

Who Does What for Whom

MESA

PUBLIC SCHOOLS

There's no better place to learn
An equal opportunity organization

www.mpsaz.org

2006-07

Directory of support services

We're here to help you . . .

Mesa Public Schools focuses on increasing student achievement. To help reach this goal, some district-based staff members work directly with students and teachers. Others support teaching and learning behind the scenes.

Employees, parents and the public are invited to call on the MPS support services team for information and assistance.

Here's how . . .

Accounting (472-0103) Prepares financial statements; tracks income, expenses, gifts, donations, Proposition 301 processing, construction projects, district cell phones, Community Education payments, contracts and hourly Personnel Action Request Forms (PARFs) for 001 and 520 funds; reconciles district, bank and county records.

Accounts Payable/District Funds (472-0120) Processes invoices to pay for goods and services received; does not include student activities and auxiliary operations.

Athletics and K-12 Physical Education (472-0250) Coordinates all athletics and physical education activities.

Audit and Management Services (472-0130) Responsible for financial and attendance audits, mail-in registration, property management inventory, performance reviews and state reporting.

Basic Skills (472-0300) Provides training and resources for elementary math and language arts teachers and for secondary reading, math and English teachers; oversees writing of basic skills curriculum and district tests; provides resource teachers and specialists.

Career and Technical Education (472-0393) Assists teachers in agricultural science, biotechnology, business education, computer science, family and consumer sciences and industrial technology; coordinates curriculum; provides resources for all vocational programs.

Career Ladder and Incentive Programs (472-0350) Provides professional growth and leadership opportunities; supports teachers' instructional and assessment responsibilities; provides incentive compensation to eligible employees who meet pay-for-performance goals; provides the New Teacher Mentor Program, Teachers New to Teaching, and summer programs, such as All Kids Are Gifted and Team Up for Success.

Community Education (472-7250) Provides adult English language acquisition and general educational development (GED) classes, prekindergarten, extended-day kindergarten, Kids Corner before- and after-school child-care enrichment, elementary and secondary summer school, summer KidzCamp and correspondence courses.

Community Relations (472-0223) Assists schools and departments with parent letters and news releases; produces publications for staff, parents and the public; coordinates district student, staff and volunteer recognition; responds to parent, public and media inquiries; collaborates with site administrators during a crisis.

Construction (472-6030) Oversees new building, major remodeling, system upgrades and portable relocation; develops plans and specifications; manages contracts; evaluates contractors; provides computer-aided-drafting, architectural and engineering drawings of school facilities; interprets building, fire, traffic, and planning and zoning codes; interprets Americans with Disabilities Act guidelines.

Here's how . . . Here's how . . . Here's how . . .

Creative and Performing Arts

Creative Arts (472-0020) Organizes traveling exhibits; develops kits and exhibits for classrooms; coordinates the Technitorium, Imagitorium, Dance-in-Schools, Artists-in-Residence, Performing Arts Package and Art Masterpiece programs; provides teacher training and resources in drama, dance and visual arts.

Music Education (472-0290) Coordinates and provides support services for all schools. Develops and revises curricula. Organizes district-sponsored music events. Provides professional development. Prepares master schedules for elementary music. Screens applicants. Assists the Purchasing Department in acquiring music equipment.

Distance Learning (472-7285)

Provides K-12 instruction through the Internet.

Custodial (472-6008)

Cleans buildings; supports remodeling projects by moving furniture and equipment.

Early Childhood and Parent

Education (472-0375) Provides support, materials and training for teachers and parents of children in preschool through third grade; sponsors Parent University, Family Tree and Early Learning Preschool programs.

Educational Technology (472-0004)

Helps teachers integrate technology and curriculum.

Educational TV and Audiovisual

Services (472-0080) Broadcasts instructional programming, calendar and news briefs on cable channel 99; provides teleconferences, video library and TV guide; meets all AV needs.

Employee Benefits (472-0363)

Administers all primary and voluntary employee benefits; publishes the *Employee Benefits and Safety Journal*.

English Language Acquisition

(472-0550) Supports English

language learners via staff training, resource teachers, technicians, demonstration teachers and testing clerks; oversees the district's Migrant Child Education Program.

Extended Learning Program (ELP)

(472-3575) Provides gifted resource classes in grades three through six; coordinates high school Advanced Placement classes; provides resources to regular classroom teachers.

Facility Rentals (472-0151)

Coordinates community use of district facilities.

Federal and State Grants (472-0111)

Coordinates and monitors applications, accounting and reporting for state and federal grants.

Financial Services (472-0115)

Prepares and monitors the MPS budget; provides Organizational Budgeting, Accounting and Reporting System (OBARS) training; oversees Accounts Payable, Accounting, Federal and State Grants, Payroll and Student Funds.

