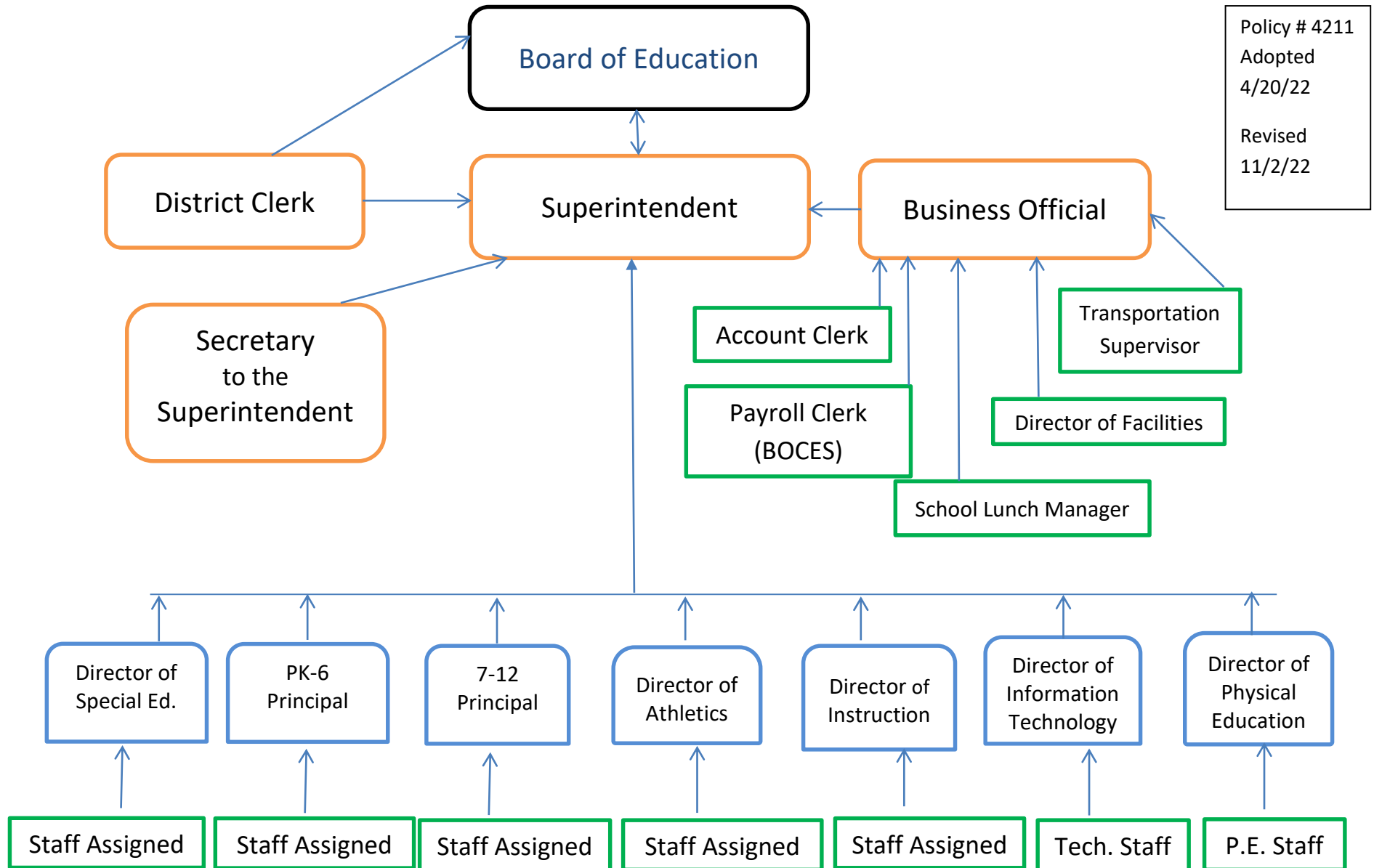


# Marathon Schools Administrative Organizational Chart



# Marathon Jr.- Sr. High School

Marathon  
High  
School  
Principal

Secretary (2)  
Social Workers (2)

Teachers (30)  
Sp.Ed. Teachers (5) (shared)

7-12 Guidance (2)  
Nurses (1+1)

Teaching Assistants (2)

Teacher Aides (3)

- DASA Coordinator
- Extra-Curricular Advisors 7-12
- General Faculty Meetings, 7-12
- Health & Wellness Committee
- Student Support 7-12
  - o Business Ed
  - o Library 7-12
  - o School Nurse 7-12
  - o Art 7-12
  - o Special Ed, General Ed 7-12
  - o Remedial Reading 7-12
  - o Foreign Language
  - o English, Math, Social Studies, Science, 7-12
  - o Music, P.E., A.I.S.

