STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Reorganization of Office of Instructional Services/ Office of Instructional Technology and Information Services

ITEM NO: 4A

PREPARED BY: Andrea Bengier AB
Assistant Superintendent for Instruction and Technology

MEETING: May 11, 2004
ACTION DATE: May 25, 2004

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve the proposed reorganization of the Office of Instructional Services/Office of Instructional Technology within the Department of Instruction and Technology.

KEY POINTS:

The proposed reorganization of the Office of Instructional Services will provide for more efficient delivery of educational support services to principals, teachers and students.

1. Seven instructional teams will be established under six supervisors and one program administrator:
   a. Elective Programs
   b. Humanities and Literacy
   c. Student Services
   d. Accelerated Programs
   e. Mathematics and Science
   f. Alternative Education Programs
   g. Head Start

2. Two new positions are proposed and will be funded through salary lapse and/or federal funds:
   a. Supervisor of Mathematics and Science
   b. Accounting Technician for Grant Programs

3. This is the first reorganization of the Office of Instructional Services since its inception in 1990, and the first new staff added in 14 years. In 14 years, eight new schools and three alternative programs have been established while student population has more than doubled.

4. Attached are the current and proposed organizational charts for the Office of Instructional Services.

5. In the Office of Instructional Technology, the position of Senior Network Engineer has been restructured to that of Network Engineer.

6. The Computer Network Engineer position is being restructured into the position of Wide Area Network (WAN) Engineer.

7. Title changes include the following:

   a. Supervisor of Network Services becomes Supervisor of Computer and Network Services
   b. Computer Network Coordinator becomes Network Engineer

8. These changes reflect more accurately the responsibilities assigned to each position.

SCHOOL BOARD GOAL:

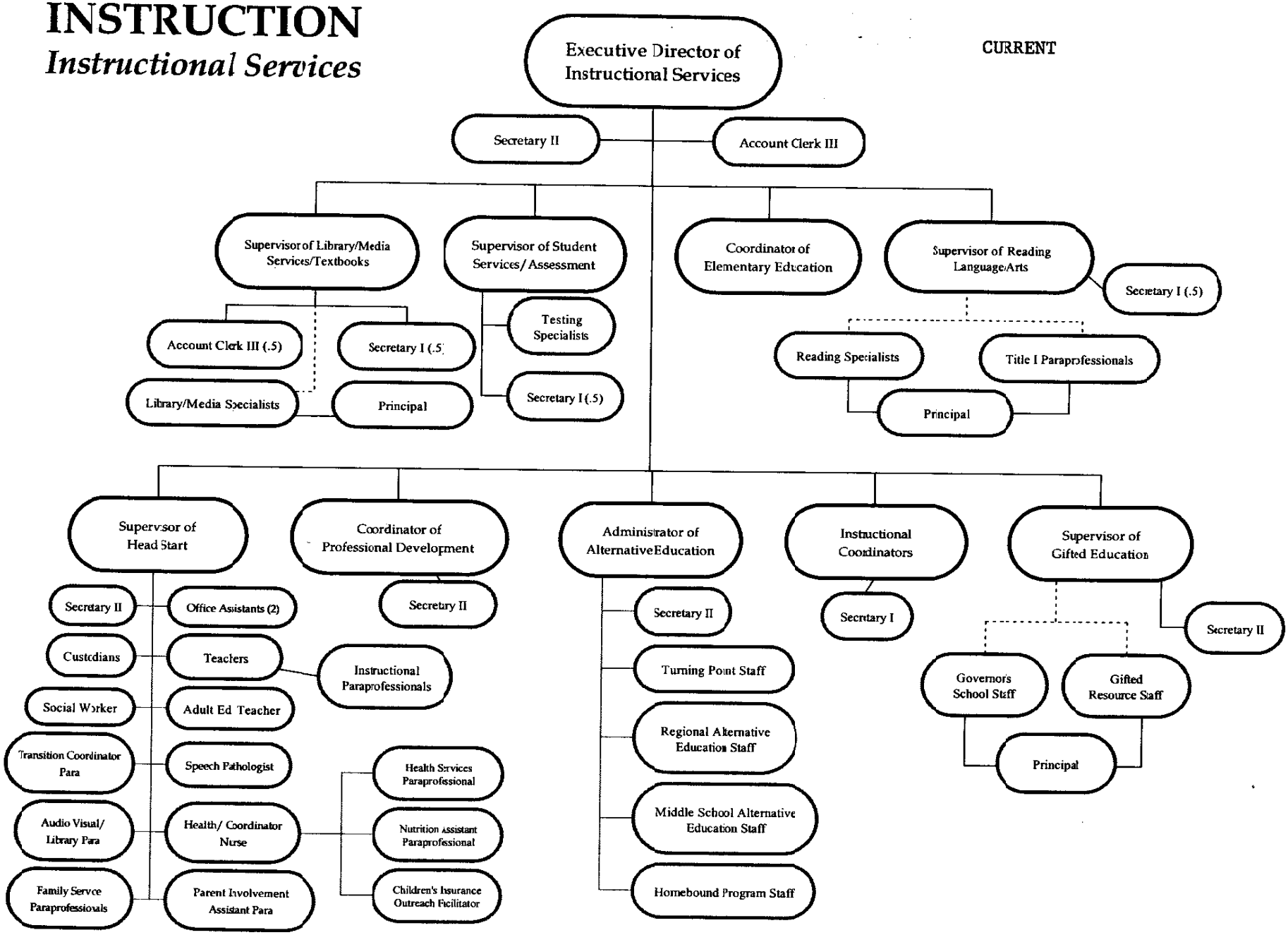
GOAL 1: Provide educational excellence through instruction that establishes high expectations for *all* students yet recognizes the unique needs of each learner.

