

District Office Support Staff Duties

Kimberly Silbernagel - Board Secretary/Assistant to the Superintendent ext. 188 Regular Schedule Mon-Fri 7:30-2, except board meeting days

Board Secretary
Superintendent's Assistant
Criminal History Processing for volunteers
Facility Rentals
Inter-District Transfers
Preschool sign up and payments
District Website Maintenance (assist)
Reader Board Notices
Newsletters

Hayley Robinette – Administrative Assistant to Sheri/Jim ext. 195 Regular Schedule Mon-Fri 8:30-4

Maintenance Lead Assistant
Business Manager Assistant
District Website Maintenance
Reader Board Notices (assist)
District Door Lock Systems/Keys (assist)
Lost/Damaged Chromebook Charges

Cathy Eastburn – Payroll Specialist ext. 194 Regular Schedule Mon-Fri 7:30-4

Payroll
Insurance and Other Employee Benefits
New Hire Processing
Process Leave Requests & Report of Absences (ROA) Forms
TSPC Licensure Renewal (PEER Form, etc.)
Volunteer Coaches
Sign up substitutes
Maintain Frontline/Aesop Absence Management
Vector Solutions (SafeSchool) assignments

Becky Johnson –Accounts Payable Specialist ext. 199 Regular Schedule Mon-Fri 8:00-3:30

Accounts Payable
Purchasing
In-Service Applications
Tuition Reimbursement Request
Transportation: Field Trip Requests, Minibus Certifications, Activity Use Reports
District Door Lock Systems/Keys
Civil Rights Compliance
National School Lunch Program
Student Information System Access/Security

Sheri Longobardo – Business Manager ext. 197 Regular Schedule Mon-Fri 8-5

Business Manager
Budgets
Personnel
Family Medical Leave/Worker's Comp
Accident Reports
District Website Maintenance (assist)
Reader Board Notices (assist)
Food Service