

PENN-TRAFFORD SCHOOL DISTRICT

ORGANIZATION CHART

2009-2010

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