



2025-2026

Poudre School District
Departmental

Organization Chart



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Cabinet

The Cabinet at Poudre School District functions as the district's executive leadership team. Composed of the Superintendent and key senior leaders — including finance, legal, human resources, communications, information technology, academic departments, school leadership, and institutional effectiveness — the Cabinet ensures cohesive decision-making aligned with PSD's mission and goals. This team collaborates to support academic excellence, operational efficiency, equity, and stakeholder engagement across the district. The Cabinet plays a central role in guiding system-wide priorities and fostering a unified vision for student and organizational success.

Key Responsibilities Include:

- Strategic oversight
- Policy implementation
- Cross-departmental coordination

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Superintendent's Office

The superintendent's office supports the superintendent and Board of Education. The superintendent and Board of Education are responsible for designing and leading the strategic direction of the district. The PSD Foundation is also associated with the Superintendent's Office, though the Foundation is an independent 501(c)3 created to support schools, staff, and students. This office also oversees the district's authorized charter schools.

Key Responsibilities Include:

- Leading the strategic direction of the district
- Providing administrative support to the Board of Education and Superintendent
- Overseeing district-authorized charter schools

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Assistant Superintendent's Office

The Assistant Superintendents' Office plays a vital leadership role in ensuring schools across the district operate effectively and meet student needs. It provides strategic guidance and support to principals at all 49 public schools, working collaboratively to foster safe, positive, and successful learning environments.

Key Responsibilities Include:

- Providing support to principals
- Overseeing central and site-based programs
- Coordinating with other district departments
- Ensuring alignment in instructional programs and policy implementation
- Strengthening school leadership systems
- Improving student outcomes
- Promoting coherent district-wide educational excellence

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Curriculum and Instruction exists to prepare students to meet the needs of the ever-changing world. Rigorous coursework is available in all content areas. This coursework addresses the standards specific to each subject area and establishes connections between the subjects. It is delivered through required courses that are diversified to meet individual students' needs and also through elective classes that can address the interests of all participants. Course work supports PSD's Strategic Plan priorities: literacy, graduating with options, and mental health and belonging.

Key Responsibilities Include:

- Developing coursework that is robust, up-to-date, and unified across the district. Developing and providing rigorous, standards-aligned coursework
- Ensuring alignment with PSD's strategic priorities
- Offering diverse educational pathways tailored to individual student needs and interests
- Overseeing implementation of state standards and curriculum programs

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Professional Learning & Educator Effectiveness

Professional learning, licensed evaluation, and student assessment are deeply interconnected components that work together to ensure every child's success. High-quality professional learning equips educators with the skills, knowledge, and strategies necessary to meet diverse student needs. Licensed evaluation provides a structured, reflective process to measure instructional effectiveness and identify areas for growth. Assessment—both of student learning and teacher impact—offers critical data that informs instruction and professional development. When these elements are aligned, they create a continuous improvement cycle where data-driven insights guide targeted professional learning, strengthen teaching practices, and ultimately enhance student outcomes.

Key Responsibilities Include:

- Designing and coordinating job-embedded, sustained professional learning for admin, licensed and classified staff
- Developing comprehensive professional learning plans
- Implementing mentoring and induction programs
- Building and maintaining professional learning communities (PLCs)
- Guiding instructional coaching and visible learning practices
- Using research and data to evaluate practices and needs
- Overseeing and coordinating district and state assessment programs — such as CMAS, MAP, ACCESS, READ Act, PSAT, SAT benchmarks
- Overseeing educator effectiveness within the 5D+ framework
- Offering annual training on test administration for staff
- Supporting schools in crafting implementing, and monitoring Unified Improvement Plans
- Reporting school performance frameworks and accountability processes
- Maintaining district monitoring reports to meet state accreditation and accountability requirements
- Building data visualization tools and analytic systems

- Conducting surveys among students, staff, and families, such as Connections and Family Engagement surveys
- Serving as staff liaisons to the School and District Accountability Committees

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Career & Innovation

The Career and Innovation Department partners with higher education, industry and workforce partners to strengthen, coordinate, and align Postsecondary and Workforce Readiness (PWR) programs to support students to succeed in college and the workforce. The department's mission is to create equitable, accessible, and high-quality college and career readiness opportunities, including Career and Technical Education (CTE), work-based learning, industry certifications, and concurrent enrollment.

