

ARIN IU 28
STAFF RESPONSIBILITIES & ASSIGNMENTS 2013-14
 Rev. 8/7/13

RESPONSIBILITY:	REFER TO:
Academic Alliance for Family & Consumer Sciences	Tammy Wolfe
Academic Standards	Lynne Snyder/Jeremy Gaborin
Academic Standards & Assessment Report/Plan	Lynne Snyder
ACCESS Billing (Administrative)	Dave Norris
ACCESS Billing (Medicaid Reimbursement)	Dave Norris/Janet Kovac
ACCESS Billing (Transportation)	Greg Coy
ACCESS PA (Library Consortia)	Joshua Muscatello
Act 89/Nonpublic Schools/Parochial Schools	Robert Coad
Act 48/Professional Education Plan	Lynne Snyder
Act 126/Child Abuse Reporting	Kathy Monko
Act 211 Drug & Alcohol Curriculum	D&A Commission 724-354-2746
ADA Compliance	Amanda Mosco
Administrators' Workshops	Robert Coad/Lynne Snyder
Adult Basic Education (ABE)	Beth Duncan
Adult Literacy Program	Beth Duncan
Alternative Education	Robert Coad
Americans with Disabilities Act (ADA)/Section 504/Chapter 15	Dave Norris
Antivirus / Anti-Malware Support	Joshua Muscatello
Approved Schools (Private Schools for Special Education)	Dave Norris
Armstrong County Jail (Adult Education)	Beth Duncan
Armstrong-Indiana Insurance Trust (AIIT)	Robert Coad /Cliff Geary
Art for the Disabled	Bob Truscello
Assessment	Lynne Snyder
Assistive Technology - Training and Consultation Team (TaC)	Lynne Snyder/Jayna Greenfield
Audio Conferences/Voice Conference Services	Joshua Muscatello
Audio/Visual Equipment Repair	Joshua Muscatello
Augmentative Communication	Lynne Snyder/Jayna Greenfield
Autism/Low Incidence Disabilities (TaC)	Lynne Snyder/Jan Foister
Autistic Support	Dave Norris/Bob Truscello
Automated External Defibrillator (AED) Service Program	Greg Coy
Behavior Support (TaC)	Lynne Snyder/Lisa Anderson
Blended Learning/Distance Learning/Online Collaboration	Joshua Muscatello/Lori Rodgers
Blind and Visually Impaired Support (BVIS)	Bob Truscello
Bridges/Choices Purchasing	Lynne Snyder/Danielle Patterson
Bus Driver/School Vehicle Driver Training	Greg Coy
Business Operations	Cliff Geary/Ellen Neyman
CASSP	Dave Norris/Lisa Anderson
CDT (Classroom Diagnostic Tools)	Lynne Snyder/Jeremy Gaborin
Chapter 4 (Academic Standards & Assessment)	Lynne Snyder
Chapter 14 (Special Education)	Dave Norris
Chapter 15/Section 504/Americans with Disabilities (ADA)	Dave Norris (Special Education)/Amanda Mosco (Personnel)
Chapter 16 (Gifted)	Lynne Snyder
Child Abuse Training/Act 126	Kathy Monko
Child Accounting/PennData/Student Tracking	Dave Norris/Janet Kovac/Tammy Hite
Choices/Bridges Purchasing	Lynne Snyder/Danielle Patterson
Classroom Diagnostic Tools	Lynne Snyder/Jeremy Gaborin
Common Core State Standards	Lynne Snyder/Jeremy Gaborin
Communications/Public Relations	Robert Coad
Community Engagement	Kathy Monko
Community-Based Instruction (CBI)	Dave Norris
Comprehensive Planning	Lynne Snyder/Jeremy Gaborin
Computer Technical Support/Trouble-Shooting/ Helpdesk	Joshua Muscatello
Confidentiality	Dave Norris
Continuing Professional Education (CPE) Courses/Act 48	Lynne Snyder

