

COMMUNICATION IS KEY

EDWARDS-KNOX CENTRAL SCHOOL DISTRICT

In the interest of promoting effective communications, we have developed a chain of command outlining the personnel to contact with a question and/or concern. In order to facilitate the use of the list, when you contact someone you will find that you will be asked if you have contacted the staff member most immediately involved in the issue. If you have done so and you did not receive a response or resolution, then you should proceed to the next person.

Question/Concern	Contact 1	Contact 2	Contact 3	Contact 4	Contact 5
Academics	Teacher	Counselor	Principal	Superintendent	Board of Education
Course Scheduling	Counselor 7-12	Principal	Superintendent	BOE	
Curriculum	Teacher	Principal	Superintendent	BOE	
Behavior	Teacher	Counselor	Principal	Superintendent	BOE
Classroom Procedures	Teacher	Principal	Superintendent	BOE	
Special Education	Teacher	Principal	CSE Chair	Superintendent	BOE
K-12 Enrichment	Teacher	Principal	Superintendent	BOE	
Budget	Asst. Business Manager	Superintendent	BOE		
Health Office	School Nurse	Principal	Superintendent	BOE	
Cafeteria	Director of Food Service	Asst. Business Manager	Superintendent	BOE	

Co-Curricular	Club Advisor	Principal	Superintendent	BOE	
Athletics	Coach	Athletic Director	Principal	Superintendent	BOE
Building Use	Secretary to Superintendent/ District Clerk	Building & Grounds Supervisor	Principal	Superintendent	BOE
Staff	Direct Supervisor	Union Representative	Principal	Superintendent	BOE
Board of Education	District Clerk	Superintendent			
Transportation	Transportation Supervisor	Superintendent	BOE		
Facilities/Buildings & Grounds	Buildings & Grounds Supervisor	Superintendent	BOE		
Technology	Computer Technician	Superintendent	BOE		

CONTACT

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Elementary Office	25533	Jr/Sr. High School & Guidance Office	25520
Transportation	25530	Pre-K-3 Guidance Office	25102
Food Service	25507	4-8 Guidance Office	25706
Athletics	25704	Business Office	25552
CSE & Compliance	25303	Superintendent/District Clerk	25500
Buildings and Grounds	25526	District Clerk/Board President	25532
Entrance/Attendance Office	25534		