Key Responsibilities Include:

- Developing and expanding career pathways
- Coordinating concurrent enrollment
- Leading work-based learning opportunities
- Supporting career and college readiness
- Operating PSD Career Tech Center & Future Ready Center
- Partnering with Industry and Community leaders
- Facilitating Industry Credentials & Certifications
- Facilitating Data-Driven Improvement and Grant Management

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Student Services

The Student Services department provides coaching, coordination and compliance support for Mental Health and Belonging within an MTSS-SEB (Multi-tiered systems of support - social, emotional, behavioral) system of support.

Key Responsibilities Include:

- School Counseling
- Mental Health and Mental Health Crisis Support
- Health Services and School Nursing
- Educational Audiology; Compliance - Title IX, Discrimination and Harassment
- Sexual Assault; Section 504
- MTSS-SEB Coaching, coordination and grant implementation
- Mental Health Intern and Fellowship program
- Community partnerships
- Expulsion program support
- Mandated reporting
- Child welfare liaison (CWEL)
- Youth Shelter
- Student health and wellness clinics
- Homebound coordination
- Medically necessary support
- Student services-specific grant support and coordination

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Integrated Services

The Integrated Services Department provides comprehensive education and related services for students with disabilities identified under IDEA 2004. Partnering with families, schools, and community agencies, the department ensures students access equitable, inclusive, and high-quality educational experiences aligned with their Individualized Education Plans (IEPs). With a commitment to the least restrictive environment (LRE), Integrated Services supports students across the full continuum — from early childhood through transition to post-school opportunities — enabling academic success and meaningful life outcomes. Key initiatives include center-based programs (e.g., Emotional Disabilities, Autism, ILS), inclusion support, and specialized therapies.

Key Responsibilities Include:

- Delivering and coordinating therapies and services (speech, occupational, physical therapy, behavioral supports)
- Managing and implementing IEPs in general and special education settings
- Promoting inclusive practices in line with FAPE and LRE guidelines
- Coordinating transition pathways and post-secondary programs for ages 18–21 (e.g., ACE, Project SEARCH, Community Connections)
- Collaborating with families and community via the Special Education Advisory Committee (SEAC)
- Providing parent, family, and community liaison services and resources
- Conducting professional development, data-driven instructional improvement, and compliance with IDEA and state regulations

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Language, Culture, & Equity

LCE's mission is to honor humanity by building bridges to success through advocacy and service. We provide equitable and inclusive support to our students and families that have historically been underserved.

Key Responsibilities Include:

- English Language Development (ELD): Providing legally-mandated English Language Acquisition Instruction for Multilingual Learners (MLs) (formally known as English Language Learners).
- Family, School, Community Partnerships (FSCP): Supports Family Liaisons and coordinates translations, interpretations,

- and family supports, including Migrant and Immigrant federal programs
- McKinney-Vento Homeless Assistance: Supports and resources critical supports for students and families experiencing homeless or housing insecurities.
- Extended Learning Opportunities (ELO): Coordinates afterschool activities for federal programs as well as offer logistical support for summer programs district-wide.
- Inclusive Climate and Culture: Serves all protected classes through professional development, consulting and coaching around building positive and inclusive cultures for all students, and supports staff and schools around how to respond when harassment or discrimination does occur.
- Federal Programs (Titles I-VI): Provides financial support, coordination, and compliance support for these critical programs

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Ignacia Mooney | IEP Interpreter

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Early Childhood

The Early Childhood Education (ECE) Department empowers young children and their families to build strong foundations for learning and school readiness, with a vision for long-term success. Serving children from prenatal stages through age five, ECE offers inclusive, high-quality programs — ranging from no-cost and tuition-based preschool to Early Head Start, Head Start, Universal PreK, and integrated special education supports. Operating across 21 elementary schools, 7 community sites, and the Fullana Learning Center, ECE partners with families and community agencies to provide comprehensive developmental screenings, home visiting, and parent education that meet each child’s unique needs.

