



SCRANTON SCHOOL DISTRICT

Phone Directory

SCRANTON SCHOOL DISTRICT	
Contact	Phone
General Information	570-348-3474

EMERGENCY CONTACTS	
Contact	Phone
Fire/Police/Medical	911
Scranton Police, non-emergency	570-348-4141
Geisinger-CMC	570-703-8000
Commonwealth Health-Moses Taylor	570-770-5000

DIVISION OF SCHOOL IMPROVEMENT		
Contact	Phone	Fax
Chief of Leadership Development and School Operations, Erin Keating	570-348-3429 570-348-3407 (Darie)	570-348-2929
LEADERSHIP		
Daily shared control, oversight and management of district K-12 curriculum, instruction and assessment programs for ALL students		
Policies and procedures development and implementation		
Strategic Planning for Curriculum and Instruction		
Division Strategy Aligned Budget		
Staff Appraisals		
All C+I Functions		
Results Based Comprehensive School Improvement and Accountability Program		
ADMINISTRATIVE SERVICES DEPARTMENT		
Pre/Post Planning		
Annual Leadership Retreat		
Monthly Principal Meetings		
Targeted Professional Learning		
Instructional Leadership Strategies		

Teacher and Leader Performance Appraisal Management		
University Partnerships for Field Experiences		
Student Teacher Placement		
New Principal's Institute		
New Teacher's Institute		
Project and Program Management within Curriculum and Instruction		
Charter Schools/Private Schools		
Testing Coordinator		
MTSS		
Student Assistance Program (SAP)		
School-wide/Operational Targeted Assistance		
Homeless and Migrant Students (McKinney-Vento Liaison)		
Alternative School Program		
Home School Students		
Nursing Services		
Requests for Doctorate Programs		
Results Based School-wide/School Improvement Plans		
Testing and Assessments		
DIVISION OF CURRICULUM AND INSTRUCTION		
Chief Academic Officer, Melissa McTiernan	570-348-3416 570-348-3407 (Darie)	570-348-3618
LEADERSHIP		
Daily shared control, oversight and management of district K-12 curriculum, instruction and assessment programs for ALL students		
Policies and procedures development and implementation		
Strategic Planning for Curriculum and Instruction		
Division Strategy Aligned Budget		
Staff Appraisals		
All C+I Functions		
TEACHING AND LEARNING DEPARTMENT		
Curriculum Planning, Implementation, Training Mathematics, Science, language Arts, Social Studies, World Languages, Fitness and Health Sciences, Fine and Performing Arts Curriculum Committee		
Advanced Placement Program		
Instructional Delivery and Strategies		

Textbook Adoption		
School-wide/Instructional Targeted Assistance		
Credit Recovery/Online Learning		
After School Programs		
Summer Academy/Winter Credit Recovery		
Career Technical and Agricultural Education (CTAE)		
AP, IB, Dual Enrollment Program, Cyber School, CTC		
Val-Sal STAR Recognition		
Pennsylvania College and Career Readiness		
Career Pathways		
Cultural/Other Experience Projects		
District-wide Summer School Program Program Design/Offerings Business Projections Site Identification Teacher Training Program Monitoring District/Parent Communication Applications		
Waivers (State)		
Project and Program Management within Curriculum and Instruction		
Teacher Performance/Recognition		
ELL DEPARTMENT		
Access Testing		
Teacher Effectiveness		
GRANTS AND FEDERAL PROGRAMS DEPARTMENT	570-348-3414 570-348-3413 (Sue)	570-348-1041
Grants Research, Application, Tracking, Compliance, Management, Close-out		
Title I, II, & III Programs Implementation, Oversight and Management, Oversight-III		
Title Programs Implementation and Compliance		
DIVISION OF HUMAN RESOURCES		
Chief Human Resources Officer, Bill Gaynord	570-348-3403 (Barb)	570-340-6674
LEADERSHIP		
Daily shared control, oversight and management of district human resources programs for ALL employees		
Policies and procedures development and implementation		

Strategic Planning for Human Resources		
Compliance		
Staff Performance Appraisal Management		
Highly Qualified		
HR Compliance		
Act 48		
Division Strategy Aligned Budget		
Staff Appraisals		
Management/Monitoring Teacher Effectiveness/Teacher Data		
All Human Resources Functions		
STAFFING DEPARTMENT		
Highly Qualified Special Education Teachers		
Talent Management		
Staff Recruitment, Development and Retention		
Job Description Creation and Management		
Position Staffing/Management		
SALARY AND BENEFITS		
EMPLOYEE SERVICES (BENEFITS, RISK MANAGEMENT) DEPARTMENT		
Employee Handbook		
Leadership Certification		
Teacher Re-certification Assistance (Act 48)		
Performance Management system		
Leave and Attendance Administration		
Principal of the Year Program		
Teacher of the Year Program		
Employee of the Year Program		
LEGAL		
Employee records management		
Compliance		
Lead the negotiating team staff negotiations <ul style="list-style-type: none"> • Assist the Superintendent and Board in the Act 93 • Develop data for use in negotiations • Serve as the spokesperson and/or lead negotiations with the classified staff 		
Employee Grievance Process/Collective Bargaining		
Employee Due Process		

