

1.04 THE DISTRICT OFFICE DIVISIONS ADMINISTRATIVE AND SUPERVISORY STAFF

A. ~~Deputy Superintendent~~

~~A Deputy Superintendent shall be recommended by the Superintendent and appointed by the School Board. This person is directly responsible to the Superintendent and is the Administrator In Charge in the absence of the Superintendent. The Deputy Superintendent will assist the Superintendent in supervising and coordinating the other division administrators.~~

B. ~~District Office Divisions~~

~~The District Clay County District Schools ("District") Office shall be organized into five (5) ~~four (4)~~ divisions, each to be headed by an administrator recommended by the Superintendent, and appointed by the School Board. The ~~five (5) four (4)~~ divisions are: Business Affairs, Curriculum and Instruction, Support Services, and Operations, Human Resources, and Climate and Culture. The division heads shall have a line/staff relationship with the Deputy Superintendent and shall be directly responsible to the Superintendent.~~

- ~~1. The Division of Business Affairs shall be responsible for the management of the business affairs of the District school district. The services of this division shall include financial services, purchasing services, insurance, and property control services, food services and warehouse services.~~

~~The division shall be organized into departments directed by personnel who are directly responsible to the administrative head of the division.~~

- ~~2. The Division of Curriculum and Instruction shall be responsible for directing and coordinating all of the instructional programs of the District district, and . In addition, direction and coordination are provided for services which directly support the instructional programs. Curriculum and Instruction ensures that the organization focuses on the delivery of a relevant, responsive, and effective curriculum based on state standards. Curriculum and Instruction will be responsible for training all certified staff members on curriculum and standards.~~

~~The division shall be organized into departments directed by personnel who are directly responsible to the administrative head of the division.~~

- ~~3. The Division of Operations Support Services shall be responsible for providing school facility planning and construction, maintenance services, custodial services, student transportation services, food and nutrition services, and safety management for the District school district.~~

~~The division shall be organized into departments directed by personnel who are directly responsible to the administrative head of the division.~~

4. The Division of Human Resources shall be responsible for providing personnel services to the instructional, support, and administrative/supervisory personnel of the ~~District school district~~. The services of this division include recruitment, employment, salary, and ~~employee benefits~~, and labor relations. The Division of Human Resources is responsible for managing people within the organization and recruiting and retaining diverse, high quality personnel.
5. The Division of Climate and Culture shall be responsible for student services, including mental health, exceptional student education, and student discipline. This division shall also be responsible for information technology and managing all data. The services of this division shall include reviewing, compiling, and intersecting district-based student behavior and performance data.

The Each division shall be organized into departments directed by personnel who are directly responsible to the administrative head of the division.

(Ref. F.S. §§ 1001.42; 1001.49; 1001.51; 1012.27) (Amended: 05/18/95; / /18)