Springs Charter Schools - 2016/17 Organization Chart

Springs Inc.

Governing Board — Citrus Springs Charter School

Governing Board — Empire Springs Charter School

Governing Board — Harbor Springs Charter School

Governing Board — River Springs Charter School

River Springs Charter Governing Board
Evaluation Committee

Superintendent
Dr. Kathleen Hermsmeyer

Asst. Superintendent
Business
Tanya Rogers

Business Department
- Director of Regulated Operations
- Controllers
- Assistant Controllers
- Accounts Payable Technicians

Department Functions
- Accounts Payable/Receivable
- Audit Coordination
- Bond Assistance
- Budget/Debt Analysis
- Business Processes
- Capitalization
- Cash flow/Cash Received
- Categorical/Grants
- Categoricals Restricted Funding
- COE/Authorizer Forms
- Contracts
- Credit Cards
- Expenditure Approvals
- Financial Report - Galaxy/Aptafund
- Finance Legislation
- Financial Board Reports
- Financials & Contracts
- Grant Writing & Administration
- Insurance Assistance
- Internal Controls/Compliance
- IT/Facilities Liaison
- Lunch Programs
- Multi-year Projections
- OPS/Student Funding
- Payroll Taxes / Assistance
- Reports - SSDP/LCAP
- SACS Compliance
- Special Ed. Finance
- Special Ed. Funding/SELPA
- Sponsor Relations
- SSC
- Student Clubs/ASB/PTSO
- Use Tax

Asst. Superintendent
Administrative Operations
Amy Podratz

Intake Department
- Intake Advisor
- Intake Staff

Data Department
- Data Coordinator

Operations Department
- Director of Operations
- Operations Manager of Purchasing/Curriculum Warehouse
- Operations Manager of Bookmart Purchasing Curriculum Warehouse Bookmart

Records Department
- Director of Student Records
- Enrollment Technicians
- Asst. Director of Student Records
- Compliance Technicians

Department Functions
- Attendance/Attendance Calendar
- Bookmart
- Curriculum Warehouse
- Data Reporting
- Diplomas / Promotional Ordering
- EL Compliance
- Enrollment/Student Agreements
- Intake/Student Registration
- Master Calendar
- OASIS / CALPADS
- OPS/Student Funding
- Portfolios / ID Cards
- Purchasing
- Reports - SSDP/LCAP/ELSSA
- SARC
- Strategic Plan
- Student Records
- Annual Conference / Luncheon
- Vendor Relations
- WASC Accreditation

Asst. Superintendent
Education - Academies
Debbie Essel

Academies
- Director of Education
- Director of Real World Programs
- Atletics Coordinator
- Academy Principals
- Assistant Principals
- TOSAs
- Site Facilitators
- Program Facilitators
- Academy Teachers

CITE
- CTE Coordinators
- CTE WEE/Internships Coordinator
- CTE Teachers
- CITE Accountability Coordinator

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

Asst. Superintendent
Education - Personalized Learning
Vivian Price

Homeschool Department
- Senior Director of Homeschool
- Homeschool Learning Center Director
- Homeschool Directors
- Program Directors
- Field Trip Coordinator
- Educational Events Coordinator
- ELD Coordinator

Instructional Support Dept.
- Director of Instructional Support
- High School Single Subject Specialists
- TK-8 Curriculum Specialists
- Academic Technology Specialist
- Director of Professional Development

Assessment
- Data Analyst
- Student Intervention Director
- Director of Student Acheivement
- Director of Assessment
- Assessment Coordinator
- Assessment Technician

Department Functions
- A-G/AP Program Development
- Curriculum Dev. TK-12
- Curriculum Ordering (Bookmart,Test Prep)
- Data Analysis (Reporting)
- Education Technology
- EL Curriculum/Support
- ELA/Math Focus Groups
- Field Trips
- Internal Assessments
- Learning Centers
- LMS Management/Development
- Mentors / Master ES
- Mobile Science Lab
- MTSS Tier 1 & 2 (Homeschool & Academy)
- Parent Certification/Workshops
- Parent/Student Events (Homeschool)
- L.I.V.E. Language in a Virtual Classroom
- Schoolwide Staff Dev. / PLC / Data Day

Executive Dept.
- Director of Executive Support
- Communications Coordinator
- Parent Support & Outreach

Department Functions
- Annual Conference Planning
- Board Meetings
- Executive Communication
- Fundraising Events
- Graduation
- Leadership Meetings
- Marketing
- Marketing Events/Outreach
- Parent Support
- Politcal Advocacy
- Program Reviews
- Public Relations
- Sponsor Relations/Reporting
- Staff Development
- Website Content Management

Asst. Superintendent
Pupil Personnel Services
Peter Alvino

Special Education
- Director of Special Education
- School Phycologists
- Program Specialists
- Compliance Technicians
- Service Providers
- SAI/SLP/SLPA/OT/COTA/AT
- Contract Service Providers
- TOSA

Guidance Department
- Director of Guidance
- Guidance Counselors
- Guidance Technicians
- Transcript Technicians

Pupil Services
- School Nurse
- Medi-Cal Coordinator
- Health Technicians

Department Functions
- CPI Training
- Dual & Concurrent Enrollment
- Emergency Medical Training
- FERPA/HIPAA/Confidentiality
- High School Advisement
- High School Teacher Training
- IEP Admin Designee Training
- IEP Meetings
- Medi-Cal Reimbursement
- Mental Health Services
- MTSS Administration/ Tier 3
- NHS/NJHS & CSF/CJSF
- School Counseling Services
- Section 504 plans
- SEIS Maintenance
- Special Education Services
- Student Health Screenings
- Summer School
- Training & Compliance
- Work & Entertainment Permits

Asst. Superintendent
Personnel
Diane Anvari

Human Resources
- HR Director: Compliance & Risk Mgmt.
- Assistant Director of HR
- Risk Manager
- Safety & Risk Mgmt. Technician
- HR Specialist: Recruitment/Hiring
- Payroll Manager
- Credential Analyst
- HR Specialist: Benefits
- HR Specialist: Training & Performance
- HR Generalists
- Payroll Technician
- HR Technicians

Department Functions
- BTSA Eligibility
- Credentials
- Crisis Response Team
- Employee Benefits
- ESEA
- Insurance
- Leave Management
- Legal Compliance
- Payroll
- Policies/Handbooks
- Retirement
- Risk Management
- School Safety
- School-wide Staff Dev't Tracking
- Staff Advocacy
- Staff Discipline
- Staff Performance Reviews
- Staff Recruitment/Selection
- Wellness and Engagement

Asst. Superintendent
Facilities & IT
Philip Hermsmeyer

IT
- Asst. Dir IT - Security/Tech
- Asst. Dir IT - Systems/Software
- Systems Administrator
- IT Specialist
- IT Technicians

Facilities
- Director of Facilities
- Asst. Director Facilities
- Financial Analyst II
- Facility Technicians
- General Contractor
- Custodians

Department Functions
- Certificates of Liability
- Construction Projects
- Data Retention
- Enterprise Car Program
- E-Rate
- Fire/Health/Safety Compliance
- Hardware
- Help Desk/Trouble Tickets
- IT Support Line
- Lease Negotiation
- Schoolwide Tech App.
- Servers
- Site Upkeep
- Software
- System Security
- Website