Cooperative Purchasing Programs	Cliff Geary/Wendy Bittinger
Cordero Case	Dave Norris/Lisa Anderson
CPR and First Aid Certification	Greg Coy
Crisis Intervention	Kathy Monko
Crisis Prevention and Intervention Training	Bob Truscello
Crisis Support Team	Kathy Monko
Curriculum Mapping Tool (on SAS)	Lynne Snyder/Jeremy Gaborin
Curriculum/Assessment/Instruction/Curriculum Council	Lynne Snyder
Data Processing & Office Automation Technologies	Joshua Muscatello
Data Processing Disaster Recovery Services	Joshua Muscatello
Database Design and Administration	Joshua Muscatello
Deaf and Hard of Hearing Support (DHoHS)	Dave Norris
Desktop Publishing/Graphic Design/Multimedia Presentations	Joshua Muscatello
Distance Learning	Joshua Muscatello/Lori Rodgers
District Level Planning	Lynne Snyder/Jeremy Gaborin
Driver's Education (After School or Online)	Kathy Monko/Dennis Conwell
Drug & Alcohol Prevention Education	Kathy Monko
Drug & Alcohol Testing (CDL & NCDL)	Greg Coy
Due Process/Procedural Safeguards	Dave Norris
Early Childhood	Kathy Monko/Dave Norris/Pat Kirkpatrick
EI Child Accounting/Penn Data/Student Tracking	Dave Norris/Pat Kirkpatrick/Tammy Hite
Early Intervention (EI) Program	Dave Norris/Pat Kirkpatrick/Tammy Hite
Early Intervention Technical Assistance (EITA)	Dave Norris
Early Literacy/Reading/Mathematics (TaC)	Lynne Snyder/Rebekah Barrett
Educational Benefit Review	Lynne Snyder/Jan Foister
Educational Technology Report/Plan	Lori Rodgers
Educator Effectiveness/Evaluation	Lynne Snyder/Jeremy Gaborin
ELECT Fatherhood Initiative (EFI)	Kathy Monko
Employee Assistance Program (EAP) ARIN Employees	Kathy Monko
English-as-a-Second Language (ESL) Adults	Beth Duncan
English-as-a-Second Language (ESL) Children in Schools	Beth Duncan
Equitable Participation	Dave Norris
eMetric	Lynne Snyder
E-rate	Joshua Muscatello/Travis Stormer
e-Strategic Planning	Lynne Snyder
Evaluation Report (ER)	Dave Norris
Evergreen Boys and Girls Club (EBGC)	Kathy Monko/Linda Chicka
Excellence Foundation	Cliff Geary/Lynne Snyder
Extended School Year (ESY)	Bob Truscello/Milissa Johns
Family Focus Program	Kathy Monko
Fatherhood Initiative, ELECT (EFI)	Kathy Monko
FBI Fingerprinting Service	Greg Coy
Federal Surplus	Greg Coy
Fuel Consortium	Greg Coy
Gambling Prevention	D&A Commission 724-354-2746
General Educational Development (GED) Classes/Preparation	Beth Duncan
General Educational Development (GED) Test Center	Beth Duncan
Gifted Liaison Network	Lynne Snyder
Gifted Support (GS) Services	Lynne Snyder
Graduation Requirements	Lynne Snyder/Jeremy Gaborin
Grandparents as Parents (GAP)	Kathy Monko
Grant Writing	Lynne Snyder
Guest Teacher Program	Lynne Snyder/Milissa Johns
HIPAA (Health Insurance Portability and Accountability Act)	Amanda Mosco
Health-Related Services	Kathy Monko/Gwen Sadler
Hearing Impaired Support (HIS) Program	Robert Truscello/Denise Chrispell
Highly Qualified Teachers and Instructional Paraprofessionals	Dave Norris
Homeless Education	Kathy Monko
Hybrid Learning Initiative	Lynne Snyder/Joshua Muscatello/Lori Rodgers

