

ETHS DISTRICT 202 | ADMINISTRATIVE RESPONSIBILITY | 2021-22

Superintendent: Dr. Eric Witherspoon, Main Lobby, (847-424-7220)
The Superintendent functions as the Chief Executive Officer (CEO)

Asst. Superintendent/ Principal Marcus Campbell E121 (ext. 7043) Chief Executive Officer in Superintendent's Absence District Complaint Manager	Asst. Superintendent/ Curriculum & Instruction Pete Bavis Main Office (ext. 7710) Freedom of Info. Officer School Board Secretary	Chief Financial Officer Mary Rodino H108 (ext. 7100) School Board Treasurer	Asst. Chief Financial Officer Treasurer Kendra Williams H108 (ext. 7105)	Chief Human Resource Officer Toya Campbell H113 (ext. 7210) Affirmative Action Officer Employee Records Custodian Sexual Harassment	Assistant Chief Human Resource Officer Yolanda Hardy H113 (ext. 7210)	Associate Principal Educational Services Keith Robinson Main Office (ext. 7700)	Associate Principal Instruction & Literacy Scott Bramley Main Office (ext. 7761)
<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Board meeting planning assistance • Budget review process • Contract negotiations • External affairs & community engagement • Fall/Spring Conferences • Honor Societies • International exchange student approval • Joint Evaluation Committee planning (<i>lead</i>) • Lead district race & equity efforts including prof. development • Licensed staff evaluations • Operationalize student instruction & achievement goals • Oversee parent communication and engagement efforts • School procedures and policy review • Sectioning; oversee implementation of master schedule • Student & Family Handbook (<i>The Pilot</i>) • Title I Reporting • Unterman Fund <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Assoc. Principals for Educational Services, School Ops & Logistics, & Student Services • Director of Athletics • Director of Special Education 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Advanced Placement program • Articulation w/D65 • Board agenda planning • Board Policy Committee rep • Book Distribution Center • CADCA representative • Chair District C&I Committees • City-Schools Liaison Committee rep • Coordinate Board Policy Review & Adoption • Course Selection Process Project Mgr. • Curriculum development, instructional improvement, program evaluation • Curriculum Forum • ED-RED representative • Leadership Team retreat • Licensed staff evaluation • MSAN Network rep. • NSERVE representative • NU partnership work • OCC/NU liaison • Operationalize student instruction & achievement goals • Park School Committee • Program reporting • School improvement committees • State Compliance Visit • STEM • Summer curriculum projects • Textbook selection process • Updates & maintains district policy & procedures manuals <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Assoc. Principal for Instruction & Literacy • Department Chairs • Director of Research, Eval. & Assessment • Senior Director of Institutional Advancement 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • ADA reports and auditing • Annual budget • Billing—District 65 • Board meeting planning assistance • Budgeting • City-School Liaison Comm. rep. • Co-Chair Facilities Committee • Contract negotiations • Deferred compensation • District capital improvements • Grants • Legislative/government. liaison work • NCLB application & expense reporting • Nutrition Services operations • Property/casualty insurance • State/federal legislation review • State/federal grant reporting & receipts <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Asst. Chief Financial Officer • Director of Capital Improvements • Director of Nutrition Services • Liaison to ETHS Health Center 	<p>RESPONSIBILITIES:</p> <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 • External/internal auditing • Payroll • Purchasing & P-Card program • Reduced-fare CTA bus service • Student Accounts billing • Tax deposits • Tracking of scholarship funds • TRS/IMRF reporting • Webstore/online credit-card payments <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Accounts Payable staff • Payroll staff • Purchasing staff • Student Accounts staff 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Administrators' Academy • Admin. of labor contracts • Board meeting planning assistance • Convene Stipend committee • Lead Contract negotiator • Criminal background checks • Discrimination claims • Employee discipline, termination • Employee grievances, arbitration & complaint resolution • Employee policy and procedure development • Employee Recognition Awards • Employee records, staff reports • Employee recruiting • Exit-interview process • Faculty Handbook • Mandated employment training • Sectioning/staffing • Teacher/administrator evaluation records • Teacher service-record reports • Tuition reimbursement • Unemployment claims <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Assistant Chief HR Officer • Associate Director of HR • Human Resources staff • Substitute teachers 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Admin. of labor contracts • Board meeting planning assistance • Contract negotiations • Disability • Employee Assistance Program (EAP) • Employee benefits & time • Employee grievances/ arbitration • Flexible Spending/125 plan • Health/dental/life insurance (COBRA) • Joint Health Insurance Committee (Lead) • Leaves of absence • Retirement programs • Sectioning/staffing • Staffing reports • Wellness program • Workers' Compensation <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Human Resources staff • Staff wellness programs & instructors 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Assist the Asst. Supt/ Principal as liaison for Safe Schools or alternative school programs • Assists w/ Building management / room coordination • Bell schedules • Discipline Committee Coordinator • District calendar • Extracurricular event security • Graduation policy/practice handbook • Intervention Advs. Team • Operationalize student instruction & achievement goals • Oversee Student Activities & Student Success Center • Positive Behavior Interventions and Supports (PBIS) • Posting & Publicity approvals (<i>back up</i>) • Safe school program • Student discipline hearings & expulsion hearings • Student discipline system & Student Code of Conduct • Student field trips (<i>back up</i>) • Support Safety Director in preparation of all district emergency/crisis plans • Wildkit Futures Day (<i>back up</i>) • Work w/ Business Office re: building needs • Yearbook Production <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Community Services • Deans • Director of Safety • Dir. of Student Activities & Student Success Center • Summer School Director 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Academic Site Visits • Assist w/ 1:1 Digital Initiative • Assist w/ Joint Evaluation Committee planning • Chair Joint Literacy Goal committee • Classroom assignments • Coach & support department chairs w/teaching & learning • Collaborate with community organizations re: instruction • Coordinate school-wide professional development for licensed staff • Coordinate & supervise student teachers/interns • Course Selection Guide Planning & Revisions • Induction programs • Licensed Staff Evaluation • Operationalize school-wide curriculum • Operationalize student instruction & achievement goals • Oversee disciplinary literacy integration • School-wide reading program and STAR administration • Sectioning; oversee implementation of master schedule • Student Growth Model Implementation • Supervisory duties • Support dept. chairs w/ licensed staff Evaluation system • Support summer project work • Train instructional coaches <p>SUPERVISES:</p> <ul style="list-style-type: none"> • Director of Academic Supports • Instructional Coaches • School Schedulers

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Associate Principal School Operations & Logistics Robbie Brown Main Office (ext. 7222)	Associate Principal Student Services Taya Kinzie E125 (ext. 7575) District Complaint Manager Student Records Custodian Title IX Coordinator	Chief Technology Officer Michael Corcoran A237 (ext. 7126)	Deans H109 –H11 (ext. 7900)	Director of Athletics Chris Livatino G180 (ext. 7380)	Director of Nutrition Services Kim Minestra A146 (ext. 7225)	Director of Safety Matthew Driscoll H102 (ext. 7510) Coordinator of Crisis Management	Director of Special Education Diona Lewis S100 (ext. 7010)
<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Assist w/classroom assignments Assist w/ district calendar Co-Chair Facilities Committee Coordinate external observers District building management & operations Duplicating Center Fundraising approval ID Center/Temp. IDs Institute Day Planning Keys Licensed staff evaluation Mailroom/Delivery operations Main office operations Operationalize student instruction & achievement goals Oversee room reservations for school events Posting & publicity approvals Student Field Trips Testing Center <p>SUPERVISES</p> <ul style="list-style-type: none"> Community Partners Daytime Events & Facilities Specialist Dir. Building Ops Duplicating Center/ Mailroom Specialist Evening Auditorium Tech Events Coordinator External Observers ID Ctr. & Ops Specialist Receiving Manager Testing Center Monitor Volunteer Tutors 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ALT School / Evening School Child Find and Initial Case Study Evals College & career services Credit recovery Crisis Care Team Dual credit w/ OCC Ensure student