

Charlevoix-Emmet
Intermediate School District
ORGANIZATIONAL CHART

BOARD OF EDUCATION
7 MEMBERS



SUPERINTENDENT

Communications
Coordinator

Charlevoix Office Secretary
Executive Secretary
to the Superintendent

CHIEF FINANCIAL
OFFICER

- Business Services
- Accountants
 - Accounts Payable Specialist
 - Business Managers
 - Payroll Specialist
 - Pupil Accounting Auditor

HUMAN RESOURCE
SUPERVISOR

Human Resource
Specialists

DIRECTOR OF CAREER &
TECHNICAL EDUCATION

- Career Tech
- Career Prep Specialists
 - Career/College Readiness Consultant
 - CTE Consultant
 - K-12 Career/College Readiness Specialist
 - STEM Consultant
- Facilities
- Facilities Manager
- Office
- Boyne City Office Secretary / Media Center
 - Route Mail Delivery
- Other Services
- Homeless Liaison
 - Truancy Officer
 - Video Producer
- Transportation
- Transportation Supervisor
 - Bus drivers and riders
 - Driver Skills Testers/Trainers
 - Secretary of Operations
- Alternative Education
- Classroom Assistants
 - Counselors
 - Teachers

DIRECTOR OF
EARLY CHILDHOOD

- EC Services Team
- Itinerant Teachers
 - Program Manager
 - School Psychologists
 - School Social Workers
 - Specialists
 - Support Specialist
 - Therapists: Speech & Language, Occupational, and Physical
- Early On
- Early On Coordinator
 - Early On Service Providers
- Family Engagement
- Family Engagement and Literacy Hub Coordinator
- Help Me Grow
- Help Me Grow Director
 - Parent Liaisons

DIRECTOR OF
IMPLEMENTATION

DIRECTOR OF
INSTRUCTIONAL SERVICES

- Coaches/Consultants
- Early Literacy Coaches/Consultants
 - Science Consultant
- Coordinators
- MTSS Reading Coordinator
 - Professional Learning & Secondary Instructional Coordinator

DIRECTOR OF
SPECIAL EDUCATION

- Classrooms
- Classroom Principals (2)
 - Classroom Assistants
 - Classrooms' Secretary
 - Interventionist
 - School Psychologist
 - School Social Workers
 - Teachers
 - Therapists: Speech & Language, Occupational, Physical Therapy Assistant
- Service Area Supervisors (2)
- Behavior Consultants
 - School Psychologists
 - School Social Workers
 - Teacher Consultants
 - Therapists: Speech & Language, Occupational, and Physical
- Itinerant Team
- Medicaid Consortium Coordinators
 - Social-Emotional Behavioral Mental Health Program and Data Coordinator
 - Special Education Coordinator
- Support
- Secretary, Student Data Systems
 - Secretary, Student Support Services

DIRECTOR OF
TECHNOLOGY

- Database Specialist
- Network Engineer
- System Engineers

KEY:

DEPARTMENT DIRECTOR

Direct reports

SUPERVISOR/COORDINATOR
(no direct staff reports)

SUPERVISOR/COORDINATOR

Staff reports to supervisor/coordinator

Staff positions are organized alphabetically.
Only positions are listed, not all job duties.

Dashed lines separate areas of service under Department Director's supervision.