



SCUC ISD KEY WORK PROCESSES

 Key Customer Requirements (District-Wide) 
 Accessibility – Accuracy – Attitude – Operations – Timeliness

Key Work Processes (KW)	Key Support Processes (KS)	Key Customers
ATHLETICS, HEALTH, PHYSICAL EDUCATION SERVICES <ul style="list-style-type: none"> • KW1: Athletics Support • KW2: PE Support Health Support 	ATHLETICS, HEALTH, PHYSICAL EDUCATION SERVICES <ul style="list-style-type: none"> • KS1: Budget Management Support • KS2: Curriculum Management Support • KS3: Athletic Facilities Support • KS4: Program Development Support • KS5: Booster Club Support • KS6: Policies and Procedures Support • KS7: Athletic Trainer Support • KS8: Recruiting and Hiring Support • KS9: Scheduling Support 	ATHLETICS, HEALTH, PHYSICAL EDUCATION SERVICES <ul style="list-style-type: none"> • Team One • Athletic Coordinators • District Coaches • Athletic Trainers • PE Leads • Community Stakeholders • Officials/Game workers • Booster Club • UIL Partners and Region 8 Athletic Directors
BUSINESS AND FINANCIAL SERVICES <ul style="list-style-type: none"> • KW1: Finance and Budget Support Services • KW2: Payroll and Employee Support Services • KW3: Data Information Support Services (PEIMS): • KW4: Management of District Operations 	BUSINESS AND FINANCIAL SERVICES <ul style="list-style-type: none"> • KS1: Budget Support for SCUCISD Departments, Campuses and Programs • KS2: Financial Forecasting – Revenue and Expenditures • KS3: Accounts Payable • KS4: Bond Accounting • KS5: Lead and Collaborate Efforts in Support of Priority 4 • KS6: Oversight of Policy/ Administrative Regulations (Section C) 	BUSINESS AND FINANCIAL SERVICES <ul style="list-style-type: none"> • Superintendent • ELT • Cabinet • Team One • Budget Managers • Bookkeepers • Vendors • Partners & Collaborators • Community Members
CHILD NUTRITION SERVICES <ul style="list-style-type: none"> • KW1: Management of Child Nutrition Program • KW2: Prepare and serve safe, healthy meals 	CHILD NUTRITION SERVICES <ul style="list-style-type: none"> • KS1: Order/Oversee the purchases and deliveries of food, non-food and other supplies and equipment • KS2: Process/Review eligibility for the Free and Reduced-Priced Program • KS3: Recruit/support Child Nutrition Personnel • KS4: Provide safeguards, locked storage and provide training for safe handling of food supply and kitchen area sanitation • KS5: Forecast Participation 	CHILD NUTRITION SERVICES <ul style="list-style-type: none"> • Students • Parents • District Staff
COUNSELING SERVICES <ul style="list-style-type: none"> • KW1: Comprehensive Counseling and Guidance Program Development • KW2: College, Career, and Military Readiness • KW3: Social-Emotional Learning (SEL) 	COUNSELING SERVICES <ul style="list-style-type: none"> • KS1: Counselor PLC • KS2: Suicide Intervention • KS3: Traits of a Graduate • KS4: CTE • KS5: Military Relations and Services • KS6: College Board Package • KS7: Social Services Support • KS8: Communities in Schools • KS9: Crisis Intervention • KS10: Behavioral Rtl 	COUNSELING SERVICES <ul style="list-style-type: none"> • SAS Directors • Professional School Counselors • Social Worker • SAS Coordinators

