

QUINCY SCHOOL DISTRICT

DIRECTORY OF DISTRICT  
ADMINISTRATIVE SERVICES

2012-2013

## Superintendent

**Superintendent – Dr. Burton Dickerson 787-4571**

Velma Flores – Executive Assistant 787-4571

- General oversight for Business and Operations, Student Achievement, Special Programs, Human Resources
- Secretary to Board of Directors
- Board Meetings and Communication
- Policy Development
- Community Liaison
- Administrative Team Leadership and Supervision
- Budget Development and Administration
- Strategic Planning
- District Leadership Team
- Levy and Bond Planning
- Facilities Planning
- Collective Bargaining
- Legal Issues
- Risk Management

Velma Flores

- Applications for Free and Reduced Price School Meals
- CEDARS Administration
- Job Postings and Applications
- Superintendent Calendar/Schedule

## Special Programs and Services

**Director of Special Programs – Victoria Hodge 787-8992**

Cynthia Jackson – Program Specialist 787-8992

- Special Education Program
- Transitional Bilingual Instructional Program
- Title I/LAP
- Migrant Education
- District Homeless Liaison
- ADA/Section 504 Compliance
- Oversees Central Registrar, Migrant Records Clerk, Parent Liaisons
- Home and Hospital Instruction

## Curriculum, Instruction and Assessment

**Director of Student Achievement – Carole Carlton**      **787-4571**  
Peggy Hinkins - Executive Assistant                      787-4571

- Curriculum Review, Development, Adoption, Implementation and Evaluation
- Professional Development Program/Schedules
- District Assessment Coordinator
  - HSPE/MSP/EOC/CBA's
  - WAAS-Portfolio/COE
  - WELPA
  - WA-Kids
  - NAEP
  - MBA/RBA
  - DIBELS
  - NWEA-MAPS
- District Clock Hour Proposal Application Review/Submission to DLT
- NCLB Compliance and Notification
  - School Improvement Plans
- District Grant Coordination
  - Title II, Part A (including highly qualified staffing reviews)
  - Highly Capable Program (HCP)
  - Physical Education Program (PEP)
  - Readiness to Learn (RTL)
  - Teacher Assistance Program (TAP)
- District Highly Capable Student Program and Enrichment Program
- District Liaison
  - Gear-Up
  - AVID District and Consortium Coordinator
  - Upward Bound
  - 21<sup>st</sup> Century Programs
  - Reading is Fundamental (RIF)
- Standards Based Report Card Set-up/Issues K-6

Peggy Hinkins

- AESOP (automated sub calling system)
- Clock Hours – Course Applications, Initial Clock Hour Registration Forms
- MBA/RBA Information and Support
- Curriculum Purchase Orders
- Curriculum Library

## Business Office

### **Business Manager – Chris Martin 787-4571**

- Accounts Receivable
- Budget Accounting/Fiscal Reporting
- District Enrollment Reporting
- iGrants Management
- Certificated Employee Education and Experience Records or Clock Hour Records for Salary Purposes
- Certificated contracts and placement
- Audit preparation and response
- School Board Recording Secretary
- District Office Management
- Advance travel funds

### **Accounts Payable Specialist – Tina Castro 787-4571**

- General Fund Accounts Payable
- Procurement/Purchasing
- Expenses reimbursement (General Fund and ASB Fund)
- District Credit Cards

### **Payroll Specialist – Mary Medrano 787-4571**

- Employee Payroll Records
- Employee Payroll Processing and Information
- Employee Benefits (Health Insurance, Retirement, Supplemental Insurance, etc.)
- Employment and Salary Verification
- Payroll Deductions and Direct Deposits
- Unemployment Benefits
- L&I Reports/Claims Information
- Family Medical Leave Act (FMLA)

### **Payroll/Accounts Payable – Tia Stoddard 787-4571**

- ASB Accounts Payable
- Open Purchase Orders
- Information on Payroll and Accounts Payable for Employees

## Information Technology Systems

**Director of Technology – Chris Molitor 787-4571**

- Computer Network
- District Email System
- Telecommunication Systems
- E-Rate Funding
- District Website
- District Technology Plan
- WESPAC Administration

## Security

**Director of Security – Gus Winter 787-5959**

- Fingerprinting for Employee Background Checks
- Building Security Systems
- Bullying Hotline
- Key Control System
- School Resource Officer
- Investigation Support