

NORWELL PUBLIC SCHOOLS: OFFICE OF OPERATIONS

STUDENTS, TEACHERS, ADMINISTRATION & COMMUNITY

BUILDING-BASED FOOD SERVICE MANAGERS

Cole School
Manager

Vinal School
Manager

Middle School
Manager

High School
Manager

District
Custodians

DISTRICTWIDE TECHNOLOGY SUPPORT

Technology
and Network
Manager

Technology
Support
Technicians

Media and
Technology
Assistant

Accounting/Accounts
Payable Clerk

Accounting/Payroll
Clerk

Assistant Director of
Financial Operations

Director of Food
Services

Facilities Manager

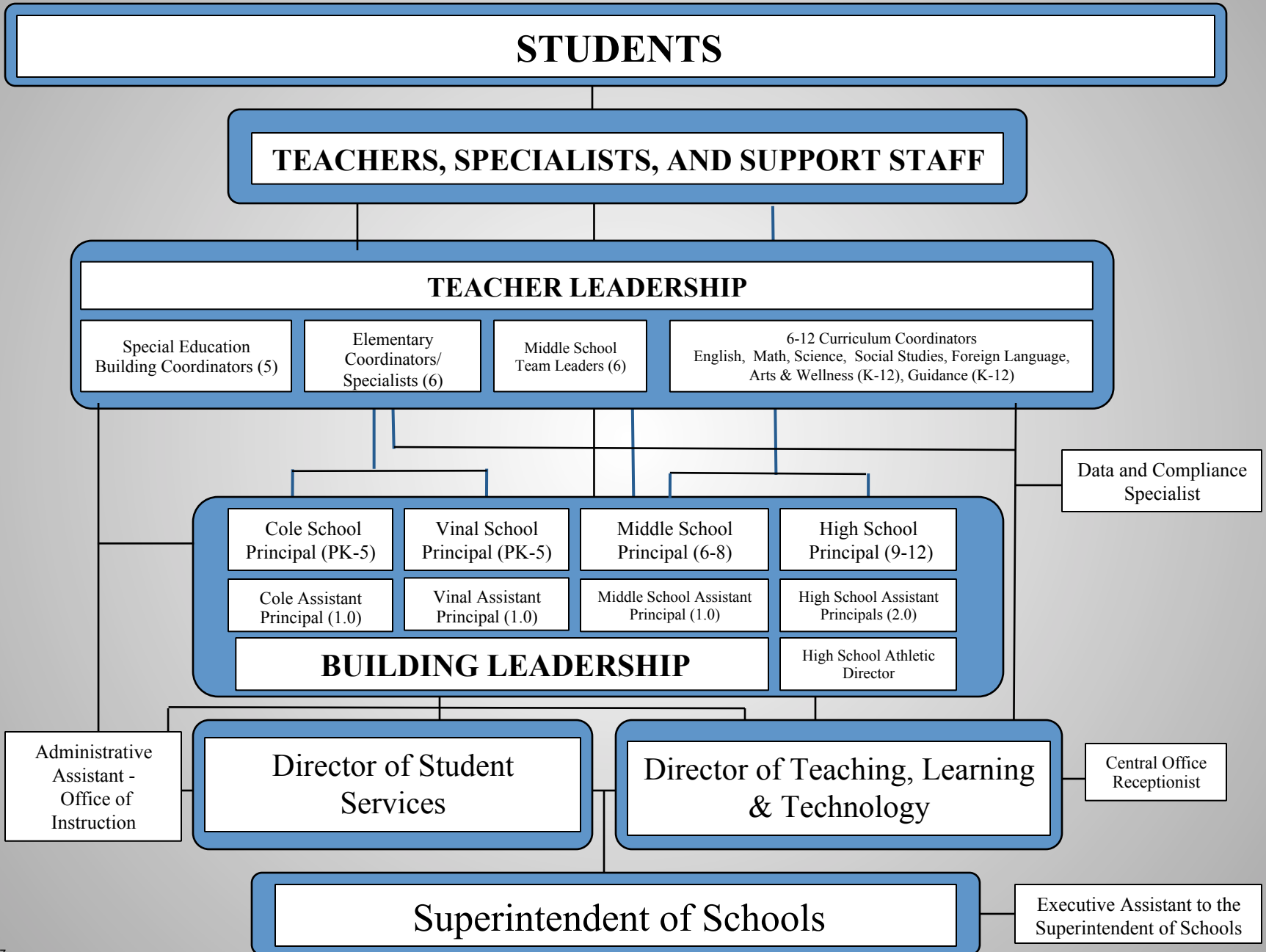
Supervisor of Custodians
and Facilities

Director of Finance, Operations & Technology

Superintendent of Schools

Executive Assistant to
the Superintendent of
Schools

NORWELL PUBLIC SCHOOLS: OFFICE OF INSTRUCTION



NORWELL PUBLIC SCHOOLS - LEADERSHIP FUNCTIONS

NORWELL RESIDENTS

- Appropriate Funds ● Elect School Committee Members

NORWELL SCHOOL COMMITTEE

- Select and Evaluate Superintendent ● Review and Approve Budget ● Establish Educational Goals and Policies

SUPERINTENDENT OF SCHOOLS

- Executive Officer for School Committee ● Overall Management of School System ● Recruit and Appoint Personnel ● Human Resources ● Manage Personnel and Collective Bargaining Contracts ● Crisis and Emergency Management ● Coordinate, Collaborate, Integrate, Mediate, Adjudicate ● External Relations with Town and Community Departments, Boards, Organizations, Groups, and Media ● Strategic Planning ● Administrator Development, Supervision and Evaluation ● Federal and State Regulation Compliance

TEACHING, LEARNING & TECHNOLOGY

- Curriculum - What Is Taught
- Instruction - How It's Taught
- Professional Development
- Personnel Information Management
- Student Information Management
- Research and Development
- Induction and Mentoring
- Instructional Technology
- Assessment and Analysis
- Grant Writing and Management
- Reports and Regulatory Compliance

STUDENT SERVICES

- Special Education: In and Out-of-District, Medical and Therapeutic, Transportation
- Early Childhood Education
- Guidance and Social Health
- Psychological & Behavioral Services
- Nursing and Medical
- Homeless and Home Schooling
- English Language Learners
- School Safety Protocols
- Grant Writing and Management
- Reports and Regulatory Compliance

FINANCE, OPERATIONS & TECHNOLOGY

- Finance: Accounts Payable and Receivable, Payroll, Budget Development and Management
- Facilities & Equipment: Maintenance, Cleanliness, Safety, Security, and Inspections
- Bidding, Procurement and Service Contract Management
- Technology Network Infrastructure
- Food Services
- Regular Transportation
- Support Staff Collective Bargaining
- Town/Municipal Coordination
- Reports and Regulatory Compliance

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BUILDING PRINCIPALS: Cole, Vinal, Middle and High School

- Instructional Leadership ● Supervise and Evaluate Building Staff ● Schedule Academic and Special Programs, Events, Staff ● Interview, Recommend and Induct New Staff
- Implement Negotiated Contracts ● Maintain Student Behavior, Security, and Welfare ● Student Registration and Transfers ● Maintain Student Records and Databases ● Prepare Budgets and Manage Expenditures ● Assess Students and Programs including MCAS ● Athletics and Co-Curricular Activities and Programs ● Prepare Reports ● Co-Chair School Council ● Liaison with Parent Groups ● Coordinate Transitions between Schools and Post-Secondary ● Monitor IEP and 504 Compliance ● Reports & Regulatory Compliance