

**ASSIGNMENTS & SCHEDULES**  
**Program Area Responsibilities**

DK-R1

**Superintendent**

District Academic Accountability  
 Advisory Council  
 Student Code of Conduct  
 5 Year Plan for Excellence  
 Management & Leadership Plan

**Assistant Superintendent for Instruction**

Counseling Program  
 Staff Development Program  
 District - Campus Improvement Plans  
 Federal/State Special Programs  
     Title IA, Title IC, Title IIA, Title III, Carl Perkins,  
     Compensatory (At Risk)  
 Librarians  
 CPE  
 Teacher Resource Center  
 Texas Academic Performance Reporting System  
 District Regulations Coordinator  
 Eduphoria

**Secondary Curriculum Director**

Curriculum (5-12)  
 LEAD Teacher Program - (5-12)  
 TEKS Resource System (5-12)  
 RTI (5-12)  
 Extended Day & Year Programs  
 State Assessments Coordinator (all grades)  
 Local Assessments (grades 5-12):  
     TPRI, Benchmarks, Mini-Assessments,  
     Fitnessgram, DMAC, TMSDS, PASeries

**Elementary Curriculum Director**

Literacy Collaborative  
 Curriculum (PK-4)  
 Lead Teacher Program (PK-4)  
 TEKS Resource System (PK-4)  
 RTI (PK-4)  
 Local Assessments (grades PK-4):  
     Observation Survey, TPRI, Benchmarks,  
     Mini-Assessments, DMAC  
 Accelerated Reader Program-Site Coordinator  
 Bilingual/ESL Coordinator

**Instructional Technology Coordinator**

Instructional Technology  
 Technology Staff Development  
 Instructional Materials Coordinator

**Instructional Software Specialist**

Instructional Software  
 Technology Staff Development  
     TxEIS, Software Programs  
 TxEIS Gradebook

**Chief of Police**

Police  
 Student Crime Stoppers  
 Energy Management

**Reading Recovery Coordinator**

Reading Recovery Program Reading  
 Recovery Teacher Leader

**Assistant Superintendent for Business**

Insurance Program  
 Employee Benefits  
 Non-Instructional Data Processing  
 Facility Rental  
 Payroll  
 Purchasing  
 Elections  
 Financial Audit  
 Accounting  
 District Board Policy Coordinator

**Special Services Director**

Special Education Program  
 504 Program  
 Nurses  
 Dyslexia Program  
 IDEA B (Formula & Preschool)  
 RTI Coordinator  
 School Health Advisory Committee

**Assistant Superintendent for Personnel**

Personnel  
 Teacher Appraisals, T-TESS  
 Teacher Recruitment Program  
 Fingerprinting  
 Certification  
 Job Descriptions  
 New Teacher Mentor/Teacher Academy  
 Career and Technology  
 Fine Arts

**Information Technology Director**

Technology Program  
 E-rate

**Operations Director**

Buildings and Grounds Maintenance  
 Transportation  
 Asbestos Management  
 Integrated Pest Management

**PEIMS Coordinator**

District PEIMS Coordinator  
 Student Management Software  
 Homeless - Liaison  
 Student Enrollment  
 Records Retention

**Athletics Director**

Athletics - 7-12

**Food Service Director**

Food Service Program PK-12

**G/T Coordinator**

G/T Program K-12