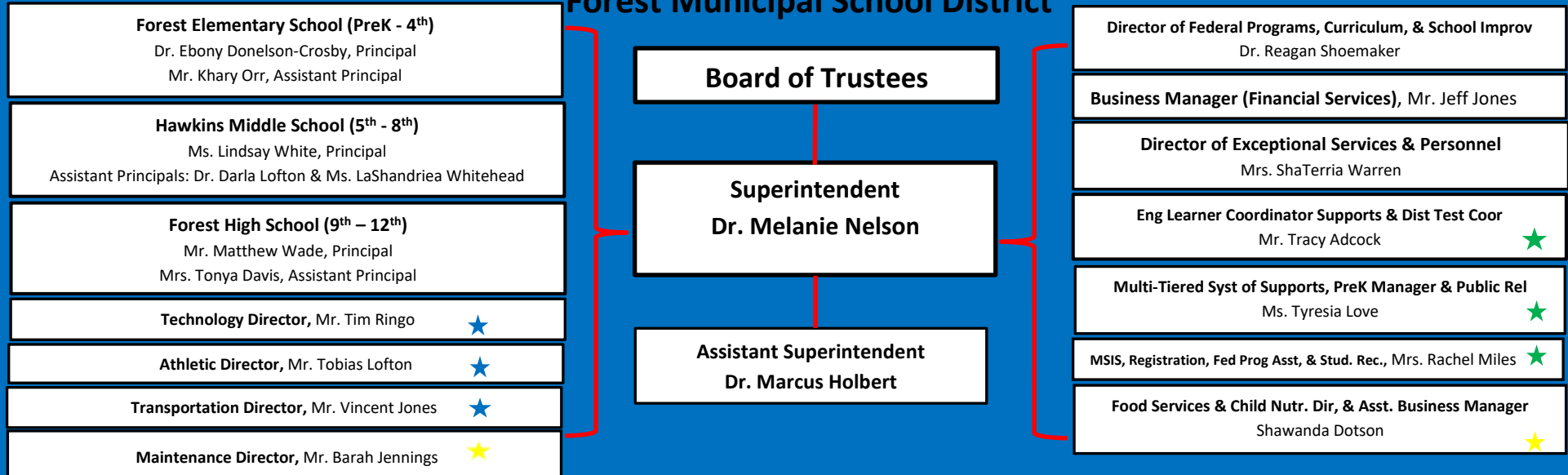


Forest Municipal School District



Assistant Superintendent ★	Federal Programs, Curriculum, & School Improvement ★	English Learner Supports & State Testing	BUSINESS SERVICES ★	PERSONNEL SERVICES
Alternative School - PATHWAYS TO SUCCESS ACADEMY ★	Before and After School Programs	Accountability	Bids and Budgeting	Employee Applications
Athletic Services	Complaints By or About Staff	Accreditation	Business Operations	Employee Database & Records
Attendance and Enrollment	Curriculum	District Test Coordinator (DTC)	Construction & Renovation	Evaluation Instruments
Career Technical Education (CTE) Liaison	District Surveys / Needs Assessment	English Learners (PreK-12)	Custodial Contract & Related Services	Family Medical Leave Act
Community Business Partnerships & Relations	Drop-Out Prevention Plan (PreK-12)	English Learners (Title III) ★	Finance	Instructional Assistants
Complaints By or About Students	Early Childhood	Spec Ed Testing (Alternate Assessment)	Fixed Assets	Job Announcements & Descriptions
District Calendar	Employee Grievances		Hazard Identification	Licensure
District Hearing Officer (Student Discipline Hearings)	Federal Programs (Title I, II, III, IV, & V)		Insurance	Gen Employment Procedures
District Occupational Safety	Grants		Leave Requests Pre/Post Holiday, Sick, & Vacation	Student Teachers
District Safety Plan/Crisis Response Plans and Procedures	HeadStart		Maintenance Services ★	Teacher Recruitment
Facility Scheduling & Board Room Meetings	Homeless Liaison		PERS Information	Staff Handbook
Field Trips	Instructional Technology Usage Reports	Multi-tiered Syst of Supports, PreK, & Public Relations ★	Planning & Purchasing	Staff Hearings
Fundraising Requests	Library / Media Centers		Printing Contracts and Management	Staff Recognition – Teacher of the Year
Guest Speakers	MS Student Information System MSIS	Media Publications	Requisitioning & Purchasing	Exceptional Services
Homebound Program	New Teacher Orientation	District Newsletters & Notices	Risk Assessment – Internal Controls	All Exceptional and Related Services
In-School Suspension	Parent & Family Engagement	Multi-Tiered System of Supports / MTSS ★	School Based Administrative Claiming	Child Find
Nurse Services	Professional Development	Strategic Planning	Sixteenth Section Property	Educable Child Program
Parent Grievances	Program of Studies – Grad Requirements	Website Development	Unemployment	Extended School Year
Receptionist, Administration Bldg	School Counselors	Website Notices	Vendors	Federal Education Rights & Privacy Act
Residency Issues	Software Usage Reports ★	Office of Civil Rights Reporting	Workman's Compensation	Gifted & Talented
School Resource Officer Supports	Student Records		Hazard Identification	Juvenile Detention Center
Student Handbooks	Summer Remediation and Enrichment		Insurance	Special Education (Preschool)
Student Mentors/Mentorship Programs ★	Systems Manager (MSIS Supports)		*Assistant Business Manager is Ms. Shawanda Dotson ★	Section 504 & American Disabilities Act
Transportation Services for Students	Textbooks			Special Education
Tuition Students	Title IX			
Technology Services (Including Audio Enhancement)				
Food Services & Child Nutrition = Health Fair, Cafeteria Managers, Compliance with National School Lunch Program, Food Service Agent, Food Service Contract, School Wellness Committees, and Summer Feeding ★				
Technology Services = Hardware, Software, CIPA Compliance, Internet Appropriate Usage Agreements, Keyless Entry, Server, Surveillance System, Technology [staff, bids, grants, replacement, and purchasing], and WiFi ★				