



**Alaska Gateway School District**  
**P.O. BOX 226 TOK, AK 99780**  
**907-883-5151 Fax: 907-883-5154**

**Todd Poage, Superintendent**

## **District Office Responsibilities**

### **Superintendent**

Regional School Board  
District Oversight  
Policies  
Public Relations  
Legal Issues  
Lobbying  
Personnel Files  
Certified Hiring  
School Operations

### **Director Of Educational Support**

Student Assessment  
Student Records  
Curriculum and Instruction  
Professional Development  
Grant Writing and Administration  
State and Federal Grants  
Vocational Education  
Resource Center  
NCLB / Highly Qualified  
District/School Improvement Plans  
School Operations –SIP Schools

### **Chief Financial Officer**

District Finances  
OASIS  
Accounts Payable  
Payroll  
Purchasing  
Capital Project Grant Reports  
Housing Leases  
Pupil Transportation  
Risk Management  
Fixed Assets  
Student Activity Accounts  
Annual Audit

### **Director Of Special Education**

Special Education Services  
Individual Education Plans  
504 Plans

Child Find

Limited English Proficiency  
Remedial Services  
Referral Services  
Medicaid  
Testing Accommodations

### **Director Of Facilities**

Facility Maintenance and Repairs  
Capital Improvement Grants  
Capital Improvement and Project Bids  
Preventative Maintenance Program  
Work Orders  
Custodial Staff Training  
Shipping and Receiving  
Water Testing

### **Coordinator Of Technology**

Power School  
Student Computer Program  
Computer Maintenance and Software  
Video-conferencing  
District Website  
Technology Purchases  
E-rate

### **Director Of Child Nutrition**

Food Services  
Food Service Staff Training  
Free and Reduced Federal Funding  
Health and Nutrition Education  
Wellness Program

### **Coordinator Of GAP**

After School Program Services  
Supplemental Educational Activities  
21<sup>st</sup> Century Grant  
Medicaid  
Fetal Alcohol Spectrum Disorder

## **“The Gateway To Learning”**

Dot Lake 907-882-2663 Fax: 907-882-2112	Eagle 907-547-2210 Fax: 907-547-2302	Mentasta 907-291-2327 Fax: 907-291-2325	Northway 907-778-2287 Fax: 907-778-2221	Tok 907-883-5161 Fax: 907-883-5165	Tanacross 907-883-4391 Fax: 907-883-4390	Tetlin 907-324-2104 Fax: 907-324-2114
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