

ETHS DISTRICT 202 | ADMINISTRATIVE RESPONSIBILITIES | 2024-25

Superintendent: Marcus Campbell, Main Lobby, (847-424-7220)
The Superintendent functions as the Chief Executive Officer (CEO)

Asst. Superintendent/ Principal Taya Kinzie E121 (ext. 7043) District Complaint Manager Title IX Coordinator (<i>back up</i>)	Asst. Superintendent Curriculum & Instruction Pete Bavis Main Office (ext. 7710) Freedom of Info. Officer School Board Secretary	Chief Financial Officer/ Chief School Business Official Kendra Williams H108 (ext. 7100) School Board Treasurer	Director of Business Services Rudy Meo H108 (ext. 7105)	Associate Superintendent Scott Bramley H113 (ext. 7210) Non-Discrimination Coordinator	Executive Director of Human Resources Angela Gardner H113 (ext. 7210) Employee Records Custodian	Associate Principal Educational Services Keith Robinson Main Office (ext. 7700)	Associate Principal Instruction & Literacy Kiwana Brown Main Office (ext. 7761)
RESPONSIBILITIES: <ul style="list-style-type: none"> Assist with school-wide professional development planning Board meeting planning assistance Budget review process Chair MTSS Committee Co-Chair Planning Advisory Committee, Racial Equity, & School Day Committees Contract negotiations Coordinate Building Leadership Team & All-Staff Meetings Coordinate First & Last Day/Week of School Coordinate Institute Days Coordinate cafeterias/lunch Coordinate MOUs Community Partners External affairs & community engagement Facilitate Leadership Team Fall/Spring Conferences Honor Societies & Ceremonies International exchange student approval Joint Evaluation Committee planning (<i>lead</i>) Lead district race & equity efforts including prof. development Lead parent communication and engagement efforts Licensed staff evaluations Operationalize student instruction, achievement goals, & strategic priorities School procedures and policy review Semester Exams Student & Family Handbook (<i>The Pilot</i>) Student of the Month Title I Reporting Unterman Fund SUPERVISES: <ul style="list-style-type: none"> Assoc. Principal for Educational Services Assoc. Principal for Student Services Director of Athletics Director of Safety Director of Special Education 	RESPONSIBILITIES: <ul style="list-style-type: none"> Advanced Placement Articulation with D65 Board agenda planning Board Policy Committee rep. Book Distribution Center CADCA representative Career Partnerships & Work-based Learning Chair District C&I Committees ChromeZone City-Schools Liaison Committee rep. Coordinate Board Policy Review & Adoption Course Request Process Project Mgr. Curriculum development, instructional improvement, program evaluation Curriculum Forum ED-RED representative Leadership Team retreat Libraries & Media Centers Licensed staff evaluation MSAN Network rep. NSERVE representative NU partnership work OC/NU liaison Operationalize student instruction & achievement goals Park School Committee Program reporting State Compliance Visit STEM Summer curriculum projects Textbook selection process Updates & maintains district policy & procedures manuals SUPERVISES: <ul style="list-style-type: none"> Assoc. Principal for Instruction & Literacy Department Chairs Director of Early College & Career Experiences Director of Instructional Tech. Director of Multilingual Services Director of Research, Eval. & Assessment Senior Director of Institutional Advancement 	RESPONSIBILITIES: <ul style="list-style-type: none"> ADA reports and auditing Annual tax levy Billing—District 65 Board meeting planning assistance City-School Liaison Comm. rep. Contract negotiations Deferred compensation District capital improvements District debt issuance District sustainability initiatives Grants Internal controls Investment program Legislative/government. liaison work Liaison to ETHS Health Center Nutrition Services operations Operations and maintenance Property/casualty insurance State/federal legislation review SUPERVISES: <ul style="list-style-type: none"> Director of Business Services Director of Nutrition Services Director of Operations & Sustainability 	RESPONSIBILITIES: <ul style="list-style-type: none"> Accounting & payroll operations Annual financial audit Annual W-2 and 1099 preparation Board of Education Treasurer's reports Cash/investment reporting Central Treasury Comprehensive Annual Financial Report (CAFR) Daily/monthly/ annual accounting tasks Duplicating Center External/internal auditing Internal controls Mailroom/Delivery