

**Catholic Schools Office
Staff Responsibilities**

Superintendent
Mary Baier

- Governance
- Secondary Schools Oversight
- Personnel Issues
- Pupil Personnel
- Finance
- Legal Issues
- Pastor Support
- FAC
- Policy
- Leadership Program
- School Visits
- President Evaluations
- President Searches
- Principal Evaluations
- School Leadership
- Principal Searches
- STEM
- Blended Learning
- Early Childhood Programs
- School Visits
- AdvancEd Accreditation
- Catechetical Certification
- Education Trust Fund
- Academy Schools

Director of Government Programs & Networking
Patrick Peace

- Government Programs
- Networking
- Special Projects
- Strategic Planning

Associate Superintendent
Deborah Duane

- Curriculum & Instruction
- STEM
- Early Childhood Programs
- Extended Learning Opportunity (ELO)
- Blended Learning
- Diocesan Teacher Professional Development
- Regions
- School Visits
- Principal Evaluations
- Principal Searches
- AdvancEd
- Religious Ed Certification
- State Requirements for Teacher Certification
- New Principal Mentors
- Coordination of Testing Administration
- CSO Notes

Director of Catholic Schools Marketing
Maria Kistler

- CSO - all development/submission website/social media/press releases/print/advertising
- Guidance for school marketing teams & plans
- School website & social media best practices
- Google AdWords and analytics assistance
- Marketing webinar & meeting organizer

Director of Technology
Michael Zakur

- Website
- Power School – Liaison with PowerSchool & Support Company
- E-rate-Liaison with support company
- Emergency phone system – Liaison with company
- Google e-mail
- Technical Aspects-Long Term Educational Opportunities (Study Island)
- Technical Aspects-Discovery Education
- CSO AV/Technology needs
- Subscriptions & Support: Survey Monkey, Go To Meeting & Go To Webinar

Child Nutrition Program Director
Katia Hernandez

- SMART Tuition (Academy Schools)
- Paylocity (Academy Schools)
- Bookkeeping (Academy Schools)
- Child Nutrition

Administrative

Assistants

Toni Lucas

Constance Mikolajczyk

- SEVIS
- School billing of fees
- Correspondence / minutes for meetings, conferences, etc.
- Education Trust Fund
- Educators Scholarship Program
- Ad creation
- Superintendent's correspondence / appointments

- New teacher applications
- Liturgical Committee
- COOP Test
- STEM - budget & billing
- Terra Nova Test
- Creative work -prayers, booklets, liturgies, etc.
- CSO Notes - monthly newsletter
- Catechetical Certification