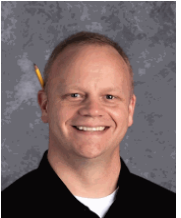





























Meet the Sun Prairie Area School District Office Staff








501 S. Bird Street · Sun Prairie, WI 53590 · Office (608) 834-6500








| Position | Name | |
|---|--|---|
| District Superintendent Aligns arrows. | Brad Saron bgsaron@sunprairieschools.org 834-6502 |  |
| Executive Assistant to the Superintendent Provides assistant services to the Superintendent and Board Members, responds to questions regarding Board policy, agendas, election process, and tuition. | Chandu Vemuri cvemur@sunprairieschools.org 834-6502 |  |
| Communications & Engagement Shares district events and news with staff and our community. Manages the district website, social media and coordinates the printed community calendar. | Patricia Lux-Weber pluxwe@sunprairieschools.org 834-6562 |  |
| TEACHING, LEARNING & EQUITY | | |
| Assistant Superintendent of Teaching, Learning & Equity Provides leadership, vision and strategic direction in the planning, implementation and monitoring of the District's curriculum, instruction and assessment programs. Responsible for coordinating with the Superintendent, Directors, Principals and other staff to develop and implement programs to ensure high levels of student achievement. | Stephanie Leonard-Witte smleona@sunprairieschools.org 834-6516 |  |
| Executive Assistant to the Assistant Superintendent Provides assistant services to the Assistant Superintendent. Assists with school board reports from the Teaching, Learning & Equity departments; 4K-12 Curriculum Steering Committee needs; maintains Voluntary Placement Requests. Schedules and coordinates various meetings, appointments, and special events for the Assistant Superintendent of Teaching, Learning & Equity. | Theresa Wisden tawise@sunprairieschools.org 834-6517 |  |
| Director – Elementary Teaching, Learning & Equity Works with Principals, Learning Resource Coordinators, instructional coaches, intervention teachers, site based staff and integrated teams to provide leadership in developing and implementing instructional models, academic standards, assessments, and curriculum. Coordinates process for curriculum work, serves as liaison to Sun Prairie Community Schools, facilitates Title I, designated Foster Child Liaison for the school district. | Rick Mueller rlmuell@sunprairieschools.org 834-6506 |  |









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| <p>Administrative Assistant to the Director – Elementary Provides assistant services for the Director of Elementary Teaching, Learning & Equity, and ESL Instructional Coach. Answers phone calls, maintains the Director’s calendar, maintains the budget, and places orders for supplies. Manages elementary inventory of instructional materials. Supports elementary summer school.</p> | <p>Kristy Thao kythao@sunprairieschools.org 834-6566</p> |  |
| <p>Math Instructional Coach Coordinates district-wide math programming, including assessing curriculum and materials. Works with staff and students to understand the programs.</p> | <p>Lisa Hennessey lmhenne@sunprairieschools.org 834-6542</p> |  |
| <p>Secretary for Teaching, Learning & Equity The purpose of this position is to perform secretarial assignments in support of the on-going operations of the district department and enhance the administrators’ effectiveness by providing information management support and representing the administration to others. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining records, reports, and correspondence pertaining to the Secretaries’ area of responsibilities.</p> | <p>Jo Guyette jmguyet@sunprairieschools.org 834-6579</p> |  |
| <p>Director – Secondary Teaching, Learning & Equity Works with the principals, Learning Resource Coordinators, and Technology Coordinators to provide leadership in developing and implementing academic standards, assessments, and curriculum. Coordinates process for curriculum work and project funding for 6-12 buildings. In addition, provides oversight for District ESL services, Title III, Advanced Learner Program and AVID. Designated complaint facilitator for Secondary schools.</p> | <p>Andrea Daniels amdanie@sunprairieschools.org 834-6572</p> |  |
| <p>Administrative Assistant to the Director – Secondary Provides assistant services for the Director of Secondary Teaching, Learning & Equity, ALP Instructional Coach and ESL Instructional Coach. Answers phone calls, maintains the Director’s calendar, maintains the budget, and places orders for supplies.</p> | <p>Brittany Browning bdbrown@sunprairieschools.org 834-6507</p> |  |
| <p>Community Schools Director</p> | <p>Sarah Smith sarah.smith@spcommunityschools.org</p> |  |
| <p>Supervisor of SP4K Program The SP4K supervisor promotes the success of all students by</p> <ul style="list-style-type: none"> • Leading the development, communication, implementation, and monitoring of a vision for learning shared and supported by the school community • Ensuring management of the SP4K programs, operations, and resources for a safe, efficient, and effective learning environment • Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources. | <p>Elizabeth Knudten elknudt@sunprairieschools.org 834-6671</p> |  |

