenance	Construction
Grounds Maintenance	Facilities
Energy Management	Custodial
Warehousing	July 3rd Event with City of Joshua
Posting Energy Mgmt on District Website	
Director of Secondary Curriculum, Instruction & Learning	
Secondary Curriculum Alignment	Domains 1, 2 & 3
Secondary Benchmarks	Foreign Exchange Students
Secondary Accountability	New Teacher Orientation
Secondary Staff Development	Transition Plans
Secondary Walkthroughs	Coordinating Secondary PLC's
Secondary Course Guides	RTI Procedures
Secondary Master Schedules	Pregnancy Related Services
Secondary Textbook Facilitation	STEM Week
Secondary Summer School	Onboarding
Secondary Principals Meetings	
Secondary UIL	
Director of Elementary Curriculum, Instruction & Learning	
Elementary Curriculum Alignment	STEM Week
Elementary Benchmarks	Reading Mastery Coaching/Training
Elementary Accountability	Onboarding
Elementary Staff Development	New Teacher Orientation
Elementary Coordinated Programs	Domains 1, 2, & 3
Elementary Textbook Facilitation	Coordinating Elementary PLC's
Elementary Summer School	Pre-K & Kindergarten Round-up
Elementary Walkthroughs	Parent Involvement
Elementary UIL	Transition Plans
Elementary Principal Meetings	High Quality Pre-K
Elementary Master Schedules	RTI Procedures
Elementary Spelling Bees	
Director of Post-Secondary Readiness	
Counselors K-12	Advanced Placement / Pre AP
* College & Career Readiness	SAT / ACT / TSIA Prep & Scores
* Bully & Suicide Prevention	Associate Degree
* Character Programs & Lessons	Carl Perkins Grant
Reach Counseling	Dual Credit
Graduation Pathways Career Cruising	District Distinction PSR
Four Year Plans	Domain 1
College, Career & Military Readiness	Classroom Walkthroughs
CTE	CTE Master Schedules
Plan Your Path	Onboarding
Credit by Exam	Leavers, Withdraws, Completion Rate & Dropouts
Director of Communications & Public Relations	
District Procedure Manual	District Required Postings
District Website	About Joshua ISD on Website
District Marquee	Public Relations
District Logo	Host Owl-ley
Director of Athletics	
Stadium Rentals	UIL DEC Joshua ISD Chair
Director of Child Nutrition	
Menu Development	Online Parent Portal Software for CN
Free / Reduced Status Determination	Child Nutrition Purchasing & Procurement
TDA and USDA Audits	
Coordinator of Special Programs / District Testing & Assessments	
District Testing Coordinator	Dyslexia
Credit by Exam	RTI
Coordinator of Bilingual & ESL	
SIOP	Title III
Bilingual Walkthroughs	Bilingual Curriculum Maps
LPAC Training	Staff Development for Bilingual Teachers
Chief of Police	
Police Officers	Student Safety (with Asst. Superintendent)
Emergencies	Police Scheduling
Scheduling of traffic enforcement	Inter-Agency Agreements - MOU's
Active shooter training	Police Policies & Handbook
Campus Criminal Offense Notifications	
Director of Purchasing	
Purchasing	Maint. of Purchasing related files & docs
EDGAR and Federal Regulations	Staff Training Related to Purchasing
Bids/RFPs/RFP's	Mainlam Approved Vendor List
Contracts	Purchase Orders
Cooperatives and Interlocal Agreements	District Inventory
Equip and Furnish New Schools	Conflict of Interest Forms
Evaluate Products and Services for Quality	

Head District Trainer	
Student UIL Safety Training	
Concussion Updates, Training	
EKG Oversight	
Nurse Coordinator	
Drug Testing	AED Updates, Maintenance, Training
Student Insurance	CPR Updates, Maintenance, Training
Bloodborne Pathogen Plan	Audiometer Calibration
Shot Offerings for Hepatitis	State Health Reports
Passport Health	Steri cycle
Director of After School Program	
Oversee All After School Program Procedures	
Superintendent and School Board Secretary / Elections Officer	
Superintendent	
Board	
School Board Elections	