operations Management of financial system Payroll Purchasing & P-Card program Reduced-fare CTA bus service State/federal grant reporting & receipts Student Accounts billing Tax deposits Tracking of scholarship funds TRS/IMRF reporting Webstore/online credit-card payments SUPERVISES: <ul style="list-style-type: none"> Accounts Payable staff Duplicating Center/ Mailroom Specialist Payroll staff Purchasing staff Student Accounts staff 	RESPONSIBILITIES: <ul style="list-style-type: none"> Admin. of labor contracts Assist Supt. in management of the admin. eval. process Assist Supt. in providing leadership in the development of the best possible curriculum, instruction, and evaluation programs Assist with the preparation of the personnel report for Board meetings Assist with routine duties of the HR Dept. Board meeting planning assistance Communicate various HR policies, procedures, practices, laws, and standards Contract negotiator (Lead) Counsel with employees to resolve conflict, provide resolutions, and resolve difficulties having to do with personnel management Criminal background checks Discrimination claims Employee discipline following contractual and legal guidelines Employee grievances, arbitration, & complaint resolution Employee policy and procedure development Employee recruiting Facilitate day-to-day operations of all facets of school district programs Mandated training Sectioning/staffing process & reports Staff Appreciation Teacher/administrator certification & eval records SUPERVISES: <ul style="list-style-type: none"> Executive Director of Human Resources Human Resources staff 	RESPONSIBILITIES: <ul style="list-style-type: none"> Admin. of labor contracts Assist Benefits Coordinator with implementation of benefits program Assist with contract negotiations Board meeting planning assistance Conduct exit interviews and analyze data to make recommendations for continuous improvements Coordinate and maintain employee recognition programs and awards ceremonies Design, implement, & lead recruitment efforts and provide input on hiring and compensation decisions Develop and maintain professional relationships with colleges & universities to recruit qualified applicants Employee grievances/ arbitration Employee records Lead processes related to employee on-boarding & separation in compliance with District procedures, policies, contracts, and law Prepare personnel report for Board meetings Respond to unemployment claims, notify IDES of all new hires, and represent the District at unemployment hearings Sectioning/staffing Stipend Committee Tuition reimbursements SUPERVISES: <ul style="list-style-type: none"> Benefits Coordinator Human Resources Coordinators Substitute Coordinator 	RESPONSIBILITIES: <ul style="list-style-type: none"> Assist the Asst. Supt/ Principal as liaison for Safe Schools or alternative school programs Attendance/truancy tiered interventions & tardies Bell schedules Climate & Culture Committee Community Service Develop residency & truancy protocols & procedures Develop restorative practices Discipline Committee Coordinator Fundraising approval Graduation policy/practice handbook Intervention Advs. Team Operationalize student instruction & achievement goals Passes Posting & Publicity approvals (<i>back up</i>) Residency Safe school program Summer School Student discipline hearings & expulsion hearings Student discipline system & Student Code of Conduct Student field trips (<i>back up</i>) Support Student Activities Volunteers & Service Providers Wildkit Futures Day (<i>back up</i>) Yearbook Production SUPERVISES: <ul style="list-style-type: none"> ALOP Student Advocates Community Service Deans Director of Residency & Truancy Dir. of Student Activities & Student Success Center Restorative Practices Coordinator Summer School Director 	RESPONSIBILITIES: <ul style="list-style-type: none"> Academic Site Visits Academic Supports Assist w/ 1:1 Digital Initiative Assist w/ Joint Evaluation Committee planning Chair Joint Literacy Goal committee Classroom assignments Coach & support dept. chairs with teaching & learning Collaborate with community organizations re: instruction Coordinate school-wide professional development for licensed staff Coordinate & supervise student teachers/interns Course Request Guide Planning & Revisions Induction programs Lead disciplinary literacy integration Lead tier I social-emotional learning and post high school planning integration Licensed Staff Evaluation Manages and issues the District's PD clock hours as an Illinois Approved Provider Operationalize school-wide curriculum Operationalize student instruction & achievement goals School-wide reading program and STAR administration Sectioning/Master Schedule Student Academic Leadership Programs Student Field Trips Supervisory duties Support dept. chairs with licensed staff evaluation Support summer project work Train instructional coaches SUPERVISES: <ul style="list-style-type: none"> Director of Student Academic Leadership Programs induction & Mentoring Facilitators Instructional Coaches School Schedulers