FUNDING SOURCE: State and Federal Funds
Salary Lapse

AUTHORIZATION REFERENCE:

INSTRUCTION
Instructional Services

CURRENT



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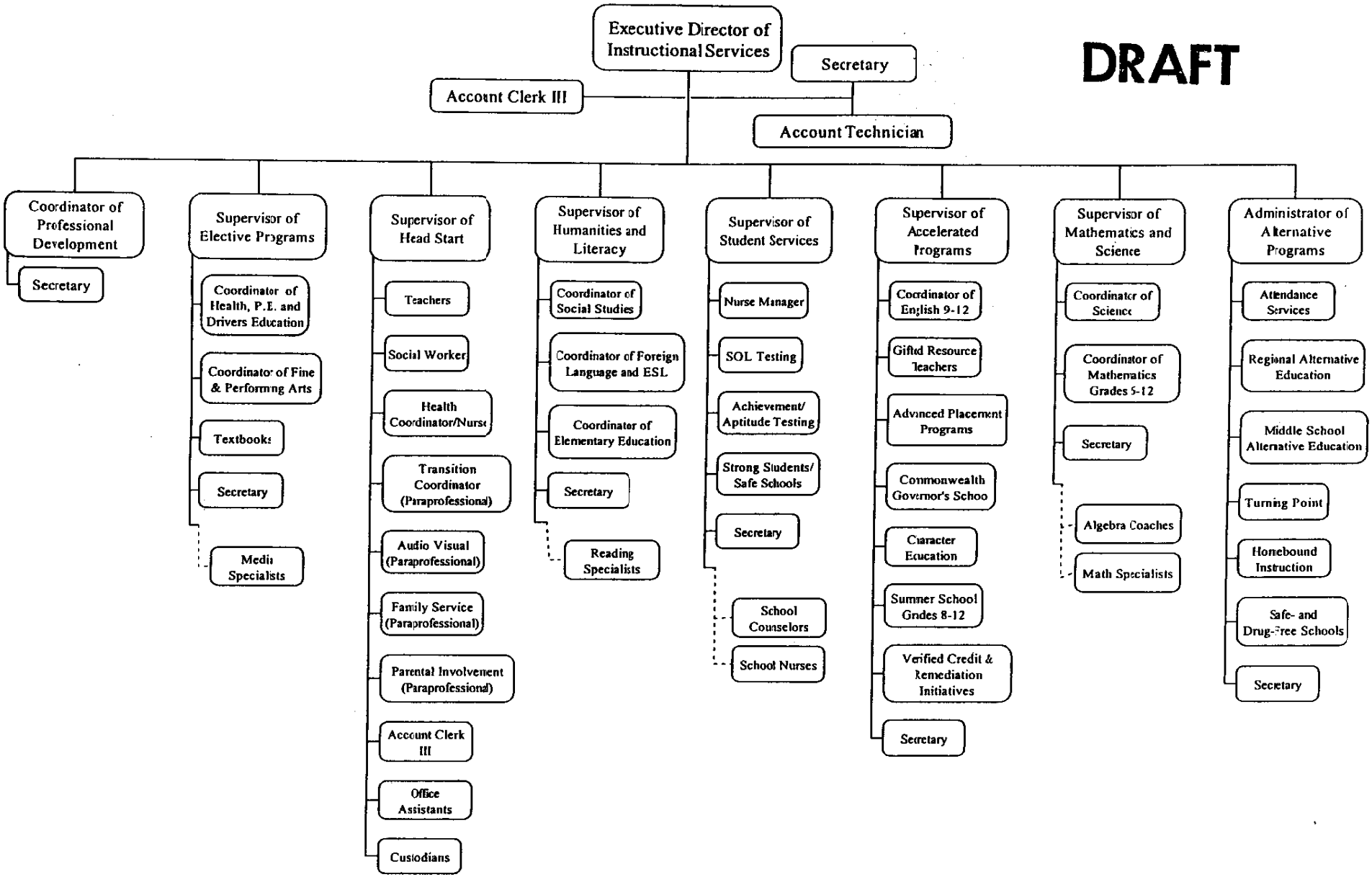
Executive Director of Instructional Services
Secretary
Account Clerk III
Account Technician
Coordinator of Professional Development
Secretary
Supervisor of Elective Programs
Coordinator of Health, P.E. and Drivers Education
Coordinator of Fine & Performing Arts
Textbooks
Secretary
Media Specialists
Supervisor of Head Start
Teachers
Social Worker
Health Coordinator/Nurse
Transition Coordinator (Paraprofessional)
Audio Visual (Paraprofessional)
Family Service (Paraprofessional)
Parental Involvement (Paraprofessional)
Account Clerk III
Office Assistants
Custodians
Supervisor of Humanities and Literacy
Coordinator of Social Studies
Coordinator of Foreign Language and ESL
Coordinator of Elementary Education
Secretary
Reading Specialists
Supervisor of Student Services
Nurse Manager
SOL Testing
Achievement/ Aptitude Testing
Strong Students/ Safe Schools
Secretary
School Counselors
School Nurses
Supervisor of Accelerated Programs
Coordinator of English 9-12
Gifted Resource Teachers
Advanced Placement Programs
Commonwealth Governor's Schoo
Character Education
Summer School Grades 8-12
Verified Credit & Remediation Initiatives
Secretary
Supervisor of Mathematics and Science
Coordinator of Science
Coordinator of Mathematics Grades 5-12
Secretary
Algebra Coaches
Math Specialists
Administrator of Alternative Programs
Attendance Services
Regional Alternative Education
Middle School Alternative Education
Turning Point
Homebound Instruction
Safe- and Drug-Free Schools
Secretary

