

Methacton School District

Administrative Staffing Recommendations

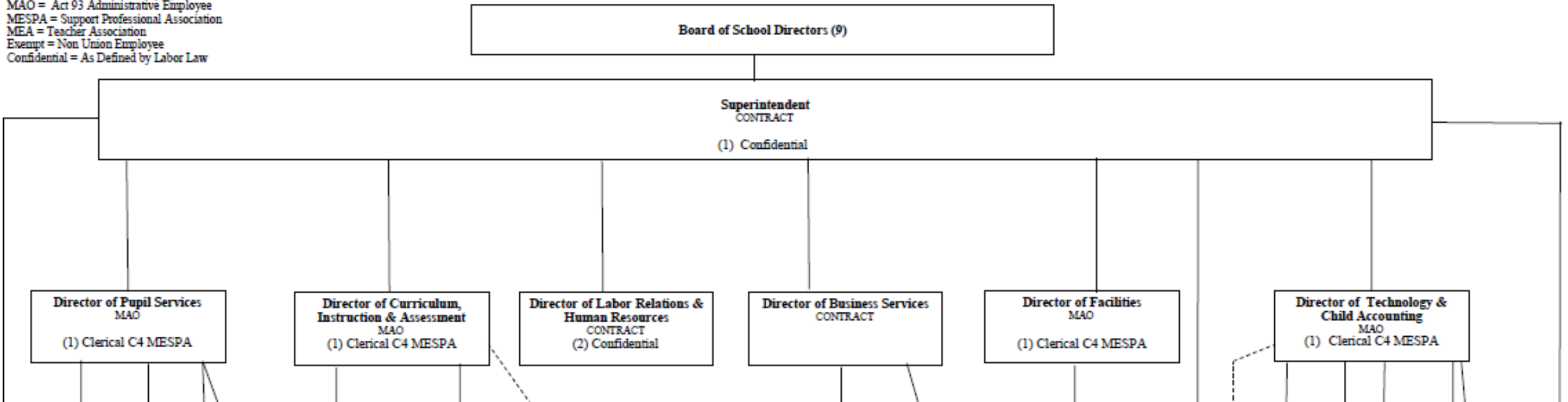
Current Organizational Chart (partial)

KEY:

CONTRACT = Individual Employment Contract
MAO = Act 93 Administrative Employee
MESPA = Support Professional Association
MEA = Teacher Association
Exempt = Non Union Employee
Confidential = As Defined by Labor Law

METHACTON SCHOOL DISTRICT ORGANIZATIONAL CHART

As of 11/26/2019



Challenges

COVID-19

Vacant Posts

Diversity, Equity, and Inclusion Office
Assistant Superintendent
Secondary Curriculum Supervisor
Technology Director

Structure/Duties/Tasks (effective/efficient/timely)

Supervision and Evaluation (admin/support/professional staff)
Day to Day Operations
Strategic Planning
Organizational Development
School Improvement/Student Growth
Professional Development
Employee Relations/Morale
Board Communication/Information and Preparation
Right To Know
Communications
Safety
Succession Planning
Leadership Growth

Recommendations will...

Addresses the administrative structural, duties and task challenges

Provide more effective/efficient/timely support to building administration and staff

Provide for focused & consistent strategic improvement planning & implementation efforts

Place emphasis on people as our greatest organizational asset

Recommendation 1

Diversity, Equity, and Inclusion Office

Continue with Ad Hoc Committee of Board work/discussion

Engage outside consultant - Dr. Bruce Campbell (Board Approval Nov 2020)

- Assist in developing a Diversity and Inclusion Committee

- Facilitate an equity audit for the district

- Facilitate monthly, Diversity and Inclusion Committee Meetings

- Assist in directing Diversity and Inclusion Committee sub-groups

- Assist in developing an action plan and leadership/staffing of the office

Recommendation 2

Assistant Superintendent

Appoint Che Regina effective January 1, 2021

Day to Day Operations/Principals Primary Point of Contact

Oversee Labor Relations and Human Resources

Staff Discipline, 2nd Level Investigation

Teacher/Support/Administrative Supervision/Evaluation process

Employee Negotiations & Contract Management

Employee Assistance Program

Title 9 Coordinator

Oversee RTK process

School Safety & Security Officer (Act 44)

Emergency Management Planning Oversight

Third Party Contract Management/Primary Point of Contact

Education and Policy Committee of the Board

Recommendation 3

Advertise for Replacement for Director of Human Resources

Advertise internally and externally with target of January 2021 appointment

Day to Day Operation of HR Office

Professional & Support Staff Scheduling & Hiring/Recruitment

Professional Certification & Personnel Records Management

Tuition Reimbursement Program Management

Employee Substitute Coordination

Guest Teacher Program

1st level of Employee Investigation

Workers Compensation/Unemployment

Employee Attendance

Employee Onboarding/Retirement

State/Federal Employee Reporting

Non-Discrimination Compliance

RTK Officer

Recommendation 4

Advertise position of Supervisor of Secondary Curriculum

Advertise internally with target of January 2021 appointment

7-12 Professional Development

7-12 Tech Integrators and Coach Supervision

Provide Curriculum Support to Secondary Principals

Assessment Mapping

Report Cards

Conference Approval

7-12 Supervision and implementation of resources, curriculum, educational initiatives

