

**Administrators and Assistants
Milton Public Schools FY 17**

| Position | FTE | |
|---|-----|-------------------------------------|
| District Wide | | |
| Superintendent | 1.0 | |
| <i>Administrative Assistant to the Superintendent</i> | 1.0 | |
| Asst. Superintendent for Curriculum and HR | 1.0 | |
| <i>Admin Asst for HR</i> | 1.0 | |
| <i>hiring, CORIs, Fingerprints, Licensing, professional development tracking</i> | | |
| <i>Registrar</i> | 1.0 | |
| <i>registering new students, state data reports</i> | | |
| <i>Residency Coordinator</i> | 1.0 | |
| <i>investigates 100+ residency cases annually</i> | | |
| <i>Academic Data Analyst</i> | 1.0 | |
| <i>analyzes student data to identify needs and achievement gaps</i> | | |
| <i>Family Outreach Liaison</i> | 1.0 | |
| <i>works with families K-12</i> | | |
| Asst. Superintendent for Business Affairs | 1.0 | |
| <i>Payroll Clerk</i> | 1.0 | |
| <i>processes payroll for 500+ employees</i> | | |
| <i>Accounts Payable</i> | 1.0 | |
| <i>processes all vendor warrants</i> | | |
| <i>Budget Analyst</i> | 0.8 | |
| <i>monitors grants, DESE end of year reports, all spending reports, audits, revolving funds, reconciles MTRS retirement funds</i> | | |
| <i>Clerk</i> | 0.2 | |
| <i>(same person as Food Service Admin Asst below), maintains attendance, workers comp and 403(b) payments</i> | | |
| <i>Rental Coordinator/Communication</i> | 1.0 | 50% of salary paid from rental fees |
| <i>90% of time spent on rentals, 10% on communications and press releases</i> | | |
| Pupil Personnel Administrator (SPED) | 1.0 | |
| <i>Out of District Coordinator</i> | 1.0 | |
| <i>monitors all outplacements maintains e-sped database</i> | | |
| <i>Admin Asst to PPA</i> | 1.0 | |
| <i>monitors all tuitions & service payments, arranges SPED transportation</i> | | |
| Technology Director | 1.0 | |
| <i>Tech Support Staff</i> | 2.0 | |
| <i>maintains all hardware & software</i> | | |
| Food Service Director | 1.0 | funded through Food Service funds |
| <i>Admin Asst</i> | 0.8 | funded through Food Service funds |

| | | |
|----------------------------|-----|---|
| Community Schools Director | 1.0 | funded through Community Schools tuitions |
|----------------------------|-----|---|

21.8

Building Based Administration & Staff

| | |
|-------------------------|-----|
| HS Principal | 1.0 |
| HS Vice Principals | 2.0 |
| Admin Assts Main Office | 2.0 |
| Admin Asst Guidance | 1.0 |
| MS Principal | 1.0 |
| MS Vice Principal | 1.0 |
| MS Dean | 1.0 |
| Admin Assts Main Office | 2.0 |
| Elementary Principals | 4.0 |
| Admin Assts | 4.0 |

19.0

Curriculum Coordinators

| | | |
|---|-----|--------------------------------|
| ELA/Social Studies Coordinator -- Cunn/Coll | 1.0 | |
| ELA/Social Studies Coordinator -- Tucker | 1.0 | 50% paid through Title I grant |
| ELA/Social Studies Coordinator -- Glover | 0.5 | |
| Humanities Coordinator -- MS | 1.0 | 60% Admin/40% teaching |
| Humanities Coordinator -- HS | 1.0 | 60% Admin/40% teaching |
| Science Coordinator -- Elementary | 1.0 | |
| Science Coordinator -- MS | 0.6 | |
| Science Department Head -- HS | 1.0 | 60% Admin/40% teaching |
| Math Coordinator K-12 | 1.0 | |
| Technology Coordinator K-12 | 1.0 | |
| World Language Coordinator K-12 | 1.0 | |
| Fine Arts Coordinator K-12 | 1.0 | 60% Admin/40% teaching |
| Health/PE Coordinator K-12 | 1.0 | 60% Admin/40% teaching |
| Athletic Director | 1.0 | |

13.1

Administrative Component of Coordinators 11.1

Total Administrators & Assistants 32.9

| | |
|-----------------------------------|------|
| Total Paid from General Fund | 29.1 |
| Total Paid from Food Services | 1.8 |
| Total Paid from Community Schools | 1.0 |
| Total Paid from Rental Funds | 0.5 |
| Total Paid from Title I Grant | 0.5 |