DIVISION OF BUDGET AND FINANCE

Chief Financial Officer, Gregg Sunday	570-348-3496 570-348-3411 (Cathy)	570-348-3451
LEADERSHIP		
Daily shared control, oversight and management of district business and finance		
Policies and procedures development and implementation		
Five-Year Strategic Business Forecast		
Long and Short Term Business Projections and Strategic Plans for Business Savings		
Compliance		
Division Strategy Aligned Budget		
Staff Appraisals		
All business and finance functions		
BUDGET		
District Strategy Aligned Balanced Budget		
Audits (Internal and External)		
Address Audit Findings		
Treasury Operations		
Tax Collections		
Procurement, Purchasing		
Prepare Budget Reports by District and Individual Schools		
Position Budget Control		
Financial Systems		
FINANCIAL REPORTING AND ACCOUNTING DEPARTMENT	570-348-3443	
Financial Operations		
Payroll Services		
Comprehensive financial report/state reporting		
STUDENT LUNCH AND NUTRITION DEPARTMENT		
DEVELOPMENT OFFICE	570-348-3413	570-348-1041
Support District Strategic Plan		
Fundraising Campaigns		
Public Relations		
Community Engagement		
Events co-ordination		
Recognition Programs		

DIVISION OF MAINTENANCE AND OPERATIONS

Chief Operations Officer, Jeff Brazil	570-348-3464 570-348-3418 (Paula)	570-348-3656
LEADERSHIP		
Daily shared control, oversight and management of district operations programs		
Policies and procedures development and implementation		
Operations Strategic Planning and Accountability		
Compliance		
Division Strategy Aligned Budget		
Staff Appraisals		
All school operation functions		
FACILITIES DEPARTMENT	570-575-3830 (Day) 570-840-6762 (PM)	
Energy Savings Project		
Facilities Assessment and Reports		
School Day One Opening Checklists (Include what is needed from all divisions), Monitor and Report		
School Last Day Closing Checklists		
Monitor and Service Buildings, Grounds, Fields		
Maintain City Partnerships Relevant to Recreational Facilities		
Maintenance and Operations		
Capital Plan		
Fields Maintenance and Readiness		
Property Management		
PLANNING DEPARTMENT		
Student Enrollment Projections		
Manage Rezoning Efforts		
Demographic Study		
SAFETY AND SECURITY DEPARTMENT		
School Crisis Management and Safety Plans		
District Crisis Plan w/Protocols and Implementation		
Safety and Security Program (SRO's)		
School Crisis Management and Safety Plans		
Implement and Monitor Required District Safety Drills and Training		
Safe Schools Grant		

TRANSPORTATION DEPARTMENT	570-348-3412 570-348-3423 (Ginny)	570-348-3569
Bell Schedules		
Busing		
Elementary, Middle, High Routes		
Special Education Busing		
Bus Safety Standards		
Bus Stop Safety		
Bus Riding Safety		
Bus Driver Training		
Bus Evacuation Drills		
District Owned Vehicles		
WAREHOUSE SERVICES		
Inventory Surplus and Disposal		
Fixed Asset Management		
DIVISION OF INFORMATION TECHNOLOGY		
Chief Information Officer, Joe Brazil	570-348-3566 570-348-3689 (Janet)	570-207-0467
LEADERSHIP		
Daily shared control, oversight and management of district data performance and accountability, and instructional and business information programs for students, parents, teachers and ALL employees		
Policies and procedures development and implementation		
Strategic Planning w/Long and Short Term Goals for Information Technology		
Compliance Data and Technology		
Division Strategy Aligned Budget		
Staff Appraisals		
Data, Performance and Accountability and Information System Functions		
Research Approvals		
PERFORMANCE, DATA, AND COLLECTION		
Student Information System E-School & PIMS	570-348-3498 570-348-3441 (Lisa)	570-340-6695
INFORMATION TECHNOLOGY DEPARTMENT		
TV Station		
Districtwide Technology Programs		
RECORDS DEPARTMENT		

Open Records Requests and Management		
COMMUNICATIONS	570-290-9062	
District Website		
Social Media		
PR Liaison to Schools		
Business Technology		
DATA QUALITY AND GOVERNANCE	570-348-3566	
Data analysis and Development of Metrics and Data Visualizations		
Data Governance and Security		
Enterprise Project Management		
Enterprise Process Improvement		
Information Requests		
Records Management		
Textbook Inventory Management		
Print Shop		
DIVISION OF COMPLIANCE AND ACCOUNTABILITY		
Chief Compliance Officer, Robert Gentilezza	570-348-3432 570-348-3446 (Paula)	570-348-3618
LEADERSHIP		
Daily shared control, oversight and management of district compliance		
Policies and procedures development and implementation		
Strategic Planning with Long and Short Term Goals for Special Education		
Compliance		
Division Strategy Aligned Budget		
Staff Appraisals		
COMPLIANCE		
District Compliance Reports		
ESSA Compliance (Graduation, Testing, Instruction hours)		
Title Compliance		
Professional Certifications and Compliance (From Other Divisions) a) Epi Pen b) Safe Crisis Management c) CPR d) HR Compliance e) Act 48 f) State Reports From Megan		

