Springs Charter Schools - 2017/18 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
- Controllers
- Assistant Controllers
- Accounts Payable Technicians
- Business Clerks
- Director of Nutrition Services
- Food Service Clerks
- Payroll Administrator
- Payroll Manager
- Payroll Technician

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
- Finance Legislation
- Financial Board Reports
- Financial Report - Galaxy/Aptafund
- Financials & Contracts
- Grant Writing & Administration
- Insurance Assistance
- Internal Controls/Compliance
- IT/Facilities Liaison
- Lunch Programs
- Multi-year Projections
- Nutrition Services
- OPS/Student Funding
- Payroll Processing
- 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
- Enrollment Technicians

Data Department
- Schoolwide Data Coordinator

Operations Department
- Director of Operations
- Operations Manager of Bookmart
- Purchasing/Curriculum Warehouse
- Purchasing
- Lending Center
- Athletic Coordinator

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

Department Functions
- Alt. Governance Board
- Athletics
- Attendance/Attendance Calendar
- Bookmart
- Charter Petitions
- Dashboard Data
- Data Reporting
- Diplomas
- EL Compliance
- Enrollment/Student Agreements
- Evolving Leaders Program
- Intake/Student Registration
- Lending Center
- OASIS / CALPADS
- OPS/Student Funding
- Portfolios / ID Cards
- Purchasing
- Quarterly/ Annual Review (OCDE)
- Reports - SSDP/LCAP/CRDC
- SARC
- Strategic Plan
- Student Records/ Student Agreements
- Vendor Relations
- WASC Accreditation

Asst. Superintendent
Education
Vivian Price

Academies
- Director of Education
- Director of Academy Support
- Academy Principals
- Assistant Principals
- TOSAs
- Site Facilitators
- Program Facilitators
- Academy Teachers
- Mentor Techs, ACE's
- Program Specialist- Academies

Homeschool Department
- Senior Director of Homeschool
- Homeschool Learning Center Director
- Homeschool Directors
- Program Directors- Venture, Keys, Arrow
- Cherry Valley Co-Op
- Educational Events Coordinator
- ELD Coordinator
- Field Trip Coordinator
- Personalized Learning Campus

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

Assessment
- Director of Data & Innovation
- Director of Assessment
- Assessment Coordinator
- Assessment Technician
- Data Analyst
- Data Intelligence Coordinator
- Student Achievement Advisor
- Student Intervention Director
- Student Intervention Director

Department Functions
- A-G/AP Program Development
- Academy Accountability
- Academy Leadership Development
- Academy Parent/Student Handbooks
- Academy Program Course Support
- AIMM
- Child Welfare Attendance
- Curriculum Dev. TK-12
- Curriculum Ordering (Bookmart,Test Prep)
- Data Analysis (Reporting)
- Education Technology
- EL Curriculum/Support
- ELA/Math Focus Groups
- Field Trips
- Instructional Services
- Internal Assessments
- L.I.V.E. Language in a Virtual Classroom
- Learning Centers
- LMS Management/Development
- Mentors / Master ES
- Mobile Science Lab
- MTSS Tier 1 (Academy)
- MTSS Tier 1 & 2 (Homeschool & Academy)
- Parent Certification/Workshops
- Parent Relations
- Parent/Student Events (Homeschool)
- Parental Involvement
- Perkins Management
- Personalized Learning Certificate Course
- Schoolwide Staff Dev. / PLC / Data Day
- Student Center Mission Development
- Student Discipline
- Student Safety
- Suspensions/Expulsions
- Training Videos

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

Special Events
- Director of Special Events

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

Asst. Superintendent
Pupil Personnel Services
Robert Hennings

Special Education
- Director of Special Education
- School Psychs / Prog. Specialists
- Compliance Technicians
- SAI/SLP/SLPA/OT/COTA/AT
- TOSA / Service Providers

Guidance Department
- Director of Guidance
- Guidance Counselors/Technicians
- Transcript Technician
- Career/Post-Secondary Coordinator

Health Services
- School Nurse
- Health Technicians

CITE
- Director of Real World Programs
- CTE Coordinators & Teachers
- Robotics Coordinator

Pupil Services
- Office Manager
- Medi-Cal Coordinator
- Building Receptionist

Department Functions
- Trainings: CPI, HS Teacher
- Trainings: IEP Admin Designee
- Trainings: Emergency Medical
- Compliance: FERPA, HIPAA, 504, IEP
- 504 and IEP Meetings
- High School & Intake Advisement
- Dual & Concurrent Enrollment
- NHS/NJHS & CSF/CJSF
- School Counseling Services
- Special Education Services
- Mental Health Services
- SEIS Maintenance
- MTSS Administration/ Tier 3
- Medi-Cal Reimbursement
- Student Health Services/Screenings
- Summer School Advisement
- Homeless Liaison
- Child Welfare & Attendance
- Student Discipline Advisement
- Career Technical Education
- Community Outreach (CITE)
- CTE Articulation/Internships/WEE
- Perkins Management
- Work & Entertainment Permits

Asst. Superintendent
Personnel
Diane Anvari

Human Resources
- HR Director: Compliance & Risk Mgmt.
- Assistant Director
- Risk Manager
- Safety & Risk Mgmt. Technician
- HR Manager: Recruitment/Hiring
- Credential Analyst
- HR Specialist: Benefits
- HR Specialist: Training & Performance
- HR Generalist (3)
- HR Technicians (1)

Department Functions
- BTSA Eligibility
- Credentials
- Crisis Response Team
- Employee Benefits
- Insurance
- Leave Management
- Legal Compliance
- 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
- Financial Analyst II
- Systems Administrator
- IT Specialist
- IT Technicians

Facilities
- Director of Facilities
- Asst. Director Facilities
- Financial Analyst II
- Facility Technicians
- 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