Key Responsibilities Include:

- Offering no-cost and tuition-based preschool for 3- and 4-year-olds, including Head Start, Universal PreK, and integrated special-education options
- Delivering Early Head Start services — prenatal support, home visits, PACT events, and center-based care — for expectant families and children aged 0-3
- Conducting developmental, hearing, vision, and child-find screenings and evaluations to ensure early identification and intervention
- Engaging families through parenting education, mentoring, PACT events, and the ECE Policy Council, which guides grant

- funding and program development
- Coordinating community referrals to resources for health, mental wellness, and housing to support holistic family needs
- Facilitating smooth transitions into kindergarten with guides, home-learning resources, and kindergarten-readiness handbooks
- Administering grant funding through family-informed governance and maintaining compliance with federal Head Start and state regulations

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Jack Robertson | HR/Finance Tech
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Legal

The legal department provides comprehensive legal counsel and representation to the district, through its board, administration, and staff. This includes advising on a wide range of issues such as compliance with federal civil rights laws, special education, education law, applicable state law, employment law, student privacy, records requests, and contracts. The legal department handles or manages administrative complaints (state complaints, due process complaints, OCR complaints) and coordinates with outside counsel regarding any litigation. The legal department also develops and revises district and board policies, and ensures the district operates within applicable federal and state laws and regulations.

Key Responsibilities Include:

- Providing legal counsel to the Board of Education, superintendent, cabinet, and district staff
- Advising on matters involving education law, employment law, civil rights, special education, and student privacy
- Managing and responding to administrative complaints (e.g., state complaints, due process filings, OCR investigations)
- Coordinating with external legal counsel on litigation and complex legal matters
- Drafting, reviewing, and negotiating contracts, MOUs, and intergovernmental agreements
- Overseeing compliance with federal and state laws, including FERPA, IDEA, Title IX, and ADA
- Responding to Colorado Open Records Act (CORA) requests and managing public records issues
- Developing, reviewing, and updating district and Board of Education policies and regulations

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Records

The Records Department, under the Legal Division, is responsible for managing, preserving, and providing access to official district records in compliance with state and federal laws. The Records Department processes requests for student educational records, employee personnel records, and public records under the Colorado Open Records Act (CORA). Additionally, it oversees the secure storage, retention, and appropriate destruction of records.

Key Responsibilities Include:

- Processing requests for student records in accordance with FERPA
- Managing employee personnel records requests and ensuring confidentiality
- Responding to Colorado Open Records Act (CORA) public records requests
- Overseeing records retention schedules and ensuring compliance with state archival laws
- Coordinating the secure storage and organization of physical and digital records
- Ensuring the proper and timely destruction of records per legal and regulatory requirements
- Supporting schools and departments in records management practices and compliance
- Maintaining documentation systems that support transparency, security, and operational efficiency

Emma Kinsella | Records Manager

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Cheree Rosenbaugh | Records Compliance Specialist

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Barb Armstrong | Records Compliance Specialist

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Jenny Whetsell | Records Compliance Specialist

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Melissa Ledesma | Records Compliance Specialist

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Risk Management

Risk Management, a department under the Legal Division, serves the District by evaluating and managing potential consequences of district activities and mitigating risks. Our department oversees Workers' Compensation, Accident reporting (Students & Visitors), Workplace Ergonomics, Animal Therapy Programs, Property Loss & Damage Reporting, and Planning and procedural requests for Field Trips and Special Events.

Key Responsibilities Include:

- Administering and managing Workers' Compensation claims and processes
- Overseeing accident and injury reporting for students, staff, and visitors
- Supporting workplace ergonomics evaluations and injury prevention strategies
- Reviewing and approving Animal-Assisted Therapy program requests
- Managing property loss and damage reporting for district facilities and assets
- Reviewing, planning, and approving field trips and special events to ensure safety and compliance
- Identifying, assessing, and mitigating risks associated with district operations and activities
- Collaborating with insurance providers and legal counsel to ensure appropriate risk coverage and response

Kristin Bennett | Director of Records & Risk Management

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Tiffany Long | Risk Management Specialist

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Marjorie Kimball | Risk Management Department Tech II

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Information Technology

PSD IT provides year-round technical support, maintenance, and training for district and school employees. We strive to provide and maintain an expansive, fast, and reliable network to enable administrators, teachers, and students to effectively leverage technology throughout the District and in the classroom. Through yearly and long-term initiatives to update, enhance, and adopt new technologies Poudre School District offers cutting-edge technologies and services ensuring the continued success of our mission to Educate Every Child, Every Day.

