



Communication Chain for Auburn Enlarged City School District



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Academics / Curriculum	Teacher	Principal or Assistant Principal	<u>Executive Director for Curriculum & Instruction</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>
Athletics	Coach	<u>Director of Health, P.E. & Athletics</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Attendance	Teacher	School Counselor / Social Worker	Principal or Assistant Principal	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>
Behavior & Classroom Procedures	Teacher	Principal or Assistant Principal	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Board of Education Policy	<u>Superintendent</u>	<u>Board of Education</u>				
Budget	<u>School Business Executive</u>	<u>Superintendent</u>	<u>Board of Education</u>			
Communications / Website	<u>Communications Team Member</u>	<u>Superintendent</u>	<u>Board of Education</u>			
Counseling	School Counselor	Principal or Assistant Principal	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Employee Benefits	<u>HR Benefits Associate</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>		
Employment	<u>Personnel Clerk</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>		
Extra Curricular Activities	Club Advisor	Principal or Assistant Principal	<u>Executive Director for Curriculum & Instruction</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>
Facilities	<u>Director of Facilities</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>		



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Food Service	Building Cafeteria Staff	<u>Director of Food Services</u>	<u>School Business Executive</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Free/Reduced Meal Program	Building Secretary	<u>District Treasurer / Deputy Treasurer</u>	<u>School Business Executive</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Health Services (Nurses)	<u>School Nurse</u>	<u>Nurse Supervisor</u>	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Registration & Residency	<u>Central Registrar</u>	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>		
Safety	Principal or Assistant Principal	<u>District Safety Officer / Director of Facilities</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Scheduling	<u>Guidance Office</u>	Principal or Assistant Principal	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Scholarships	<u>Guidance Office</u>	Principal or Assistant Principal	<u>District Treasurer / Deputy Treasurer</u>	<u>School Business Executive</u>	<u>Superintendent</u>	<u>Board of Education</u>
Special Education	Teacher	Principal or Assistant Principal	<u>Executive Director of Special Education</u>	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>
Taxes	<u>District Treasurer / Deputy Treasurer</u>	<u>School Business Executive</u>	<u>Superintendent</u>	<u>Board of Education</u>		
Technology	<u>iHelp@aecsd.education</u>	<u>Executive Director of Instructional Technology</u>	<u>Deputy Superintendent</u>	<u>Superintendent</u>	<u>Board of Education</u>	
Transportation	Principal or Assistant Principal	<u>Director of Transportation</u>	<u>Assistant Superintendent for Student Services</u>	<u>Superintendent</u>	<u>Board of Education</u>	