Lead 7-12 review & revision of course sequencing & curriculum approval cycle

Lead 7-12 development of & revisions to common assessments

Lead 7-12 the review & report on Educational software utilization

Coordinates 7-12 Subject Area & Department Coordinators and specialist

Assist with disaggregation & analysis of assessment data

Lead with Supervisor of Elm Ed programming related to STEM, College & Career Readiness, and 1:1

Change Job Title/Description for Supervisor of Professional Learning and Continuous Improvement to Supervisor of Continuous Improvement (adding data/PIMS/State Reporting Responsibilities)

Recommendation 5

Technology Operations Supervisor

Advertise internally and externally in March 2021 with target of May/June 2021 appointment

Focus on best practices in hardware and software to support mission/vision of the district

Plans, recommends and implements and supervises districtwide technology projects

Oversees the purchasing, installation and maintenance of all hardware and software

Manages all technology inventory

Plans and prepares for disaster recovery

Advises Administration on purchasing, trends, planning for technology infrastructure and end user devices

Provides technical advice, training and assistance to staff

Serves as representative on various technology related bodies

Provides daily supervision and direction to all technology staff

Evaluates assigned staff

Establishes criteria for the assignment of workloads and on the basis of these criteria, plans, organizes, and schedules the workloads of all staff under supervision

Provides recommendations during the development of the technology budget and for future planning

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**METHACTON SCHOOL DISTRICT
ORGANIZATIONAL CHART**

Board of School Directors (9)

Superintendent
CONTRACT
(1) Confidential

Assistant Superintendent
Contract

Director of Pupil Services
MAO
(1) Clerical C4 MESPA

Director of Curriculum,
Instruction & Assessment
MAO
(1) Clerical C4 MESPA

Director of Human Resources
CONTRACT
(2) Confidential

Director of Business Services
CONTRACT

Director of Facilities
MAO
(1) Clerical C4 MESPA

Director of Technology &
Child Accounting
MAO
(1) Clerical C4 MESPA

Supervisor of
Spec. Ed.
(3) MAO

Supervisor of Profes-
sional Learning & Con-
tinuous Improvement
(1) MAO

Supervisor of Elementary/
Secondary Education
(2) MAO

Assistant Director of
Business Services
(1) MAO

Assistant to
Director of Facilities
(1) MAO

Coordinator of
Technology
(1) Exempt

Network
Manager
(1) Exempt

Data
Specialist
(1) Exempt

(2) Clerical C2
MESPA

Home & School
Visitor
(1) MEA

Psychologists
(4) MEA

(1) Clerical C3
MESPA

Payroll Specialist (1) C4
Benefits Specialist (1) C4
Accounts Payable (1) C4
Accounting Specialist (1) C4
MESPA

Transportation
Specialist
(1) C4
MESPA

(1) Clerical C3
MESPA

Coordinator of
School and Community
Information (1) MAO

Information Sys-
tems Specialist
(3) Exempt

Central
Registration
(1) C3
MESPA

Instructional
Technology
Integrators
(3) MEA

Arrowhead
Elementary
Principal
(1) MAO

Eagleville
Elementary
Principal
(1) MAO

Woodland
Elementary
Principal
(1) MAO

Worcester
Elementary
Principal
(1) MAO

Skyview Upper
Elementary
Principal
(1) MAO

Arcola
Intermediate
Principal
(1) MAO

High School
Principal
(1) MAO

Timeline

November 2020 Board Meeting

Approve Appointment of Che Regina as Assistant Superintendent to begin January 1, 2021.

Approve the advertisement for replacement position of Director of Human Resources with targeted appointment in January 2021.

Approve the advertisement for position of Supervisor of Secondary Curriculum with targeted appointment in January 2021.

March 2021 Board Meeting

Approve advertisement of Technology Operations Supervisor with targeted appointment in May/June 2021.

Financials

Projected 2020-2021 FY Costs (As of Jan 1, 2021)

Projected \$308,027 (includes salary/benefits/consulting fee)

30K DEI Consultant Fee

180K Assistant Superintendent

150K Director of Human Resources

150K Supervisor of Secondary Curriculum

Projected 2021 FY and Forward Costs

Projected \$682,390 (includes salary/benefits)

112K Technology Supervisor

Process Forward

Present recommendations to Board at the November 2020 work session

Seek feedback and permission to place motions on the agenda for 4 of the 5 recommendations for the Board to consider at their November 24, 2020 meeting.