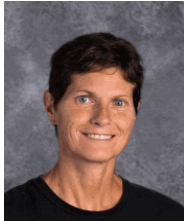




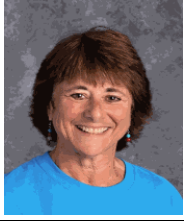

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| <p>Secretary of SP4K Program Performs secretarial duties to support the SP4K Program. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining records, reports, and correspondence pertaining to the Secretaries' area of responsibilities.</p> | <p>Cindy Schmitz csschmi@sunprairieschools.org 834-6672</p> |  |
| <p>ALP Instructional Coach / AVID Instructional Coach Coordinates district-wide the Accelerated Learning Program. Works with staff and students. Coordinates the AVID program for grades 8-12. Works with staff and students.</p> | <p>Kathy Enstad klensta@sunprairieschools.org 834-6586</p> |  |
| <p>ESL Instructional Coach Coordinates district-wide ELL and Title funded programs. Provides instructional coaching to ELL staff and assistants. Works with staff and students to eliminate barriers that perpetuate systemic inequities.</p> | <p>Ann Williams aewilli@sunprairieschools.org 834-6541</p> |  |
| <p>Director – Student Services Works with principals, student services staff, general educators, educational assistants and superintendent to provide leadership in support of appropriate educational and support services for all students.</p> | <p>Jennifer Apodaca jjapoda@sunprairieschools.org 834-6520</p> |  |
| <p>Administrative Assistant to the Director – Student Services</p> <ul style="list-style-type: none"> • First line of contact within Student Services • Management of Director's Calendar • Attendance Review Board Schedule Management • Special Education Student Record Management • 504 Flag Activation/de-activation • Maintain Student Services Website/Special Education Materials • Coordinate/prepare interview materials for students services staff interviews • Student Services Event/PD Coordinator | <p>Sara Pogue smppogue@sunprairieschools.org 834-6524</p> |  |
| <p>Students Services Specialist Budget Management</p> <ul style="list-style-type: none"> • Fund 10, 27 and IDEA Flow-Through, CEIS • Transfer of Service • High Cost • Medicaid • Purchase Orders • Staff Reimbursement • Grant Management <p>Data Management</p> <ul style="list-style-type: none"> • Monthly Enrollment • OCR Report • Pupil Nondiscrimination Report • School Safety Report • OCR Settlement Agreement Reporting • Special Education Infinite Campus | <p>Wendy Brody webrody@sunprairieschools.org 834-6559</p> |  |




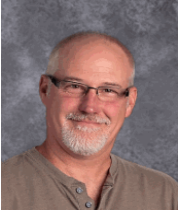



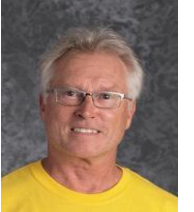
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| Student Services Manager (EC and Districtwide) <ul style="list-style-type: none"> • Assistive Technology • Autism Team • Non-Violent Crisis Intervention • Paraprofessional PD Pilot • Universal Design | Rebecca Penticoff rcpenti@sunprairieschools.org 834-6577 |  |
| Secretary – Student Services (MS/HS) <ul style="list-style-type: none"> • Secondary IEP paperwork management (grades 6-12+) • Coordinates specialized transportation for the district. | Ramnique Mahal mahal@sunprairieschools.org 834-6523 |  |
| Secretary – Student Services (Elem/EC) <ul style="list-style-type: none"> • Elementary IEP paperwork management (Early Childhood-grade 5) • Early Childhood Enrollment | Nancy Ohman naohman@sunprairieschools.org 834-6561 |  |
| District Nurse (Elementary) Maintains all medical and prescription records for all elementary students. Notifies school staff and building nurse of any new enrollment needs or any current and/or changes to medical conditions of the students. | Debbie Brown dlbrown@sunprairieschools.org 834-6583 |  |
| District Nurse (MS/CHUMS/HS) Maintains all medical and prescription records for middle/upper middle, and high school students. Notifies school staff and building nurse of any new enrollment needs or any current and/or changes to medical conditions of the students. | Elizabeth Feisthammel efeist@sunprairieschools.org 834-6679 |  |
| Program Manager – Professional Development & New Teacher Mentors Plans Professional Development opportunities, with input from Teaching, Learning, and Equity directors, principals and staff. Contracts facilitators both in and outside of the district and coordinates several all-district PD Days throughout the school year, including Camp Cardinal 1 & 2--events for new and returning staff. Also serves as leader of the New Teacher Mentor Program, which supports and accelerates the development of new teachers in the district. | Aloy Pien ajpien@sunprairieschools.org 834-6521 |  |
| Secretary – Staff Development Maintains <i>MyLearningPlan</i> for all Professional Development, including updating District Catalog of PD events, tracking attendance and awarding final credit/hours for staff. Handles conference registrations for all staff in the district. Also provides support for all district PD Days throughout the school year, including Camp Cardinal 1 & 2. | Mary Andrew mkandre@sunprairieschools.org 834-6554 |  |






