

# THE LAUREL SCHOOL DISTRICT ORGANIZATIONAL CHART: ROLES & RESPONSIBILITIES

## Vision

*Prepare All Students for Success in  
the 21st Century*



## Mission

*People. Practices. Performance.  
Rigor. Relevance. Relationships.*



### LAUREL BOARD OF EDUCATION

LINDA HITCHENS \* SABRINA TAYLOR-ISLER \* BRAD LEE \* SHANE MCCARTY \* JANA PUGH

GOVERNS THE  
SCHOOL  
DISTRICT

FACILITATES  
MONTHLY BOARD  
MEETINGS

ADOPTS AND  
MONITORS POLICIES

ADOPTS AND  
MONITORS FINANCIAL  
BUDGETS

APPROVES OR  
REJECTS PERSONNEL  
AND OPERATIONAL  
RECOMMENDATIONS  
MADE BY THE  
SUPERINTENDENT

APPROVES OR  
REJECTS REQUESTS  
OF THE BOARD MADE  
BY STUDENT GROUPS,  
COMMUNITY  
MEMBERS, AND  
ORGANIZATIONS

CREATES A POSITIVE  
IMAGE FOR THE  
DISTRICT WITHIN THE  
LAUREL COMMUNITY  
AND THE  
STATE OF DELAWARE

SUPERVISES  
AND EVALUATES THE  
SUPERINTENDENT



### SUPERINTENDENT

DR. SHAWN LARRIMORE

LEADS THE SCHOOL  
DISTRICT BY  
MONITORING DAILY  
OPERATIONS AND  
IMPLEMENTING  
STRATEGIC PLANNING  
FOR CONTINUOUS  
IMPROVEMENT

SERVES AS BOARD'S  
EXECUTIVE  
SECRETARY DURING  
MONTHLY BOARD  
MEETINGS

RECOMMENDS NEW  
OR REVISED  
POLICIES TO THE  
BOARD OF  
EDUCATION

RECOMMENDS  
FINANCIAL BUDGETS  
TO THE BOARD OF  
EDUCATION

RECOMMENDS  
PERSONNEL AND  
OPERATIONAL  
ACTIONS TO THE  
BOARD OF  
EDUCATION

DEVELOPS AND  
IMPLEMENTS SYSTEMS  
TO MANAGE  
EMERGENCIES AND  
CRISES

BUILDS POSITIVE  
COMMUNITY  
RELATIONS AND  
SERVES AS PUBLIC  
INFORMATION  
OFFICER

SUPERVISES AND  
EVALUATES ASSISTANT  
SUPERINTENDENT,  
DIRECTORS,  
PRINCIPALS, AND  
SUPERINTENDENT'S  
ADMINISTRATIVE  
ASSISTANT



### ASSISTANT SUPERINTENDENT

MR. ASHLEY Q. GISKA

ASSISTS  
SUPERINTENDENT IN  
MONITORING DAILY  
OPERATIONS AND  
IMPLEMENTING  
STRATEGIC PLANNING  
FOR CONTINUOUS  
IMPROVEMENT

IMPLEMENTS  
AND MONITORS ALL  
CURRICULUM,  
INSTRUCTION, AND  
ASSESSMENT  
INITIATIVES

OVERSEES  
CONSOLIDATED  
FEDERAL GRANT  
MANAGEMENT AND  
COMPLIANCE

COORDINATES  
PROFESSIONAL  
DEVELOPMENT AND  
INSTRUCTIONAL  
COACHING  
INITIATIVES

LEADS INSTRUCTIONAL  
TECHNOLOGY  
INITIATIVES AND  
SERVES AS DISTRICT  
TEST COORDINATOR

MONITORS THE NEW  
TEACHER MENTORING  
PROGRAM

SERVES AS DISTRICT'S  
DISCIPLINE HEARING  
OFFICER

SUPERVISES AND  
EVALUATES  
DIRECTOR OF  
SPECIAL EDUCATION,  
SUPERVISOR OF  
TECHNOLOGY, AND  
INSTRUCTIONAL  
COACHES

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**DIRECTOR OF HUMAN RESOURCES/FACILITIES**  
DR. RICK EVANS



**DIRECTOR OF STUDENT SERVICES/TRANSPORTATION**  
MRS. SUSAN WHALEY



**DIRECTOR OF SPECIAL EDUCATION**  
MRS. MICHELLE ALLMAN



**DIRECTOR OF FINANCE**  
MRS. KRISTEN VERNON



**DIRECTOR OF SCHOOL NUTRITION**  
MRS. JULIE GIBBONS



**SUPERVISOR OF TECHNOLOGY**  
MR. MICHAEL BROWN

RECRUITMENT, HIRING,  
ONBOARDING, LICENSURE, &  
BENEFITS

STAFF-ADMINISTRATION  
LIAISON (CONCERNS,  
INVESTIGATIONS, NEGOTIATED  
AGREEMENT)