Assistant Superintendent for Instruction and Technology

Executive Director of Instructional Services

Humanities and Literacy	Mathematics and Science	Student Services	Accelerated Programs	Elective Programs	Alternative Programs
Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Administrator
Literacy K-12	Mathematics K-5	Student Assessment	Gifted Programs	Textbook Procurement and Management Program	Regional Alternative Education Program
Language Arts K-8	Algebra Readiness Programs	Assessment Data	Commonwealth Governor's School	Media Centers	Middle School Alternative Education Program
Title I	Mathematics Coordinator 6-12	Counseling Programs	Advanced Placement/Dual Enrollment	Health Physical Education K-12 & Driver Education Coordinator	Turning Point Program
Summer School Programs K-7					Homebound Instruction Program
Elementary Education Coordinator	Science Coordinator K-12	Safe Schools Strong Students	Citizenship Character Education	Fine and Performing Arts Coordinator	Attendance Programs
Reading Specialists	Math Specialists	School Nurses	Summer School Programs 8-12	Media Specialists	Safe and Drug Free Schools Programs
Social Studies K-12 Coordinator			English Coordinator 9-12		Alternative Education Program Staff
Foreign Language ESL Coordinator			Gifted Resource Specialists		
Facilitator Multicultural Committee	Facilitator Staff NCLB Committee	Facilitator School Health Advisory Committee*	Facilitator Gifted Advisory Committee	Member School Health Advisory Committee*	Member School Health Advisory Committee*
Special Education Liaison	Technology Liaison	Technology Liaison	Career and Technical Education Liaison		Safety and Security Liaison

*state required membership

The Executive Director will supervise the professional development program and staff as well as monitor the advisory committees that are attached to above instructional staff.