records are in compliance w/federal and state laws, incl. FERPA Freshman Advisory Student Hall (FASH) Graduation rate Health services Home/hospital instruction Homeless students ICAPs Implementation of ILP's Internal student testing and standardized testing w/Research Director Junior Description Forms LGBTQ Staff Advisory Council Ombudsman Operationalize student instruction & achievement goals Oversee new student transition events Planned student absences Pre-Post Hospitalization (PHP) Registration <i>Related services:</i> psychiatric services & social work Residency oversight / hearings Scholarships Section 504 Plans Sophomore study halls SST 1/2/3 Student attendance Student mentoring & counseling Student placement and schedules Study abroad Transgender Supports Truancy Welcome Center Wildkit Futures Day <p>SUPERVISES:</p> <ul style="list-style-type: none"> Academic Intervention Team Counselors, Psychologists, Social Workers, Substance Abuse & Prev. Social worker, School Nurses Department Co-Chairs Director of Student Support Services New Student Transition Coordinator PHP Clinician Registrar, Attendance and Records Office staff Residency & Truancy Officers Study Hall Specialists 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> 1:1 Digital Learning Initiative Book distribution system ChromeZone D202 hardware, printers, software purchases & licenses Email services Enterprise application support: <ul style="list-style-type: none"> AESOP CMS (website) Custom apps eFinancePlus Form Development Google Apps Home Access Center TAC/eSchoolPlus Rapid Notification System SchoolDude Libraries & Media Centers Long-range technology plan Network infrastructure New media and technology initiatives in partnership w/ Communications Director RFID, RapIDtrack, and Detention Reporting School data reports SNAP system South Technology Center (STC) Student accounts and student ID databases Technology Advisory Committee Technology training Video & media services VoIP phone system maintenance Website in partnership w/ Communications Director Wireless <p>SUPERVISES:</p> <ul style="list-style-type: none"> Director of Instructional Tech. Manager of Information Services Manager of Network Services Manager of Technical & Media Services Telecommunications Operator 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Assist with large student event coordination (assemblies, dances, prom, pep rallies and testing) Attendance & tardy review process & special attendance situations Canned Food Drive Discipline committee Expulsion hearings Graduation Handle issues related to student behavior and discipline IEP and 504 meeting support Intervention Advisory Team Lockers and locker codes Oversee detention clearance Peer Jury Positive Behavior Interventions and Supports (PBIS) Provide students with assistance on potential safety issues such as bullying or harassment Safe School Tier 2 and 3 behavioral supports <p>SUPERVISES:</p> <ul style="list-style-type: none"> Alt. Learning School Specialist Office staff 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Athletic Hall of Fame Committee Chair Athletic pictures Athletic study hall, academic support 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 Intramural and Club sports National Women in Sports Day Oversee athletic program practice and game schedules and transportation Oversee facilities management for athletic rentals (gyms/pools/courts/fields) Pep rally coordination State swim meet Student-Athlete Advisory Council Varsity Club <p>SUPERVISES:</p> <ul style="list-style-type: none"> Assistant Athletic Director Athletic academic coaches Athletics Department staff and trainers Club Sports Coordinator Coaches Extracurricular Acad. Support Advisor Equipment Manager 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Cafeterias and snack windows Campus catering program 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 <p>SUPERVISES:</p> <ul style="list-style-type: none"> Assistant Director of Nutrition Services Nutrition Services staff 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Coordinate all aspects of school safety and crisis response plans 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 <p>SUPERVISES:</p> <ul style="list-style-type: none"> Assistant Director of Safety Safety staff 	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Adolescents Reaching Capabilities (ARC) program D202 Special Education personnel reimbursement Dimensions in Learning (DLP) program District 65 Special Education liaison 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 Transition House <p>SUPERVISES:</p> <ul style="list-style-type: none"> Asst. Directors of Special Education Department Chair Special Ed. teachers & staff Speech/Language Pathologists