



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 |