Key Responsibilities Include:

- Providing year-round technical support to district and school staff
- Maintaining and upgrading district network infrastructure for speed, security, and reliability
- Supporting classroom technology to enhance teaching and learning
- Managing device deployment and lifecycle for students and staff (e.g., laptops, tablets, peripherals)
- Overseeing software systems and platforms used across the district
- Implementing cybersecurity protocols to protect district data and systems
- Delivering staff training on educational and operational technologies
- Leading long-term technology planning and innovation initiatives
- Collaborating with departments and schools to identify and implement tech solutions that support learning and operations

IT Leadership

Bud Hunt | Chief Technology Officer

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Sarah Siple | Director of Software Development and Support

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Cass Santoro | Director of Technical Support Services and User Security

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IT Administrative Support Staff

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Amy Woodard | Projects Coordinator

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Victor Rivero | Enterprise Architect

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Software Development & Support

Applications Support

The Applications Support Team provides technical expertise, support, and training for a range of district applications, with a primary focus on the student information system (SIS), Gradebook, and related tools critical to managing and reporting student data. This team serves as a key resource for district staff, supporting applications across areas such as assessment, learning management, special education, early childhood, and custom in-house systems.

Core responsibilities include system analysis, troubleshooting, documentation, testing, and recommending best practices to ensure data accuracy and integrity. The team supports users through a dedicated support line, ticketing system, live training sessions, user guides, and screencasts. Additionally, the team plays a vital role in reviewing, enhancing, and documenting SIS functionality across modules such as attendance, scheduling, grading, discipline, health, transportation, and student programs.

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Amber Wallace | Applications Support Analyst
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Wes Leggett | Applications Support Analyst
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Mikale Rivas | Applications Support Analyst
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Nikki McAllister | Applications Support Analyst
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Data Analysis

Data Analysts are responsible for designing and implementing reporting solutions to meet data and information requests from internal and external stakeholders. This includes developing reports using multiple data sources and systems, and presenting information in clear and concise formats such as graphs, charts, and tables.

In addition to reporting, Data Analysts assist with application development and dashboard design. A critical component of this role is managing and submitting accurate and timely data to state and federal agencies, including the Colorado Department of Education (CDE), to meet statutory requirements for all District schools and PSD-authorized charter schools.

This includes the coordination and submission of key data collections such as the Student October Count, which determines state funding allocations. Data Analysts are also responsible for the completion of annual and 5-year student enrollment and projections.

Data Analysts are expected to stay current with state and federal data reporting requirements to ensure accurate, compliant, and timely submissions that directly impact funding, accountability, and planning.

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Josh Buan | Data Analyst
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Software Development

Software Engineers are responsible for the full lifecycle of custom application development, including design, coding, testing, deployment, troubleshooting, and ongoing maintenance. These applications serve both internal and external users including the community. This includes developing custom tools and applications, websites and forms that enhance access to district resources.

In addition to developing new applications, Software Engineers maintain and enhance existing district systems. This includes managing system updates and ensuring continued functionality and security. A critical function of the team is the account provisioning process, which involves automating and managing user access and authentication across systems based on role, location, and program needs.

The team also oversees the integration of third-party applications and performs complex data migrations to ensure seamless communication between platforms. They support district, state, and federal reporting by creating custom reports, handling advanced data requests, and assisting Data Analysts with escalated queries.

Software Engineers work closely with Data Analysts and District Administration to design and maintain Power BI dashboards that provide meaningful, actionable insights—supporting data-informed decision making across the district. All development and maintenance efforts align with the district's established Software Development Life Cycle (SDLC) and comply with security, privacy, and accessibility standards.

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Kristina Brown | Software Engineer (Learning Systems Integration)
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Colton Leopold | Software Engineer
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Infrastructure Services

Systems & Database Administration

System Administrators are responsible for the maintenance, operation, and planning of the Enterprise technical systems including, but not limited to device management and software packaging, District wide deployment, data storage, District school servers, enterprise imaging, email system, antivirus, operating system updated and security patches. They aid in troubleshooting escalated tickets related to system failures and issues. The team also performs daily system monitoring, including verifying the integrity, security and availability of all hardware, server resources, systems, and key processes.