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Director of Operations & Sustainability John Crawford S133 (ext.7303) Sustainability Coordinator	Associate Principal Student Services Mia Lavizzo E125 (ext. 7575) District Complaint Manager Student Records Custodian Title IX Coordinator	Chief Technology Officer Michael Corcoran A237 (ext. 7126)	Deans of Student Safety, Success, & Well-being H109 –H11 (ext. 7900)	Director of Athletics Chris Livatino G180 (ext. 7380)	Director of Nutrition Services Kim Minestra A146 (ext. 7225)	Director of Safety Loyce Spells H102 (ext. 7510) Coordinator of Crisis Management	Director of Special Education Amy Verbrick S100 (ext. 7010)
RESPONSIBILITIES: <ul style="list-style-type: none"> Assist w/classroom assignments Co-Chair Facilities Committee Coordinate asbestos inspections Coordinate district's maintenance & repair needs Coordinate sustainability efforts and planning Develop capital improvements plan District & school events & programming logistics District facilities management External Events & Facilities Usage, excluding Athletics Keys ID Center/Temp. IDs Inspect all facilities Monitor construction projects Project manage facilities & projects Room reservations for school events Serve as liaison to City of Evanston re: construction Serve as the owner's rep at construction meetings Supervise outside contractors Sustainability leader SUPERVISES <ul style="list-style-type: none"> Assistant Director of Operations Custodians Daytime Events & Facilities Specialist Engineers Events Coordinator Grounds Staff ID Ctr. & Ops Specialist Maintenance Staff 	RESPONSIBILITIES: <ul style="list-style-type: none"> ALT School / Evening School Child Find and Initial Case Study Evaluations College & career services Credit recovery Crisis Care Team Dual credit with OC FERPA & ISSRA Freshman Advisory Student Hall (FASH) Graduation rate Health services Home/hospital instruction Homeless students ICAPs/ ILP's Junior Description Forms LGBTQ student supports Mental Health Provider services Mindfulness studio & support Operationalize student instruction & achievement goals Planned student absences Pre-Post Hospitalization (PHP) Registration Risk assessments Section 504 Plans Senior Scholarships Sophomore study halls/SASH SST 1/2/3 Student absence/attendance reporting Student counseling Student placement and schedules Student records Study abroad Support new student transition events Welcome Center Wildkit Futures Day SUPERVISES: <ul style="list-style-type: none"> AIT Coordinator Department Chair Director of Student Services Director of Student Support Services New Student Transition Coordinator Registrar 	RESPONSIBILITIES: <ul style="list-style-type: none"> 1:1 Digital Learning Initiative AV & media services Book distribution system Custom Apps development D202 hardware, printers, software purchases & licenses Detention Reporting Enterprise application support: <ul style="list-style-type: none"> Absence Management CMS (website) Conferences eFinancePlus Form Development Google Apps Home Access Center MyETHS Rapid Notification System Scanning Systems State Reporting TAC/eSchoolPlus (SIS) Long-range technology plan Network infrastructure support: <ul style="list-style-type: none"> Cybersecurity Email Services Network Servers & Storage Public Address System School Safety Technology Video Camera System VoIP Phone System Wireless Network New media and technology initiatives in partnership w/ Communications Director School data reports Staff Technology Help Desk Student accounts and student ID databases Technology training Website in partnership w/ Communications Director WebSmart Nutrition System Wireless SUPERVISES: <ul style="list-style-type: none"> Manager of Information Services Manager of Network Services Manager of Technical & Media Services 	RESPONSIBILITIES: <ul style="list-style-type: none"> Alternatives to suspension Assist with large student event coordination (assemblies, dances, games, prom, pep rallies and testing) Climate & Culture Committee Discipline committee Expulsion hearings Facilitate detention clearance Graduation Handle issues related to student behavior and discipline IEP, 504, & SST participation Intervention Advisory Team Lead risk assessment Lockers problem solving Provide students with assistance on potential safety issues such as bullying or harassment Safe School Tardy review process Tiered behavioral supports SUPERVISES: <ul style="list-style-type: none"> Alt. Learning School Specialist Office staff 	RESPONSIBILITIES: <ul style="list-style-type: none"> Athletic Hall of Fame Committee Chair Athletic pictures Athletic study hall Athletic supplies/ equipment coordination Awards nights, parents' meetings, coaches' meetings Blue Crew student spirit group Boosters Club liaison and allocations CSL Athletic Directors Association liaison CSL leadership conference coordination Coordinate all aspects of athletic teams, Pom Kits & cheerleaders D65 athletics liaison Eligibility Ensure athletics are in compliance with federal and state laws, incl. NCAA, IHSA, and CSL Extracurricular Activity Code in partnership w/AP for Educational Services Facilitate athletic program practice and game schedules and transportation Facilities management for athletic rentals (gyms/ pools/courts/fields) Intramural and Club sports National Women in Sports Day State swim meet Student-Athlete Advisory Council Varsity Club SUPERVISES: <ul style="list-style-type: none"> Assistant Athletic Directors Athletic academic coaches Athletics Department staff and trainers Club Sports Coordinator Coaches Extracurricular Acad. Support Advisor 	RESPONSIBILITIES: <ul style="list-style-type: none"> Cafeterias and snack windows Campus catering program Chairs school wellness committee D65 and D202 meal program D65 and D202 school menu coordination D202 vending machines Department of Defense fruit and vegetable program Ensure nutrition services are in compliance with federal and state laws, incl. the USDA, NSLP, and NSBP, the Federal Commodity program & ISBE Child Nutrition program Garden and greenhouse Online meal waiver application administration, verification and approvals SUPERVISES: <ul style="list-style-type: none"> Assistant Director of Nutrition Services Nutrition Services staff 	RESPONSIBILITIES: <ul style="list-style-type: none"> Coordinate all aspects of school safety and crisis response plans Coordinate external visitors Coordinate with City of Evanston for traffic & parking issues Coordinate with City of Evanston & first responders in times of crisis Conduct ongoing safety training for staff and communicate with staff regularly about changes to District-Wide Crisis Response Plan Crisis drills, fire drills, A.L.I.C.E. Crisis Response Team CTA and PACE liaison District-Wide Crisis Response Plan maintenance & oversight Ensure safety & parking is in compliance with federal and state laws Lost and Found Manage school entrances, visitors, and campus security Police and fire department liaison Provide safety and traffic management for school events Security cameras School resource officer liaison Special investigations Student safety rules and expectations Student/staff parking lots & permits Support disciplinary review board & expulsion hearings, as needed Text-a-tip Threat Assessment Team SUPERVISES: <ul style="list-style-type: none"> Assistant Safety Director Safety staff 	RESPONSIBILITIES: <ul style="list-style-type: none"> D202 Special Education personnel reimbursement District 65 Special Education liaison Eighth grade articulations Federal, state, and local funding and reports Medicaid reimbursement Operationalize student instruction & achievement goals Park School Advisory Committee member Private facility placements Public Day School <i>Related services:</i> speech/ language therapy, occupational therapy, physical therapy, orientation and mobility training, vision services, audiological evaluations, transitional vocational services, assistive technology, and transportation Special Education programs (resource and instructional) Student case study re-evaluations TEAMS & Transition House programming Transition House SUPERVISES: <ul style="list-style-type: none"> Asst. Directors of Special Education Department Chair Occupational Therapist Special Ed. teachers & staff Speech/Language Pathologists