

Central Office – Chart of Responsibilities

Matt Moore – Superintendent

Secretary to the Board of Education (incl Board mtg agenda development)	District Spokesperson/ Communications Lead	Principal Growth and Evaluation
Strategic Vision	CARE Council	Principals' Meetings
Legislative Issues	Legal/Contractual Issues	District Liaison to local and state govt
Construction Projects Lead	(including Open Records Requests)	Cabinet Meetings
Superintendent's Student Forum		Certified Council Meetings

Patrice Jones
Director of School, Community and Public Relations

Val Gallutia – Chief of Staff

Superintendent Designee	Finance	Work-Based Learning	Attendance
Health Services	Central Office Operations	Safety/Security	Administrative Hearings
Graduation Ceremony	Graduation Rate / WRC	Food Service	Construction
Implementation of Strategic Vision	District Policies and Procedures	Facilities	Local Planning Committee
Title IV Part A			

Jason U'Wren, Director of Finance

- District Budget Development
- Revenue/Expenditure Analysis
- Investment Management
- Training and Support:
MUNIS software application
- Chart of Accounts
- Redbook
- School Bookkeepers
- District Financial Accounting Lead
- District Financial Audit Contact
- Grant Project Financial Review
- Fixed Assets Management

Susan Warmoth, Auditor

Donna Givens, Director of Student Services

-Attendance Area Change (Appeals)	-Campus Rights Approval
-Calendar Development	-FRYSC District Contact
-Outside Agency Contact GUS	-Redistricting
-IC Rights Approval	
-Home Visits/Intervention Plans	-JELV Attendance Support
-Ashgrove Academy Principal	-Attendance Plans
-Enrollment of Foreign Exchange Students	-District TIPS
-Outside Agency Contact CDW, CHFS-DCBS, County Attorney	

Daniel Sandlin, Asst Director of Student Services

-Attendance Area Change Request	-PBIS	-Dropout Coordinator
-Safety Coordinator	-CCEIS	-TDP (EJHS/WJHS)
-Home Visits/Intervention Plans/Final Notices/Petitions (HS)		
-Outside Agency Contact CDW, CHFS-DCBS, County Attorney		
-Court Liaison Juvenile District Court		
-Graduation		

Earl Trent, Attendance Advocate

-Court Liaison Family Circuit Court	-TDP (EJMS/WJMS/TPS)
-Elementary Attendance Support	-Trauma Informed Care
-Outside Agency Contact CDW, CHFS-DCBS, County Attorney	
-Home Visits/Intervention Plans/Final Notices/Petitions (EL)	

Patty Teater, Data Specialist

-Infinite Campus (Help Desk, Trainer, Rights, OLR)	-LEAD
-MAP Data Import	

Erin Waggoner District Technology Coordinator

- District Tech Office
- KETS Budget
- Tech Systems / Infrastructure
- District STLP Coordinator
- MUNIS
- Active Directory
- School Tech Support
- WAAPOC
- Social Media
- Academic Team Coordinator
- Governor's Cup Contact
- Instructional Technology Trainer

John Clemons - Maintenance

Patricia Glass - Health Services Coordinator

Lee Ann Connor - Food Service Director

Michele Reynolds - Chief Academic Officer

P-12 Instruction	P-12 Curriculum	P-12 Assessment	District Improvement Planning
Title I, II & III	PD Coordinator	District MAP Lead	Lead DAC
eProve Contact	English Language Learners	Extended School Services	Teacher Internship & Induction
GMAP Lead	Textbook/Instructional Resources	Early Graduation	Student Teaching Placement
School Report Cards	Instructional Transformation Grant		

Hannah Campbell, Director of Secondary Schools

-Gifted and Talented	-Secondary CRAs
-MS Instructional Coaches	-CTE/Work Ready
-Graduation Requirements	-MS/HS DAC
-MS/HS Parent Concerns	-LDC/MDC
-Teacher Effectiveness Leaders	-RTI Coordinator
-MS/HS School Improvement Planning	
-Transition Readiness (Advanced Placement, Dual Credit, ILPs)	

Lori Hollen, Director of Elementary Schools

-After School Child Care	-Elementary CRAs
-ES Parent Concerns	-Teacher Leader Network
-ES School Improvement Planning	-ES DAC
-ES Literacy & Math Coaches	-NTI
-Arts & Humanities/Arts+	-Arts Council
-Black Achievers	-CRTL
-State Funded Preschool Curriculum	

Michelle Gadberry, Director of Special Education

- Special Education Lead
- Due Process and Compliance
- Special Education Parent Concerns
- 504/ADA plans
- Drop Out Reduction/HB
- Restraint and Seclusion
- Suspension Reduction
- State Funded Preschool Budget and Reporting
- Assist Team
- FAIR Team
- CCEIS

Samantha Gottler, Assistant Director of Special Education

- Special Education Lead
- Due Process and Compliance
- Parent Complaints re Special Education
- 504/ADA plans
- Drop Out Reduction/HB
- Interagency (LIAC)

Shainey Marcus-Homeless Liaison/Migrant Program

Scott Wells - Chief Operations Officer

Human Resources	Employee Retention	Employee Job Descriptions	AESOP Lead
Personnel Investigations	Employee Discipline	District Survey	Athletics
Adult Education	SBDM Council	SBDM Council Trainer	Calls/Concerns: Substitute Teachers
Counseling	Work Seal	Transportation	
Employee Quality: Certified and Classified Evaluation			

Richard Harden HR Senior Consultant

- HR Policy and Procedure Support
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Employment forms
- Certified & Classified: Employee Handbooks
- Personnel Issue Resolution
- Benefits Management
- Personnel Action District Contact
- Winocular Lead
- Salary Schedule Development
- Staffing Allocations
- Job Description Maintenance
- Substitute Teacher Training

Mark Miracle & Charlie Owens Athletic Director

- Athletic Budget
- District Random Drug Testing Lead
- Athletic Travel
- Title IX Compliance
- Athletic Fields and Facilities Lead
- Field Use Agreement Lead
- KHSAA Compliance
- District Athletic Handbook
- School AD Support and Training
- District Athletic Calendar
- Coaching Support and Training

Mary Davis - Director of Adult Education

Carrie McDonald - District Communications

Chris Bellman - Transportation

Kelli Canup - Crisis Response Team & Mental Health Coordinator/Foster Care Liaison