IDEA (Individuals with Disabilities Education Act)	Dave Norris
IEPs	Dave Norris
Inclusive Practices/Least Restrictive Environment (LRE) [TaC]	Lynne Snyder/Jan Foister
Indiana County Jail (Adult Education)	Beth Duncan
Indiana County Jail (Incarcerated Youth)	Dave Norris
Individuals with Disabilities Education Act (IDEA)	Dave Norris
Induction of Teachers/Educational Specialists (includes ARIN employees)	Lynne Snyder
Instructional/Classroom Computing	Lori Rodgers
Instructional Media Services (IMS)	Joshua Muscatello
Insurance Consortia	Robert Coad/Cliff Geary
Integrated Pest Management Program	Greg Coy
Inter-Library Delivery Services (IDS)	Joshua Muscatello
Interagency Coordination/Cordero (TaC)	Lynne Snyder/Lisa Anderson
Internet Services	Joshua Muscatello
Keystone Exams (& Project Based Assessment Alternative)	Lynne Snyder/Jeremy Gaborin
Keystone Catalog (PAIUnet)	Joshua Muscatello/Lori Rodgers
Keystone Commons Online (PAIUnet)	Joshua Muscatello/Lori Rodgers
Keystones to Opportunity (Striving Readers Grant)	Lynne Snyder
Learning is For Everyone (Project LIFE)	Kathy Monko
Learning Support (LS) Program	Bob Truscello
Least Restrictive Environment (LRE)	Dave Norris/Jan Foister/Janet Kovac - PennData
Legislative Liaison & Information	Robert Coad
LETTERS Training	Lynne Snyder/Jeanette Hertzler
Life Skills Support (LSS) Program	Bob Truscello
Liquid Fuels Consortium	Greg Coy
Literacy Tutoring	Beth Duncan
Local Interagency Coordinating Council (LICC)	Dave Norris/Patty Boyer
Local Task Force (LTF)	Dave Norris
Maintenance/Operation of Facilities	Cliff Geary
Management Support Services	Robert Coad/Cliff Geary
Mobil Device Training and Support	Lori Rodgers
Multidisciplinary Evaluations (MDE)	Dave Norris
Multiple Disabilities Support (MDS) Program	Bob Truscello
Music for Disabled	Bob Truscello
Natural Gas Consortium	Cliff Geary
New Employee Orientation	Amanda Mosco
Nonpublic Schools Program	Robert Coad/Jeanette Lemmon
Occupational Therapy (Preschool)	Dave Norris/Tammy Hite
Occupational Therapy (School-Age)	Kathy Monko/Kathy Pinkerton
Online Collaboration Technologies	Joshua Muscatello/Lori Rodgers
Online Courses Offered by ARIN	Lynne Snyder
Online Driver's Education	Kathy Monko/Dennis Conwell
Open Records Officer/Right-to-Know Policy	Amanda Mosco
Oral Interpreters	Dave Norris
PA HLI (Pennsylvania Hybrid Learning Initiative)	Lynne Snyder/Joshua Muscatello/Lori Rodgers
PAIUnet Statewide Network Services	Joshua Muscatello
Parent-Child Home Program (PCHP)	Kathy Monko
Parenting Education Program	Kathy Monko
PELICAN	Joshua Muscatello/Lamont McCroskey/Dave Norris
PennData/Student Tracking/Child Accounting	Dave Norris/Janet Kovac/Tammy Hite/Lamont McCroskey
PennLink	Joshua Muscatello
Pennsylvania Alternative System of Assessment (PASA)	Dave Norris/Jan Foister
Pennsylvania Inspired Leadership (PIL)	Lynne Snyder
Pennsylvania Institute for Instructional Coaching (PIIC)	Lynne Snyder/Jeremy Gaborin
Pennsylvania System of School Assessment (PSSA)	Lynne Snyder/Jeremy Gaborin
Pennsylvania Value-Added Assessment System (PVAAS)	Lynne Snyder/Jeremy Gaborin
Personnel/Payroll Operations (IU)	Cliff Geary/Amanda Mosco
Physical Education for Disabled	Bob Truscello