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| District New Teacher Mentor Supports and accelerates the development of new teachers through reflective conversation, equitable and culturally responsive practices through cycles of inquiry and analyzing student work. | Tiffany Drogue tadrogu@sunprairieschools.org 834-6534 |  |
| District New Teacher Mentor Supports and accelerates the development of new teachers through reflective conversation, equitable and culturally responsive practices through cycles of inquiry and analyzing student work. | Emily Pederson ejpeder@sunprairieschools.org 834-6568 |  |
| District New Teacher Mentor Supports and accelerates the development of new teachers through reflective conversation, equitable and culturally responsive practices through cycles of inquiry and analyzing student work. | Gina Pokrass gmpokra@sunprairieschools.org 834-6534 |  |
| District New Teacher Mentor Supports and accelerates the development of new teachers through reflective conversation, equitable and culturally responsive practices through cycles of inquiry and analyzing student work. | Kristin Wilkinson kawilki@sunprairieschools.org 834-6534 |  |
| OPERATIONS | | |
| Assistant Superintendent of Operations Provides leadership, vision, and strategic direction to plan, implement, and monitor the District's operations including oversight of business and finance, facilities and grounds, human resources, nutritional services, athletics and activities, transportation, and safety and security. Facilitates the emergency school closings process, guides process for attendance area changes, and oversees planning and construction for facilities. Coordinates and corresponds with community members, the School Board, and staff to ensure high quality customer service and communication occurs for operations at the Sun Prairie Area School District. | Janet Rosseter jrosse@sunprairieschools.org 834-6683 |  |
| Executive Assistant Provides support to the Assistant Superintendent of Operations. Assists with school board reports from operations departments, Boundary Task Force, safety and security, emergency school closings, referendum and school board elections, and school space planning meetings. Schedules and coordinates various meetings, appointments, and special events for the Assistant Superintendent of Operations. | Andrea Anderson amander@sunprairieschools.org 834-6687 |  |
| HUMAN RESOURCES | | |
| Director of Human Resources Provides leadership, vision and strategic direction for all administrative and operational functions of talent acquisition, compensation and benefits, performance management, employee/labor relations, wellness and employee reward and recognition. | Christopher Sadler csadle@sunprairieschools.org 834-6551 |  |



