

# Who Does What - Winterset Community School District

2020-21

## **Superintendent – Mr. Justin Gross** [jgross@winterset.k12.ia.us](mailto:jgross@winterset.k12.ia.us), (515) 462-2718

- Supervises and evaluates:
  - Director of Teaching & Learning
  - Building Principals
  - School Business Manager
  - Coordinators of Student Services, Technology & Operations, Transportation, and Administrative Assistant/Registrar
- Facilitates District committees— Calendar, Strategic Plan, Safety
- Serves as community liaison and participates in – WCE Foundation, Miller Scholarship Board, Madison County Economic Development, Chamber, Optimist Club, and other civic organizations
- Works and communicates directly with the Board of Education and develops board agendas
- Partners with Heartland AEA and Iowa Department of Education
- Facilitates administrator professional development
- Serves as chief negotiator and maintains relationship with associations (WCEA and WESEA)
- Develops district processes aligned to state laws and requirements such as Safety, Evaluation, Board Policies
- Serves as district contact for Expulsion/Discipline, Bullying/Harassment and Employee Grievances
- Sets budgeting priorities and staffing needs
- Serves personnel functions by facilitating the update and development of handbooks, job descriptions/evaluation processes, training protocols, hiring processes, training expectations, and exit interviews. Post openings internally and on Teach Iowa. Facilitates administrator hiring committees
- Communicates with the public through social media, district website, Beacon, staff updates, community meetings

## **Director of Teaching and Learning – Corey St. John** ([cstjohn@winterset.k12.ia.us](mailto:cstjohn@winterset.k12.ia.us)) 515-462-2718

- Facilitates district committees- SIAC, Teacher Quality, and District Leadership Team
- Coordinates Teacher Leader program-Instructional Coaches, Mentors/Lab Teachers, PLC Facilitators, and Building Leadership Teams
- Coordinates new teacher orientation and support
- Coordinate Professional Learning Community processes and culture
- Facilitates curriculum reviews, curriculum implementation teams, curriculum evaluations, and program of studies
- Develops and coordinates district assessment plan and Iowa Assessments
- Supports district-wide assessment analysis process
- Coordinates DMACC, Academy, Perkins, Project Lead the Way, and Community Education
- Facilitates district Iowa Professional Development Plan and supports building professional development plans
- Facilitates acceleration options
- Completes state and federal reporting
- Facilitates SIAC
- Serves as district contact for multi-cultural gender fair practices, equity coordinator, Differentiated Accountability, CASA
- Coordinates district English as a Second Language, Title, Counseling and Talented and Gifted programming
- Manages budget for curriculum and professional development
- Manages acquisition, inventory and ordering of textbooks and instructional materials
- Maintains website applicable to position: Teaching and Learning, Teacher Leader, Professional Learning Community

**Administrative Assistant/Registrar – Stacy Hilsabeck ([shilsabeck@winterset.k12.ia.us](mailto:shilsabeck@winterset.k12.ia.us)) 515-462-2718**

- Completes BEDS, state, and federal reporting
- Updates board policy changes on website
- Serves as district Registrar, inputs initial student information in Infinite Campus and maintains permanent records
- Food service support – Free & Reduced applications, monthly food service reports, semi-annual food service inspection
- Completes employee information in Infinite Campus
- Communicates annual notices
- Completes homeschool and dual enrollment paperwork
- Completes paperwork for school permits
- Assists Winterset Community Education Foundation
- Completes publication of Board of Education agendas and packets
- Co-facilitates the secretarial PLC

**School Business Manager - Cammy Leners ([cleners@winterset.k12.ia.us](mailto:cleners@winterset.k12.ia.us)) 515-462-2718**

- Supervises Payroll and Employee Specialist, Business Office Generalist and Supervisor of Food Service
- Serves as Board Secretary
- Completes comprehensive annual financial reports, annual budgets, district financial report cards, certified budget and state/federal reporting, insurance loss reports (except worker's comp), district billing, state and federal reporting
- Facilitates Open Enrollment In and Out
- Processes retirement/IPERS

**Payroll and Employee Specialist – Tammy Ellwanger ([tellwanger@winterset.k12.ia.us](mailto:tellwanger@winterset.k12.ia.us)) 515-462-2718**

- Payroll including edits and payroll changes
- Completes W2 forms
- Oversees time clock and time sheets
- Verifies employment
- Processes lane changes
- Maintains employee and benefit website (intranet and internet)
- Completes employment processes – hiring packets, employment paperwork, flex forms
- Serves as contact for injury in workplace and worker's compensation
- Conducts background checks
- Maintains employee files for business office
- Completes employee information updates in all software except Infinite Campus
- Completes BEDS, federal, and state reporting
- Maintains personnel changes, updates personnel lists and provides information for staff directory
- Completes employee tax scenarios
- Processes substitute teacher applications and updates substitute teacher lists for buildings
- Updates seniority list
- Maintain employee files for business office

**Business Office Generalist – Billi Jo Akers**

- Accounts payable and receivable
- Coordinates billing for Medicaid
- Coordinates scholarships
- Manages activity fund
- Orders supplies and materials for Administration Building
- Authorizes travel reimbursements
- Completes W9 and 1099 paperwork
- Maintains Alumni Association records

**Building Administrators**

**Elementary – Doug Hinrichs, Principal ([dhinrichs@winterset.k12.ia.us](mailto:dhinrichs@winterset.k12.ia.us)) 515-462-1551**

**Clint Driftmier, Assistant Principal ([cdriftmier@winterset.k12.ia.us](mailto:cdriftmier@winterset.k12.ia.us)) 515-462-1551**

