



Chain of Contact for Waterloo Central School District

created 2/21/18

AREA	STEP 1	STEP 2	STEP 3	STEP 4
ACADEMICS	Class Teacher	Guidance Counselor	Building Principal	Assistant Superintendent for Curriculum Instruction
ATTENDANCE	Building Main Office	School Nurse	Building Principal	Assistant Superintendent for Curriculum Instruction
ATHLETICS	Coach	Athletic Director	Building Principal	Superintendent
BEHAVIOR (Classroom)	Teacher	Assistant Principal	Building Principal	Superintendent
BEHAVIOR (transportation)	Bus Driver	Director of Transportation	Building Principal	Business Administrator
CLASSROOM PROCEDURES	Teacher	Assistant Principal	Building Principal	Superintendent
BOARD OF EDUCATION	District Clerk	Superintendent	Board of Education	
BUDGET	Business Administrator	Superintendent		
BUILDING AND GROUNDS	Building Main Office	Director of Facility and Grounds	Business Administrator	
COUNSELING	Teacher or School Counselor	Building Principal	Assistant Superintendent for Curriculum Instruction	
EMPLOYMENT	Secretary to the Superintendent	Superintendent		

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	EXTRA CURRICULAR	Advisor for Group/Club	Building Principal	Business Administrator	Superintendent
	FOOD SERVICE	Building Cafeteria Manager	Director of Food Service	Building Principal	Business Administrator
	FREE & REDUCED MEALS	Building Cafeteria Manager	Director of Food Service	Business Administrator	
	HEALTH AND MEDICAL	School Nurse	Building Principal	Superintendent	
	PARENT PORTAL	Counseling Office	Building Main Office	Building Principal	Assistant Superintendent for Curriculum Instruction
	REGISTRATION AND RESIDENCY	Central Registrar	Assistant Superintendent for Curriculum Instruction	Superintendent	
	SAFETY (Grounds)	Building Principal	Director of Facility and Grounds	Business Administrator	Superintendent
	SAFETY (Student)	Building Principal	School Resource Officer	Superintendent	
	SCHOLARSHIPS	High School Guidance Office	Building Principal	Business Administrator	
	SPECIAL EDUCATION	Teacher	School Psychologist	Building Principal	Director of Pupil Personnel Services
	ENL	Teacher	Building Principal	Assistant Superintendent for Curriculum Instruction	
	TECHNOLOGY	Building Principal	Director of Instructional Technology		
	TRANSPORTATION	Bus Driver	Director of Transportation	Building Principal	Business Administrator
	USE OF FACILITIES (Building)	Building Office	Building Principal	Director of Facility and Grounds	Business Administrator
	Use OF FACILITIES (Sports)	Athletic Office	Director of Facility and Grounds	Business Administrator	
	WEBSITE	Educational Technology Specialist	Director of Instructional Technology		