Charlevoix-Emmet
Intermediate School District

ORGANIZATIONAL CHART

Char-Em
CHARLEVOIX-EMMET ISD

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
- **Early Learning Systems Director**
  - Family Resource Coordinators

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

Coordinators
- **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:

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

DEPARTMENT DIRECTOR
- Direct reports
- SUPERVISOR/COORDINATOR *(no direct staff reports)*
- SUPERVISOR/COORDINATOR
  - Staff reports to supervisor/coordinator

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