## Administrative Shared Participation:

- Summer Curriculum (Results First) Committee
- Annual Professional Performance Review (APPR)
- Leadership Team
- Safety Committee – DISTRICT
- District Wide Strategic Plan
- Shared Decision Team
- Code of Conduct Committee
- Master Schedule 7-12
- Pupil Services Team
- Committee on Special Education Team
- Student Management
- Professional Development Committee
- Department and Grade Level Meetings

# Marathon Central School District

## Director of Special Education

Chairs CSE Meetings;  
Chairs CPSE Meetings;  
Chairs 504 Meetings;  
Develop I.E.P., CPSE and 504 Plans;  
R.T.I. Committee;  
Safety Committee –DISTRICT;  
Leadership Committee;  
Annual Professional Performance Review (APPR);  
Curriculum (Results First);  
Verification Reporting (Compliance);  
Develop & Maintain Contracts with County;  
611/619 Grants Oversight;  
Cortland County Tier 2 & Chemical Dependency Committee;  
Educ. Law 2D Compliance Officer  
Design & Deliver Staff Development;  
Supervise Extra-Curricular Events;  
Principal Pro-Tem  
Member of PST @ HS & Appleby

Administrative Assistant (1)

School Psychologist (1)

Physical Therapist (1)

Speech - Remedial (2.4)

Teaching Assistants (5)

Special Education Teachers (10)

Teaching Aides (6)

Administrators @ BOCES (10)

Special Education Teachers @ BOCES (15)

Related Service Providers @ BOCES (9)

Pre-school County Coordinators (2)

# Marathon Central School District

## Director of Instruction

- Federal & State monitoring reports associated with grants
- New teacher mentor program coordinator
- Appleby summer school coordinator/principal
- Staff development summary reports for BOE
- Online management systems: Frontline (faculty and staff professional development and evaluations), Frontline (RTI), ParentSquare, Problem Attic, SafeSchools, Field Trip Forms, Language Live & Voyager Passport
- Record of TA certification, teacher certification, and CTLE hours
- Coordinate tutors for long term suspensions and home bound instruction
- Interviewing candidates for open positions
- Social media and public communications
- Torchlight articles
- Supervise extracurricular events, functions, and athletic contests
- Title I program coordinator
- Title IX coordinator
- Civil Rights Compliance Officer
- Community Service Coordinator (7-12)
- COVID-19 Coordinator
- District Safety Planning Committee
- Financial Planning Committee
- Facilities Planning Committee
- Appleby Curriculum Committee
- Health and Wellness Committee
- Policy Committee
- Staff Development Planning Committee
- K-12 Comprehensive Developmental School Counseling and Guidance Plan Committee
- Pupil Service Team (PST) Meetings (UPK-6) & (7-12)
- Department & Grade Level Meetings (UPK-6)
- Data Meetings (UPK-6)
- PLC Meetings (UPK-6)
- Grade Level Chair Meetings (UPK-6)
- Faculty Meetings (UPK-12)
- Consultants & Results First Meetings (UPK-12)
- Cabinet/Shared Decision-Making Meeting (UPK-6) & (7-12)
- Supervisor of Administrative Interns
- Board of Education Meetings
- Emails – about 100/day

Secretary (1) & SEL Coordinator (1)

Teaching Assistants (5) and Aides (4)  
Occupational Therapist (1)

## Administrative Supervisor/Facilitator:

- Outside Observer for APPR (64)
- Staff Development UPK-12
- RTI Committee K-6
- Academic Intervention Services K-12
- Department & Grade Level Meetings (PK-6, 7-12)
- Student Data Meetings PK – 12
- NYS 3-8 Testing Coordinator
- Curriculum & Instruction UPK-12
- Federal & State Grants (Title Programs) Coordinator
- Summer Curriculum (Results First) Committee
- ENL (English as a New Language) Coordinator