Physical Therapy (Preschool)	Dave Norris/Tammy Hite
Physical Therapy (School-Age)	Kathy Monko/Kathy Pinkerton
PIL (Pennsylvania Inspired Leadership)	Lynne Snyder
PIIC (Pennsylvania Institute for Instructional Coaching)	Lynne Snyder/Jeremy Gaborin
PIMS	Joshua Muscatello/Lamont McCroskey
Positive Behavior Support (TaC)	Lynne Snyder/Lisa Anderson
Power Teaching in Mathematics	Lynne Snyder
Pregnant & Parenting Teen (PPT) Program	Kathy Monko
Preschool (PRE) Programs and Services	Dave Norris/Pat Kirkpatrick
Principal Effectiveness/Evaluation	Lynne Snyder/Kathy Monko
Procedural Safeguards	Dave Norris/Denise Chrispell
Professional Education Report/Plan	Lynne Snyder
Progress Monitoring (TaC)	Lynne Snyder/Lisa Anderson/Rebekah Barrett/ Samantha Glass
Project-Based Assessment	Lynne Snyder/Jeremy Gaborin
Project LIFE (Learning is For Everyone)	Kathy Monko
Project TIPS (Teaching Incarcerated Parenting Skills)	Kathy Monko
PSSA (Pennsylvania System of School Assessment)	Lynne Snyder/Jeremy Gaborin
Psychiatrist/Psychiatric Consultation	Dave Norris/Denise Chrispell
Psychological Services	Kathy Monko/Denise Chrispell
Public Relations/Communications	Robert Coad
Pupil Services	Dave Norris/Denise Chrispell
Pupil Records	Dave Norris
Pupil Tracking/Child Accounting/PennData	Dave Norris/Janet Kovac/Lamont McCroskey
Pupil Transportation	Greg Coy
PVAAS (Pennsylvania Value Added Assessment System)	Lynne Snyder/Jeremy Gaborin
Regional Middle and High School Computer Fair	Joshua Muscatello/Lori Rodgers
Response to Instruction and Intervention (RtII) [TaC]	Lynne Snyder/Lisa Anderson/Rebekah Barrett/ Samantha Glass
Right to Know Act Consortium	Greg Coy
Right-to-Know Policy/Open Records Officer	Amanda Mosco
Safe Schools Program	Kathy Monko
Safety Care Training	Lisa Anderson/Jan Foister/Karen Spadafora/Bob Truscello
SAS (Standards Aligned System)	Lynne Snyder/Jeremy Gaborin
School-Age Special Programs and Services	Dave Norris
School and Community Services	Kathy Monko
School Board Services	Robert Coad
School Bus Driver Certification/Re-Certification/Road-E-O	Greg Coy
School Level Planning/School Improvement Planning	Lynne Snyder/Jeremy Gaborin
School Psychologists	Kathy Monko/Denise Chrispell
School Nurses' Collaboration	Kathy Monko/Gwen Sadler
School Performance Profiles (SPP)	Lynne Snyder
School Safety	Kathy Monko/Gwen Sadler
SchoolCast	Greg Coy
Schoolwires Consortium	Joshua Muscatello
Secretaries' Inservice	Lynne Snyder
Section 504/Chapter 15/Americans with Disabilities Act (ADA)	Dave Norris (Special Education)/Amanda Mosco (Personnel)
Shoplifting, Educational Alternatives for Youth Involved in	Kathy Monko
Sign Language Interpreters	Dave Norris
SLO (Student Learning Objectives)	Lynne Snyder/Jeremy Gaborin/Lori Rodgers
SolutionWhere Online Course Registration	Joshua Muscatello
Special Education/Instruction/Supervision	Dave Norris
Speech/Language Support (SLS)	Dave Norris/Bob Truscello
SPP (School Performance Profiles)	Lynne Snyder
Staff Development	Management Team
Standards, Academic and PA Common Core	Lynne Snyder/Jeremy Gaborin
Standards Aligned System (SAS)	Lynne Snyder/Jeremy Gaborin
State & Federal Grants Operations	Cliff Geary/Ellen Neyman
STEM (Science, Technology, Engineering, & Mathematics)	Lynne Snyder/Lori Rodgers/Jeremy Gaborin