Food and Nutrition (472-0900)

Provides lunch, breakfast, after-school snacks and catering for school, district and community events.

Grounds (472-6000) Maintains landscaping and grounds; supports exterior capital projects.

Guidance and Counseling (472-0554)

Oversees counselors, Student Records, Prevention Programs, Homebound and Mesa Youth Placement Service.

Health Services (472-0562) and **Audiology** (472-0509)

Provides health information; helps meet student needs caused by disease, accidents, congenital defects, hearing loss or psychological problems.

Homebound (472-0560)

Serves eligible students who are physically unable to attend school for at least three months.

Human Resources (472-0400)

Recruits and hires all employees; coordinates the transfer process and the evaluation process; manages substitute employee services; screens nonparent volunteers; facilitates the recertification process.

Information Systems (472-0033)

Installs hardware and software; repairs computers and printers; offers Web services, training, programming services and software support; monitors and repairs the network; installs and repairs phones; staffs the Help Desk (472-0044) for computer problems and e-mail assistance.

Instructional Materials Center

(472-0627) Supports special education teachers with technology and supplementary classroom materials.

Library Services (472-0330) Supports school media centers.

Mail Center (472-0945) Processes outgoing U.S. mail and other shipments; picks up and delivers interschool mail.

Maintenance (472-6014) Provides building upkeep and repairs; supports changes on interior capital projects; monitors air quality; supervises the asbestos program.

Materiel Distribution Center

(472-0940) Acquires, stores, distributes and inventories school and department supplies.

Medicaid Reimbursement (472-0727)

Collects data for services billed to the Arizona Health Care Cost Containment System; disseminates information from AHCCCS; provides staff training and billing assistance.

Mesa Youth Placement Service

(472-0570) Provides job preparation workshops and job placement services for students 12 to 19 years old.

Music Education (472-0290) See the Music Education entry under Creative and Performing Arts.

Here's how . . . Here's how . . . Here's how . . .

Native American Education

(472-0577) Provides academic and attendance support via home-school liaisons; offers a cultural reading program for first-graders at eight target elementary schools and instructional assistants at other schools; provides summer school scholarships, as needed, and Native American resources for teachers.

Operations (472-6000) Oversees Construction, Custodial, Grounds and Maintenance; coordinates School Facilities Board issues, utility usage and energy conservation programs.

Payroll (472-0444) Pays employees; keeps sick leave and vacation records.

Prevention Programs (472-0585) Coordinates and monitors compliance with prevention grant requirements.

Printing and Publishing (472-0980) Provides graphic design, typesetting, artwork, printing, copying and binding; secures best-cost provider of off-site services.

Professional Development (472-0388) Coordinates fall, spring and Summer Institute in-service classes; keeps professional development records; administers the Teacher Evaluation System's Acquired Knowledge requirement; provides a professional lending library.

Property Management (472-0973) Bar codes, inventories and maintains records of furniture and equipment worth more than \$500; maintains land and building records; operates the Used Surplus facility; tracks property transfers, asset donations and theft of assets; moves furniture and equipment to and from Used Surplus.

Psychological Records (472-0616) Provides access to records for people on an approved list.

Purchasing (472-0140) Helps employees obtain supplies, equipment and professional services.

Research and Evaluation (472-0230) Provides information from surveys, databases and research literature; supports state and district testing; helps schools collect test and survey data; projects enrollment; evaluates special projects.

Risk Management (472-0365) Administers workers' compensation, risk management and safety programs; publishes the *Employee Benefits and Safety Journal*.

School Safety and Security (472-1150) Investigates attendance cases and issues citations for court appearances; responds to requests for assistance at schools; provides night patrols; trains campus security and crossing guards; augments campus security to facilitate crisis management.

Science, Social Sciences and World Languages (472-0260) Provides professional development, resources and related services for K-12 science, social sciences and world language teachers; coordinates K-6 health education, 7-9 sex education (Project MESA) and traffic safety. Coordinates the development of curriculum, materials and district tests in these areas.

Secondary Instructional Improvement (472-0389) Provides on-site training, resources and other services to junior high and high school teachers.

Service Learning (472-5985) Engages students in volunteer activities that help teach, reinforce and enhance the curriculum.

Special Education (472-0710) Provides services to students with disabilities; fosters a successful transition to adulthood; oversees Psychological Records.

Special Education Preschool Office (472-0703) Screens children as young as 2 years and 9 months for speech, hearing, vision and developmental delays; provides free preschool programs for children identified with significant

delays; offers additional resources for infants and toddlers.

