Harbor Springs Charter Schools 2014-2015 Organizational Chart

Springs Charter Schools
Governing Boards

Harbor Springs Charter School
Superintendent
Dr. Kathleen Hermsmeyer

River Springs Charter Governing Board
Evaluation Committee

Asst. Superintendent
Business & Admin Operations
Amy Podratz

Business Dept.
- Assistant Director of Business
- Controllers
- Accounts Payable Technicians

Assessment Dept.
- Director of Assessment
- Assessment Coordinator
- Assessment Tech

Operations Dept.
- Assistant Director of Operations
- Bookmart
- Purchasing

Records Dept.
- Director of Student Records
- Asst. Director of Student Records
- Enrollment Tech

Department Functions
- *Budget/Debt Analysis*
- *Strategic Plan*
- *Galaxy/Aptafund*
- *Internal Controls/Compliance*
- *Student Clubs/ASB/PTSO*
- *OPS/Student Funding*
- *Reports- SSDP/LCAP*
- *Categorical/Grants*
- *SSC*
- *Financials & Contracts*
- *Special Ed. Finance*
- *State Assessments*
- *EL Compliance*
- *Enrollment/Compliance Paperwork*
- *Student Cume Files*
- *OASIS/CALPADS*
- *Portfolios/ID Cards*
- Student ID Cards
- *Master Calendar*
- *Summer Conf./Luncheon/Graduation*
- *Diplomas/Promotional Ordering*
- *SARC*

Asst. Superintendent
Education/Academies
Debbie Essel

Academies
- Academy Academic Coach
- Director of Real World Programs
- Academy Principals
- Assistant Principals
- TOSAs
- Site Facilitators
- Program Facilitators
- Teachers

CITE
- CTE Coordinators
- Internship Coordinators
- Teachers

Department Functions
- *Athletics*
- *Child Welfare Attendance*
- *Student Discipline*
- *Student Safety*
- *Academy Leadership Dev.*
- *Instructional Services*
- *Suspensions/Expulsions*
- *Academy Accountability*
- *Academy Parent/Student Handbooks*
- *Parental Involvement*
- *Training Videos*
- *Nutrition/Fitness*
- *MTSS Tier 1 (Academy)*
- *AIMM*
- *Parent Relations*
- *Career Technical Education*
- *SES Tutoring*

Asst. Superintendent
Education - Personalized Learning
Vivian Price

Homeschool Dept.
- Program Directors
- Homeschool Learning Center Director
- Homeschool Directors
- Site Facilitators

Instructional Support Dept.
- Director of Instructional Support
- High School Single Subect Specialists
- PK-8 Curriculum Specialists
- Field Trip Coordinator
- Educational Events Coordinator
- Academic Technology Specialist
- Curriculum Warehouse Tech

Data & MTSS Dept.
- Data Analyst
- Student Intervention Director-Academics
- ELD Coordinator

Department Functions
- *Schoolwide Staff Dev./ PLC*
- *Mentors/Master ES*
- *Curriculum Dev. PK-12*
- *Curriculum Ordering (Bookmart,Test Prep)*
- *ROLLIE*
- *MTSS Tier 1 & 2 (Homeschool & Academy)*
- *Data Analysis (Reporting)*
- *Data Day*
- *A-G/AP Program Development*
- *Internal Assessments*
- *Math Path*
- *CAHSEE Prep/Workshops*
- *ELA/Math Focus Groups*
- *LMS Management/Development*
- *Learning Centers*
- *Education Technology*
- *Mobile Science Lab*
- *EL Curr/Support*
- *Parent Certification/Workshops*
- *Parent/Student Events (Homeschool)*
- *Field Trips*
- *Curriculum Warehouse*

Asst. Superintendent
Pupil Services
Debbie Daniel

Special Education
- Director of Special Education
- Asst. Director Special Ed
- School Psychologists
- Speech Therapists
- Compliance Technicians
- Service Providers/SAI/SLP/OT
- Contract Special Ed Service Providers

Guidance Department
- Director of Guidance
- Guidance Counselors
- Intake Advisor
- Student Intervention Coord. (Behavior)

Pupil Services
- Parent Support Technician
- School Nurse
- MediCal Coordinator

Department Functions
- *Special Education Services*
- *IEP Meetings*
- *SEIS*
- *MTSS Administration/Tier III*
- *Mental Health*
- *Medical Reimbursement*
- *IEP Admin Designee*
- *Training & Compliance*
- *Intake*
- *Parent Support*
- *High School Advisement*
- *School Counseling Services*
- *Dual & Concurrent Enrollment*
- *Work & Entertainment Permits*
- *Section 504 Plans*
- *High School Teacher Training*
- *Gifted Support*
- *WASC Accreditation*
- *Summer School*
- *National Honor Society*
- *CPI Training*

Asst. Superintendent
Personnel
Diane Anvari

Human Resources
- HR Director: Compliance & Risk Mgmt.
- Assistant Director
- School Safety Manager
- HR Specialist: Recruitment/Hiring
- Credential Analyst
- HR Specialist: Benefits
- Payroll Technician
- HR Generalist

Department Functions
- *Staff Recruitement/Selection*
- *Employee Benefits*
- *Staff Evaluation*
- *School-wide Staff Dev't Tracking*
- *Staff Discipline*
- *Legal Compliance*
- *Policies/Handbooks*
- *Payroll*
- *Risk Management*
- *Credentials*
- *NCLB*
- *Staff Advocacy*
- *BTSA Eligibility*
- *Insurance*
- *Safety*
- *Crisis Response Team*

Asst. Superintendent
Facilities & IT
Philip Hermsmeyer

Facilites/IT
- Financial Analyst

IT
- Financial Analyst
- Sowftware Developer
- Software Systems Engineer
- IT Techs

Facilities
- Project Manager
- Asst Director of Facilities
- General Contractor
- Facility Techs

Department Functions
- *Servers*
- *Hardware*
- *Software*
- *Schoolwide Tech App.*
- *Data Retention*
- *System Security*
- *Lease Negotiation*
- *Certificates of Liabilty*
- *Fire/Health/Safety Compliance*
- *Help Desk/Trouble Tickets*
- *IT Support Line*
- *Website*