

2009-2010 NCCVTSD Administrative & Specialist Responsibility Chart

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Adult Education Division		
ABE – Adult Basic Education	Kathy Butler	Ed Crumlish
AED Payroll	Michele Marra	Carol Smith
AED Purchase Orders	Carol Smith	Michele Marra
AED Website	Al Schrum	Joan Snyder
Apprenticeship Training	Al Schrum	Ed Crumlish
DSTP – MAP	Ed Crumlish	Bill Stearrett
GED Testing	Donald Monaco	Ed Crumlish
In-School Alternative Program	Ed Crumlish	Asst. Principals for Guidance
James H. Groves Adult High School	Ed Crumlish	AED Principals
MAP – Multiple Alternative Program	Ed Crumlish	Al Schrum
Marshallton/AED United Way	Al Schrum	Joan Snyder
Marshallton Facilities Utilization	Ed Crumlish	Carol Smith
Mary Campbell Center	Ed Crumlish	Kathy Butler
New Program Initiatives	Kathy Butler	Al Schrum
Novel Star online courses	Ed Crumlish	Amy Pelligrini
Official Practice Test	Donald Monaco	Ed Crumlish
SEP – Skills Enhancement Program	Al Schrum	Kathy Butler
Tech Prep Articulations (AED)	Al Schrum	Ed Crumlish
Workplace Learning	Kathy Butler	Al Schrum

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Delaware Skills Center	Joseph Potochney	Gerald Allen
Facilities		
Energy Conservation	Gerald Allen/Tim Kain	Paul Ignudo
Facilities Use Requests	Assistant Principals	Paul Ignudo
Sharp Center Scheduling	Ed Crumlish	Michele Marra
Maintenance/Custodians	Paul Ignudo/Tim Kain	Jason Hale
St. Georges	Paul Ignudo	Jason Hale
Ferris/Corrections	Gerald Allen	Jason Hale
Finances/Business Operations		
ARRA (Stimulus)	Jason Hale	Debbie Zych
Benefits	Monica Barlow	Jason Hale
Bidding and Contracting	Christine Massey	Jason Hale
Cost Savings Plan	Jason Hale	Gerald Allen
District Cell Phones/Telephones	Christine Massey	Jason Hale/Gary Hostetler
Federal Program Accounting	Jason Hale	
Fixed Assets	Christine Massey	Jason Hale
September 30 th Unit Count	Jason Hale	Gerald Allen /Principals
Tax Shelter Annuity (403B)	Monica Barlow	Jason Hale
Travel Requests	Debbie Zych	Jason Hale
Workman Compensation	Angie Stanley	Jason Hale

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Instructional Services		
Academic and Career Area Program Changes	Debbie Zych	Shelley Rouser
Academic Curricula	Shelley Rouser	Content Specialists
Blackboard/Online Resources	Mary An Scarbrough	Shelley Rouser/Content Specialists
Career Advisory Dinner	Debbie Zych	Nick Mottola/Vocational Specialists
Career Area Curricula	Vocational Specialists	Debbie Zych
Career Program Research & Development	Debbie Zych	Vocational Specialists
Career Review Process & Clearinghouse	Tim Kain	Debbie Zych /Vocational Specialists
Classroom Instructional Support	Debbie Zych	Shelley Rouser
Clinical Agreements/Partnerships	Debbie Zych	Gerald Allen
Consolidated Grant <ul style="list-style-type: none"> • Narrative/programs • Budget/funding • Parent group • Evaluation 	Shelley Rouser/Bill Stearrett/Dave Jezyk Jason Hale Kathy Demarest Bill Stearrett	Debbie Zych Debbie Zych Debbie Zych Debbie Zych
CORE Curriculum Review Process	Shelley Rouser	Content Specialists
Course Guides	Shelley Rouser	Vocational and Content Specialists
Data Analysis, Reporting, and Support	Bill Stearrett	Shelley Rouser
DPAS II	Shelley Rouser	Debbie Zych
DSTP Test Coordinator	Bill Stearrett	School DSTP Coordinators
Executive Leadership Project (Wallace Foundation)	Debbie Zych	Kathy Demarest
Guide to Course Selection	Shelley Rouser	Content Specialists
Instructional Services Homepage	Shelley Rouser	Content Specialists
Lesson Analysis Review Plan	Debbie Zych	
Mentoring	Shelley Rouser	Vocational and Content Specialists
NCLB Compliance	Dave Jezyk	Kathy Demarest

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Instructional Services (continued)		
NCLB School ratings	Bill Stearrett	Kathy Demarest
New Teacher Orientation	Shelley Rouser	Specialists
PALS Courses/Extra Help <ul style="list-style-type: none"> • Content/program • Budget 	Debbie Zych	Cary Riches
Performance Appraisal	Debbie Zych	Gerald Allen
Professional Development	Shelley Rouser	Debbie Zych
SAT/PSAT	Bill Stearrett	Assistant Principals for Guidance
School Improvement Plan (NCLB)	Dave Jezyk	Principals
Summer School	Gerald Allen	Assistant Principal
Supplemental Educational Services	Dave Jezyk	Assistant Principals of Guidance
Tech Prep	Debbie Zych	Vocational Specialists
USAP	Bill Stearrett	Shelley Rouser

