



CENTRAL OFFICE ADMINISTRATIVE RESPONSIBILITIES

Tim Winter Superintendent	Jim Fry Asst. Superintendent	Rebecca Lockhart Executive Director	Wendy Rimmelspacher Executive Director	Heather Lang Coordinator
Keri Myklebust Executive Assistant	Julie Reitz Administrative Assistant	Di Howell Administrative Assistant	Laura Nielsen Administrative Assistant	NA
	Teaching & Learning/ HR	Student Services	Financial Services	Student & Family Support
<ul style="list-style-type: none"> • District Improvement • Leadership and Strategic Planning • Community Relations • Media Relations • Policy Oversight • Long-term Financial Planning • Secretary to Board • Safety • Public Records 	<ul style="list-style-type: none"> • Curriculum • Professional Development • State Assessments • AVID/Highly Capable/ELL • Personnel • Contracts/Negotiations • Student Teachers • Substitutes • School Improvement • Compliance/Title IX 	<ul style="list-style-type: none"> • Special Education • Section 504 • Title 1/ LAP • Health Services • Birth-21, Child Find • Out of District Placements • Early Childhood Programs • Transition 	<ul style="list-style-type: none"> • Financial Reporting & Cash Flow • Budget Development • Payroll • Accounts Payable & Purchasing • Staff Travel • Grant Management • Risk Management • Inventory • Financial Software Security • Continued Education & Training for Business & District Staff 	<ul style="list-style-type: none"> • Student Support • District Attendance • Truancy Board • Truancy Court • District Homeless Liaison • Elementary Support Team • Community Connections • ACEs/Resiliency Intervention Support • Connections Program