Administrative Duties											8.3.2023
2023-2024	ELEMENTARY REGIONAL SUPPORT: NICK AND JILL										
	1	2	3	4	5	6	7	8	9	10	11
Level	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary
Position	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Principal
Location	Broadwater	Bryant	Central	Four Georgians	Hawthorne	Jefferson	Jim Darcy	Kessler	Rossiter	Smith	Warren
Current Admin	**Kellie Boedecker**	**Erin Maxwell**	**Nick Radley**	**Carrie Shinkle**	**Trish Klock**	**Brice Burton**	**Jill Nyman**	**Riley Thatcher**	**Wynn Randall**	**Sara Simpson**	**Tia Wilkins**
Duties	K-5 Music	Early Childhood	Montessori (Lead)	SBG	Wellness	Holter	Field Trip Transportation	Starbase	SBG	Elem Counselors	SBG
	Montessori Support	G.T.	SBG	K-5 PE	Para Institue	Myrna	Mentor (Carrie)	E-Works	HEA Negotiations	Montessori Support	Wellness
	Math K-5 Lead	4-year-olds	Mentor (Bryce)		Para Labor Management	Math K-5 Lead	Fabulous Firsts	ELA Lead	K-5 Safety	ELA Lead	
			HEA Negotiations		PD Committee		HEA Negotiations				
					Para Negotiations		ELA Lead				
					Teacher Mentor Comm						
					Math K-5 Lead						
Grade Level Assignments	**1st**	**K**	**2nd**	**4th**	**5th**	**5th**	**4th**	**1st**	**3rd**	**3rd**	**K**
Level	Middle	Middle	Middle	Middle	Middle						
Position	Principal	Assistant Principal	Assistant Principal	Principal	Assistant Principal						
Location	CR Anderson	CR Anderson	CR Anderson	Helena Middle	Helena Middle						
Current Admin	**Kathleen Prody**	**Sol Jones**	**Eric Peterson**	**Cal Boyle**	**Dawn Rowling**						
Duties	Labor Management	Handbooks	Handbooks	HEA Negotiations	Handbook						
	6-8 Counselors	IEFA	6-8 Music	Child Protective Team	EL						
		6-8 Safety		6-8 Counselors	Wellness						
					6-8 CTE						
Level	High School	High School	High School	High School	High School	High School	High School				
Position	Principal	Assistant Principal	Assistant Principal	Assistant Principal	Principal	Assistant Principal	Assistant Principal				
Location	Capital	Capital	Capital	PAL	Helena	Helena	Helena				
Current Admin	**Brett Zanto**	**Kathy Kidder**	**Mick Morris**	**Matt Carey**	**Steve Thennis**	**Willie Schlepp**	**Julie TeNyhuis**				
Duties	HEA Negotitaitons	Activities	Actvities	Actvities	Labor Management	Handbook	Activities				
	Activities	6-12 PE	Handbooks	Handbook	Activities	Activities	Wellness				
	Title IX Coord	K-12 Fitness Gram/Health	9-12 CTE	Summer School Lead	Title IX Coord	Vigilante Parade Lead	9-12 Counselors				
	9-12 Safety		9-12 Counselors	Vigilante Parade	9-12 Music	Summer School Support					
Level	District	District	District	District	District	District	District	District	District	District	
Position	Superintendent	Assistant Superintendent	Chief of Staff	Clerk/Finance	Curriculum	Title	Educational Technology	Facilities	Human Resources	Special Ed Grades PK-12	
Location	District	District	District	District	District	District	District	District	District	District	
Current Admin	**Rex Weltz**	**Josh McKay**	**Barbara Ridgway**	**Janelle Mickelson**	**Joslyn Davidson**	**Kaitlyn Hess**	**Gary Myers**	**Todd Verrill**	**Keri Mizell**	**Sean Maharg**	
Duties	Educational Vision & Mission	Pre-K - 12 Schools (17 Schools	K-12 Health & Nursing Services	Budget Management & Planni	PreK-12 Curriculum & Instruction	Data & Assessments	Curriculum Storage System - Lead	Custodial Services	Onboarding	Special Ed Services	
	Leadership & Ownership of District Direction	K-12 Music	K-12 Library Services	Levies and Bonds	Montana Comprehensive Lit Grar	CTE K-12	InformaCast - Lead	Crafts	Policy Support	School Based Outpatient Therapy	
	Board of Trustees - Mtgs & Committees	K-12 PE	Transportation	Accounts Receivable	K-12 Counselors - Lead	English Language Learners	Network Management & Compliance	Building & Grounds Mgmt	Employee / Adm Handbooks	CSCT	
	Community Engagement & Public Relations	SBOT	Legal / Board Policy / Procedure	Accounts Payable	Curriculum Storage System - Assis	Federal Programs / Title	Student Management System	Long Term Facility Planning	Title IX	Day Treatment	
	Budget Oversight	Adult Ed	Food Service	Payroll	Pre-K - 5 Math Initative	State Reporting	Hardware / Software Mgmt	Bond/Levy Prep	Recruitment & Retention	Threat Assessment Records Mgmt	
	Student Achievement & Accountability	Access to Success	Communication	Medicaid Billing	Math TOSA	Homeless Liaison	Phone / Internet Services	District Safety Management	Employee Benefits		
	Advocacy & Legislation	State Accredidation	IEFA, SACC, Montessori	Board Clerk	Grant Coaches		Instructional Tech PD	Toxic Remediation (Lead, Asbestos, etc.)	Substitue Staff	Suicide Risk Assessment Records Mgmt	
	Develop Strategic Partnerships	Enrollment & Counts	Professional Development	Board Budget Committee	Board Teaching and Learning Comm.	Board Teaching & Learning Committee	Collaborate with Curriculum	Board Facilities Committee	Employee Relations		
	Ensure Student & Staff Safety	PEAK / GT	District Wellness Committee				Collaborate with Data & Assessment	Building Reserve Levy Mgmt	Labor Relations	Occupational & Physical Therapists	
		State Reporting	New Educators / Mentoring				State Reporting		State Reporting	Speech & Language Pathologists	
		Behavioral & Mental Health	State Reporting						ePAR5 Implementation		
			Title IX						Leaves - FMLA, Bereavement, etc		
			Board Policy Committee				0		Teacher Contracts		
Level	District	District	**Emergency**								
Position	School Health Grant Facilitator	Activities	Call 911								
Location	District	District	Group text Barb, Josh & Rex								
Current Admin	**Lona Carter**	**Tim McMahon**									
Duties	Mental & Behaviorsl Health Grants	K-12 Activities									
	School Based Mental Health Clinics	Drivers' Education									
	Suicide Risk Assessment	Activity & Athletic Coaches									
	PAX	MHSA									
	Counselor Support	Car Seat Grant									
	Platform (SRA/Threat)	Title IX Student Decision Maker									
	Title IX										
	Revised: 7.12.2023 4:30 p.m., 7.26.2023 6:00 a.m.										