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Operations		
Board Policies	Debbie Zych	Jason Hale/Gerald Allen/Kathy Demarest
District Calendar Committee	Gerald Allen	Debbie Zych
Driver's Ed /Driver's Ed Summer School	Gerald Allen	Summer School Principal/Dave Jezyk
Free & Reduced Lunch Program	Nick Mottola	
Grade Reporting Schedule	Gerald Allen	Bill Stearrett
Holiday Schedule	Gerald Allen	Judy Domanski
Middle States Accreditation	Gerald Allen	Principals
Parent & Student Issues/Complaints	Gerald Allen	
Safety/Emergency Preparedness	Gerald Allen	Assistant Principals
School Climate	Gerald Allen	Student Advisors
School Resource Officers	Gerald Allen	Principals
Time & Effort Statements	Jason Hale	Gerald Allen
Unit Count	Jason Hale	Gerald Allen
Wellness/Nemours Project	Gerald Allen/Nick Mottola	
Personnel		
• Certification	Gerald Allen	Cheryl Quarles
• Coordinate employee dismissals	Gerald Allen	Steve Godowsky
• Minority recruitment visitation	Gerald Allen	Gerald Allen
• Oversee complaints/grievances	Gerald Allen	Gerald Allen
• Staffing, recruiting, hiring process	Gerald Allen	Gerald Allen
Clerical Liaison	Gerald Allen	Kathy Demarest
Contract Negotiations	Jason Hale	Gerald Allen/Debbie Zych
Due Process & Expulsion Hearings and legal/labor complaints	Gerald Allen	Jason Hale
EEOC Surveys and Reports	Gerald Allen	Bill Stearrett

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Personnel (continued)		
Highly Qualified Teachers	Gerald Allen	Shelley Rouser
Paraeducator Liaison	Gerald Allen	Shelley Rouser
School Climate	Gerald Allen	SRO's
Student/Parent Handbook	Gerald Allen	Assistant Principals
Summer Employment Allocations	Debbie Zych	Gerald Allen
Title IX Designee	Gerald Allen	
Special Education		
Alternative Educational Placements	Dave Jezyk	Debbie Scott
Child Study Teams	Dave Jezyk	Assistant Principals
Children's Service Cost Recovery(CSCRCP)	Dave Jezyk	Jason Hale
English as Second Language (ESL)	Dave Jezyk	Cary Riches
Extended School Year Program	Dave Jezyk	Gerald Allen
IEPplus System	Jennifer Steele	Dave Jezyk/Ralph Landolfi
RAMPS monitoring	Dave Jezyk	Gerald Allen
Section 504	Dave Jezyk	School Psychologists/Assistant Principals
Special Education and Related Services	Dave Jezyk	Gerald Allen/Special Ed. Team Leaders
Special Transportation Requests	Dave Jezyk	Mark Wilson
Supported Instruction (Homebound)	Dave Jezyk	Gerald Allen
Title I	Dave Jezyk	Debbie Zych
Transition Services	Debbie Scott	Dave Jezyk

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Support Services		
Admissions	Debbie Dolde	Kathy Demarest
Annual District Report of Progress	Mary An Scarbrough	Kathy Demarest
Catering Administrative Special Events	Nick Mottola	Jason Hale
External Website	Mary An Scarbrough	Gary Hostetler/Kathy Demarest
Internal Website	Mary An Scarbrough	Gary Hostetler
Parent Advisory Committee	Kathy Demarest	Gerald Allen
Public Relations/Community Engagement	Kathy Demarest	Mary An Scarbrough
Summer Camp	Debbie Dolde	Kathy Demarest
Summer Home Visitation	Kathy Demarest	Debbie Dolde
Teacher of the Year	Shelley Rouser	Mary An Scarbrough
United Way Fund Drive	Jason Hale	Gary Hostetler
Volunteer/Mentor Breakfast	Vince Lofink	Kathy Demarest
Technology		
ADT/Security	Gary Hostetler	Jason Hale/Paul Ignudo/Tim Kain
Blackboard	Mary An Scarbrough	Gary Hostetler
Computer Service Requests/Help Desk	Joe Pro	Computer Technicians
District Telephone Systems	Gary Hostetler	Chris Massey
Online Application	Mary An Scarbrough	Rose Masten
Online Courses	Mary An Scarbrough	Shelley Rouser
Professional Development	Mary An Scarbrough	Ralph Landolfi
Server Maintenance	Gary Hostetler	Computer Technicians

PROGRAM	PRIMARY COORDINATOR/ FIRST CONTACT	SECONDARY COORDINATOR/ SECOND CONTACT
Technology (continued)		
Software	Ralph Landolfi	Joe Pro/Gary Hostetler
Student Accounting System/eSchool/HAC	Ralph Landolfi	Mary An Scarbrough/Bill Stearrett
Technology Plan	Mary An Scarbrough	Debbie Zych
Technology Equipment Purchasing and Upgrades	Mary An Scarbrough	Gary Hostetler/Jason Hale
Transportation		
Bus Scheduling	Mark Wilson	Sharon Goldsborough
Vocational Programs		
Construction Trades Advisory Committee	Ed Crumlish	Gerald Allen
School-To-Work Plan <ul style="list-style-type: none"> • Site visits/job shadow • Mentoring • Internship • Co-op 	Assistant Principals Assistant Principals Assistant Principals Co-op Coordinators Vocational Specialists Transition Coordinator	Assistant Principals