

Who Does What - Winterset Community School District

2023-2024

Superintendent – Mr. Justin Gross (jgross@winterset.k12.ia.us) (515) 462-2718

- Supervises and evaluates:
 - Director of T&L,
 - Building Principals,
 - School Business Manager,
 - Coordinators of Technology & Operations,
 - Administrative Assistant/Registrar
- Facilitates District committees—TQ, 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, 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, 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. Posts 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) (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
- Coordinates 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 ISASPS
- 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
- Serves as district contact for multi-cultural gender fair practices, equity coordinator, SINA/DINA, site visit
- 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 positions: Teachers and Learning Teacher Leader, Professional Learning Community

Administrative Assistant/Registrar – Jayne Ayala (jayala@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) (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 – Jessica Lawrance (jlawrance@winterset.k12.ia.us) (515) 462-2718

- Completes payroll including edits, changes, withholding
- Completes W2 forms
- Oversees time clock and leave system
- 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 lists
- Maintains employee files for business office

Business Office Generalist – Billi Jo Hartman (bhartman@winterset.k12.ia.us) (515) 462-2718

- Processes 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) (515) 462-1551
Katie Enos, Assistant Principal (kenos@winterset.k12.ia.us) (515) 462-1551**

Middle – Julie Plant, Principal (jplant@winterset.k12.ia.us) (515) 462-3010

Junior High – Joshua Sussman, Principal (jsussman@winterset.k12.ia.us) (515) 462-3336

**High School – Cam Smith, Principal (csmith@winterset.k12.ia.us) (515) 462-3320
Chad Sussex, Assistant Principal, 7-12 (csussex@winterset.k12.ia.us) (515) 462-3320
Randy McDonald, 7-12 Activities & Athletic Director (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)

<p>Coordinator of Student Services – Kendra Alexander (kalexander@winterset.k12.ia.us) (515) 462-2718</p> <ul style="list-style-type: none"> Leads and facilitates district services in: <ul style="list-style-type: none"> 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>Technology Coordinator – Matt Pudenz (mpudenz@winterset.k12.ia.us)</p> <ul style="list-style-type: none"> Leads and facilitates all technology infrastructure, systems, website, and hardware within the district Supervises Technology Specialists Team Leads Building Technology Assistant Team (Tawyne Gibson-E, Katie Linde-MS, Kate Allen-JH, Anne Wieck-HS)
<p>English Language Learners Teacher – Melissa Smith (mesmith@winterset.k12.ia.us)</p> <ul style="list-style-type: none"> Serves as K-12 teacher for students eligible for English Language services
<p>Talented and Gifted Teachers – Heather Comstock K-3 consultation, 4-6 direct service and Alissa Kerr & Sara St. John, 7-12 direct service)</p> <ul style="list-style-type: none"> Serves students eligible for TAG programming AP programming
<p>Juvenile Court Liaison – Natalie Montross (nmontross@winterset.k12.ia.us)</p> <ul style="list-style-type: none"> Alternative Placement Mental Health support and therapy referrals Homebound and Homeless Truancy, chronic absences and tardies
<p>Operations Supervisor – Ray Dawson (rdawson@winterset.k12.ia.us) (515) 462-2550</p> <ul style="list-style-type: none"> Supervises and leads custodians, maintenance, and construction within the district Supervises transportation supervisor
<p>Transportation Supervisor – Ben Messer (bmesser@winterset.k12.ia.us) (515) 462-2550</p> <ul style="list-style-type: none"> Supervises and leads custodians, maintenance, and transportation systems within the district
<p>Food Service Supervisor – Jennifer Tice(515) 462-4271</p> <ul style="list-style-type: none"> Supervises district food service program as contracted through Chartwells

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