# **Octorara Administration Office**

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Michele M. Orner Ed.D Superintendent of Schools



# -Frequently Asked Questions-

Welcome to the Octorara Area School District, Home of the Braves. As an organization, we strive to provide excellent customer service and a seamless flow of information to all stakeholders. We encourage you to use the district's communication flowchart when seeking answers to your questions. Staff and I look forward to working with you.

Sincerely, Michele M. Orner, Ed.D.-Superintendent

#### -STUDENT ACHIEVEMENT AND ASSESSMENT-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level	5 <sup>th</sup> Level	6 <sup>th</sup> Level
Teacher	Guidance	Principal	Director of	Superintendent	School
	Counselor		Curriculum &		Board
			Instruction		

#### -STUDENT DISCIPLINE: GRADES K-6

1 <sup>ST</sup> Level	2 <sup>nd</sup> Level	3rd Level	4 <sup>th</sup> Level
Teacher	Principal	Superintendent	School Board

#### -STUDENT DISCIPLINE: GRADES 7-12

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level	5 <sup>th</sup> Level
Teacher	Assistant	Principal	Superintendent	School Board
	Principal			

#### -TRANSPORTATION-

1st Level	2nd Level	3rd Level
Althouse Transportation	Superintendent	School Board

#### -ATHLETICS-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level	5 <sup>th</sup> Level
Coach	Athletic Director	High School	Superintendent	School Board
		Principal		

#### -SPECIAL EDUCATION-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level	5 <sup>th</sup> Level
Teacher	Special	Director of	Superintendent	School Board
	Education	Student Services		
	Supervisor			

## -FOOD & NUTRITION SERVICES -

1 <sup>ST</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level
Food Service	Business Manager	Superintendent	School Board
Director		_	

#### -HEALTH SERVICES-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level	5 <sup>th</sup> Level
School Nurse	Principal	Director of	Superintendent	School Board
		Student Services		

#### -COUNSELING SERVICES-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4th Level	5 <sup>th</sup> Level
Guidance	Principal	Director of	Superintendent	School Board
Counselor		Student Services		

#### -HUMAN RESOURCE MANAGEMENT-

1 <sup>st</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level
Human Resource	Business Manager	Superintendent	School Board
Supervisor			

## -SCHOOL FINANCE AND BUDGET-

1 <sup>ST</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
Business Manager	Superintendent	School Board

#### -DISTRICT BOARD POLICY-

1 <sup>st</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
Board Secretary	Superintendent	School Board

#### -BUILDING AND PROPERTY-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level
Director of	Business Manager	Superintendent	School Board
Maintenance/Facilities		_	

#### -TECHNOLOGY SERVICES-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level
Technology Director	Director of	Superintendent	School Board
	Curriculum &		
	Instruction		

## -SCHOOL SAFETY AND SECURITY-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
Principal	Superintendent	School Board

# -TAX QUESTIONS-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
District Tax Collector	Business Manager	School Board

#### -CAREER & TECHNICAL EDUCATION PROGRAMS-

1st Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level	4 <sup>th</sup> Level
CTE Secretary	Director of CTE	Superintendent	School Board