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Wes Wood | Systems Administrator
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Networking, Data & Voice Communications

Network Administrators are responsible for the evaluation, design, implementation, monitoring and maintenance of data networks and technologies that protect the District's network Infrastructure. The team evaluates and maintains District-wide wired and Wi-Fi data networks; this includes providing in-school connectivity to the Internet and applications, forecasting future needs, as well as making PSD services available to the public. In addition to configuring, installing, maintaining, troubleshooting, implementing and planning Local Area Networks (LAMs, and voice telecommunication equipment and systems, including voice gateway, voicemail systems, call accounting, E911 and stations. Data Technicians complete network outlet installations/activation and provision of drop cables and network wiring as well as assisting in installation and maintenance of wireless networks.

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Field Service Technicians

The IT Field Service team provides technical support for electronic equipment, including computers, peripherals, audio-visual devices, intercom systems, and classroom technologies. Key duties involve coordinating installations and cabling for AV equipment, managing the district's one-to-one laptop program, and providing technical support to school media and technology personnel. The Field Specialist ensures that all devices and systems are functioning properly to support the district's educational objectives.

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Nate Walling | Field Specialist
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Technical Support Specialists & Training

Technical Support Specialists are responsible for imaging, deploying, maintenance, completing asset inventory and providing technical support in schools for staff and students end point devices, computer peripherals, and software. This team serves as technology specialists and provides high levels of support to elementary schools, and middle and high schools in coordination with school technology staff to ensure the highest level of support across the District.

Technical Specialists provide assistance in maintaining servers, install school-specific applications, guidance and testing of new systems (as appropriate) and assist PSD staff and students with technology-related issues by use of the ticketing system to document findings, solutions and status of requests for help. Technical Support also provides all imaging services for the PSD Refresh/Rollout programs on an annual basis – typically over 6,000+ units a year. The District level Technology team also assists in the effort of preparing and supporting of online assessments/testing.

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Bryan Lamoreaux | IT Trainer

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Operations

The Operations Department oversees the essential physical and logistical functions that support safe, clean, and effective learning environments across Poudre School District. This department includes Facilities, Custodial & Delivery Services, Transportation, Environmental Services, and Construction. Operations works behind the scenes to ensure schools and district buildings are well-maintained, efficiently run, and aligned with PSD's mission to educate every child, every day. Through planning, maintenance, and responsive services, the department enables student success by supporting the infrastructure that powers daily learning.

Key Responsibilities Include:

- Overseeing facility maintenance, repairs, and capital improvement projects
- Managing custodial services to ensure clean, safe, and healthy school environments
- Coordinating delivery services for inter-office mail, equipment, and supplies
- Operating student transportation services, including bus routing and safety oversight
- Leading environmental services initiatives, including sustainability and compliance with health and safety standards
- Planning and managing new construction and renovation projects
- Supporting energy efficiency and utility management across district buildings
- Collaborating with schools and departments to ensure smooth daily operations and emergency readiness

Facilities

Poudre School District's Facility Services oversees the maintenance and operation of over 4 million square feet across 73 buildings on nearly 1,000 acres, ensuring safe, comfortable, and functional environments for staff and students. It integrates building maintenance, custodial services, energy and environmental management, and groundskeeping to support daily operations and long-term asset care. The department also manages project proposals — such as renovations, system upgrades, and land-use changes — through a structured work-order process. With a focus on efficiency and sustainability, the team proactively addresses environmental initiatives (like green cleaning and energy conservation) while coordinating facility rentals and ensuring regulatory compliance.