Created by Andrea Bengier, Ed.D.
Stafford County Public Schools
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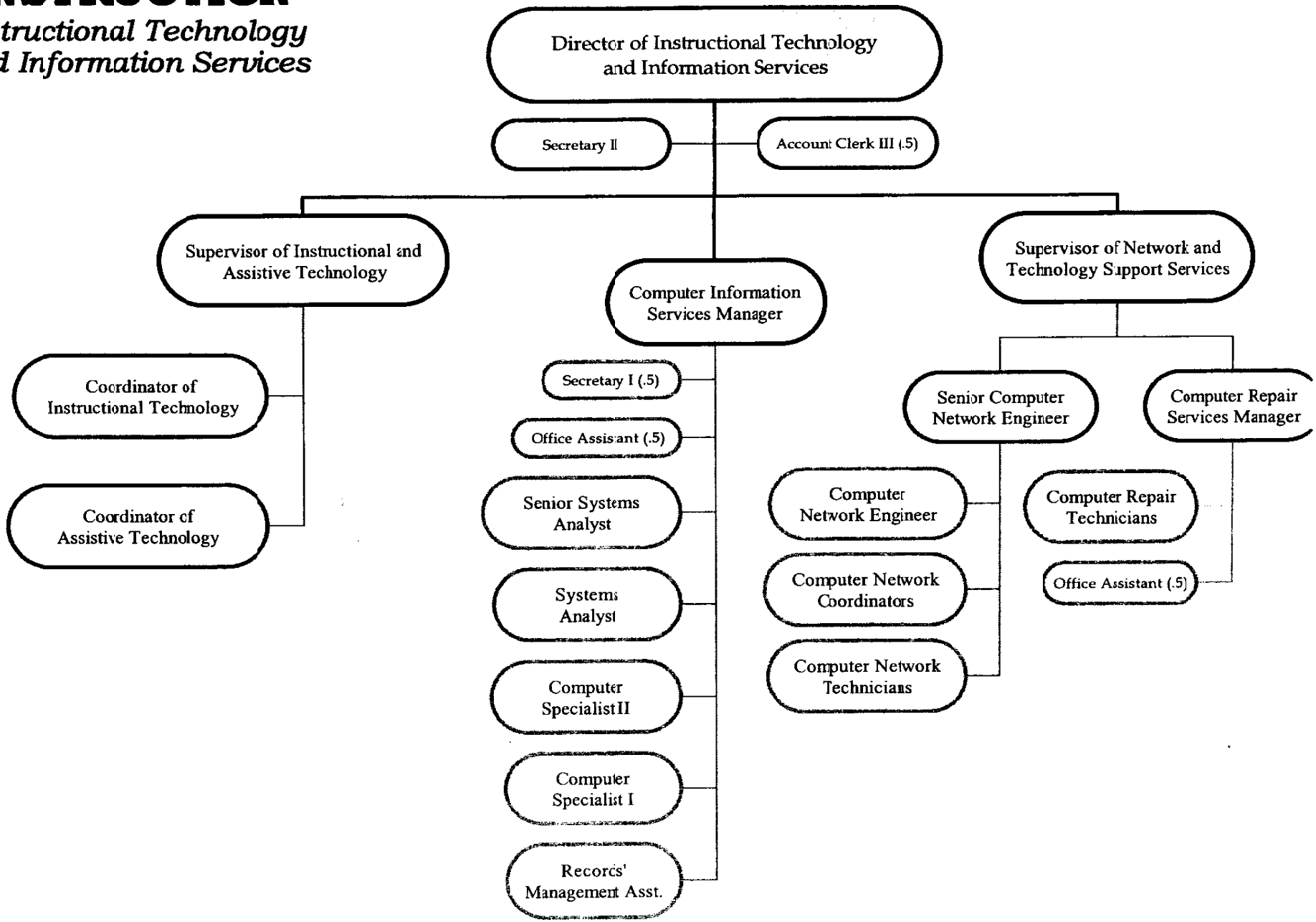
CURRENT

