

2010 – 2011 EDUCATION & HUMAN RESOURCES ORG CHART

Wendy Hyer, Superintendent of Schools

- Reports to the Board
- Board Relations and Support
- District Vision
- District Goals
- School Improvement
- School Planning Councils
- District Policy (education)
- Carbon Neutral System Support
- DPAC Liaison
- Ministry Liaison
- Staff Relations
- Elementary Curriculum-Programs
- Early Learning
- International Education
- RCMP Liaison Committee
- Human Resources (Admin)
- Communication
- Community Literacy
- District Accountability
- Crisis Team Leader
- School Supervision
- Community Relations

Dave Burgoyne, Assistant Superintendent (Human Resources & Secondary)

- **Human Resources: Teachers & Support Staff**
 - Contractual Leaves
 - Disability/Absence Management
 - TOC hiring, SFE (PARS)
 - Hospital/Homebound Program
 - Student Teacher coordination/placement
 - Posting and Filling
 - Teacher Recruitment
 - Hiring and Orientation
 - Labour Relations – Contract Administration (Grievances/Evaluations/Discipline etc.)
 - BCPSEA Liaison
 - OLRC Liaison
- **Secondary Curriculum & Programs**
- **District Discipline Committee – Chair**
- **CDAC Chair**
- **Staffing**
 - Class Size & Composition Regulation
 - School staffing (principal consultation)
- **Student Placement**
- **Wellness Committee Representative**
- **District Pro-D Liaison**
- **Summer School**
- **BCESIS**
- **School Supervision**

Pam Butters, Director of Instruction (Student Services)

- **Special Education**
 - Special Education Audit
 - Provincial Liaison
 - Integrated Case Management
 - Special Education Community Relations
 - Coordinate Designation Process
 - Case Management Agency Liaison
 - Designation/Budget Development
 - District Case Management Contact
 - Supervision of Itinerant Staff
 - Special Education Equipment Management
 - Staff Development
 - Special Education Staffing
 - Special Education Advisory Committee
- **Other Admin duties**
 - Community LINK program management
 - District meals program
 - Data Management (with support)
 - Immigration
 - ESL
- **Crisis Team Site Leader**

Tom Schimmer, District Principal

- **Instruction, Assessment & Accountability**
 - Developing capacity
 - School Improvement Plans & District Achievement Contract
 - Report Cards
- **Aboriginal Education**
 - District coordinator
 - Aboriginal Ed Planning Council
 - Liaison to Penticton Indian Band
 - Enhancement agreement & LEA
- **District Goals (Literacy, Numeracy & School Completion/Transitions)**
- **Curriculum Resource Management**
 - Learning Resources/Implementation
 - IMC transition & Library
 - ERAC
- **Healthy Schools**
- **District Discipline Committee – Coordinator**
- **Middle Curriculum-Programs**
- **Distributed Learning/Home Learning Program/ Continuing Education**
- **Other admin duties**
 - Field Trips
 - Distribution of materials to schools
 - French Immersion Registration
 - Foundations Skills Assessment
 - Parent Liaison

August 24, 2010