Key Responsibilities Include:

- Maintaining over 4 million square feet of building space across 73 facilities
- Overseeing heating, cooling, electrical, plumbing, and general building systems to ensure operational integrity
- Managing custodial services and green cleaning practices to maintain healthy environments
- Coordinating groundskeeping, landscaping, and snow removal across nearly 1,000 acres
- Administering energy conservation and sustainability initiatives
- Handling facility project proposals, renovations, and system upgrades through a structured approval process
- Facilitating facility rentals and managing community use of PSD buildings
- Ensuring compliance with safety, health, and environmental regulations
- Utilizing a work-order system to prioritize and complete maintenance tasks efficiently

Trudy Trimboth | Assistant Director of Facilities
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Rachel Buchheit | Energy and Sustainability Technician
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Customer Support Center

The Customer Support Center operates as the primary district switchboard, handling over 7,000 calls monthly and serving as a central point of contact for students, families, staff, and community members. It operates 24/7, directing inquiries, managing facility issues, and coordinating emergency and routine maintenance through a robust work order system that processes more than 2,000 requests each month. Additionally, it schedules facility use and rental agreements, coordinates utility locates, and issues permits to manage community access efficiently. By centralizing communication and services, the department ensures timely support and smooth operation of district facilities.

Key Responsibilities Include:

- Serving as the district's primary call center and communications hub, providing 24/7 support
- Triaging and routing over 7,000 monthly inquiries from families, staff, students, and the public
- Coordinating and managing over 2,000 monthly facility work orders, including emergency and routine maintenance requests
- Managing facility use scheduling, rental agreements, and permitting processes for community and school-based events
- Coordinating utility locate services and access to district infrastructure
- Supporting district departments by directing issues to appropriate personnel or systems for resolution
- Maintaining detailed logs and documentation of service requests and communication
- Promoting equitable and timely access to district resources through centralized service delivery
- Ensuring alignment with safety protocols and operational procedures during emergencies or after-hours incidents
- Providing excellent customer service to support the district's mission of educational excellence and community engagement

Marrisca Juvan | Operations Administrative Supervisor

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Karlie Cope | Operations Support Supervisor

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Ronnie Key | Customer Support Specialist

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Emily Orr | Customer Support Specialist

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John Valdez | Utility Locator Facilities Specialist

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Dawn Feit | Department Technician

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Child Nutrition

The Child Nutrition Department provides nutritious, safe, and cost-effective meals that support student learning while maintaining high standards and full regulation compliance. The team is responsible for ensuring meal services run effectively across the district.

Key Responsibilities Include:

- Planning, delivering, and serving all breakfast and lunch meals under USDA, CDE, and Larimer County Health Department requirements
- Hiring, training, supporting, and managing all Child Nutrition food professionals in the district
- Maintaining and managing kitchen infrastructure and equipment to support safe and effective food preparation along with the Operations teams
- Managing Point of Sale (POS) system technology with PSD IT for streamlined transactions and accounting data collection by Finance, CDE, and USDA requirements
- Providing special diet meals to students as required (medical documentation) by USDA and CDE. This data is provided to the department via Synergy student reports
- Processing Free & Reduced-Price Meal Program applications and document eligibility for the district. Provide equitable meal access district wide with principals

Craig Schneider | Director

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Anna Owens | Supervisor

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Sandy Guyette | Supervisor

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Becky Wiggins | Nutrition Coordinator

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John Bard | Supervisor

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Transportation

The Transportation Department is responsible for the safe, efficient, and reliable transportation of students to and from school, field trips, and other school-related activities. Our team manages bus routing and scheduling, driver assignments, and vehicle maintenance to ensure compliance with all safety regulations. We work closely with schools and families to address transportation needs, provide customer service, and respond to questions or concerns related to student travel. Our goal is to support student success by providing dependable access to education through effective transportation services.

Key Responsibilities Include:

- Providing safe, efficient, and reliable daily transportation for students to and from school
- Coordinating transportation for field trips, athletic events, and other school-related activities
- Managing bus routing, scheduling, and driver assignments to optimize coverage and efficiency
- Maintaining the district's fleet of vehicles in compliance with all state and federal safety regulations
- Collaborating with schools, families, and staff to address individual transportation needs and resolve service concerns
- Training and supporting drivers and transportation staff to uphold high standards of safety and service
- Monitoring weather, road conditions, and operational factors to ensure timely adjustments to routes or schedules
- Ensuring compliance with transportation laws, district policies, and student safety protocols
- Utilizing technology and routing systems to enhance service reliability and communication
- Promoting equitable access to education by reducing transportation barriers for all eligible students

On Call Liaison | Calls After 5:30pm, Weekends, and Emergency Transportation Needs

Desk: 970-222-7888

Kim Clark | SBT Supervisor

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Kaitlyn Lanteri | NBT Supervisor

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TBD | Vehicle Maintenance Manager

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Dispatch NBT

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Desk: 970-490-3481

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Custodial & Delivery Services

Custodial & Delivery Services cleans approximately 4.5 million square feet of building space daily, assists with school activities and building events, performs in-house flooring restoration and preventative maintenance, and provides laundry services for the district. Delivery Services coordinates the delivery of inter-office and US mail, parcels, and equipment to every district building and serves as the central receiving point for the district.

