



# District Administration

## Roles and Responsibilities

“Inspiring a Passion for Personal Excellence”

### **Kristina Guntharp** **Director for Teaching and Learning**

- K-8 Curriculum
- Internal Professional Development
- External Professional Development Requests for Certified Staff
- Gifted Education
- Multiple Tiered Systems & Supports - Academic
- Title I and Title II Grant Implementation
- Hearing Officer
- Fine Arts/PE/Library Programming
- Registration
- Report Cards
- Summer School
- District Records

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

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

### **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

### **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

“Inspiring a Passion  
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## **OPEN**

### **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**

- Coordinate and deliver professional development opportunities that help classroom teachers maximize student success
- Provide staff development opportunities for certified and ESP staff
- Assist with curriculum development
- Assist with implementation of Behavioral programming (PBIS) and next generation science standards (PLTW)
- District Teaching and Learning Webpages
- Academic Data



# Operational Administration

## Roles and Responsibilities

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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**

#### **Transportation Manager**

- 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**

#### **Operations and Maintenance Manager**

- Buildings and Grounds
- Custodial Services
- Outside Contractor Oversight



# District Office Staff

## Roles and Responsibilities

“Inspiring a Passion for Personal Excellence”

### **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

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### **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

### **Sean Backstrand**

#### **Computer Hardware Specialist**

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

### **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)

### **Robert Hansen**

#### **Computer Hardware Specialist**

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