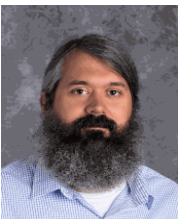




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| <p>Human Resources/Benefits Assistant Provides administrative support to the Director of Human Resources. Serves as HR/benefits liaison to assist with recruitment and selection, benefits, employee leaves and system reports.</p> | <p>Andrea Ramirez anramir@sunprairieschools.org 834-6581</p> |  |
| <p>HR Specialist Provides professional level duties to assigned schools/departments in the areas of recruitment and selection, onboarding, staffing changes; and completing and submitting state and federal reports.</p> | <p>Connie Sobczak cjsobcz@sunprairieschools.org 834-6504</p> |  |
| <p>Employee Relations Manager This position has the responsibility for developing, implementing and promoting the district's diversity recruitment efforts. Services as a liaison for assigned areas and district administrators to assist with recruitment, selection, onboarding and to facilitate resolution of employee relations issues.</p> | <p>Isabel Simonetti imsimon@sunprairieschools.org 834-6522</p> |  |
| <p>Benefits Specialist This position oversees and administers the district's employee benefits programs, including Health, Dental, Life, employee leaves, retirement and flex spending.</p> | <p>Heather Gronke hmgronk@sunprairieschools.org 834-6519</p> |  |
| <p>HR Assistant-Substitute Placement This position coordinates placement substitute staff. This includes maintaining substitute calling system (AESOP) and records for the district.</p> | <p>Mike Iselin mtiseli@sunprairieschools.org 834-6508</p> |  |
| <p>HR Secretary /District Office Receptionist This position supports the front desk operations of the District Office and supports the delivery of Human Resource services including providing information to applicants and employees; maintaining personnel and volunteer records.</p> | <p>Elizabeth Berndt eabernd@sunprairieschools.org 834-6503</p> |  |
| <p>BUSINESS SERVICES</p> | | |
| <p>Director – Business & Finance Works with Superintendent and administrative team to provide leadership in the coordination of business/financial functions of the district. Also, oversees busing and facility rentals.</p> | <p>Phil Frei pfrei@sunprairieschools.org 834-6510</p> |  |






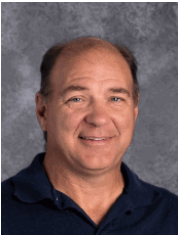


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| <p>Administrative Assistant</p> <p>Provides assistant services to the Director of Business & Finance to accomplish department workloads; assists department team members with the completion of major projects as they arise. Schedule and coordinate meeting, appointments, and special events for the Director. Manages facility rentals and open enrollment.</p> | <p>Lisa Sprindis lasprin@sunprairieschools.org 834-6511</p> |  |
| <p>Accountant</p> <p>Maintains accurate and systematic financial records and prepares financial reports, providing technical direction and assistance for the fiscal processes of the district's overall accounting, payroll, accounts payable and accounts receivable operations.</p> | <p>Tara Zuelzke tlzuelz@sunprairieschools.org 834-6515</p> |  |
| <p>Accounts Payable/Purchasing</p> <p>Process account payable checks and purchase orders, and maintains vendor and invoice files for the Sun Prairie Area School District. This position works closely with Business Services.</p> | <p>Karen Richardson ksricha@sunprairieschools.org 834-6513</p> |  |
| <p>Business Services Manager</p> <p>Provides assistant services to the Director of Business & Finance. Handles purchasing for the District and main contact for vendor sales. Processes credit card set-up, issues new credit cards and handles fraud issues. Works with our contracted transportation company, coordinating bus routes, special needs, and handles calls from parents.</p> | <p>Rhonda Page rspage@sunprairieschools.org 834-6512</p> |  |
| <p>Payroll Specialist</p> <p>Processes payroll information for the entire District. Maintains personnel files related to payroll, compiles quarterly tax reports, year-end reports and WI retirement system reports.</p> | <p>Julie Lipke jllipke@sunprairieschools.org 834-6514</p> |  |
| <p>Payroll Assistant</p> <p>The purpose of this position is to provide accurate and systematic payroll assistance to the district Payroll Specialist.</p> | <p>Debbie Dubuc dadubuc@sunprairieschools.org 834-6514</p> |  |
| <p>Accounts Payable/Purchasing</p> <p>Processes account payable invoices, purchase orders, and receipts. Also helps with busing.</p> | <p>Melissa Bautz mabautz@sunprairieschools.org 834-6699</p> |  |
| <p>Central Copy Machine Lead Operator</p> <p>Operate multiple high volume production printing equipment. Provides supportive services including laminating, folding, cutting, drilling and gluing. Maintain optimal machine performance by correcting simple machine problems such as clearing jams, knowledge of machine codes and replace consumables such as toner, staples, drums, etc. Maintain records of work ordered and completed, verify account numbers, signatures, and copyright laws.</p> | <p>Kathy Bauer kjbauer@sunprairieschools.org 834-6575</p> |  |

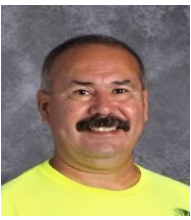
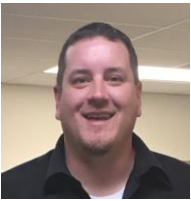
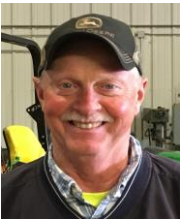


