



AWLS Central Administrative Office Support Staff Guide

The CAO staff members listed below keep the business matters of the District running smoothly. This guide shares a little insight into their responsibilities to help you determine the best point of contact for your question or concern.

Anthony Wayne Local Schools - Central Administrative Office

9565 Bucher Road, Whitehouse, OH 43571

Phone: 419-877-5377 Fax: 419-877-9352



AMY ANDERSON, Secretary / Enrollment Coordinator

CAO Receptionist
Kindergarten & New Student Enrollment
Student Address / Custody Tracking
Background Checks

Frontline Absence Management Staff / Substitutes
Staff ID Badges
Create New Employee Email Addresses

ext. 11200

EMAIL AMY



CINDY BRAHIER, Payroll / Benefits / Assistant to the Treasurer

Payroll
Record Absences / Time Slips
W2 Processing
Insurance Enrollment / Changes

Tax Filing and Deductions with Payments
Annuities & Retirement Funding Systems

ext. 11241

EMAIL CINDY



CRYSTAL BUCHER, Administrative Assistant - Student Services

Preschool Enrollment & Information
SameGoal Management
Excess / Threshold Costs
SPED Program Codes / Reporting

Special Education Information Requests
504 Information Requests

ext. 11231

EMAIL CRYSTAL



RAY GREENE, Assistant Treasurer

Account Receivable / Invoicing
Monthly Financials
Contracts / Salary Notices
Workers' Compensation

Records Retention & Disposal
Inventory
Refund Processing
Work Calendars

ext. 11240

EMAIL RAY



JANA LEININGER, EMIS / State Reporting

EMIS State Reporting Requirements
PowerSchool Student Data Input
Staff and Courses Reporting
Data Reporting for Student Funding

Test Score Reporting
Graduation Progress Monitoring & Reporting
Penta Course Student Enrollment
FinalForms & Returning Student Registration

ext. 11248

EMAIL JANA



JULIE PINGLE, Accounts Payable / Assistant to the Treasurer

College Tuition Reimbursement
Invoice Processing
Credit Card Management
Order Approvals

Requisition / Purchase Order Management
1099 Processing
Student Scholarship Payments

ext. 11244

EMAIL JULIE



JILL SCHWANZ, Administrative Assistant - Superintendent

Licensure expiration/renewal
Transcripts
Background Checks
Staff ID Badges

Seniority Lists
Volunteers
Staff Directory
Job Postings & New Employee Paperwork

ext. 11230

EMAIL JILL