INSTRUCTION

Instructional Technology and Information Services



INSTRUCTION AND TECHNOLOGY

Instructional Technology and Information Services

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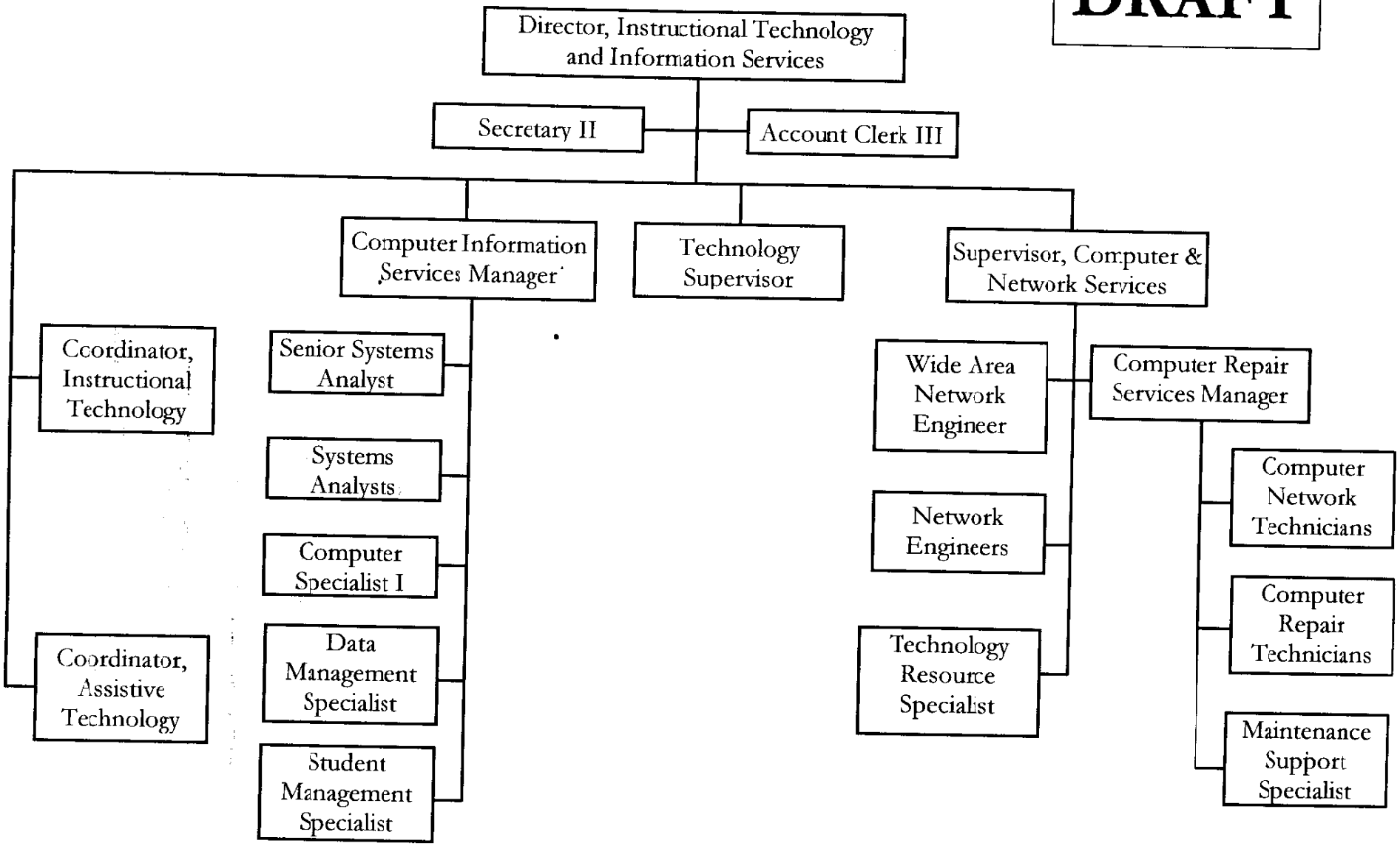

DEPARTMENT OF INSTRUCTION

The Reorganization of the Offices of Instructional Services 2004

The reorganization of the Department of Instruction, specifically the Office of Instructional Services, will allow a more efficient, and a better supporting organization. The instructional directors, in cooperation with the Assistant Superintendent for Instruction and Technology, have reviewed and agree with the need for the reorganization. The main thrust of the reorganization is that the supervisory workload will be better distributed throughout the department with six major areas of focus: humanities and literacy, mathematics and science, student services, accelerated programs, elective programs, and alternative education programs.

