



SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT

QUALITY ASSURANCE & OVERSIGHT STRUCTURE SUMMARY

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SOCUSD Organizational Structure

5 community elected governing board members with internal election of president and vice president

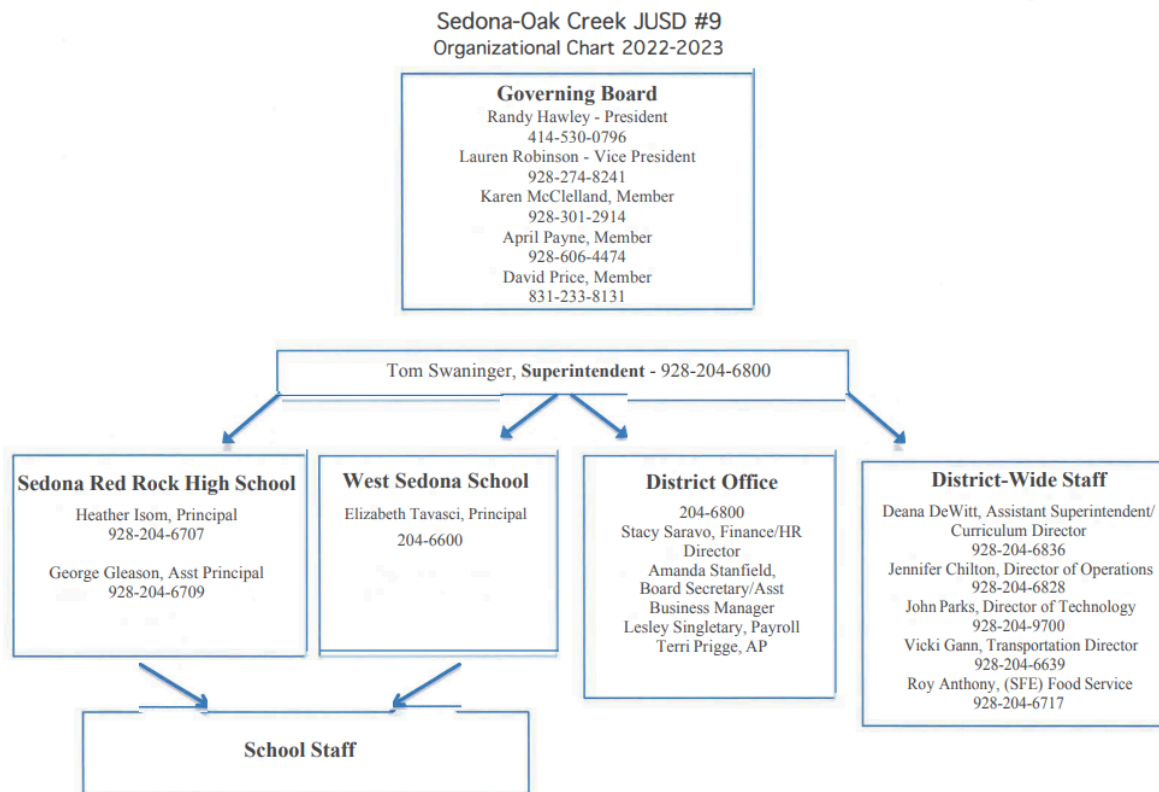
District Superintendent

District Departments

Staff	Oversight
Finance & Human Resources Admin: Director of Finance <ul style="list-style-type: none">• Assistant• Payroll• Accounts Payable	Additional COVID-19 and school closures guidance, Audit requirements, Calculating the instructional spending percentage, Cash and bank accounts, Chart of accounts, Classroom Site Fund (CSF), CTED cost reporting, Expenditures and credit cards, Extracurricular activities fees tax credit, Fund balance reserve reporting, Information technology, Payroll, Procurement, Student activities, Travel
Facilities & Operations Admin: Assistant Superintendent Admin: Maintenance Coordinator <ul style="list-style-type: none">• Groundskeepers• Custodians• Maintenance Techs	Emergency preparedness and communications, facilities scheduling including community use of school facilities, campus maintenance, systems compliance (fire, gas, elevators, sewer, OSHA), facilities associated supply & contracting procurement
Curriculum, Instruction, Assessment Admin: Director of Curriculum & Instruction Admin: Site Principals <ul style="list-style-type: none">• Teachers• Counselors• Assisting instructional staff	District assessment scheduling and security processes, curriculum adoption processes, curriculum assessment and review of efficacy and instructional fidelity, teacher evaluation, instructional coaching, professional development planning

