

# Central Office – Chart of Responsibilities

## Matt Moore – Superintendent

Secretary to the Board of Education  
(incl Board mtg agenda development)  
Strategic Vision  
Legislative Issues  
Construction Projects Lead  
Superintendent’s Student Forum

District Spokesperson/  
Communications Lead  
CARE Council  
Legal/Contractual Issues  
(including Open Records Requests)

Principal Growth and Evaluation  
Principals’ Meetings  
District Liaison to local and state govt  
Cabinet Meetings  
Certified Council Meetings

**Patrice Jones**  
**Director of**  
**School,**  
**Community**  
**and Public**  
**Relations**

## Val Gallutia – Chief of Staff

Superintendent Designee  
Health Services  
Graduation Ceremony  
Implementation of Strategic Vision

Finance  
Central Office Operations  
Graduation Rate / WRC  
Facilities

Work-Based Learning  
Safety/Security  
Food Service  
Local Planning Committee

Attendance  
Administrative Hearings  
Construction

### 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)
- Infinite Campus Rights Approval
- Outside Agency Contact GUS
- TDP: The Providence School
- Methodist Home Principal
- Home Visits/Intervention Plans
- Outside Agency Contact CDW, CHFS-DCBS, County Attorney
- Enrollment of Foreign Exchange Students
- Attendance Plans (monitor and provide feedback)

### Daniel Sandlin, Asst Director of Student Services

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

### Earl Trent, Attendance Advocate

- Court Liaison Family Circuit Court
- Crisis Intervention Coordinator
- District Foster Care Contact
- Outside Agency Contact CDW, CHFS-DCBS, County Attorney
- Home Visits/Intervention Plans/Final Notices/Petitions (EL)

### 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

**Patricia Glass-**  
**Health Services Coordinator**

**Lee Ann Connor-**  
**Food Service Director**

**John Clemons-**  
**Maintenance**

## Michele Reynolds - Chief Academic Officer

P-12 Instruction  
Title I, II & III  
eProve Contact  
KTIP Coordinator  
School Report Cards

P-12 Curriculum  
PD Coordinator  
English Language Learners  
Textbook/Instructional Resources  
Instructional Transformation Grant

P-12 Assessment  
District MAP Lead  
Extended School Services  
Early Graduation

District Improvement Planning  
Lead DAC  
Teacher Induction & Recruitment  
Student Teaching Placement

### Hannah Campbell, Director of Secondary Schools

- Gifted and Talented
- MS Instructional Coaches
- Graduation Requirements
- MS/HS Parent Concerns
- Teacher Effectiveness Leaders
- MS/HS School Improvement Planning
- Transition Readiness (Advanced Placement, Dual Credit, ILPs)

- Secondary CRAs
- CTE/Work Ready
- MS/HS DAC
- LDC/MDC
- RTI Coordinator

### Lori Hollen, Director of Elementary Schools

- After School Child Care
- ES Parent Concerns
- ES School Improvement Planning
- ES Literacy & Math Coaches
- Arts & Humanities

- Elementary CRAs
- Teacher Leader Network
- ES DAC
- NTI
- Arts Council

### Michelle Gadberry, Director of Special Education

- Special Education Lead
- Due Process and Compliance
- Special Education Parent Concerns
- 504/ADA plans
- Drop Out Reduction/HB
- Interagency (LIAC)
- Suspension Reduction
- KERA Preschool

- Restraint and Seclusion
- TPS
- Assist Team

### 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  
Personnel Investigations  
Adult Education  
Counseling  
Employee Quality: Certified and Classified Evaluation

Employee Retention  
Employee Discipline  
SBDM Council  
Work Seal

Employee Job Descriptions  
District Survey  
SBDM Council Trainer  
District Policies and Procedures

AESOP Lead  
Athletics  
Calls/Concerns: Substitute Teachers  
Transportation

### Richard Harden HR Senior Consultant

- HR Policy and Procedure Support
- H11/1/2013 11:48 AMR &  
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**