

Division of Duties 2023-2024
Office of Catholic Schools, Diocese of Madison

Michael Lancaster, Superintendent	Therese Milbrath, Asst. Superintendent	Grace Cutler, Program Coordinator
Accreditation Confirm Visiting Team assignments Self-Study Training Visiting Team Training Self-Study Review Visiting Team Report Review Action Plan Training & Review	Accreditation Confirm Visiting Team assignments Self-Study Training Visiting Team Training Self-Study Review Visiting Team Report Review Action Plan Training & Review	Accreditation Annual Review management Assembling & scheduling Visiting Teams Document & Survey Creation & Mgmt. Self-Study Reports Initial Review Visiting Team Report Initial Review Create and manage surveys
All Principals/PAB Meetings Content/Presentation	All Principals/PAB Meetings Content/Presentation	Busing / Transportation Support Letters and maps to schools / districts
Blessed Carlo Acutis Online High School - Planning	Best-practice teaching and learning strategies	
Busing / Transportation	Blessed Carlo Acutis Online High School - Planning	Calendar Management (Google - Madison Schools Calendar)
Catholic Schools Strategic Planning	Catholic Schools Strategic Planning	Catholic Schools Strategic Planning Support
Conference Planning & Preparation	Conference Planning & Preparation	Communications Christmas Cards Birthday Cards - Principals Newsletters - Create and Manage
Data Report	Curriculum Mapping Research	
Department of Public Instruction (DPI) Liaison	Curriculum Standards & Benchmarks	
Legal Issues	DPI Rules - Primary	Conference Preparation Support
Liaison to Pastors	Emerging Leaders Program	
Liaison to Public Districts	Federal Programs Title I, II, III, IV IDEA -ESEA/ESSA	Data Report Support / Data Hub
Mentor Training - Secondary		Database Maintenance Maintain list of current teachers, principals and their information Principals Directory
NCEA Report		
New Principal Program Year 1	Mentor Training - Primary	Schools Email
Newsletters - Contribute	New Principal Program Year 2	Finance - Office of Finance Liaison School Invoicing Assistance Prepare invoices for signature and forward to Finance
Personnel Issues	New Teacher Support Seminars	
Policy Handbook	Newsletters - contribute	
Principal Association Board (PAB) - Primary	Principal Association Board (PAB) - Secondary	Hiring: Post positions on WECAN and other job boards. Annual Principal Contract Mailings
Principal Professional Development	Principal Professional Development	Manage Daily Mail
SEVIS - Foreign Students PDSO	Renaissance Learning Liaison	Meeting Logistics (All Principals'/PAB) Meetings Support & Materials Creation / - Catering: Shopping / Set Up /Clean Up / - Table Tents / Name Tags / Handouts Meeting - Scheduling / Reservations Meeting Expenses: Keep Spreadsheet Up-to-date
Teacher Professional Development	SEVIS Foreign Students DSO	
Website Management - Secondary	Social Media - Facebook, Twitter, LinkedIn	
Wisconsin Catholic Conference (WCC) Liaison	Student Information System Administrator (FACTS)	New Teacher/Mentor Program Support
WCRIS Board of Directors	Standards	
WRISA Board of Directors - Accreditation	Teacher Professional Development	PAB Finances
	Website Management	Transcript Requests
	WRISA Support	Website Management / Updates
		Secondary Duties
		B drive clean up/reorganization File naming conventions? Tagging files?
		Process for archiving files
		Physical files - clean up Can we reduce physical files - move to digital?

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		Email filtering moving forward