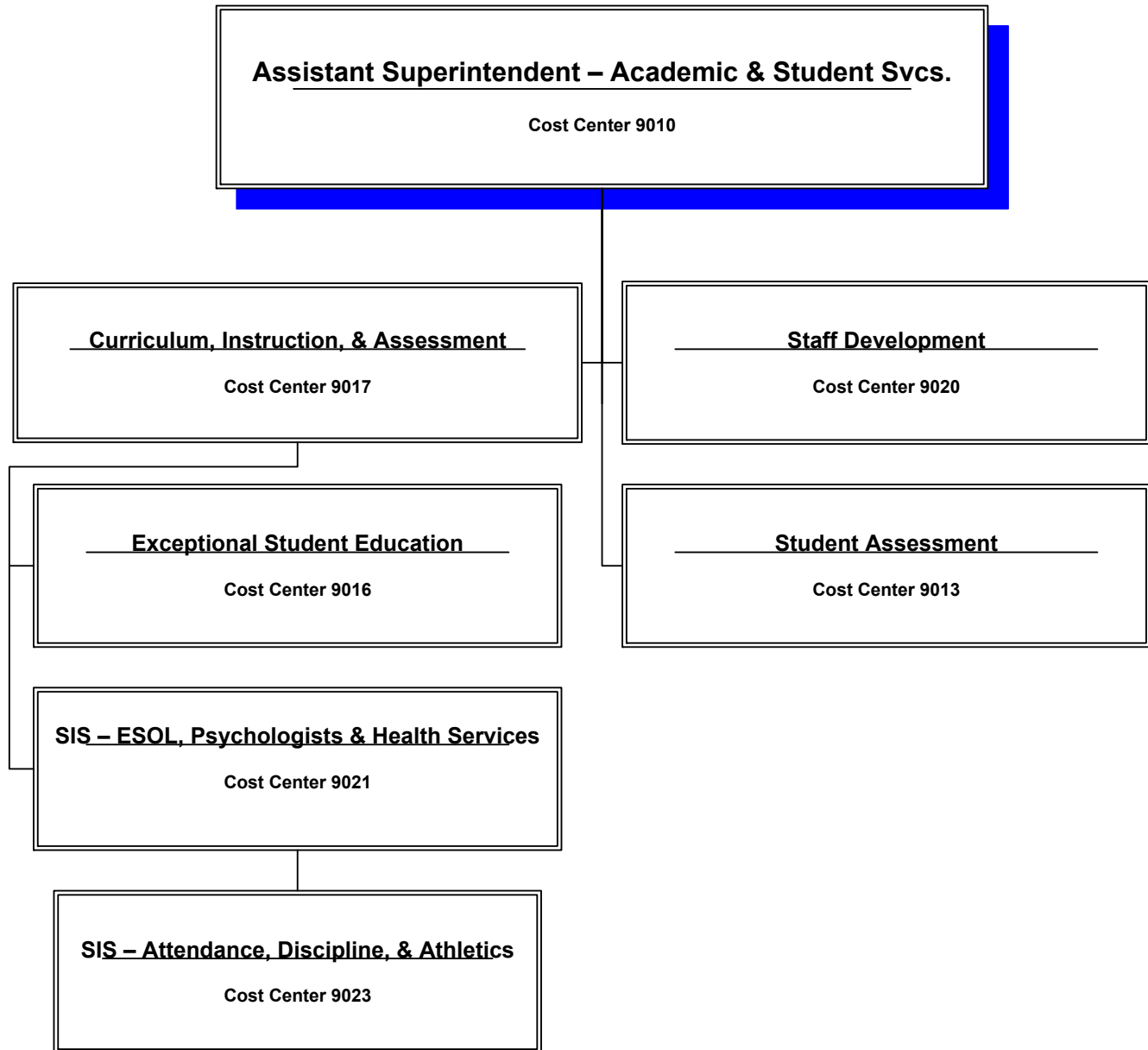


**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Organizational Chart**  
*Asst. Supt. – Academic & Student Services*  
**Cost Center: 9010**  
**Fiscal Year 2024-2025**

