

2018-2019 District Leadership Team (DLT) Duties

West Independent School District

Updated: July 30, 2018

Mr. David Truitt Superintendent 406 W. Shook St. :: (254) 981-2000		Mrs. Sandra Kettler Executive Assistant to the Superintendent 406 W. Shook St. :: (254) 981-2002	
Duties: <ul style="list-style-type: none"> ▪ Day-to-Day Operations of the District ▪ Board of Trustees Liaison <ul style="list-style-type: none"> ○ District Annual Goals and Long-Range Education Plan Coordinator ▪ Community Relations ▪ Organization of the District Leadership Team (Supervisor as well) ▪ District Leadership Team Professional Development ▪ District Meeting Calendar ▪ Campus Principal Supervisor ▪ Student Discipline and Attendance Coordinator ▪ School Health Advisory Council (SHAC) Coordinator ▪ Leadership Academy for Aspiring Administrators Program Coordinator ▪ Teen School Board Coordinator ▪ District Advisory Committee(s) Coordinator ▪ Truancy Court Liaison 		Duties: <ul style="list-style-type: none"> ▪ Human Resources <ul style="list-style-type: none"> ○ Final Approval on all District Hires ○ Alternative Certification Programs ○ Recruiting ○ Title IX Coordinator ▪ TEAL and TEASE Approver ▪ District Handbooks ▪ MOU Approver ▪ District Reports to TEA and Federal Government ▪ District Hearing Officer ▪ Board Policy Review and Legal Updates ▪ Child Protective Services Coordinator and Custody Officer ▪ Alternative Education Programs Coordinator ▪ Coordinator School Health Committee Chair ▪ District 19-3A UIL Chair 	
Mr. Charles Mikeska Assistant Superintendent for Finance and Operations 406 W. Shook St. :: (254) 981-2018		Mrs. Amanda Adams Executive Director for Teaching and Learning 406 W. Shook St. :: (254) 981-2007	
Duties: <ul style="list-style-type: none"> ▪ District Finance and Operations Coordinator <ul style="list-style-type: none"> ○ Fiscal Planning (Budget) ○ Accounting ○ Accounts Payable ○ FEMA ○ District, Department, and Campus Annual Budgets ○ District Financial Portfolio ○ District Internal Auditor ○ District Annual Audit ○ E-Rate ○ MAC/SHARS ○ FIRST ○ PEIMS ○ District Travel (Staff and Student) ○ Third-Party Contracts ○ Skyward Finance ○ Student Clubs, Organizations, and Spirit Clubs Activity Funds and Fundraisers ○ Insurance ▪ District Human Resources Coordinator <ul style="list-style-type: none"> ○ District Staffing ○ Drug Testing ○ Payroll and Benefits ○ Salary Schedules ○ Postings ○ Employee Contracts ○ Online Application System ○ AESOP and Substitutes ▪ District Technology Coordinator 		Duties: <ul style="list-style-type: none"> ▪ PreK-Grade 12 Curriculum Coordinator and TEKS Resource System (TRS) Coordinator ▪ Engage Learning Facilitator ▪ Skyward Student ▪ Professional Development Coordinator ▪ Staff Conference Calendar ▪ District Federal Programs, Applications, and Budget Coordinator <ul style="list-style-type: none"> ○ Entitlement Grants ○ Comprehensive Needs Assessment (CNA) ○ Gifted/Talented ○ ESL ○ Bilingual ○ Private/Non-Profits ○ Title Personnel ○ Parenting Education Program (PEP) ▪ Response to Intervention (RtI) Program Coordinator <ul style="list-style-type: none"> ○ Dyslexia Program ○ Universal Screeners ○ TPRI ○ TejasLee ○ Tier I and II Interventions ○ Progress Monitoring ▪ Career and Technology Education (CTE) Program Coordinator ▪ Testing and Calendar Coordinator <ul style="list-style-type: none"> ○ AP ○ Benchmarks ○ Curriculum-based Measures ○ Universal Screeners and Diagnostics ○ iStation 	
		Mrs. Carla Sykora Director of Special Education 406 W. Shook St. :: (254) 981-2261	
		Duties: <ul style="list-style-type: none"> ▪ Homebound (Special Education) Coordinator ▪ eSHARSs/Medicaid Coordinator ▪ eSpEd Coordinator ▪ State Performance Plan - Special Education Indicators Coordinator ▪ Child Find Coordinator ▪ Related Services - Physical Therapy, Occupational Therapy, Vision Services, Deaf Education Services, Counseling, and Special Transportation Coordinator ▪ Applied Behavior Analysis Coordinator ▪ Special Education Evaluation/Eligibility, Independent Education Evaluation ▪ eGrants – IDEA Coordinator ▪ Assistive Technology Coordinator ▪ Attendance Accounting Handbook as it relates to Special Education Coding for PEIMs Coordinator ▪ Preschool Program for Children with Disabilities Coordinator ▪ Speech Therapy Program Coordinator ▪ State Assessments available to Students with Disabilities Coordinator ▪ Extended School Year Program Coordinator ▪ Revocation of Consent for Services Coordinator ▪ Procedural Safeguards Coordinator ▪ Manifestation Determination Coordinator ▪ Behavior Intervention Plans Coordinator ▪ Early Childhood Intervention Program Coordinator ▪ Individualized Education Programs/Annual Goals and Present Levels of Academic Achievement and Functional Performance Coordinator ▪ ADA/Section 504 Hearing Officer ▪ Section 504 Program and Referrals ▪ RF Tracker Data Collection 	

