

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT - DISTRICT OFFICE ADMINISTRATIVE/OFFICE PERSONNEL RESPONSIBILITIES (Revised 12/2/21)

15/n	Accounts Payable/ Receivable
10/o	ADA-PEP
9/18/h	AEDs
13/20/i	K-12 AIS/RTI-ELA/MATH
6/f	Alternative Programs
2/21/o	Approved Textbook/Software List
8/g	APPR
5/e	Art (K-12)
9/18/h/l	Athletic Fields
1/9/h	Athletics
1/5/e	Attendance
4/5/d/c	BEDS
2/b	BOCES Curriculum Council
3/c	BOCES Services
1/3/c	Budget (District)
3/18/c/l	Building Access
7/g	Business Education
3/15/c	Business Office Operations
6/f	Career Academy – Innovation Tech.
7/g	Career Technical Education (CTE)
5/e	Census
7/g	Central Science Supply
5/e	Child Abuse
1/4/d	Civil Service
1/2/a/b	Class Size
1/9/h	Co-Curricular Programs
1/3/19/a/b/c	Community Relations/Communications
2/b	Conference/Travel Instructional
3/c	Conference/Travel Support Staff
10/o	Counseling Services K-6
6/f	Counseling Services 7-12
8/g	Consultant Teachers
5/e	Data Analysis
21/b	Data Protection Officer (DPO)
10/o	Dignity For All Students (DASA)
2/3/b/c	Early Education Program (Main Street)
13/i	Elementary School Operations

13/i	English Language Arts PK-12
2/5/b/m	Enrollment Projections
8/g	ENL/ELL
7/g	Family and Consumer Sciences
3/9/18/c/h/l	Facility Use
1/2/b	Field Trips
4/d	Fingerprinting
3/c	Fiscal Planning
3/17/c/k	Food Service
2/8/g	Frontline (Professional Growth)
6/f	GED (BOCES) Program
2/3/5/6/8/15/20	Grants (Federal/State)
3/4/c/d	Grievance/Arbitrations
7/g	Health Education (K-12)
3/18/c/l	Health Safety Committee
9/h	Health Services/Nurses
20/e	Home Schooling/Parent Instruction
6/i	Homebound Instruction/iTutor
4/d	Human Resources
3/18/l	ID Cards
13/i	Kindergarten Screening
1/3/4/c	Labor Relations
21/g	Library Media Specialists
3/18/c/l	Maintenance & Operations
20/i	Mathematics (K-12)
4/8/g	Mentor Program
3/6/c/f	Medicaid Reimbursement
2/b	Military Honor Roll
5/e	Music (K-12)
20/i	Native American Tutoring
1/3/4	Negotiations
4/8/d/g	New Staff Orientation
12/f	Occupational Therapists
4/8/d/g	PAR
15/c	Payroll Operations
9/14/h	Physical Education (K-12)
12/f	Physical Therapists

3/21/o	Printing/Copiers
8/g	Professional Development
6/f	Psychologists
22/c	Purchasing
5/m	Registration
2/5/13/b/e/i	Report Cards/Interim Reports
3/4/7/16/18/c	Right to Know
13/i	RTI/ELA Coordinator
7/g	Science (K-12)
2/5/e	SchoolTool (Maintenance/Training)
6/f	School to Work/New Visions
3/18/c/l	Security, Safety & SRO's
4/d	Sexual Harassment/Discrimination
10/o	Social Emotional Learning/Mental Health
10/o	Social Studies (K-12)
10/o	Social Workers
6/11/12/f	Special Education Instruction
6/f	Speech/Language Services
4/d	Staff Recruitment
7/g	STEM
2/b	Student Teachers
1/a/b/f	Superintendent's Hearing
3/4/8/g	Support Staff Professional Development
2/b	Summer School (7-12)
2/f	Summer School – Special Education
11/12/f	Teaching Assistants
21/g	Technology Coaches
7/g	Technology Education (7-12)
21/g	Technology Services
21/o	Telephones/Cell Phones
5/e	Testing/Accountability
1/4/3/4/d	Title IX
3/16/c/j	Transportation Services
13/e	Universal Pre-K
2/b	Wall of Distinction
8/g	World Languages (7-12)

KEY TO ADMINISTRATOR DESIGNATION - (support staff to the right)

1. Superintendent of Schools: Daniel D. Bowles 218-2151	a. Marilyn Nandin 218-2150
2. Associate Superintendent for Teaching & Learning: Christopher R. Leahey, Ed.D. 218-2124	b. Beth Keeley 218-218-2148
3. Associate Superintendent for Business Services: Donald F.X. Keegan 218-2119	c. Pam Mertens 218-2143
4. Assistant Superintendent for Human Resources: Jason Nephew 218-2125	d. Carol Strzelecki & Judy Williamson 218-2146/2149
5. Executive Director for Data, Accountability and School Improvement: Donna Marie Norton 218-2121	e. Julia Shannon 218-2147
6. Executive Director for Pupil Personnel Services: Valerie DiFlorio 218-2120	f. Deb Cramer & Beth Morison 218-2144/2159
7. Director of Science and CTE: John Rice 218-2126	g. Lisa Andrianos 218-2142
8. Director of Instructional Leadership: Dave Lunden 218-2165	g. Lisa Andrianos 218-2142
9. Director of Athletics & Co-Curricular: Timothy Bednarski 218-4115	h. Cassy Wheaton 218-4114
10. Director of Social Emotional Learning and Social Studies: Lisa Goldberg 218-2134	o. New secretary TBD
11. Director of Special Education: Karen Williams 218-2140	f. Deb Cramer & Beth Morison 218-2144/2159
12. Director of Special Education: Janet Brefka 218-2129	f. Deb Cramer & Beth Morison 218-2144/2159
13. Director of Elementary Education and ELA: Greg Stone 218-2118	i. Kristin Johnston 218-2153
14. Assistant Director of Physical Education: Dave Farney	h. Cassy Wheaton 218-4114
15. Treasurer: Vince Love 218-2116	c. Pam Mertens 218-2143
16. Director of Transportation: Matt Conti 218-2179	j. Tracy Morrissey 218-2169
17. Director of Food Service: Wendy Swift 218-2175	k. Judy Fero 218-2177
18. Director of Facilities: Matthew Erwin 218-2174	l. Christine Kidd 218-2109
19. School Information Officer: Laurie Cook 218-2190	c. Pam Mertens 218-2143
20. Director of Math: Nick Scholz 218-2036	i. Kristin Johnston 218-2153
21. Director of Technology: Jason Clark 218-2040	o. New secretary TBD
22. Purchasing Officer: Karen Beck 218-2141	c. Pam Mertens 218-2143
	m. Izzy Nelipowit 218-2156