

NEO Staff Certification

District Roles Definitions

At the bottom of the NEO staff certification report is the district roles section. The district roles section is where you indicate which staff members perform critical roles within the school administrative unit. It is very important to understand that these need to be accurate due to the fact that these will be public contacts and will receive critical communications pertaining to those roles. It is also important to keep these roles current and up to date throughout the year.

Anyone with SAU admin access to the staff module within NEO can update the designated roles for their school administrative unit throughout the school year. It is important that this is done because the designee you list is the one that is listed in all public reports. It is not necessary for the superintendent to recertify if changes are made after December 1st. When you update a district role or update a staff members contact information you MUST save the Staff Certification report in order for those changes to be reflected going forward.

504 Coordinator - The 504 Coordinator is responsible for facilitating, coordinating, and approving the development of 504 Plans. The 504 Coordinator has the role of decision-maker, consultant, and specialist in advising administrators, teachers, and other professional personnel in the development and implementation of 504 Plans. The 504 Coordinator plans for and develops staff in-service opportunities for school based 504 facilitators. The 504 Coordinator also provides advice and counsel for teachers and principals on matters pertaining to the development of a 504 Plan and informs such school personnel who are responsible for carrying out the adaptations and modifications as written in the 504 Plan. The 504 Coordinator performs a variety of supervisory and administrative tasks necessary in monitoring and assisting in plan development. The 504 Coordinator monitors the overall effectiveness of student plans and ensures all are implemented within federal, state and local regulations.

Assessment Coordinator - The Assessment Coordinator manages the development and implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. The Assessment Coordinator works with faculty, staff and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels. The assessment coordinator provides ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders. The Assessment Coordinator coordinates the collection, evaluation, and dissemination of all academic, support, and administrative units.

Attendance Coordinator - The attendance coordinator interviews students whose attendance is irregular and meets with the student and the parents to determine the cause of the irregular attendance and files a written report with the principal. This role files an annual report with the

superintendent summarizing school year activities, findings and recommendations regarding truants. This role serves as a member of the dropout prevention committee and as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism.

Chemical Hygiene Officer (CHO) - The chemical hygiene officer is a specialist focused on a single OSHA standard – the Laboratory Standard, which applies only to chemical exposure in laboratories. Health physicists work in school laboratories and other places that use radioactive materials, radiation machines, and lasers.

Data Specialist - The Data Specialist is responsible for reporting student level data to the state and/or the federal government. Data Specialists may transfer information on paper into electronic data systems. This role generally oversees the entire conversion process, working closely with other school personnel to ensure that this data is accurate and accessible. A Data Specialist must research data sources to verify validity of this information. Data Specialists may also be responsible for maintaining databases.

Director of Technology - A Director of Technology provides leadership and assumes management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments. The Director of Technology is responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times.

Dropout Prevention Coordinator - The Dropout Prevention Coordinator coordinates and implements the District's dropout prevention initiatives in conjunction with providing support services in areas such as: Peer Leadership, Conflict Resolution, Peer Mediation and Parent Involvement. The Dropout Prevention Coordinator also assists schools in developing dropout prevention strategies and programs.

ESSA Coordinator - The ESEA/ESSA coordinator is an individual responsible for the implementation and oversight of ESEA Federal programs. This includes Titles I, II, III, IVA, and V.

Facilities-Director/Manager - Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

Foster Care Point of Contact - The Foster Care Point of Contact ensures that students in foster care are identified and supported through coordination between Districts and DHHS and are enrolled in and regularly attending school. The Foster Care Point of Contact participates in making and documenting BIDs with DHHS representatives and ensures school enrollment of

students and timely transfer of records. The Foster Care Point of Contact may also develop procedures for coordinating cost-effective transportation and facilitate professional development for district staff.

Home Instruction Point of Contact - The Home Instruction Point of Contact is the Superintendent or the Superintendents designee responsible for the communication regarding students and families participating in home based instruction and the rostering of students who are residents of their school administrative unit.

Integrated Pest Management Coordinator - - The Integrated Pest Management Coordinator is the primary contact for all matters related to pest control for the school, and act as a liaison between the building occupants and the pest management professional. This role also serves as a contact for parents or others seeking information about pesticide use or other pest management practices.

Librarian - The Librarian manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection.

McKinney-Vento Liaison - The McKinney-Vento Liaison provides services to the children and youth in the McKinney-Vento Program to help them overcome obstacles and barriers to receiving an education and to assist family with social service needs.

Nurse - The School Nurse is a registered professional nurse certified with the Maine Department of Education working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

School Security - Provides security for the school district staff, students, buildings and property through patrol of school building(s) and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security; does related work as required.

Superintendent of Schools- The superintendent is the top executive in the school district. The superintendent implements the school board's vision by making day-to-day decisions about educational programs, spending, staff, and facilities. The superintendent hires, supervises, and manages the central staff and principals. Superintendents must work with school leaders -- principals -- to serve the needs of students and meet the district goals. The superintendent must also respond to the demands of all the other constituencies and interest groups in the district: teachers, students, parents, staff, advocates, and the community at large. She or he must consider how to use the financial and human resources of the district in order to achieve the best results.