DPAS ADMINISTRATOR SUPPORT  
& EVALUATION PROCESS FOR  
ALL STAFF

UNIT COUNT

NOVICE ADMINISTRATOR  
MENTOR & ADMINISTRATIVE  
INTERN PROGRAM

POLICY ADOPTION AND  
REVISION

FACILITIES, GROUNDS, AND  
MINOR CAPITALIZATION  
BUDGET

SUPERVISES AND EVALUATES  
CHIEF CUSTODIANS AND  
HUMAN RESOURCES  
ADMINISTRATIVE ASSISTANT

STUDENT TRANSPORTATION  
AND SCHOOL-FAMILY LIAISON

BUS CONTRACTOR/  
SPECIALIZED  
TRANSPORTATION PAYROLL

HOMELESS &  
FOSTER CARE SERVICES

NURSING SERVICES/  
WELLNESS SUPPORT

GUIDANCE SERVICES AND  
STUDENT ATTENDANCE  
SUPPORT

STUDENT ENROLLMENT  
AND SCHOOL CHOICE

ENGLISH LANGUAGE  
SERVICES & TITLE III  
CONSOLIDATED FEDERAL  
GRANT PROGRAM  
MANAGEMENT AND  
COMPLIANCE

SUPERVISES AND EVALUATES  
STUDENT  
SERVICES/TRANSPORTATION  
ADMINISTRATIVE ASSISTANT

SPECIAL EDUCATION/504  
PROGRAMMING

EXTENDED SCHOOL YEAR  
AND  
12 MONTH PROGRAMMING

RELATED SERVICES  
CONTRACTS AND  
PROGRAMMING

EARLY CHILDHOOD  
PROGRAMMING (PRE-K)

IDEA CONSOLIDATED  
FEDERAL GRANT PROGRAM  
MANAGEMENT  
AND COMPLIANCE

GIFTED AND TALENTED  
SERVICES AND  
PROGRAMMING

HOMEBOUND SERVICES

SUPERVISES AND EVALUATES  
RELATED SERVICES STAFF,  
EDUCATIONAL  
DIAGNOSTICIANS, AND  
SPECIAL EDUCATION  
ADMINISTRATIVE ASSISTANT

DISTRICT BUDGET AND  
CITIZENS' FINANCIAL  
OVERSIGHT COMMITTEE

EMPLOYEE PAYROLL AND  
SALARY SCHEDULES

TAX WARRANT AND  
PROPERTY ASSESSMENT

PAYMENT VOUCHERS AND  
PURCHASE ORDERS

ASSISTS WITH  
UNIT COUNT

STATE AND FEDERAL GRANT  
MANAGEMENT  
(OPPORTUNITY FUND/  
CARES ACT)

FINANCIAL REPORTING  
(FINANCIAL POSITION REPORT-  
3X ANNUALLY, GAAP,  
AND ANNUAL FINANCIAL  
REPORT)

SUPERVISES AND EVALUATES  
FINANCIAL ADMINISTRATIVE  
ASSISTANTS

SCHOOL NUTRITION  
OPERATIONS

SCHOOL NUTRITION BUDGET  
AND PAYROLL

RECRUITMENT, HIRING, AND  
ONBOARDING OF SCHOOL  
NUTRITION STAFF

SCHOOL NUTRITION  
INVENTORY AND PURCHASE  
ORDERS

COMMUNITY ELIGIBILITY  
PROGRAM MANAGEMENT AND  
COMPLIANCE

SUMMER FOOD SERVICE  
PROGRAM

PROFESSIONAL  
DEVELOPMENT OF SCHOOL  
NUTRITION STAFF

SUPERVISES AND EVALUATES  
CAFETERIA MANAGERS AND  
NUTRITION SPECIALIST

TECHNOLOGY OPERATIONS

TECHNOLOGY SYSTEMS  
INSTALLATION

TECHNOLOGY  
TROUBLESHOOTING  
(KACE SYSTEM)

TECHNOLOGY MAINTENANCE  
(SERVERS, TELEPHONE  
SYSTEMS, INTERCOMS,  
ALARMS, SURVEILLANCE  
CAMERAS, AND SOFTWARE  
APPLICATIONS)

TECHNOLOGY  
PROCUREMENT AND INVENTORY

TECHNOLOGY BUDGET AND  
EXPENDITURES

STAFF ACCESS TO  
TECHNOLOGY  
APPLICATIONS

SUPERVISES ASSIGNED  
TECHNOLOGY STAFF