Key Work Processes (KW)	Key Support Processes (KS)	Key Customers
<p>CURRICULUM AND PROFESSIONAL DEVELOPMENT SERVICES</p> <ul style="list-style-type: none"> • KW1: Curriculum Management Support • KW2: Quality Instruction • KW3: Assessment Support • KW4: Professional Development Support 	<p>CURRICULUM AND PROFESSIONAL DEVELOPMENT SERVICES</p> <ul style="list-style-type: none"> • KS1: Oversight of all curriculum, instruction and assessment documents and implementation (see <u>Gantt</u>) • KS2: Curriculum Management Plan • KS3: Comprehensive PD Plan • KS4: Instructional Materials • KS5: Gifted and Talented • KS6: RTI/504 • KS7: Oversight of instructional applications of Title 1, 2, 4 	<p>CURRICULUM AND PROFESSIONAL DEVELOPMENT SERVICES</p> <ul style="list-style-type: none"> • SAS Directors • Team One • Principals and APs • SAS Coordinators; 504/RTI/Testing and Acc/IMA/GT • Technology and Special Education integration • Professional Staff
<p>DEPUTY SUPERINTENDENT SERVICES</p> <ul style="list-style-type: none"> • KW1: Learning Services • KW2: PLC District oversight and development • KW3: District Leadership Development • KW4: Development and Deployment of Strategic Plan and Scorecard 	<p>DEPUTY SUPERINTENDENT SERVICES</p> <ul style="list-style-type: none"> • KS1: Oversight, Leadership and Supervision of SAS Division • KS2: Collaborate with SAS leaders on planning and development of leadership PD • KS3: DIC meeting processes • KS4: Collaborate with SAS Leaders on student learning needs • KS5: Oversight of Strategic Plan • KS6: Oversight of Policy/Admin Regulations (Sections E/F/G) 	<p>DEPUTY SUPERINTENDENT SERVICES</p> <ul style="list-style-type: none"> • SAS Directors • Team One • ELT • District Improvement Committee • School Board
<p>ELEMENTARY EDUCATION SUPPORT SERVICES</p> <ul style="list-style-type: none"> • KW1: Campus Leadership Development • KW2: Academic/Instructional Support • KW3: Student Services Support • KW4: PLC Elementary & Intermediate Oversight of Leadership & Integration 	<p>ELEMENTARY EDUCATION SUPPORT SERVICES</p> <ul style="list-style-type: none"> • KS1: Oversight of CIC & CIP • KS2: Principal and AP PLC • KS3: T-PESS Support • KS4: Elementary & Intermediate Advanced Academics/GT/ESL/Bilingual • KS5: At-Risk/SCE Support • KS6: Clubs/Organizations • KS7: Behavioral and Discipline Management Services 	<p>ELEMENTARY EDUCATION SUPPORT SERVICES</p> <ul style="list-style-type: none"> • SAS Directors • Team One • Principals and APs • SAS Coordinator • Bilingual Education Coordinator
<p>FACILITIES AND CONSTRUCTION SERVICES</p> <ul style="list-style-type: none"> • KW1: Management of Maintenance and Facilities • KW2: Long Range Facility Master Planning • KW3: Management of SCUCISD Construction Program 	<p>FACILITIES AND CONSTRUCTION SERVICES</p> <ul style="list-style-type: none"> • KS1: Provide responsive maintenance services • KS2: Provide custodial services • KS3: Provide grounds services • KS4: Provide facility rental services • KS5: Provide Energy Management Services • KS6: Manage SCUCISD Expenditure Projection Plan (EPP) • KS7: Management of the 10 Year Facility Master Plan • KS8: Management of Bond Construction Projects • KS9: Management of Capital Construction Projects 	<p>FACILITIES AND CONSTRUCTION SERVICES</p> <ul style="list-style-type: none"> • Team One • Community Stakeholders

