

Peru CSD Leadership Team Functions

Broad Range of Responsibilities

School Business Administrator

Randy Sapp

- Long-range financial planning
- Budget development
- Monetary control, accounting, and reporting
- Records management (including FM)
- Debt services, banking and investment
- Financial aid administration
- Tax collection
- Insurance program management
- Policy recommendations
- Payroll and benefit regulation
- Purchasing program administration
- Material inventory
- Health and safety program
- Emergency preparedness
- Facilities management
- Community based contracts
- Supervision (non-teaching, inclusive of Supervisors)
- Buildings & Grounds, Transportation, Food services
- CBA bargaining consultation

Peru CSD Leadership Team Functions

District Level Responsibilities

Director Student Services

Irene Stephney

- ADA compliance
- Part 200 program assurance
- NYS and federal regulation (IDEA) fidelity
- Committee on Special Education (CSE) Chair
- IEP implementation integrity
- 504 regulation implementation
- Student evaluation and reevaluation
- Alternative testing program
- Behavioral support
- Pre-school CSE
- Title I / IDEA grant program supervision
- Academic support coordination (Rtl and AIS)
- District Intervention Plan: SBIT facilitation
- NYSED data accountability
- CVES program coordination
- Related service management
- Parent communication
- Classroom observation, teacher growth
- Staff recruitment, supervision and training
- Special Education budget
- STAC and Medicaid reimbursement
- Web content specific to program

Director Curriculum, Assessment & Professional Development

Scott Storms

- Common Core State Standards implementation
- District curriculum mapping and alignment
- Instructional program evaluation
- ESOL coordination
- Textbook and software adoption
- Library material management
- Grade Level and Department Chair coordination
- NYSED testing program
- Local assessment implementation (STAR)
- NYSED data reporting accountability
- Student management system (eSD)
- Student achievement support
- APPR (Oasys) systems administration
- SLO program integrity
- New teacher mentoring series
- Classroom observation, teacher growth
- Professional development planning and delivery
- Title IIA management
- Community Education / Parent University
- Student registration
- Teacher data reporting (TEACH)
- Curricula and PD budget
- Web content specific to program

Peru CSD Leadership Team Functions

Building Level Responsibilities

Jr/Sr High School Principal

Chris Mazzella

- Student supervision, safety and wellbeing
- Learning environment management
- Master course schedule
- Graduation requirement certification
- Student achievement and support coordination
- Student attendance management
- BLT facilitation
- CFES administration
- Migrant education program
- DASA district coordination / PSET implementation
- Home instruction program administration
- Teacher recruitment, supervision and training
- Program review and implementation
- Instructional leadership / Department organization
- Classroom observation, teacher growth
- Instructional coaching
- Co-curricular management / Athletics oversight
- Parent communication
- Board policy implementation
- IMPACTT / P-TECH coordination
- Coordination NYSED Regents examinations
- Building budget and management of resources
- Web content specific to program

Jr/Sr High School Associate Principal

Cheryl Felt

- Student supervision, safety and wellbeing
- Crisis prevention and student counseling
- Title IX compliance / investigation
- Co-curricular auditing
- Nurse supervision / medical program administration
- Medicaid program management
- Academic intervention
- Coordination of related student supports
- Learning environment management
- Student achievement
- Staff supervision and support
- Classroom observation /teacher growth
- Instructional staff supervision and coaching
- Parent communication
- Board policy implementation
- Faculty / staff absence management

Peru CSD Leadership Team Functions

Building Level Responsibilities

Elementary Principal

Matt Slattery

- Student supervision, safety and wellbeing
- Positive school culture (PBIS) promotion
- Elementary program master schedule
- Student attendance control
- Coordination of related student services
- Student achievement
- Home instruction coordination
- Program review and implementation
- BLT facilitation
- Co-curricular coordination
- NYSED assessment program implementation
- Instructional leadership
- Classroom observation / teacher growth
- Instructional coaching
- Elementary teacher recruitment and training
- Instructional staff supervision and support
- Title IX compliance / investigation
- Parent connection and communication
- Building budget and management
- Implement Board policy
- Board policy implementation
- Building budget and management of resources
- Web content specific to program

Elementary Associate Principal

Sanford Coakley

- Student supervision, safety and wellbeing
- NYS corporal punishment and VADIR reporting
- Districtwide homeless student coordination
- Crises prevention and intervention
- Behavioral and attention intervention
- Elementary DASA coordination
- Preventative School Agency Partnership (PSAF)
- child advocacy coordination
- Academic intervention
- Student attendance management
- Coordination of related student supports
- Learning environment management
- Student achievement
- Classroom observation / teacher growth
- Elementary school staff supervision
- Parent communication
- Board Policy implementation

Peru CSD Leadership Team Functions

Supervisory Responsibilities

Buildings & Grounds Supervisor

Paul Lamoy

- Work order prioritization
- Job assignment scheduling
- Project completion management
- Equipment inventory and maintenance
- Parts and supply management
- Purchasing
- Budget administration
- Equipment inspections
- Capital project recommendation
- Special project management
- Daily Building Checks
- Campus safety and security
- Facilities use coordination
- Staff supervision and support for learning
- Labor relations
- Web content specific to program

Director of Transportation

David Wagner

- Student bus pick up and drop off routing
- Dynamic bus redirection as needed
- Parent communication
- Extracurricular and athletics transportation
- Ability to drive when necessary
- Bus safety video monitoring
- Accident investigation
- Article 19A vehicle and traffic law compliance
- Driver review process facilitation
- Preventative maintenance
- DOT inspection paperwork
- Bus maintenance program
- Tool inventory
- Bus purchase recommendation
- Maintenance
- Integrity of building storage bays
- BOE policy review and implementation
- Bus driver, monitor, and maintenance staff supervision
- Labor relations
- Web content specific to program

Peru CSD Leadership Team Functions

Supervisory Responsibilities

Director of Food Service

Jeannine Kerr

- Healthy, Hunger-free Kids Acts compliance
- NYSED child nutrition program accountability
- Balanced menu planning
- Food purchasing and safe storage
- Supply chain awareness and other food industry issues
- Meal preparation and service coordination
- Equipment maintenance and repair
- NutriKids student account management
- Parent communication
- Daily financial reporting – cash counting
- Free and reduced meal program application and verification
- Health Department inspection readiness
- Allergy protocol management
- Lodge snack program facilitation
- District events catering
- TABLE area manager regional program goals
- NACHO group student activity
- Community eligibility program – grant opportunities
- BOE policy review and implementation
- Cafeteria staff supervision and training
- Labor relations
- Web content specific to program