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| <p>Central Copy Operator Provide supportive services including laminating, folding, cutting, drilling, and gluing. Organize the flow of work that is received to maximize the efficient use of time and equipment by sorting requests by date, appropriate machine, quantity, paper stock, and color.</p> | <p>Bonnie Yozamp bjyozam@sunprairieschools.org 834-6575</p> |  |
| <p>SCHOOL NUTRITION</p> | | |
| <p>Director – School Nutrition Supervises all school nutrition staff in all aspects of the food service operation including shipping/receiving, production, transporting, customer service and safety, and sanitation for the purpose of implementing and supporting policies and procedures of the program</p> | <p>Kathryn Walker klwalke@sunprairieschools.org 834-6527</p> |  |
| <p>School Nutrition Manager Conducts on-the-job training to Improve skills and productivity concentrating on the production sites. Provides training for personnel in proper use and care of equipment, sanitation, and supplies. Oversees the district wide catering program including billing for services, scheduling staff, ordering food and supplies.</p> | <p>Cathy Berk caberk@sunprairieschools.org 834-6576</p> |  |
| <p>Administrative Assistant Provides assistant services to the Director of Nutrition to accomplish department workloads, maintaining lunch accounts, depositing money, and answering calls. Schedule and coordinate meeting, appointments, and special events for the Director.</p> | <p>Julie Wetmore jrwetmo1@sunprairieschools.org 834-6544</p> |  |
| <p>Digital Media</p> | | |
| <p>Director – Digital Media, Innovation and Strategy Compiles and analyzes student achievement information to document student achievement and growth, curriculum, and oversees the setup for innovation classrooms in the district. Coordinates projects and funding for those.</p> | <p>Curt Mould cdmould@sunprairieschools.org 834-6531</p> |  |
| <p>Administrative Assistant to the Director – Digital Media, Innovation and Strategy Provides assistant services for the Director of Innovation, Assessment and Continuous Improvement. Answers phone calls, maintains the Director’s calendar, maintains the budget, and places orders for supplies. Registrar for new enrollments to the Sun Prairie District.</p> | <p>Debbie Schenck djschen@sunprairieschools.org 834-6518</p> |  |
| <p>Assessment & Accountability Coordinator Compiles and analyzes student achievement information to document student achievement and growth. Establishes, modifies, documents, and coordinates implementation of the data collection procedures. Maintains and updates student achievement records for the promotion policy. Coordinates and supports deployment of state and district assessments with the Director.</p> | <p>Melissa Havens mkhaven@sunprairieschools.org 834-6535</p> |  |

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| <p>Digital Learning Manager Works with employees to innovate the use of digital media and technology into daily work and to help coordinate, plan and facilitate digital learning with the curriculum.</p> | <p>Keleen Kaye kmkaye@sunprairieschools.org 834-6556</p> |  |
| <p>Data Manager Assists the Director of Technology in managing the district data systems and maintains data integrity. Designs and develops data export scripts, manages and implements custom data fields, manages security and backup of district data, and writes custom programs to meet district needs.</p> | <p>Brian Dvorsky bjdvors@sunprairieschools.org 834-6569</p> |  |
| <p>Network Manager Provides advice, consultation and support to the complex data and communications system and networks within the Sun Prairie Area School District.</p> | <p>Tim Welzien tpwelzi@sunprairieschools.org 834-6552</p> |  |
| <p>Network Engineer Technician Manages district data center, including servers and storage infrastructure. Maintains the district's technology security such as the firewall, system settings, applications, control, web filtering, IPS and antivirus.</p> | <p>Dan Bollig dgbolli@sunprairieschools.org 834-6570</p> |  |
| <p>Information Systems Support Specialist Provides technical support for end users including application support, system access problems, database support, support and maintenance for student records and other systems. Maintains, creates and assists employees with system and network user accounts to ensure system security.</p> | <p>Cindy Allen caallen@sunprairieschools.org 834-6546</p> |  |
| <p>Information Systems Support Specialist Provides technical support for end users including application support, system access problems, database support, support and maintenance for student records and other systems. Maintains, creates and assists employees with system and network user accounts to ensure system security.</p> | <p>Pamela Garcia pcgarci@sunprairieschool.org 834-6571</p> |  |
| <p>Technology Support Specialist Provides telephone and voicemail system maintenance and service requests. Repair, replace and upgrade technology hardware. Assist the Network Manager with maintaining district-owned networking systems.</p> | <p>Janell Kellett 834-6573</p> |  |
| <p>Technology Support Specialist Provides telephone and voicemail system maintenance and service requests. Repair, replace and upgrade technology hardware. Assist the Network Manager with maintaining district-owned networking systems.</p> | <p>John Ladish jaladis@sunprairieschools.org 834-6582</p> |  |