STUDENT SUPPORT SERVICES		
Counselors		
Liaison to Family Court, Truancy, and Juvenile Probation		
Student Support Services Coordinator		
Neglected/Delinquent/Truancy		
Homebound		
Student Registration		
School Based Positive Behavior Programs		
Student Behavior and Management Program		
Student Discipline Hearings		
Student Discipline & Behavior Code/Progressive Behavior Plan		
Student Placement/Appeals/Transfers		
Student Handbooks (Elem., Intermediate, High)		
Master Course Catalog		
Effective Data Use to Inform School Improvement (Data Teams)		
External Data Requests (non-assessment data)		
Value-Added Calculation & Reporting		
School and District Level Data Assistance and Interpretation		
Effective Data Use to Inform School Improvement (Data Teams)		
Data analysis and development of metrics and data visualizations		
ATHLETIC PROGRAM (ALL SCHOOLS & ALL SPORTS)		
Coordinator of Student Athletes		
Fundraising		
Naming Rights		
Events Coordinator		
Liaison to PIAA		
Field Trip Coordinator		
Transportation Liaison		
Booster Club Liaison		
COMPLIANCE		
ESEA Compliance (Graduation, Testing, Instruction hours)		
State Reporting on Behalf of the Superintendent		
OFFICE OF SPECIAL EDUCATION		
Director of Special Education, Maryann Cartegna	570-348-3492 (Connie)	570-207-0469
LEADERSHIP		

Daily shared control, oversight and management of district compliance		
Policies and procedures development and implementation		
Strategic Planning with Long and Short Term Goals for Special Education		
Compliance		
Division Strategy Aligned Budget		
Staff Appraisals		
All Special Education Functions		
SPECIAL EDUCATION		
Special Education Program (Gifted and Student w/ Disabilities)		
Special Education Registration		
IDEA		
504 Accommodations		
School Psychologists		
Reporting (PEN Data)		
Social Workers		
IEP Compliance		
Special Education Statute		
Special Education Litigation		
Special Education Consultation		
Access Billing		
Homebound (with Chief Compliance Officer)		
School Behavior Team (SBBH- Scranton Counseling)		
Special Education Central Administration Staff		
Behavior Specialists/Monticello		
Extended School Year		
OFFICE OF THE SUPERINTENDENT		
Superintendent of Schools, Alexis Kirijan, Ed.D.	570-348-3465 (Molly) 570-348-3402 (Erika)	570-348-3563
SCHOOL DISTRICT LEADERSHIP		
Daily leadership, control, oversight and management of the school district to include but not limited to: Business and Finance, Curriculum and Instruction, Data, Performance Accountability and Technology, Human Resources and Talent Management, School Operations and Safety, and Student Programs		
Senior Staff and Office Staff Performance Appraisals		
School District Compliance		

Policies and Procedures		
Community Outreach		
All Superintendent of Schools Duties and Responsibilities		
SCHOOL DISTRICT MANAGEMENT		
Change Management Oversight		
District Project Management Oversight		
District Process Improvement Oversight		
District Strategic Initiatives		
SCHOOL DISTRICT STRATEGIC PLANNING		
District Strategic Planning development, communications, implementation, monitoring and reporting		
Strategy Aligned Balanced Business		
SCHOOL DISTRICT CULTURE AND ACCOUNTABILITY		
District Standards for Ethics, Performance, and Accountability		
Employee Recognition Programs		
SCHOOL DISTRICT COMPLIANCE		
School District State Required Reporting		
Develop and Implement Administrative Procedures		
Board Policy and Administrative Procedures Compliance		
BOARD of EDUCATION COMMUNICATIONS/ RELATIONSHIPS		
Board Advisor on District Matters		
Decision Making w/Senior Staff Counsel prior to presenting items to Board for approval		
Board Policies Recommendations/Administrative Procedures		
Assist with Preparation of Board Work Session Agenda		
Assist with Preparation of Legislative Board Meeting Agenda		
DISTRICT'S AND SUPERINTENDENT'S COMMUNITY OUTREACH, PARTNERSHIPS AND COMMUNICATIONS		
Build relationships with stakeholders and political entities to support and enhance public education by understanding, responding to and influencing the larger political, ethical, social and cultural context.		
Legislative Liaison		
District Partnerships		
PTSA Liaison and Assistance		
Community Relations, Engagement and Communications		
District Media and Social Communications		

District Internal Communications		
Communications w/Principals, Assistant principals, Teachers and Support Staff		
Local, state, and national conferences, seminars network		
Collaboration w/Other Superintendents		
Process to receive input from citizens on matters relating to the school district		