

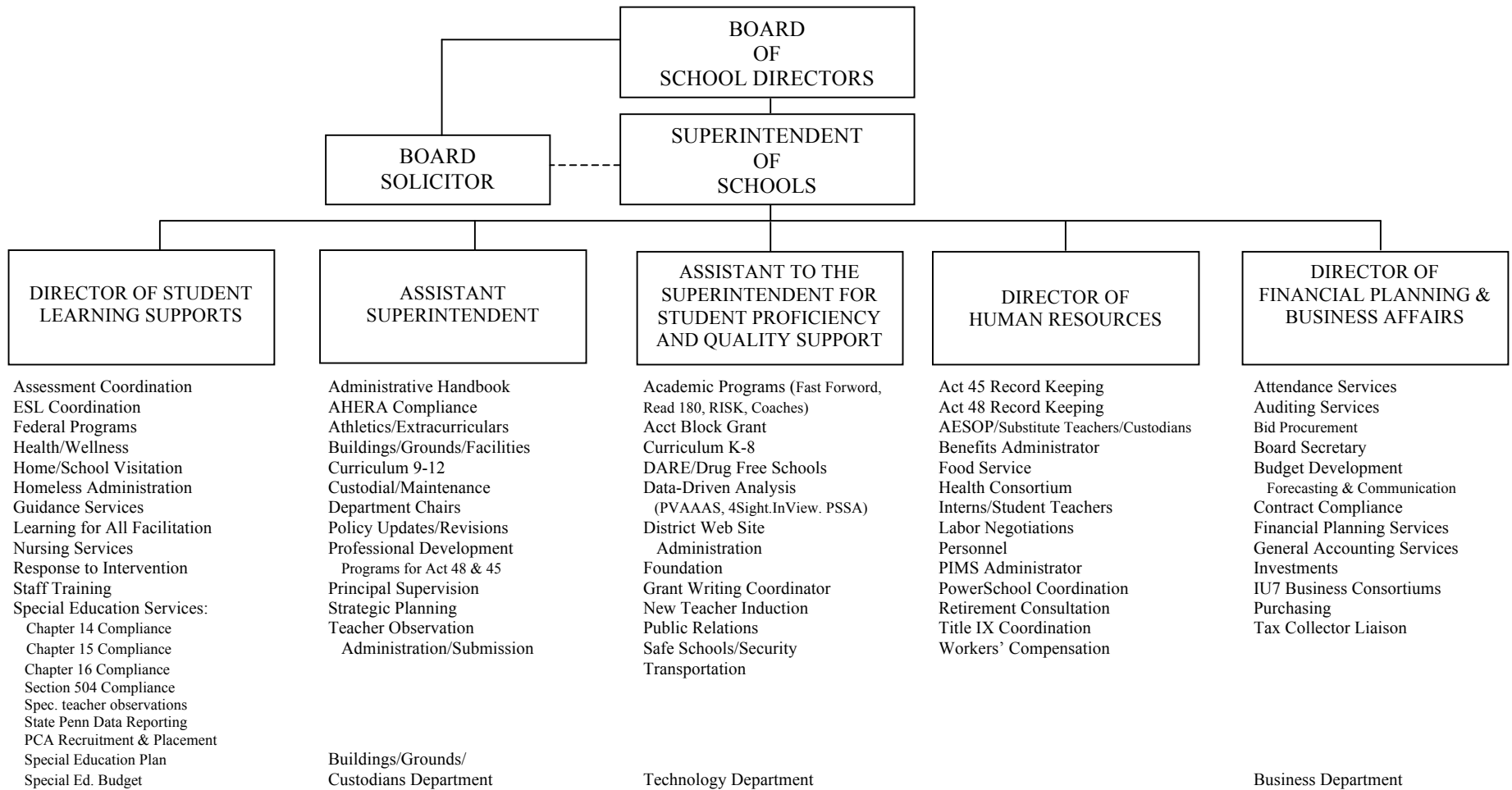
SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: April 16, 2009

REVISED:

PENN-TRAFFORD SCHOOL DISTRICT



008. ORGANIZATION CHART - Pg. 2

Technology
Coordinator

- Network management
- E-Rate funding
- Software compliance
- Hardware maintenance
- Student management system
- Technology training
- Hardware installation
- Software installation
- Network Security
- Technology inventory
- Staff management
- Data archiving

Supervisor of
Maintenance

- Staff Management & Supervision
- Custodial Maintenance
- Plant operations
- Building Repair
- Grounds maintenance
 - Mowing, snow removal, repairs
- Staff training
- Supply ordering & inventory
- Equipment maintenance
- Code compliance
- Facilities planning
- Bid preparation
- Contractor supervision
- Building security

Business
Department

- Payroll
 - Benefit processing
 - Retirement assistance
 - Paid leave monitoring
 - Salary reduction plan
- Accounts Payable
- Accounts Receivable
- Cafeteria fund
- Purchase order processing
- General Fund Accounting
- Free and Reduce Lunch applications
- Investment reporting
- Capital Reserve Fund
- Bid tabulation & reporting