

CHAIN OF COMMAND

Topic/Area	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact	6th Contact
Academics	Teacher	School Counselor	Building/Hall Principal or Department Supervisor	Director of Curriculum and Instruction	Assistant Superintendent/ Superintendent	Board of Education
Athletics	Coach	Athletic Director or Supervisor of Physical Ed.	Building Principal	Superintendent	Board of Education	
Behavior	Teacher	Hall Principal/ Dean	Building Principal	Assistant Superintendent	Superintendent	Board of Education
Board Policies	District Clerk	Superintendent	Board of Education	–	–	–
Budget, Taxes & Voting	District Clerk	Assistant Superintendent for Business	Superintendent	Board of Education Audit Committee Chairperson	Board of Education	–
Buildings & Grounds Use	Main Office of the Facility Location	Director of Facilities	Assistant Superintendent for Business	Superintendent	Board of Education	–
Classroom Procedures	Teacher	Building/Hall Principal or Department Supervisor	Director of Curriculum and Instruction	Assistant Superintendent	Superintendent	Board of Education
Continuing Education	Continuing Education Coordinator	Communications Department	Director of Communications	–	–	–
Curriculum	Teacher	Department Supervisor	Director of Curriculum and Instruction	Assistant Superintendent	Superintendent	Board of Education
Employment	Recruitment Email (recruitment@nccsk12.org)	HR Administrative Team	HR Director	–	–	–
Extracurricular Activities	Advisor	Hall Principal/ Dean	Building Principal	Superintendent	Board of Education	–
Facilities Maintenance	Facilities Secretary	Director of Facilities	Assistant Superintendent for Business	Superintendent	Board of Education	–
Food Services	Food Services Director	Assistant Superintendent for Business	Superintendent	Board of Education	–	–
Health Services	School Nurse	Nursing Supervisor	Building Principal	Assistant Superintendent	Superintendent	Board of Education
Scheduling	Teacher	School Counselor	Dean or Hall/ Building Principal	Superintendent	Board of Education	
Special Education	Teacher	Assistant Director for Pupil Services	Hall/Building Principal	Director of Pupil Personnel Services	Superintendent	Board of Education
Technology	Teacher	IT Department	Hall/Building Principal	Assistant Superintendent for Business	Superintendent	Board of Education
Transportation Student Behavior	Hall/Building Principal	Supervisor of Transportation	Building Principal	Assistant Superintendent	Superintendent	Board of Education
Transportation Stops, Runs, etc.	Dispatcher	Supervisor of Transportation	Building Principal	Assistant Superintendent for Business	Superintendent	Board of Education
Transportation Special Education	Dispatcher	Supervisor of Transportation	Director of Pupil Personnel Services	Assistant Superintendent for Business	Superintendent	Board of Education