Key Work Processes (KW)	Key Support Processes (KS)	Key Customers
<p>FINE ARTS SERVICES</p> <ul style="list-style-type: none"> • KW1: Performing Arts (Band, Choir, Orchestra, Elem Music, Theatre, Dance) Support • KW2: Visual Arts Support • KW3: Cheerleading Support 	<p>FINE ARTS SERVICES</p> <ul style="list-style-type: none"> • KS1: Curriculum Management Support • KS2: Policies and Procedures Support • KS3: Program Development Support • KS4: Budget Management Support Booster Club Support 	<p>FINE ARTS SERVICES</p> <ul style="list-style-type: none"> • Principals & APs • Team One • Visual & Performing Arts teachers • Cheer coaches • Parents/Booster Clubs
<p>HUMAN RESOURCES SERVICES</p> <ul style="list-style-type: none"> • KW1: Compensation and Benefits • KW2: Employee Relations • KW3: Staffing Projection Services 	<p>HUMAN RESOURCES SERVICES</p> <ul style="list-style-type: none"> • KS1: Compensation Package • KS2: Benefits Package • KS3: Hiring/Onboarding Services • KS4: Recruitment Services • KS5: Substitute Services • KS6: Oversight of Policy/Admin Regulations (Section D) 	<p>HUMAN RESOURCES SERVICES</p> <ul style="list-style-type: none"> • Principals and Directors • All Employees
<p>PURCHASING SERVICES</p> <ul style="list-style-type: none"> • KW1: Management of Central Receiving/Logistics • KW2: Procure Materials & Services • KW3: Real Estate Management 	<p>PURCHASING SERVICES</p> <ul style="list-style-type: none"> • KW1: Vendor management • KS2: Formal/Informal procurement • KS3: Contract Administration • KS4: Customer Education/Advisor • KS5: Operate Supply Distribution Center • KS6: Deliver Supplies/Mat'l • KS7: Manage Fixed Assets • KS8: Real property acquisition/sale 	<p>PURCHASING SERVICES</p> <ul style="list-style-type: none"> • Campuses • Departments
<p>SECONDARY EDUCATION SUPPORT SERVICES</p> <ul style="list-style-type: none"> • KW1: Campus Leadership Development • KW3: Academic/Instructional Support • KW4: Student Services Support • KW5: PLC Secondary Schools Oversight of Leadership & Integration 	<p>SECONDARY EDUCATION SUPPORT SERVICES</p> <ul style="list-style-type: none"> • KS1: Oversight of CIC & CIP • KS2: Principal and AP PLC • KS3: T-PESS Support • KS4: Secondary Advanced Academics/GT • KS5: At-Risk/SCE Support • KS6: Clubs/Organizations • KS7: Behavioral and Discipline Management Services 	<p>SECONDARY EDUCATION SUPPORT SERVICES</p> <ul style="list-style-type: none"> • SAS Directors • Team One • Principals and APs • SAS Coordinator • Coordination of Safety/Security & Truancy • Coordination of Health Services
<p>SPECIAL EDUCATION SERVICES</p> <ul style="list-style-type: none"> • KW1: Identification and implementation of services for students with disabilities • KW2: Compliance with federal, state and local policies • KW3: Professional development and training 	<p>SPECIAL EDUCATION SERVICES</p> <ul style="list-style-type: none"> • KS1: Assessment of students with disabilities • KS2: Services and resources for students with disabilities • KS3: Compliance monitoring • KS4: Professional development and campus/staff support 	<p>SPECIAL EDUCATION SERVICES</p> <ul style="list-style-type: none"> • SAS Directors • Principals & APs • Appraisal & Related Services Staff
<p>SUPERINTENDENT SERVICES</p> <ul style="list-style-type: none"> • KW1: Management of Areas of Focus and weekly/monthly meeting planning and organization for Team One, Cabinet, ELT and Board of Trustees • KW2: Board of Trustees Member Services • KW3: Oversight of District Policy and Administrative Regulations • KW4: Oversight of Public Information/Records Management Services 	<p>SUPERINTENDENT SERVICES</p> <ul style="list-style-type: none"> • KS1: Communication Services – Staff, Community, Partner & Collaborators, Media • KS2: Oversight of DSS and Community Survey • KS3: Board Agenda Development • KS4: Oversight of Policy/Admin Regulations (Sections A & B) 	<p>SUPERINTENDENT SERVICES</p> <ul style="list-style-type: none"> • Board of Trustees • ELT • Cabinet • Team One • Partners & Collaborators • Community Members

Key Work Processes (KW)	Key Support Processes (KS)	Key Customers
<p>TECHNOLOGY SERVICES</p> <ul style="list-style-type: none"> • KW1: Technical Services • KW2: Instructional Technology Support • KW3: Website Oversight 	<p>TECHNOLOGY SERVICES</p> <ul style="list-style-type: none"> • KS1: Leadership and supervision of Technology Department • KS2: Technology Advisory Committee coordination • KS3: Campus administrator support • KS4: Planning and oversight of technology bond projects • KS5: Cyber security planning and implementation • KS6: Website oversight, accessibility compliance & training 	<p>TECHNOLOGY SERVICES</p> <ul style="list-style-type: none"> • Team One • SAS Directors • Technology Advisory Committee • Webmasters
<p>TRANSPORTATION SERVICES</p> <ul style="list-style-type: none"> • KW1: Safe Transportation • KW2: Effective Transportation • KW3: Management of Demographic Information 	<p>TRANSPORTATION SERVICES</p> <ul style="list-style-type: none"> • KS1: Maintain Existing Routing and Mapping of District's Attendance Zones • KS2: Maintenance of Bus Fleet and White Fleet • KS3: Effective Transportation for Extracurricular Activities 	<p>TRANSPORTATION SERVICES</p> <ul style="list-style-type: none"> • Students • All staff • Departments