These six focus areas will work under the supervision and direction of the Executive Director of Instructional Services. The reorganization will also permit the opportunity for smaller learning teams within the department, with specific projects assigned to the team areas. Similar resources and supports can assist the teams in a more cost effective and efficient use of the knowledge bases of the supervisors and coordinators.

Supervisors will be responsible, with assistance from the executive director to supervise, direct, observe and evaluate the coordinators under their assigned areas, as well as monitor instructional programs.

Job descriptions will be developed to incorporate the already established responsibilities and required tasks as well as others that may be the result of the reorganization. The support staff will be reassigned and job descriptions will be developed to match the requirements with the responsibilities of the newly formed teams.

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Humanities and Literacy—this area will cover Title I, language arts K-8, literacy K-12, social studies K-12, elementary education, summer school K-7, foreign language, ESL and multicultural education. The Supervisor for Humanities and Literacy will work with the coordinator of social studies as well as the coordinator of elementary education, foreign language and ESL, the reading specialists at the school sites, special education administration and staff regarding instruction and applicable program grants.

Mathematics and Science—this area will cover Mathematics K-12 and Science K-12. The current coordinator will be assigned as a supervisor and the math specialist (.5) who also serves as the middle school algebra readiness coach (.5) (1 FTE) will be assigned as coordinator of mathematics and coordinator of science, as well as the math specialists and algebra readiness coaches located at the school sites. The supervisor will also be responsible for the mathematics programs K-5. The supervisor will administer applicable program grants for mathematics and science. The supervisor will be the lead facilitator for the NCLB staff committee. This area staff will be one of the liaisons with the instructional technology and information services office.

Student Services—this area will cover the entire testing program K-12, as well as the PSAT and the SAT, guidance K-12, student mentor program, and the Strong Students-Safe Schools initiative. The Supervisor of Student Services will work with all school site administrators and counselors, school nurses, special education administrative staff regarding assessment and central office staff who are involved in the assessment or counseling of students. This area staff will also be one of the liaisons with the instructional technology and information services office.

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4/27/04

Accelerated Programs—the area will cover gifted programs K-12, the Commonwealth Governor's School, advanced placement, English 9-12 and character education, project graduation, verified credit, summer school 8-12 and summer enrichment programs. The Supervisor of Accelerated Programs will work with the coordinator of English 9-12, the staff and administration of the Governor's School, the English 9-12 teachers, school site teachers and administrators working with the gifted programs, verified credit, remediation for verified credit issues, and the middle school and high school summer school instructors. This area staff will be the liaison for the office of Career and Technical Education.

Elective Programs—this area will cover fine and performing arts, textbooks, media services, health/physical education & driver's education, and family life education. The Supervisor of Elective Programs will work with the coordinator of health/physical education, driver's education and family life, the coordinator of fine and performing arts, as well as with the school based media specialists.

Alternative Education—this area will continue to cover the regional alternative education program, the middle school alternative education program, Turning Point, homebound instruction, the GED program, the ISAEP and the safe and drug free schools initiative. This area will now be responsible for K-12 attendance services and homeless education. This area staff will be the liaison with the office of safety and security.

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4/27/04

The financial support staff responsibilities for the Department of Instruction have been reviewed by the finance department leaders and the instructional directors who concur that the job responsibilities need to be redistributed to cover the financial requirements of grants and textbooks and required state and federal reporting and accounting. Job descriptions will be developed to separate and better articulate the responsibilities with a re-classification verification performed.

Instructional Technology and Information Services Reorganization 2003 Review

The Office of Instructional Technology and Information Services has completed one year under the reorganization of 2003. The new technology plan 2004-2009 has been reviewed and approved by the School Board and Virginia Department of Education. Upon review of the efficiency of the department with the tasks of 2003 and the outlook of 2004 and beyond, a slight adjustment to the organizational structure is in order. To provide much more proficient and efficient use of staff, the responsibilities of the wide area network (WAN) engineer will be amended to include increased job and supervision responsibilities to accommodate our recently installed state of the art wide area network.

Additionally, supervisory responsibilities of the senior network engineer have been shifted to the Supervisor of Network Services. This change eliminates the supervisory responsibilities of the senior network engineer and adjusts those responsibilities to match the other network engineers, including more building level assignments to provide additional and necessary support at the school sites.

Created by: Andrea L. Bengier, Ed.D.
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