## Administrative Shared Participation:

- Dignity Act Coordinator
- COVID 19 Coordinator
- Leadership Committee
- Consults with grade level chairs
- OCM BOCES Curriculum Council District Representative
- OCM BOCES Curriculum and Instruction Council Meetings
- Appleby Summer School Principal

# Marathon Central School District

## Director of Facilities

- AHERA LEA Designee  
(Asbestos Monitoring & Surveillance)
- Health Dept. Testing  
& Monitoring
- NYS Class C Water  
Operator  
(Designated Water  
Operator for Appleby  
& the Bus Garage)
- Petroleum Bulk  
Storage Operator  
(Classes A&B)

Cleaners (6)  
Substitute Cleaners (3)  
Summer Cleaners (10)

Grounds Keepers (1)

Custodians (3)

### Administrative Shared Participation:

- Safety Committee – DISTRICT
- NYSSFA (NYS School Facilities Assn.)
- Facilities Advisory Committee
- Leadership Committee

# Appleby Elementary School

## Marathon Elementary (Appleby) Principal

Pupil Service Team – PST; Faculty Meetings; Cabinet/Shared Decision Making Team; DASA Investigations; Curriculum Committee; PLC Coordinator; Grade Level Chair Coordinator; Grade Level Team and Data Meetings; The Intern Supervisor; Professional Planning Committee; 3-6 Testing; Develop and Maintain Master and Individual Schedules; School Picture and Yearbook Coordinator; Supplies and Materials Budget; Report Card Schedules and Updates; Ordering Exams; New Teacher Orientation – 8 weeks of weekly meetings with new staff; Daily Phone calls ~25; Emails ~ 120; Students a day ~ 15; Summer work; Evening events; Bus drills; Building walks and room visits; Supervise extra-curricular events, functions and athletic contests; Newsletters; Torchlight; Parent letters & memos; Day-to-Day operations approximately 400 students and 50 adults.

Secretary (1) & Nurse (1)

Teaching Assistants (6)

Teacher Aides (8)

Monitors (?)

Teachers (42) (27/15)

Social Workers (2)

### Administrative Shared Participation:

- Results First & Consultants
- DASA Coordinator
- Safety Committee – DISTRICT
- Strategic Plan
- Staff Development Planning Committee
- Policy Committee
- Health & Wellness Committee
- Budget Committee/Financial Planning
- Facilities Committee
- Social Media & Public Communication
- Leadership Committee
- Professional Development Committee
- Annual Professional Performance Review (APPR)
- BOCES Workshops: DASA, 3-8 Testing, Area Principals, PLC, Schooltools

# Marathon Central School District

## Director of Athletics

Oversight of coaches, athletes and related personnel; Athletic Code of Conduct Handbook; Annual Code of Conduct Meetings; Assist in the supervision and evaluation of the coaching staff; Develops an Interscholastic Athletic Schedule; Scheduling, Re-Scheduling and Cancellation of Athletic Events; Arranges the use of facilities; Coordinates facilities usage by outside groups; Works with Official's Board and Athletic Boosters; Makes recommendations for Improvements; Holds regular meetings for coaches; Organize and Conduct awards programs; Coordinate with the health office regarding athlete's medical forms and reports; Coordinates access to facilities.

Fall Coaches (regular & volunteer) (9,1)

Winter Coaches (regular & volunteer) (14,1)

Spring Coaches (regular & volunteer) (11,2)

Athletes: Fall 130, Winter 145, Spring 150

- Extra-Curricular Code of Conduct Committee (Ad Hoc)
- Safety Committee – DISTRICT
- Leadership Team-DISTRICT
- IAC Committees (4)
- Section IV Committees (4)
- NYSPHSAA Student Athlete Development Committee

# Marathon Central School District

Business  
Official

Transportation Supervisor (1)

Director of Facilities (1)

School Lunch Manager (1)

Account Clerk/Payroll (1)

CHAIR – Safety Committee – DISTRICT  
CHAIR – Facilities Advisory Committee  
Superintendent (*pro-tem*)  
District Clerk (*pro-tem*)

## Administrative Shared Participation:

- Leadership Team
- Budget Committee
- Facilities Advisory Committee

District Representative: -Health Coop  
-School Workers Comp Plan (SWCP)

Collaborates with: Superintendent, Human Resources, Building Administrators,  
Auditors, BOCES (Payroll, .....)



