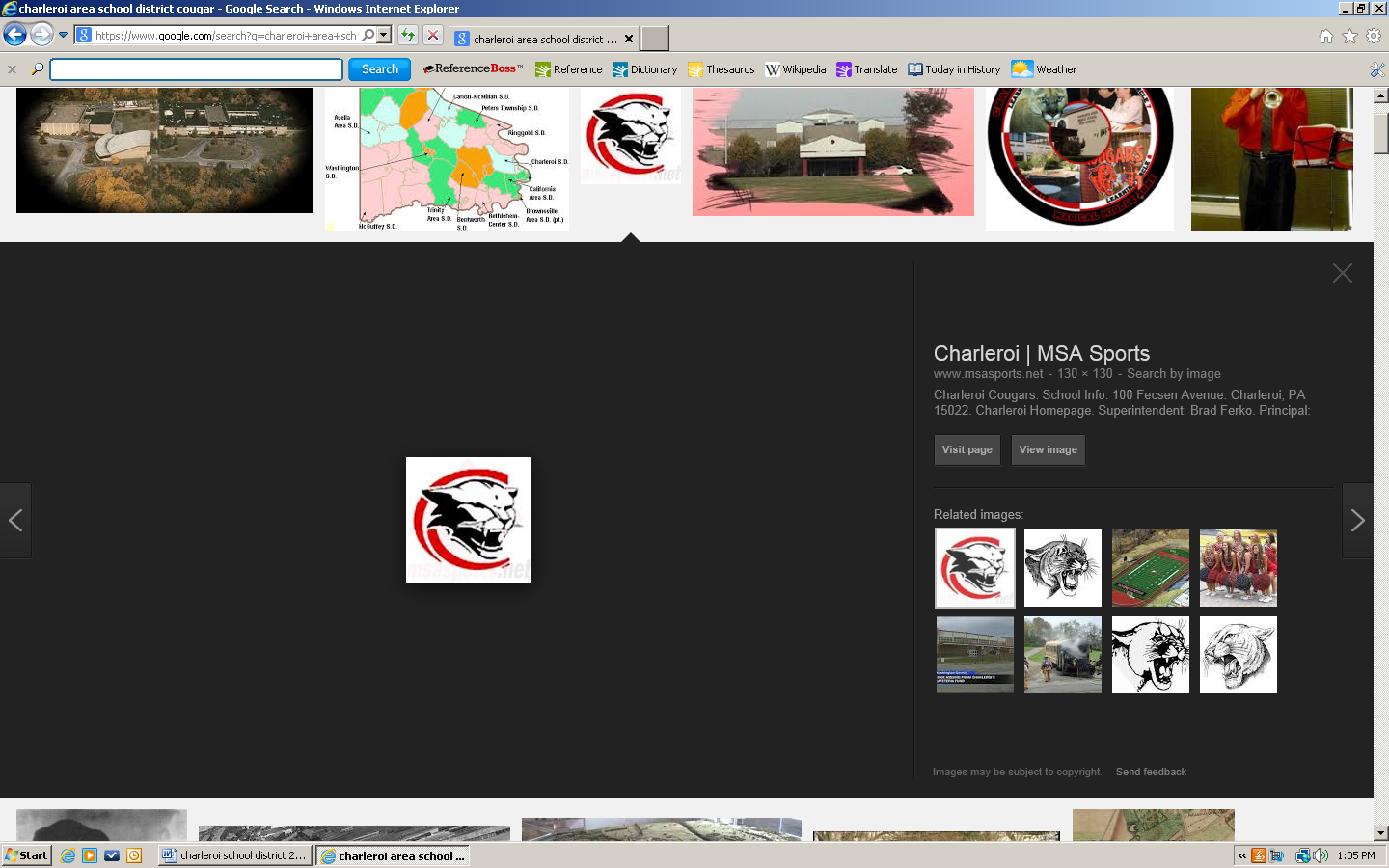
# CHAIN OF COMMAND



When You Have a Question or Concern

The Charleroi Area School District Chain of Command

August 2021

The Charleroi Area School District takes pride in its communication efforts with all stakeholders of the District. To ensure that your concerns or issues are heard by the appropriate individual who can provide you with a speedy response, the Board of School Directors asks that you follow the District’s Chain of Command outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved. This Chain of Command will ensure a structured communications opportunity for all stakeholders and will allow the District to respond to all inquiries in a timely manner.

|  |  |
| --- | --- |
| Administration Office  724-483-3509 | Superintendent  Business Manager  Special Education/Program Director  Food Service Manager  School Board  Transportation Director  Technology Director  Maintenance Director  Safety Director |
| Charleroi Area High School  724-483-3573 | Principal  Assistant Principal  Athletic Director  School Counselors  Teachers |
| Charleroi Area Middle School  724-483-3600 | Principal, School Counselors/Dean of Students, Teachers |
| Charleroi Area Elementary Center  724-483-5554 | Principal, School Counselors/Dean of Students, Teachers |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Area of Concern | First Level | Second Level | Third Level | Fourth Level | Fifth Level | Sixth Level |
| Academic/Curriculum | Teacher | Guidance Counselor | Principal | Superintendent | Board |  |
| Athletics | Coach | Athletic Director | Principal | Superintendent | Board |  |
| Athletic Facilities | Athletic Director | Principal | Superintendent | Board |  |  |
| Athletic Injuries | Coach | Athletic Trainer | Athletic Director | Principal | Superintendent | Board |
| Attendance | Attendance Clerk | Asst Principal / Dean of Students | Principal | Superintendent | Board |  |
| Building Cleanliness | Principal | Maintenance Director | Superintendent | Board |  |  |
| Business Office | Business Manager | Superintendent | Board |  |  |  |
| Cafeteria | Food Service Manager | Principal | Business Manager | Superintendent | Board |  |
| Computer Hardware/Software Problem | Teacher | Work Order to Technology Director | Principal | Superintendent | Board |  |
| Discipline | Teacher | Assistant Principal/Dean of Students | Principal | Superintendent | Board |  |
| Facilities | Principal | Maintenance Director | Business Manager | Superintendent | Board |  |
| Guidance | School Counselor | Principal | Program Director | Superintendent | Board |  |
| Instruction | Teacher | Principal | Superintendent | Board |  |  |
| Special Education | Teacher | Principal | Director of Special Education | Superintendent | Board |  |
| Student Concern | Teacher | Dean of Students/Asst Principal | Principal | Superintendent | Board |  |
| Taxes | Business Manager | Superintendent | Board |  |  |  |
| Transportation | Transportation Director | Principal | Business Manager | Superintendent | Board |  |