**Middle – Kevin Oswald ([koswald@winterset.k12.ia.us](mailto:koswald@winterset.k12.ia.us)) 515-462-3010**

**Junior High – Joshua Heyer ([jheyer@winterset.k12.ia.us](mailto:jheyer@winterset.k12.ia.us)) 515-462-3336**

**High School – Kent Abrahamson, Principal ([kabrahamson@winterset.k12.ia.us](mailto:kabrahamson@winterset.k12.ia.us)) 515-462-3320**

**Jeremy Hilbert, Assistant Principal ([jhilbert@winterset.k12.ia.us](mailto:jhilbert@winterset.k12.ia.us)) 515-462-3320**

**Randy McDonald- Activities & Athletic Director ([rmcdonald@winterset.k12.ia.us](mailto:rmcdonald@winterset.k12.ia.us)) 515-462-3320**

- Supervises all staff assigned to building and conducts personnel evaluations per district processes
- Supervises and conducts teacher leader evaluations
- Leads and supervises academic programming and implementation
- Develops, monitors, and assesses building goals
- Facilitates the development of a comprehensive building professional development plan and oversees implementation
- Facilitates Building Leadership Team (BLT)
- Supports development and implementation of Professional Learning Community Teams and advances the concept of PLCs within the building and district
- Manages textbook/materials acquisition and distribution
- Completes assigned state and federal reporting
- Develops data literacy through processes and protocols
- Serves as building contact for special education partnership with Heartland AEA
- Develops processes for MTSS and supports efforts throughout the building (academic and behavior)
- Development of student/staff handbook in compliance with district policies and state/federal regulations
- Oversees and manages attendance and discipline
- Collaborates with the Juvenile Court Liaison and other resources to support students
- Coordinates at-risk programming, guidance & counseling, nursing, 504, TAG within the buildings
- Develops positive relations with students and parents
- Attends PTO (elementary and middle schools)
- Directs DMACC, Academy, and AP programming (high school)
- Completes Perkins/PLTW reports (high school)

**Coordinator of Student Services – Kendra Alexander ([kalexander@winterset.k12.ia.us](mailto:kalexander@winterset.k12.ia.us)) 515-462-2718**

- Leads and facilitates district services in:
  - Special Education
  - At-risk
  - 504
  - Mental Health/Trauma Informed Programming
  - English Language Learners
- Supports building implementation of multi-tiered systems of support and positive behavior interventions systems
- Supervises and evaluates special education coaches: instructional and behavioral
- Conducts Instructional Coach evaluations

<p><b>Technology Coordinator – Matt Pudenz (<a href="mailto:mpudenz@winterset.k12.ia.us">mpudenz@winterset.k12.ia.us</a>) 515-462-3010</b></p> <ul style="list-style-type: none"> <li>• Leads and facilitates all technology infrastructure, systems, website, and hardware within the district</li> <li>• Supervises Technology Support Team</li> <li>• Co-facilitates the secretarial PLC</li> <li>• Leads Building Technology Assistant Team (Tawyne Gibson-E, Katie Linde-MS, Kate Allen-JH, Anne Wieck –HS)</li> </ul>
<p><b>Communications (part-time) Jennifer Pudenz (<a href="mailto:jpudenz@winterset.k12.ia.us">jpudenz@winterset.k12.ia.us</a>)</b></p> <ul style="list-style-type: none"> <li>• Coordinates communication from the district level including Beacon Newsletter, social media, and district website</li> </ul>
<p><b>English Language Learners Teacher – Melissa Smith (<a href="mailto:mesmith@winterset.k12.ia.us">mesmith@winterset.k12.ia.us</a>) 515-462-1551</b></p> <ul style="list-style-type: none"> <li>• Serves as K-12 teacher for students eligible for English Language services</li> </ul>
<p><b>Talented and Gifted Teacher – Heather Comstock K-3 consultation, 4-6 direct service &amp; Alissa Kerr 7–12 direct serve</b></p> <ul style="list-style-type: none"> <li>• Serves students eligible for TAG programming</li> <li>• AP Programing</li> </ul>
<p><b>Juvenile Court Liaison – Natalie Montross (<a href="mailto:nmontross@winterset.k12.ia.us">nmontross@winterset.k12.ia.us</a>)</b></p> <ul style="list-style-type: none"> <li>• Alternative Placement</li> <li>• Mental Health support and therapy referrals</li> <li>• Homebound and Homeless</li> <li>• Truancy, chronic absences, and tardies</li> </ul>
<p><b>Operations Supervisor – Ray Dawson (<a href="mailto:rdawson@winterset.k12.ia.us">rdawson@winterset.k12.ia.us</a>) 515-462-2550</b></p> <ul style="list-style-type: none"> <li>• Supervises and leads custodians, maintenance, and construction within the district</li> <li>• Supervises transportation supervisor</li> </ul>
<p><b>Transportation Supervisor – Ben Messer (<a href="mailto:bmesser@winterset.k12.ia.us">bmesser@winterset.k12.ia.us</a>) 515-462-0028</b></p> <ul style="list-style-type: none"> <li>• Supervises and leads custodians, maintenance, and transportation systems within the district</li> </ul>
<p><b>Food Service Supervisor – JoAnne Gustafson (<a href="mailto:jgustafson@winterset.k12.ia.us">jgustafson@winterset.k12.ia.us</a>) 515-462-4271</b></p> <ul style="list-style-type: none"> <li>• Supervises district food service program as contracted through Taher</li> </ul>

*If you are looking for a district function that is not listed, please contact the Administration Office for assistance (515)-462-2718*