---

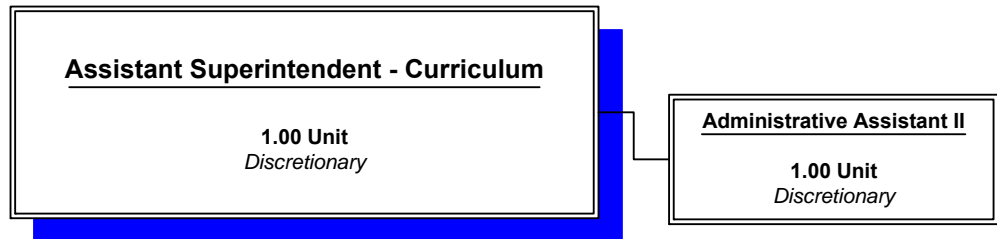


## Organizational Chart





## Staffing Chart



# OKALOOSA COUNTY SCHOOL DISTRICT

## DISTRICT LEVEL - COST CENTER BUDGETS

### FISCAL YEAR 2024-2025

**DEPARTMENT:** Assistant Superintendent - Academic & Student Services

**COST CENTER:** 9010

**COST CENTER DESCRIPTION:**

The Assistant Superintendent – Curriculum assists the Superintendent in the task of providing comprehensive leadership for the tasks of implementation and monitoring of federal, state, and School Board requirements and policies; student testing and data analysis; development of performance baselines for each school; monitoring/evaluating school plans for academic programs that enhance student performance; and developing personnel in leadership and instructional practices which are effective and research-based. The following departments report to the Assistant Superintendent – Curriculum: Curriculum, Instruction & Assessment (oversees Exceptional Student Education, Student Intervention Services - ESOL, Psychologists & Health Services, and Student Intervention Services - Attendance, Discipline & Athletics), Staff Development, and Student Assessment. Support is also provided to all schools in the district.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 176,179	\$ 179,758	\$ 3,579
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional/Technical	86,262	88,558	2,296
	Subtotal - Salaries & Benefits	262,441	268,316	5,875
300	Purchased Service	5,905	6,905	1,000
400	Energy Services	-	-	-
500	Materials & Supplies	2,700	2,700	-
600	Capital Outlay	1,375	375	(1,000)
700	Other Expenses	800	800	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 273,221	\$ 279,096	\$ 5,875

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	2.00	2.00	-

**OTHER INFORMATION:**

The Assistant Superintendent - Curriculum is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Asst. Superintendent - Academic & Student Services

CENTER NUMBER: 9010

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0220	FICA (SOCIAL SECURITY) FICA for cellular telephone stipend	6300	INSTR & CURR DEVEL SERVICE	\$ 138		\$ 138
0330	IN-COUNTY TRAVEL Travel to schools, board meetings, community meetings, school reviews, and other district related functions 1 Assistant Superintendent x \$200/month x 12 months = \$2,400	6300	INSTR & CURR DEVEL SERVICE	2,400		2,400
0331	OUT-OF-COUNTY TRAVEL Travel costs to FOIL and FETC conferences	6300	INSTR & CURR DEVEL SERVICE	1,600		1,600
0370	POSTAGE/SHIPPING/TELEGRAM Postage on DOE mail, parent letters, student letters, etc.	6300	INSTR & CURR DEVEL SERVICE	25		25
0375	CELLULAR TELEPHONE Cellular telephone stipend for Assistant Superintendent - Curriculum and Administrative Assistant or one other person 2 x \$75/month x 12 months = \$1,800	6300	INSTR & CURR DEVEL SERVICE	1,800		1,800
0390	OTHER PURCHASED SVC - PRINT/COPY Print Shop charges for printing of materials for trainings, SPP Trainings for each school, Principals' Meetings, Standards handouts, etc.	6300	INSTR & CURR DEVEL SERVICE	1,080		1,080
0510	SUPPLIES General supplies for Assistant Superintendent's Office, Principals' Meetings, teacher/district trainings, administrative assistant, etc.	6300	INSTR & CURR DEVEL SERVICE	2,200		2,200
0519	TECHNOLOGY SUPPLIES Purchasing of jump drives and toner	6300	INSTR & CURR DEVEL SERVICE	500		500
Sub-Total (Page 1 Only)				\$ 9,743	\$ -	\$ 9,743
GRAND TOTAL				<u>\$ 10,918</u>	<u>\$ -</u>	<u>\$ 10,918</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Asst. Superintendent - Academic & Student Services

CENTER NUMBER: 9010

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0644	COMPUTER HARDWARE(UNDER \$5000) Printers, projectors, and scanners that need to be replaced	6300	INSTR & CURR DEVEL SERVICE	\$ 375		\$ 375
0730	DUES AND FEES Membership dues to professional organizations for Assistant Superintendent	6300	INSTR & CURR DEVEL SERVICE	800		800
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 2 Only)				\$ 1,175	\$ -	\$ 1,175
GRAND TOTAL				<u>\$ 10,918</u>	<u>\$ -</u>	<u>\$ 10,918</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY  
Department Staffing Summary  
Fiscal Year 2024-2025

MIS 3390

Department Name: Asst. Supt. - Academic & Student Services  
Cost Center No.: 9010  
Project Name: Regular Operations - Departments  
Fund Number: 1010  
Project Number: N/A  
Type Funding: Non-Restricted/Non-Categorical

**Section A**

Positions Approved for Fiscal Year 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Administrative Assistant II - 12 Month	1.00		\$ 88,558.00
Assistant Superintendent - Curriculum - 12 Month	1.00		179,620.00
(A) Total Positions Approved For FY 2023-2024	2.00		\$ 268,178.00

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2023-2024				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B-1) Total Approved Additions, Deletions, Changes		-		\$ -

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2024-2025				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		\$ -

**Section C**

Positions Submitted for Approval for Fiscal Year 2024-2025			
Job Title	# of Positions	Average Cost	Total Cost
Administrative Assistant II - 12 Month	1.00		\$ 88,558.00
Assistant Superintendent - Curriculum - 12 Month	1.00		179,620.00
(C) Total Positions Submitted for Approval FY 2024-2025	2.00		\$ 268,178.00

**\*Note:**  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement