



District Administration

Roles and Responsibilities

“Inspiring a Passion for Personal Excellence”

Kristina Guntharp **Director for Teaching and Learning**

- Science Programming
- Math Programming
- Music Programming
- Library Media Centers
- Multi-Tiered System of Support: Academic Intervention
- Multi-Tiered System of Support: Framework and Structure
- Title I, II, and IV Grant Implementation
- External Professional Development Requests for Certified Staff
- Hearing Officer
- Registration
- District Records
- Summer School

Adam Sax **Administrator for Integration of Teaching, Learning, and Technology**

- Project Lead the Way/Science Programming
- Technology Department
- Instructional Technology
- Data Analysis
- Student Assessments (NWEA, AIMSWEB, ISA and PARCC, DLM, Fitness Gram)
- Student Information System Management
- Matrix Database

Cheryl Wadsworth **Chief Financial Officer/Chief School Business Official**

- District Contracts
- Food Services
- Transportation
- Finance and Accounting
- Budget/Levy
- Buildings and Grounds
- Payroll
- Purchasing

Ann Scully **Director of Student Services**

- Special Education (Individualized Education Program) Services and Programs
- Section 504 Services
- Student Evaluation and Placements
- Pre-Kindergarten Screenings and Programs
- Health Services
- Occupational Therapy, Physical Therapy, Speech Therapy, Vision and Hearing Services
- Homeless Youth Services
- Birth to Three and Preschool for All Grants
- Individuals w/Disabilities Education Act (IDEA) Pre-school and K-8 Grants
- Special Education Family Resource Network
- Proportionate Share—Private Schools
- Department Professional Development
- English Learners (EL) Services



Educational Administration Roles and Responsibilities

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Jennifer Dunne

Coordinator of Student Services

- District Local Education Agency (LEA) for outplacement and private Special Education Students and Early Childhood Assessment and Placement meetings (ECAT)
- Early Childhood Forum
- Special Education Department of Lake County (SEDOL) placements
- Coordinates psychology/social work services within the district
- Serves as District LEA for Lake County Special Education Coordinator Meetings
- Autism Task Force
- PreSchool for All Leadership Team Coordinator
- Individualized Education Program (IEP) Paperwork Compliance
- Extended School Year

Sara Elfering

Coordinator of Teaching and Learning

- Middle School Encore Programming
- Social Sciences Programming
- English Language Arts Programming
- Physical Education Programming
- Art Programming
- Multi-Tiered System of Support: Academic Enrichment/Gifted
- Professional Development Calendar
- Report Cards



Operational Administration Roles and Responsibilities

“Inspiring a Passion for
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Jason Feldman

Human Resources Manager

- Employee Relations
- Compliance Tutorials
- Workmen’s Comp / Safety / Risk
- Complaint Manager
- Non-discrimination Coordinator
- Compensation and Benefits
- Employee Evaluation
- Wellness
- Grievance Coordinator
- Labor Relations
- New Staff Orientation & Mentoring

Julie Byzcek

Food Service Manager

- National School Lunch Program
- Fee Waivers
- Free/Reduced lunch eligibility
- Nutri Kids

Mary Holsinger

Director of Transportation

- Student Transportation
- Bus Purchasing and Maintenance
- Routing and Driver Scheduling
- Compliance with Local, State and Federal Laws
- Versatrans

Betty-Rae Ratzke

Finance and Accounting Manager

- District Financial Accounting
- Maintains General Ledger
- Reconciliation of District’s Bank Accounts
- Budgeting
- Monitors Collection of Revenues/Payment of Expenditures
- Investments
- Grant Reporting
- ACORN (Fees)

Bill Schenk

Director of Operations and Maintenance

- Buildings and Grounds
- Custodial Services
- Outside Contractor Oversight



District Office Staff Roles and Responsibilities

“Inspiring a Passion for
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Kathy Hogan

Administrative Assistant to the Superintendent

- Board Secretary
- Freedom of Information Act (FOIA) Officer
- Public Relations and Community Engagement
- PowerSchool Support
- Technical Support
- Registration(INFOSNAP)
- English Learners (EL) Add/Drop
- State Reporting

Lisa Serdar

Administrative Assistant for Student Services

- Maintains Attendance for Special Education District of Lake County (SEDOL) & Private School Programs
- eSPED, iPoint & Special Education student records
- ISBE Special Education state reporting
- Schedule Professional Development for IDEA grant
- Certification records for Crisis Prevention Institute
- Power504/eSped Manager
- Supports Purchasing for Student Services
- Department Scheduling

Susan Brito

Administrative Assistant to the Administrative Services Center

- District Staff Phone & Voicemail
- Process Staff ID and Simplex Cards
- Inventory Management and Asset Management
- Certified Professional Development Units (CPDU) for District Certified Staff
- External Professional Development Requests
- District Website (Staff Directory)
- D34 Dash Newsletter
- Purchasing for Technology and Teaching and Learning

Sharon Lewis

Administrative Assistant to the Administrative Services Center

- Records Custodian
- District Office Receptionist
- Mail Distribution
- Facility Usage
- Conference/Meeting Room Reservations for ASC
- District & Professional Development Calendar



District Office Staff

Roles and Responsibilities

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Lisa Leigh

Human Resources Assistant

- Family Medical Leave Act (FMLA) Advisor
- Staff & Substitute Attendance Records (AESOP)
- Employment Verification
- Unemployment claims
- Licensure/Endorsement/Certification/Renewal
- Course approvals, reimbursement and lane advancement
- Staff Directory
- Maintains staff attendance records
- Insurance Premiums and Reconciliation
- Employment Verification
- Complaint Manager
- Leave Request
- Student Teacher/Clinical Placement
- Finger Printing / Background Checks
- State Reports

Sharon Colon

Payroll Specialist

- District Payroll
- W2 preparation and distribution
- Payroll deduction items such as taxes, 403b, voluntary life insurance, AFLAC, wage garnishments, Teacher Retirement System (TRS), Illinois Municipal Retirement Fund (IMRF), union dues, etc.
- Direct Deposit
- Insurance Premiums and Reconciliation
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Cheryl Masnova

Business Office Assistant

- Inventory and Asset Management
- Accounts Payable
- Facilitates District Purchase Orders
- Manages District Record Retention
- Student activity accounts
- District bid process
- ACORN (Fees)



Technology Department

Roles and Responsibilities

Dan Ocnas

Network Administrator

- Network Management
- Shared Drives
- Logins, Servers Permissions, Internet Access
- Backups
- Printer setup / management
- Scripts (Automation of Systems)
- KASE Manager - Imaging
- Mobile Device Management & Support (JAMF)
- Webmaster

Chrystal Duffy

Database Support Manager

- First Contact District Technology Trouble Tickets
- Mobile Device Management & Support (JAMF – IPODS)
- Power School Database
- Active Directory Management
- District Assessment Setup
- Website Support
- Hardware Support
- State Reporting
- Database Management (Power School, ST Math, Achieve 3000, Aimsweb, Skills Navigator, Versitrans, Destiny, Nutrikids, Matrix)

Sean Backstrand

Computer Hardware Specialist

- Hardware
- Trouble Tickets Execution
- Technical Support
- Assessment Hardware Setup
- Google Admin Console Management

Robert Hansen

Computer Hardware Specialist

- Hardware
- Trouble Tickets Execution
- Technical Support
- Assessment Hardware Setup
- Google Admin Console Management