Story Time Classes/Toddler Time	Kathy Monko
Strategic Planning	Lynne Snyder/Jeremy Gaborin
Student Learning Objectives (SLO)	Lynne Snyder/Jeremy Gaborin/Lori Rodgers
Student Tracking/PennData/Child Accounting	Dave Norris/Janet Kovac/Tammy Hite
Suicide Prevention and Postvention	Kathy Monko
Summer School	Lynne Snyder
Summer Youth	Beth Duncan
Superintendent Search Assistance	Amanda Mosco
Superintendents' Advisory Council (SAC)	Robert Coad
Surrogate Parent Training	Dave Norris/Lisa Anderson/Denise Chrispell
Teaching Incarcerated Parenting Skills (Project TIPS)	Kathy Monko
Task Force (Local and State)	Dave Norris/Janet Kovac
Teacher Effectiveness/Evaluation	Lynne Snyder/Jeremy Gaborin
Teacher Induction Report/Plan	Lynne Snyder
Technical Support PennData/Pupil Tracking/Child Accounting	Joshua Muscatello
Technology Advisory Committee (TechCom)	Joshua Muscatello
Technology Inventory and Asset Management	Joshua Muscatello
Teen Parenting (Pregnant & Parenting Teens/ELECT)	Kathy Monko
Teleconferences	Joshua Muscatello/Jeannette Lemmon/Janet Kovac
TIMS (Teacher Information Management System)	Amanda Mosco
TIPS, Project (Teaching Incarcerated Parenting Skills)	Kathy Monko
Tobacco Education Program	D&A Commission 724-354-2746
Training and Consultation Team (TaC)	Lynne Snyder/Danielle Kalgren
Transition (TaC)	Lynne Snyder/Adrienne Stiteler
Transportation Consulting Service	Greg Coy
Transportation Financial Operations	Cliff Geary
Transportation Routing/Redistricting Service	Greg Coy
21 st Century Community Learning Centers	Kathy Monko
Underage Users Program	Kathy Monko
Video Bridge Setup and Support	Joshua Muscatello
Video Editing/CD/DVD Duplication Services	Joshua Muscatello
Video Streaming	Joshua Muscatello
Videoconferences	Joshua Muscatello/Jeannette Lemmon/Janet Kovac
Violence Prevention Program	Kathy Monko
Visually Impaired Support, Blind (BVIS)	Bob Truscello
Vocational Education/Work Experience	Lynne Snyder/Adrienne Stiteler
Vocational Evaluations (for students with disabilities)	Lynne Snyder/Adrienne Stiteler
VoIP Telephone Support and Voicemail	Joshua Muscatello
Violence in the Schools/Prevention Program	Kathy Monko
Web Design/Web 2.0/Internet Services	Joshua Muscatello
Webinars	Joshua Muscatello
Wide Area Network (WAN) Services [Technical and Content]	Joshua Muscatello
Wireless Networking and Local Area Network Support	Joshua Muscatello
Wireless Telecommunications and Mobile Phones	Joshua Muscatello
Work Experience/Vocational Education	Lynne Snyder/Adrienne Stiteler
Youth Offenders Program	Kathy Monko

SPECIAL EDUCATION SUPERVISORS

David M. Norris	Supervisor/Early Intervention and School-Age Programs
Kimberly A. Rode	Supervisor/Special Education
Karen L. Spadafora	Supervisor/Special Education
Robert T. Truscello	Supervisor/Special Education

To make changes to this list, please contact Jeannette Lemmon.

HarryMud/Jeannette Shared Files/Staff Responsibilities 2013-14