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| Technology Support Specialist Provides telephone and voicemail system maintenance and service requests. Repair, replace and upgrade technology hardware. Assist the Network Manager with maintaining district-owned networking systems. | Chien Saevang cssaeva@sunprairieschools.org 834-6549 |  |
| Technology Support Specialist Provides telephone and voicemail system maintenance and service requests. Repair, replace and upgrade technology hardware. Assist the Network Manager with maintaining district-owned networking systems. | Jerrah Kujabi jkujab@sunprairieschools.org 834-6585 |  |
| FACILITIES & GROUNDS | | |
| Director – Facilities & Grounds Oversees and manages the efficient and effective operation and maintenance of school district properties with responsibility for assuring that students, staff, and community members are provided with physical environments that are clean, healthy, safe, and well maintained, with an emphasis on customer service. | Kevin Sukow kcsukow@sunprairieschools.org 834-6567 |  |
| Administrative Assistant to the Director-Facilities & Grounds Provides assistant services to the Director of Facilities & Grounds in accordance with District policies, procedures, and guidelines. Responsibilities include prioritizing and executing complex, completing tasks; ensuring smooth workflow; and assisting with coordinating the operations of the department. Answers, screens and prioritizes internal and external visitor requests and/or phone calls. Schedules and coordinates meetings, appointments, and special events for the Director. | Beth Patterson bmpatte@sunprairieschools.org 834-6526 |  |
| Maintenance Manager Provides timely response to school personnel, parental, or community member needs, concerns or complaints. Accountable for the successful execution of the work order system and all related processes, auditing and reporting. Manage the alarm systems, door security services and video surveillance for the district. | Eric Hidde emhidae@sunprairieschools.org 834-6565 |  |
| Environmental Services Manager Supervises and directs the activities of district custodial personnel. Trains custodial staff in proper use of district equipment, methods, and standards. Actively participates in the recruitment and selection, performance evaluation discipline and promotion of custodial staff. | Lorraine Schwager ldschwa@sunprairieschools.org 834-6682 |  |
| Custodian Nights-Utility Worker | OPEN 834-6529 | |

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| Custodian Nights-Utility Worker (part time) | DeShaun Dodd dddodd@sunprairieschools.org 834-6887 | |
| Electrician Performs preventative maintenance and repairs on district equipment, buildings and grounds as assigned. Maintains and repairs of electrical, lighting systems, motors and other district electrical equipment. Plows snow, sands and salts parking areas and sidewalks as assigned. | Nicholas Gross njgross@sunprairieschools.org 834-6548 |  |
| Electrician Performs preventative maintenance and repairs on district equipment, buildings and grounds as assigned. Maintains and repairs of electrical, lighting systems, motors and other district electrical equipment. Plows snow, sands and salts parking areas and sidewalks as assigned. | Todd Schmidt tmschmi@sunprairieschools.org 834-6529 |  |
| Sustainability/Energy Manager Responsible for developing and monitoring the district's energy management for the purpose of reducing utility consumption. This is done by the use of Building Management System, physical walk-through of facilities, and meeting with building constituents. | Kevin Splain kjsplai@sunprairieschools.org 834-6588 |  |
| Equipment Maintenance Worker Ensures safe and efficient learning environments by maintaining HVAC, electrical, plumbing, and other building equipment systems. Provides locksmith services for the district. | Cam Harcus charcu@sunprairieschools.org 834-6529 |  |
| Equipment Maintenance Worker – Nights Ensures safe and efficient learning environments by maintaining HVAC, electrical, plumbing, and other building equipment systems. Provides locksmith services for the district. | Wes Ahlansberg wjahlan@sunprairieschools.org 834-6529 |  |
| Equipment Maintenance Worker – Nights Ensures safe and efficient learning environments by maintaining HVAC, electrical, plumbing, and other building equipment systems. Provides locksmith services for the district. | Dan Batz dpbatz@sunprairieschools.org 834-6529 |  |
| Equipment Maintenance Worker – Nights Ensures safe and efficient learning environments by maintaining HVAC, electrical, plumbing, and other building equipment systems. Provides locksmith services for the district. | Aaron Torgerson ajtorge@sunprairieschools.org 834-6529 |  |