Continuation for Mr. Mikeska:

- District Website
- Technology Steering Committee Coordinator
- District Technology Plan
- Technology Grant Requests
- District Food Services Coordinator
- District Maintenance, Grounds, and HVAC Coordinator
- District Facilities and Construction Coordinator
- District Custodial Services Coordinator
- Emergency Operations and Safety Audit and Security Team
- District Transportation Coordinator
- Records Retention

Continuation for Mrs. Adams:

- TSI
- PSAT, SAT, and ACT
- Credit by Exam (CBE)
- TELPAS
- STAAR
- New Teacher Mentoring Program Coordinator
- Instructional Coaching Program Coordinator
- House Bill 5 and College and Career Readiness Coordinator
- Academic UIL Program Coordinator
- District Curriculum Council Coordinator
- Educational Materials (EMAT) Allotment and Instructional Materials Allotment (IIMA) Coordinator (Proclamations from the State)
- Early Childhood Data Submission Coordinator
- Competitive Grants Coordinator
- Destination Imagination Program Coordinator
- Instructional Technology Coordinator
 - Eduphoria
 - Renaissance
 - iStation
 - STAAR Test Maker
 - Brain Pop
 - Safari Montage
- District Child Abuse Trainer
- Staff Appraisal System Trainer and Coordinator
 - T-TESS
 - P-TESS
- Library Services Coordinator
- Counseling Services Coordinator
- Texas Virtual Schools Network (TVSN) Coordinator
- Summer Programs Coordinator
- Homebound Program (Regular Ed) Coordinator
- Parental Involvement Coordinator
 - Parent Compact
 - Parental Involvement Policy
- Continuing Education Program Coordinator
- Parent Education Program Coordinator
 - MCC GED and ESL Programs
- School Required Improvement Plan Coordinator
 - PBMAS and ISAM
- Plan4Learning DIP and CIP(s)
- FitnessGram Coordinator
- Early Education Program Coordinator
- Homeless Program Liaison
- Foster Care Program Liaison
- Migrant Program Liaison
- Required Trainings (EduHero)

Coach David Woodard

Director of Athletics

1008 Jerry Mashek Dr. :: (254) 981-2104

Duties:

- UIL Athletics Coordinator
- District Athletics Program Coordinator
- Cheerleading Program Coordinator
- Athletic Passes Coordinator
- UIL Eligibility Calendar and Student List Coordinator
- Baylor University Trainer Partnership Contact and Coordinator
- Athletic Booster Club(s) District Liaison