Key Responsibilities Include:

- Cleaning and maintaining approximately 4.5 million square feet of district facilities daily
- Supporting school activities, athletics, and building events with setup and teardown services
- Performing in-house floor care, including restoration and preventative maintenance
- Providing district-wide laundry services for programs and departments
- Managing inter-office and U.S. mail delivery to all district buildings
- Coordinating delivery of parcels, supplies, and equipment across the district
- Serving as the central receiving and distribution hub for district deliveries
- Ensuring safe, clean, and operational learning environments through custodial oversight and support

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Zach Miller | Night Trainer/Supervisor

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Safety & Security

Poudre School District's Security Department ensures the safety of students and staff through a comprehensive system of surveillance, controlled access, emergency communication tools, and regular safety drills. Campus Security Officers support schools by patrolling grounds, managing events, and responding to incidents alongside School Resource Officers (SROs). The department also leads crisis preparedness and threat assessment efforts, working closely with law enforcement and mental health teams to promote both physical and emotional safety. Through training, partnerships, and proactive planning, the department fosters secure and supportive school environments district-wide.

Key Responsibilities Include:

- Maintaining district-wide safety through surveillance systems, controlled access points, and emergency communication tools
- Supporting school campuses with on-site patrols, event management, and incident response by Campus Security Officers
- Collaborating with School Resource Officers to ensure coordinated safety enforcement and student support
- Leading crisis preparedness efforts, including emergency drills, lockdown procedures, and evacuation planning

- Conducting threat assessments in partnership with school administrators, law enforcement, and mental health professionals
- Promoting both physical and emotional safety through prevention-focused strategies and mental health collaboration
- Providing ongoing training to staff and students on emergency protocols and safety awareness
- Coordinating with local law enforcement, emergency services, and community agencies to enhance district readiness
- Monitoring and updating district safety plans, procedures, and technologies in alignment with best practices
- Fostering a culture of safety and support to ensure welcoming, secure learning environments for all students and staff

Jarad Sargent | Director of Student Safety and Emergency Management
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Finance

Responsible for managing the District's financial resources to support educational goals and ensure fiscal responsibility. This team manages payroll, grant funding, Medicaid coordination, budgeting, financial software systems, financial training and staff support, acquisition of goods and services, incoming and outgoing payments, financial reporting, and oversight of responsible fiscal decision-making for the district.

Key Responsibilities Include:

- Providing strategic financial leadership and oversight through a collaborative administrative team focused on integrity, compliance, and operational agility
- Preparing accurate, timely financial reports and disclosures in compliance with regulatory standards, and leading the annual external audit process
- Establishing and maintaining strong internal controls to safeguard district assets and ensure fiscal accountability
- Managing accounts payable and accounts receivable functions to support accurate financial records, timely transactions, and effective cash flow management
- Developing, monitoring, and revising the district's annual budget to align with strategic priorities and statutory funding requirements
- Analyzing revenue and expenditure trends to support informed decision-making at all levels of the organization
- Maintaining and supporting financial software systems to ensure secure, efficient, and integrated data processing and reporting
- Delivering financial training, resources, and ongoing support to non-finance staff with budget and purchasing responsibilities, promoting district-wide compliance and confidence
- Overseeing the full lifecycle of grants — from proposal development to final reporting — to ensure alignment with programmatic goals and financial compliance
- Coordinating Medicaid enrollment support for families and securing reimbursement for eligible school-based health services, ensuring documentation and billing meet federal and state requirements
- Processing accurate and timely payroll for district employees, ensuring compliance with laws, contracts, and reporting requirements, including salary calculations, tax withholdings, and benefits deductions
- Facilitating cost-effective procurement through strategic sourcing, contract negotiation, and vendor management, ensuring legal and ethical compliance while minimizing risks
- Promoting financial transparency, stewardship, and resource optimization in support of student success and organizational excellence

