

Everett Public Schools Leadership Job Tasks

Dr. Ian B. Saltzman, *Superintendent*

Peter Scott, *Deputy Superintendent*

- teaching & learning leadership development
- Administrators & Supervisors team planning
- principal communication
- school Instructional Review design
- school instructional walks support
- school improvement Plan (SIP) coordination
- student transportation
- Summer Leadership Institute
- administrative Outlook calendar
- student discipline hearings
- safety reporting to OSPI
- New Leaders Academy
- School Resource Officers
- international student exchange
- forms committee

Pete Misner, *Regional Superintendent/Chief Strategist, Teaching & Learning (Region One)*

- Strategic plan oversight
- elementary levels meetings
- regional principals' meetings
- new admin induction

Emerson Elementary
Garfield Elementary
Hawthorne Elementary

Jackson Elementary
Lowell Elementary
Madison Elementary

Cathy Woods, *Regional Superintendent, Teaching & Learning (Region Two)*

- High school levels meetings
- regional principals' meetings
- PTSA
- new admin induction

Jefferson Elementary
Monroe Elementary
Penny Creek Elementary
Silver Lake Elementary
View Ridge Elementary
Whittier Elementary
Everett Virtual Academy

Evergreen Middle
North Middle

Everett High
Sequoia High

Larry Fleckenstein, *Regional Superintendent, Teaching & Learning (Region Three)*

- district policies/procedures
- policy review council
- student rights & responsibilities
- school transfers
- middle school levels meetings
- regional principals' meetings
- new admin induction
- OTG liaison

Cedar Wood Elementary
Forest View Elementary
Mill Creek Elementary
Silver Firs Elementary
Tambark Creek Elementary
Woodside Elementary

Eisenhower Middle
Gateway Middle
Heatherwood Middle

Cascade High
Jackson High

Dave Peters, Director IV, Student Support Services

- social emotional learning
- Section 504/IHP administration
- district counselors
- school nurses' supervision
- highly capable/challenging options programs
- Naviance/Running Start
- student support advocates

Kelley Clevenger, Executive Director, Special Services

- Department coordination
- grant management
- OSPI discipline reporting
- special education programs birth through age 21

Dani Mundell, Director III, Athletics & Activities

- interscholastic athletics
- HIB Officer
- events coordination
- graduation planning
- student board reps
- athletic director

Christopher Ferreira, Coordinator, Safety & Security

- safety & security personnel
- incident command
- SRO liaison
- CSO program manager
- threat assessment processes
- data collection HB 1214

Joi Odom Grant, Director III, Diversity, Equity, and Inclusion

Mimi Brown, Director III, Professional Learning & MTSS

Shelley Boten, Chief Academic Officer

- Academic Cabinet
- grant and policy oversight and approval
- department coordination
- all curricular areas including categorical programs, Career Technical Education (CTE), STEM/Choice Programs, College/Career Readiness, Assessment & Research, Office of Professional Learning (BEST Mentors),
- Everett Public Schools Foundation Liaison

Kalle Spear, Director III, Secondary (6-12) Instruction

Anne Arnold, Director III, Elementary (P-5) Instruction and Early Learning

Andrea Cartwright, Director II, Science & Engineering

Brian Beckley, Chief Information Officer

- developing and managing instructional technology
- data processing
- telecommunications systems

- technology services and support
- learning management systems
- technology hardware and software subscriptions
- capital budget development

Jeanne Willard, Executive Director, *College, Career Readiness & Extended Learning Options*

- summer and extended day programming
- tutoring
- office managers liaison
- Title II & IV grant management
- On-Time Graduation (OTG)
- graduation requirements
- graduation pathways
- waivers, dropout, and re-engagement monitoring
- truancy and Becca
- success coordinators
- credit recovery programs
- Everett Reengagement Academy (Graduation Alliance)
- 1418 Open Doors Program
- Advancement Via Individual (AVID) District Director
- College in the High School (CiHS)
- Running Start
- district course catalog
- new course approvals
- course equivalency approvals
- Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)
- assessment credit recovery
- Competency (Mastery) Based Credit (CBC)
- summer graduation planning and coordination
- grant management
- dual credit expansion
- Everett Rotary Next Generation Project

Catherine Matthews, Director IV, Assessment & Research

- district, state, and national assessments
- research approval
- district data analysis and reporting
- Minimum Basic Ed
- Performance Matters
- i-Ready management

Anthony Anderson, Director IV, STEM Partnerships and Choice Programs

- Works cooperatively with existing community and service agencies to identify and implement innovative programs and services for students of all ages and special groups
- WABS contact

Chris Fulford, Director IV, Categorical Programs

- Title I/LAP grant oversight
- Multi-Lingual Learner (MLL)
- Kids In Transition (KIT/homeless)
- Family Resource Centers
- Before & after school care (YMCA, Boys & Girls Club)

Chad Golden, Executive Director, *Human Resources*

- Administrative personnel
- labor management & relations

- staffing supervision
- hiring
- performance
- professional development
- administrative internships & placements
- community services

Gayla Jenner, *Director IV, Compensation & Benefits*

Mary O'Brien, *Director III, Human Resources*

Mandy Shinn, *Director III, Human Resources*

Mike Gunn, *Executive Director, Facilities & Operations*

- new construction
- modernizations
- mitigation and impact fees
- capital bonds and levies
- property purchase and sale
- enrollment projections
- sustainability committee chair

Greg Smith, *Director III, Maintenance, Operation, Safety & Security*

Darcy Walker, *Director III, Facilities and Planning*

Andi Tress, *Executive Director, Finance*

- finance
- budget
- accounting
- payroll
- purchasing
- food services
- student transportation

Karen Buchmann, *Director III, Budget*

Becky Thomas, *Director II, Accounting*

Adam Pazder, *Director II, Food & Nutrition*

Kathy Reeves, *Director, Communications*

- media relations/inquiries
- news releases
- communications strategies/assistance
- emergency response communications
- community and staff surveys
- Our Schools community newsletter
- specialized communications plans for specific projects and programs
- district art calendar,
- levy and bond communications