



# Family and Community Communication Guide

Question	Contact 1	Contact 2	Contact 3	Contact 4	Contact 5
<b>Pre-K academics</b>	Classroom teacher	Building principal or program director	Early childhood director	Asst supt for elementary instruction	Superintendent
<b>Elementary academics</b>	Classroom teacher	Building principal or assistant principal	Asst supt for elementary instruction	Superintendent	
<b>Secondary academics</b>	Course/classroom teacher	Assistant/academy principal	Building principal	Asst supt for secondary instruction	Superintendent
<b>Athletics</b>	Team head coach	Instructional supervisor for health, physical education and athletics	Director of health, physical education and athletics	Asst supt for secondary instruction	
<b>Attendance</b>	Classroom teacher	Building principal, assistant principal or home school coordinator	Assistant director of pupil personnel services	Director of pupil personnel services	Asst supt for secondary instruction
<b>Board of Education</b>	Board clerk	Superintendent	Board of Education president		
<b>Budget and finance</b>	Director of business affairs	Deputy supt for business and finance	Superintendent		
<b>Buildings and grounds</b>	Building principal	Director of facilities	Deputy supt for business and finance	Superintendent	
<b>Communications/ media/social media/ website</b>	Assistant director of communications	Director of communications and operations	Superintendent		
<b>Construction/Capital Projects</b>	Building principal	Deputy supt for business and finance	Superintendent		
<b>Employment</b>	Human resources generalist	Assistant director of human resources	Director of human resources	Superintendent	
<b>Enrollment/changing schools</b>	Central registration	Quality assurance manager	Director of pupil personnel services	Asst supt for secondary instruction	Superintendent
<b>Facilities use</b>	Facilities use coordinator	Director of communications and operations			
<b>Food service/free and reduced meals</b>	Building cafeteria manager	Building principal	School lunch director	Deputy supt for business and finance	Superintendent
<b>Health services</b>	School nurse	Building principal	Health coordinator	Director of pupil personnel services	Asst supt for elementary instruction
<b>School safety</b>	Building principal	Director of safe schools and violence prevention	Director of pupil personnel services	Asst supt for secondary instruction	Superintendent
<b>School taxes</b>	Tax collector	Treasurer	Deputy supt for business and finance		
<b>Special education</b>	Classroom teacher	Building principal	Director of special education	Asst supt for secondary instruction	Superintendent
<b>Student registration</b>	Central registration	Quality assurance manager	Director of pupil personnel services	Asst supt for secondary instruction	Superintendent
<b>Technology</b>	Help desk	Technology coordinator	Asst supt for assessment, accountability and technology innovation	Superintendent	

# S C H O O L S

## **Abrookin Career and Technical Center**

(518) 475-6400  
Albany High School  
(518) 475-6200

## **Albany International Center**

(518) 475-6900

## **Albany School of Humanities (ASH)**

(518) 475-6575

## **Arbor Hill Elementary School**

(518) 475-6625

## **Delaware Community School**

(518) 475-6750

## **Eagle Point Elementary School**

(518) 475-6825

## **Edmund J. O'Neal Middle School of Excellence**

(518) 475-6600

## **Giffen Memorial Elementary School**

(518) 475-6650

## **Montessori Magnet School**

(518) 475-6675

## **New Scotland Elementary School**

(518) 475-6775

## **North Albany Academy**

(518) 475-6800

## **Philip J. Schuyler Achievement Academy**

(518) 475-6700

## **Pine Hills Elementary School**

(518) 475-6725

## **Sheridan Preparatory Academy**

(518) 475-6850

## **Stephen and Harriet Myers Middle School**

(518) 475-6425

## **Thomas O'Brien Academy of Science and Technology (TOAST)**

(518) 475-6875

## **Tony Clement Center for Education**

(518) 475-6525

## **William S. Hackett Middle School**

(518) 475-6475

# A D M I N I S T R A T I O N

## **Superintendent's Office**

(518) 475-6012

## **Assistant superintendent for elementary instruction**

(518) 475-6012

## **Assistant superintendent for secondary instruction**

(518) 475-6012

## **Assistant superintendent for assessment, accountability and technology innovation**

(518) 475-6075

## **Board of Education clerk**

(518) 475-6010

## **Business and Finance Division**

(518) 475-6020

## **Buildings and Grounds Department**

(518) 475-6160

## **Central Registration**

(518) 475-6125

## **Communications Department**

(518) 475-6066

## **Communications and Operations Division**

(518) 475-6065

## **Department of Health, Physical Education and Athletics**

(518) 475-6310

## **Director of Safe Schools and Violence Prevention**

(518) 857-5999

## **Facilities use coordinator**

(518) 475-6538

## **Health coordinator**

(518) 475-6730

## **Human Resources Division**

(518) 475-6055

## **Pupil Personnel Services**

(518) 475-6130

## **Quality assurance manager**

(518) 475-6181

## **School lunch director**

(518) 475-6644

## **Special education**

(518) 475-6150

## **Tax collector**

(518) 475-6035

## **Technology Help Desk**

(518) 475-6195

## **Transportation**

(518) 475-6170

## **Treasurer**

(518) 475-6020