



NAVAJO PREPARATORY SCHOOL, INC.

Leaders Now and Into the Future “Yideesk33g00 Naat’1anii”



Department Chart

Academics	Residential	Human Resources	Business Office	Food Service	Facilities	Information Technology
IB Programme School-Based Health Center Academic Support Tutoring Learning Circles Academic Counseling Mental Health & Wellness Program <u>Asst to Dean of Instruction</u> Purchase Requisitions Travel (Itinerary, return receipts, travel report) <u>Athletics</u> Game Schedules	Residential Life Program After School Program Off-Campus Trips Day Student Life	Staffing Compensation Contracts Benefits Evaluations Personnel Handbook FMLA Administration Worker’s Comp Unemployment Comp Employee Relations <u>Administrative Services Coordinator</u> Facility Requests	<u>Payroll</u> Time Clock Plus Wage Deductions Benefits Payments Leave Pay Pay Data Overtime Travel <u>Accounts Receivable</u> Payments Gas/Vendor Cards Purchase Orders Unused Funds Return Receiving Packages <u>Accounts Payable</u> Check Disbursement Inventory/Assets Purchase Orders Food Service (USDA reimbursement, employee meal count for payroll deduction)	Dining Hours Employee Meals Available Fresh Fruit (Available throughout the day) Food Service Equipment Rental	<u>School Dude</u> Work Orders Room Requests Vehicle Requests Keys Radios Safety Issues	Computer Access Email Access Internet Access Laptops IT Work Orders (helpdesk@navajoprep.com)