Student Services Admin: Director of Student Services <ul style="list-style-type: none"> • Admin. Assistant • SPED Teachers • Paraprofessionals 	Special education compliance, civil rights/IDEA compliance, student IEP planning and review, appropriately certified staffing and training, communicating, documenting, and monitoring of accommodations,
Information Technology Admin: IT Director <ul style="list-style-type: none"> • Tech assistants (when applicable) 	Needs assessment, hardware procurement, oversight of installation and distribution of purchased resources, inventory, staff professional development/training relative to IT, cyber security
Transportation Admin: Director of Transportation <ul style="list-style-type: none"> • Bus mechanic • Bus drivers 	Bus safety compliance, route scheduling, staffing and bus driver training, weather safety assessment, vehicle maintenance
Athletics Admin: Athletic Director <ul style="list-style-type: none"> • Coaches • Assistant coaches • Officials 	Arizona Interscholastic Association compliance, athletics scheduling, concussion protocols, athlete physicals and insurance compliance, coach training and communications

Organizational Chart from 2023 ACFR



District Quality Assurance Priorities

Priority #1: High Student Achievement (Instruction)

Learner-focused instruction meets the needs of our diverse student population and aligns to the district's professional development system and accreditation standards for [growth in learning](#).

Overarching Goal/Purpose: Develop and/or sustain a strong educational program to maximize the academic growth and personal achievement of every student

Priority #2: Positive, Safe and Healthy Environment (Learning Environment)

A [culture for nurturing learning](#) and teaching by anticipating and meeting underlying needs is foundational for enabling students to thrive.

Overarching Goal/Purpose: Sustain a positive culture throughout the District in order to promote social, emotional and physical safety and a healthy environment.

Priority #3: Highly Performing and Supported Staff (Employees)

The accomplished and skillful faculty and support essential for [engagement in learning](#) are attracted, supported, and honored through systematized professional learning opportunities and time allocated for collegial engagement toward continuous improvement.

Overarching Goal/Purpose: Promote continuing staff excellence and support their needs to ensure academic success for all students

Priority #4: Effective Communication (Community Engagement)

[Leadership of learning](#) relies on interpersonal, organizational, and inter-agency shared goals, informed participants, and an engaged community.

Overarching Goal/Purpose: Develop and/or Sustain effective communication systems that ensure operational efficiency, stakeholder involvement and satisfaction, and positive public perception of district educational programs

Priority #5: Effective Use of Resources (Organization)

Directing material and human resources to optimize student learning and employee effectiveness is imperative to the [leadership of learning](#).

Overarching Goal/Purpose: Increase operational efficiency and district funding resources

Standing Oversight Committees (meeting frequency)

Elected Governing Board (monthly)

Departmental Leadership Team (Bi-weekly)

Campus Leadership Teams (weekly)

Principals' Advisory Site Councils (monthly)

Campus Academic Committees (monthly)

Campus Operations Committees (Monthly)

Campus Counseling/Student Intervention Teams (bi-weekly)

Teacher-led Collaboration Teams (weekly)

Adjunct Oversight Consultants/Programs

Arizona School Boards Association (policy)

Arizona Department of Education (accountability and improvement)

The Trust (risk reduction, training)

Gust Rosenfeld (financial auditing)

WestED (instructional professional development)

Pierce Energy Planning (sustainability)

Envysion/Veregy/FMX (facilities energy management & efficiency)

SiteLogiq (facilities/asset evaluation & preventative maintenance)

TalentEd (hiring, employee evaluation)

Sedona Educational Foundation (scholarships & classroom support)

Quality Assurance Documents (linked at district website)

Policy Manual

District Strategic Priorities

District ACFR and Related Budget Oversight Documents

Employee Handbook

Campus Student/Parent Handbooks

Athletics Handbook & Safety Protocols

Emergency Operations Plan

School and District ADE Integrated Action Plans

Vision & Mission Statements

Cultural Framework

Required Postings