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| HVAC Technician Maintains the school physical plants and all related HVAC/R systems in a condition of operating excellence so that full educational use of all buildings and areas are available at all times. | Aaron Gross argross@sunprairieschools.org 834-6547 |  |
| HVAC Technician Maintains the school physical plants and all related HVAC/R systems in a condition of operating excellence so that full educational use of all buildings and areas are available at all times. | Ryan Volkey rdvolke@sunprairieschools.org 834-6547 |  |
| Shipping/Receiving Coordinator Receives freight, food, CESA and DPI commodity, custodial supply, and other deliveries; unloads packages; checks packages for visible damage; notes package count, damage, and shortages; signs bill of lading. Fills Central Stores, kitchen, custodial supplies, emergency, and other orders. | Rick Shumaker rrshuma@sunprairieschools.org 834-6528 |  |
| Driver/Messenger Provides logistical support to building and program activities by making pick-ups and/or deliveries of mail, bank deposits, products, equipment, and furnishings. Maintains assigned delivery truck by performing minor maintenance including checking fluids, bulbs, tires, and emergency equipment. | William Hunsicker wdhuns@sunprairieschools.org 834-6528 |  |
| Driver/Messenger Provides logistical support to building and program activities by making pick-ups and/or deliveries of mail, bank deposits, products, equipment, and furnishings. Maintains assigned delivery truck by performing minor maintenance including checking fluids, bulbs, tires, and emergency equipment. | Ron Imberg rsimber@sunprairieschools.org 834-6528 |  |
| Grounds Manager This position supervises and directs the day-to-day activities of Grounds personnel and performs administrative tasks including, but not limited to, conducting shift audits, preparation of reports, assisting with the implementation and execution of operational and capital projects and effective and timely communicating with grounds employees, district staff and community members. This position reports to the Director of Facilities and Grounds. | Dale Wiessinger dkwiess@sunprairieschools.org 834-6530 |  |
| Groundskeeper The purpose of this position is to maintain school grounds. This would include but not limited to landscaping, lawns, turf and athletic fields, natural and retention ponds, tree maintenance, irrigation systems, playgrounds, and planting beds, plowing snow, maintaining equipment, and performing other duties as required. | Scott Breuchel scbreuc@sunprairieschools.org |  |
| Groundskeeper The purpose of this position is to maintain school grounds. This would include but not limited to landscaping, lawns, turf and athletic fields, natural and retention ponds, tree maintenance, irrigation systems, playgrounds, and planting beds, plowing snow, maintaining equipment, and performing other duties as required. | Michael Cullen mtculle@sunprairieschools.org |  |

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| Groundskeeper The purpose of this position is to maintain school grounds. This would include but not limited to landscaping, lawns, turf and athletic fields, natural and retention ponds, tree maintenance, irrigation systems, playgrounds, and planting beds, plowing snow, maintaining equipment, and performing other duties as required. | John Hernandez jlherna@sunprairieschools.org |  |
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| Groundskeeper The purpose of this position is to maintain school grounds. This would include but not limited to landscaping, lawns, turf and athletic fields, natural and retention ponds, tree maintenance, irrigation systems, playgrounds, and planting beds, plowing snow, maintaining equipment, and performing other duties as required. | Ed Rowe ewrowe@sunprairieschools.org |  |
| ATHLETICS & ACTIVITIES | | |
| Athletics & Activities Director Responsible for maintaining, organizing, and administering the overall program of high school athletics and extracurricular/co-curricular activities in a way that serves all children well and supports the primary academic mission of the school district. | Eric Nee eanee@sunprairieschools.org 834-6719 |  |
| Administrative Assistant - Athletics This position, under general supervision, provides administrative support to the Athletics & Activities Director in accordance with District policies, procedures, and guidelines. | Deb Harbort dmharbo@sunprairieschools.org 837-6719 |  |

Secretary - Athletics

The purpose of this position is to perform advanced secretarial assignments in support of the on-going operations of the school and related programs and enhance the administrators' effectiveness. Ensure student success by facilitating the effective operation of the school environment/related programs by supporting building/program personnel.

Mary Jiannacopoulosmrjiann@sunprairieschools.org

834-6720



Updated 10/2018