# Marathon Central School District

Transportation  
Supervisor

Mechanics (1)

Drivers (15)

School Bus Attendants (0)

Transportation Assistant (1)

Substitute Drivers (2)

Administrative Shared Participation:

- Safety Committee – DISTRICT
- Leadership Team

Collaborates with:

Superintendent, Business Manager, DOT Inspectors

Building Administrators, Director of Facilities

# Marathon Central School District

## Superintendent

- Chief Executive Officer
- Chief Financial Officer
- Annual Professional Performance Review
- Administrative Leadership Meetings
- Board of Education Meetings
- Calendar Committee, Annual School
- Code of Conduct Committee (Ad Hoc)
- Safety Committee – District
- Facilities Advisory Committee
- Summer (Results First) Curriculum

# Marathon Central School District

## Director of Information Technology

911 Emergency Notification System; Active Directory, File and Print Servers, DHCP, DNS, Users and Groups, File Redirection; Aristotle Keylogging Appliance; Aruba WiFi Controllers, APs, and Clearpass Manager; Audio Video; Auditorium Lighting; Avigilon ACC Security Camera Server, Cameras, and Workstation; Avigilon ACM Access Control Manager Server and Badges; Backup Servers; Bluetooth Devices; BoardDocs; Bus Video Software (DVRViewer); CareHawk Calendar for Dukane Bell & PA System; Carts - Laptops and Printers ; Cisco Firewall, NAT; Citrix Client to BOCES Server Farm; Clever; Digital Signage (Front Sign); Finance Manager - see Citrix; Fly Sense Vape Detectors; GDP typing Class Application Server; GoGuardian; Google Docs and Gmail for Domain; GYM & HS Soccer Field Game Recording Streaming Systems; HP Switch Stacks and VLANs; Imaging Computer Batch Processing; Internet Filtering w/ LightSpeed ; iPads and other Tablets; Kajeet Wifi; Microsoft Screen Casting; Navigate Prepared; NutriKids; Parent Square; PA Systems (Classroom, Library, Auditorium, Cafe, Gyms); Pasco Server; PCs, Laptops, and Peripherals (2000 inventory items); Printer Toner Program - Eastern-Xerox (FMAudit); QWare; Raptor - Visitor Badges; Renaissance Place; Ricoh Copiers with Paper Cut Server Management; Safeschools - online staff training; SchoolTool; Server Closets and UPS'; ShoreTel VOIP Phone Server and Console and Switches; Smart TVs; SMARTboard with ASUS wall mounted PCs w/ WiFi Keyboard and Mouse; Teacher Laptops, Document Cameras, and other Peripherals; Transportation Routing; Troubleshooting and Maintenance; Website (www.marathonschools.org); Windows 11, 10, 8, 7, XP, 98; Wireless APs separate from Aruba WiFi System;

## Microcomputer Specialist (1)

725 Student laptops  
130 Staff Laptops  
66 Smartboard Classroom PCs  
70 Tech Lab Computers  
40 Summer School Laptops  
7 BOE Chromebooks  
1,038 in Total

Servers/Controllers  
PASCO HVAC Server  
Avigilon Camera Server  
CISCO Firewall Server  
Aruba WiFi Server & Switches  
ShoreTel VOIP Phones Server  
PA System Controller  
Alarm System Controller  
Auditorium Lighting and Sound Controllers  
Mobile Gym PA Systems  
Track PA and Game Camera Systems

## BOCES Network Administrator (10)

### Administrative Shared Participation:

- Safety Committee – DISTRICT
- Tech Mentors w/ Dir.Curriculum/Instruction
- District Leadership Team

# Marathon Central School District

School  
Lunch  
Manager  
(BOCES)  
.2 F.T.E.

Cook/Site Manager (2)

Food Service Helper (6)

## Administrative Shared Participation:

- Safety Committee – DISTRICT
- Staff/Student Wellness Coordinator
- Leadership Team
- Health and Wellness Committee
- OCM BOCES Regional Bid Team
- NYS OGS Committee
- Cortland County Hunger Coalition
- 

## Activities

- Assists with Hires and Trains Staff
- Evaluates Work Performance of Staff
- Plans Menus
- Maintains Standards of Sanitation
- Receives, Inspects and Stores Supplies
- Does Inventory Management
- Provides Information to School Staff
- Makes Reports Related to Activities
- Determines Requirements and Submits Requisitions