Administrative Team

Dave Montoya | Chief Finance Officer
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Danielle Chenoweth | Assistant Director of Finance
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Financial Reporting Team

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Accounts Payable (AP) and Accounts Receivable (AR) Team

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Budget Team

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Business Systems Support Team

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Financial Training and Support Team

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Medicaid Team

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Payroll Team

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Strategic Sourcing and Contracting Team

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Human Resources

Supports all Human Resources functions for the district including recruitment, retention, and employee relations. Manages the district's benefits and wellness programs. Supports the substitute program and all clerical functions related to employment in PSD including new employee onboarding, compensation, and evaluations. Includes ADA and accessibility functionalities and Employee Assistance Services.

Key Responsibilities Include:

- Managing recruitment and retention efforts to attract and maintain a qualified and diverse workforce
- Supporting employee relations to foster a positive and productive work environment
- Administering the district's benefits programs, including health, wellness, and retirement plans
- Overseeing the substitute program to ensure timely and effective staffing support
- Coordinating all clerical functions related to employment, including new employee onboarding, compensation administration, and performance evaluations
- Coordinating accommodations under the Americans with Disabilities Act (ADA), the Pregnant Workers Fairness Act (PWFA), and the PUMP Act (including coordinating Lactation Spaces across the district)
- Providing Employee Assistance Services to support staff well-being and resilience
- Facilitating communication and training related to Human Resources policies and procedures
- Collaborating with district leadership to align HR services with organizational goals and employee needs

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Leanna Biddle | Talent Events and Onboarding Coordinator
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TBD | Tech I/II (supporting Events and Onboarding)

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Communications

The Communications department supports all centralized communication needs across the district, including branding, marketing, public relations and crisis communication. The department maintains the district's social media presences and website. This team serves as the central hub for district-wide information, ensuring families, staff, and community members receive timely, accurate, inclusive, accessible, and transparent updates to support informed decision-making.

Key Responsibilities Include:

- Managing district-wide branding, marketing, public relations, and crisis communication efforts
- Maintaining and updating the district's social media channels and official website to ensure timely and accurate information sharing
- Serving as the central hub for communication across the district to families, staff, and community members
- Ensuring all communications are inclusive, accessible, and transparent to support informed decision-making
- Coordinating messaging to promote the district's mission, initiatives, and achievements
- Supporting internal communications to keep staff informed and engaged
- Responding to media inquiries and managing external communications to enhance the district's public image
- Collaborating with schools and departments to align communication strategies and outreach efforts
- Monitoring communication trends and feedback to continuously improve engagement and effectiveness

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Athletics & Activities

Poudre School District's Athletics & Activities Department offers inclusive, education-first programming — spanning middle and high school athletics, Unified Sports in partnership with Special Olympics, and more than 50 clubs and performing arts opportunities — designed to prioritize character, sportsmanship, and student development over competition. It aligns programs with CHSAA regulations and district values, while streamlining processes like online registration and digital ticketing to make participation accessible and engaging. The department also fosters community involvement and school spirit, supports marketing partnerships, and ensures that facilities like French Field are utilized effectively for district events. Through its comprehensive offerings and inclusive practices, the department cultivates well-rounded experiences that enrich both student life and the broader community.

Key Responsibilities Include:

- Providing inclusive, education-first programming for middle and high school athletics
- Offering Unified Sports in partnership with Special Olympics
- Supporting more than 50 clubs and performing arts opportunities
- Prioritizing character, sportsmanship, and student development over competition
- Ensuring programs align with CHSAA regulations and district values
- Streamlining participation processes, including online registration and digital ticketing
- Promoting accessibility and engagement in athletics and activities
- Fostering community involvement and school spirit
- Supporting marketing partnerships related to athletics and activities
- Managing and ensure effective utilization of facilities like French Field for district events
- Cultivating well-rounded experiences that enrich student life and the broader community

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Mission

Educate...Every Child, Every Day

Vision

Poudre School District exists to support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.



Poudre School District

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