Special Presenters (472-0350) Provides predetermined lessons to students while elementary teachers participate in site-specific professional activities and collaborate on student-achievement data analysis.

SPEDweb Help Desk (472-0855) Supports special education faculty and staff in the use of SPEDweb, the district's Internet-based workflow system that electronically generates and tracks individualized education programs, multidisciplinary evaluation team reports and other documents.

Student Activities (472-0133) Coordinates and monitors student funds and auxiliary operations — accounting of monies, revenues, expenditures, payroll and financial statements — for clubs, athletics, bookstores and extracurricular activity donations.

Student Records (472-0741) Microfilms and maintains student records, except psychological records.

Student Services (472-0702) Oversees Guidance and Counseling, Health Services, Homebound, Medicaid, Records, Special Education and 504 Services.

Textbook Depository (472-0952) Responsible for accounting, acquisition, storage, distribution and disposition of adopted textbooks and supplementary materials.

Title I and V-A (472-0246) Coordinates the Title I program and the Title V-A block grant; writes grant proposals; helps employees identify grant sources and write proposals.

Transportation (472-0178) Takes students to and from school and activity trips; trains new drivers.

Vehicle Maintenance (472-0150) Maintains and repairs the district's fleet of buses, vans, trucks and cars; provides pool vehicles to staff for official school business.

Here's where . . .

Administrative Services Center

63 E. Main St., Mesa

Second Floor

Assistant Superintendent for
Human Resources
Benefits/Risk Management
Human Resources
Jobs
Substitute Services
Nonparent Volunteer Processing

Third Floor

School Safety and Security

Fourth Floor

Community Relations
Research and Evaluation

Sixth Floor

Accounting
Accounts Payable/District Funds
Assistant Superintendent for
Business and Support Services
Audit and Management Services
Facility Rentals
Federal and State Grants
Financial Services
Payroll
Student Activities

Seventh Floor

Area Assistant Superintendents
Associate Superintendent
General Counsel
Governing Board Administrative
Assistant
Superintendent

Community Education

546 N. Stapley Drive, Mesa

Curriculum Services Center

549 N. Stapley Drive, Mesa

Building 1

Career and Technical Education
Educational Technology
Purchasing
Web Services

Building 2

Assistant Superintendent for
Curriculum and Instruction
Early Childhood and Parent
Education
Professional Development
Secondary Instructional
Improvement

Building 3

Athletics and K-12 PE
Music Education
Science, Social Sciences and World
Languages
Special Presenters

Building 4

Basic Skills
Career Ladder
(director's office in Building 2)
Distance Learning
(director's office in Building 2)
Library Services
Research and Evaluation Testing
Title I and Title V-A

Building 5, Information Systems

Building 8, Transportation *

Building 12, Ed-TV, AV Resources

Building 14, Vehicle Maintenance

Building 15, Creative and Performing Arts

Extended Learning Program

737 W. Guadalupe Road, Mesa

Food and Nutrition

143 S. Alma School Road, Mesa

Administrative Offices
Warehouse

Materiel Distribution Center

143 S. Alma School Road, Mesa

Administrative Offices
Mail Center
Textbook Depository
Warehouse

Operations

555 S. Lewis St., Mesa

Construction
Custodial
Grounds
Maintenance
Warehouse

Printing and Publishing

255 S. Center St., Mesa

Property Management

143 S. Alma School Road, Mesa

Service Learning

1630 E. Southern Ave., Mesa

Student Services Center

1025 N. Country Club Drive, Mesa

First Floor (East Wing)

Audiology (see Health Services)
Itinerant Special Education
Special Education Preschool Office
Student Records

First Floor (West Wing)

Instructional Materials Center
Mesa Youth Placement Service
Native American Education
SPEDweb Help Desk

Second Floor (East Wing)

English Language Acquisition
Itinerant Special Education

Second Floor (West Wing)

Assistant Superintendent for
Student Services
Guidance and Counseling
Health Services
Homebound
Medicaid Reimbursement
Prevention Programs
Psychological Records
Special Education

* Transportation Satellites, Safety and Training Academy

Broadway Satellite

109 E. Broadway Road, Mesa

Fremont Satellite

837 N. Power Road, Mesa

Stapley Satellite

549 N. Stapley Drive, Mesa

Safety and Training Academy

549 N. Stapley Drive, Mesa

Mesa Public Schools

Community Relations Department

63 E. Main St., #101
Mesa, AZ 85201-7422
480-472-0223

Governing Board

President: Elaine Miner
Clerk: Lynn Burnham
Members: Rich Crandall, Cindi
Hobbs and Mike Hughes

Superintendent

Dr. Debra Duvall