

# Central Office – Chart of Responsibilities

## Kathy Fields – Superintendent

Secretary to the Board of Education (incl Board mtg agenda development) IAIE Legislative Issues Construction Projects Lead Superintendent’s Student Forum	District Spokesperson/ Communications Lead CARE Council Legal/Contractual Issues (including Open Records Requests) Strategic Vision	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

## Matt Moore – Chief of Staff

Superintendent Designee Adult Education Safety/Security Graduation Rate / WRC	Finance Attendance Administrative Hearings Procedures	Work-Based Learning Health Services Graduation Ceremony Implementation of Strategic Vision	Athletics Central Office Operations Board Policies and Administrative
--	--	---	---

### Mark Miracle & Daniel Sandlin 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

### Virginia Simpson, Director of Pupil Personnel

- Attendance Area/Enrollment
- Data/State Reporting
- School Records Custodian
- Truancy Officer
- Infinite Campus
- Student Information System Support
- School Calendar Lead
- Court Liaison
- FAIR Team
- Attendance Audit Lead
- FRYSC District Lead
- Target Intervention Plans

### Earl Trent, Attendance Advocate

- Attendance Improvement Efforts
- Mental Health Coordinator
- Crisis Response Support
- “March to Greatness” District Lead
- Court petitions: Truancy/Ed Neglect
- Court Liaison Designee
- Truancy Interventions and Home Visits
- Truancy Diversion Program (TDP)
- School Attendance Plan Lead

**Patty Teater** -EDS Contact -IC

### Donna Givens

**Director of Student Services**  
Safety & Security Admin Hearings  
Drop-out Prevention  
Alternative Satellite Programs  
Outside Agency Contact  
TDP team for TPS

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

**Mary Newton**  
**Adult Education**

## Michele Reynolds - Chief Academic Officer

-Title I, II & III	-Art & Humanities/Art Council	-SBDM Council	-SBDM Council Trainer	-PGES
-District MAP Lead	-Instructional Transformation Grant	-CDIP	-PD Coordinator	-Textbook/Instructional Resources
-Lead DAC	-ENG Language Learners	-ASSIST Contact	-JTEAM	-Extended School Services
-KTIP Coordinator	-IAIE District Contact	-School Report Cards		-Teacher Induction & Recruitment

### Hannah Campbell Director of Secondary Schools

- Governor’s Scholar Program
- Gifted and Talented
- Secondary CRAs
- MS Instructional Coaches
- MS/HS Parent Concerns
- College & Career Readiness
- Graduation Requirements
- Early Graduation
- Advanced Placement
- CTE/Work Ready
- LDC/MDC
- Teacher Effectiveness Leaders
- MS/HS CSIP
- MS/HS Student Growth Goals
- Dual Credit
- Secondary RTI
- ILPs
- World Languages
- MS/HS DAC

### 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
- TPS
- KERA Preschool
- 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)

### Cindy Matherly District RTI Coordinator

- RTI Programming
- Progress Monitoring
- Student Data Tracking System

### Lori Hollen Director of Elementary Schools

- After School Child Care
- Elementary CRAs
- ES Parent Concerns
- Teacher Leader Network
- ES CSIP
- ES Student Growth Goals
- ES Literacy & Math Coaches
- ES DAC
- Program Reviews
- NTI

## Val Gallutia - Chief Operations Officer

Human Resources	Employee Retention	Food Service	Transportation	Employee Job Descriptions
Employee Quality: Certified and Classified Evaluation	AESOP Lead	Personnel Investigations	Employee Discipline	District Survey
Policy and Procedure	Finance	Construction	Facilities	Local Planning Committee
		Attendance Area Appeals	Calls/Concerns: Substitute Teachers	

### 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

### 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

### 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

**Jason U’Wren, Auditor**

### Karen Barden Food Service Director

**John Clemons**  
**Maintenance**

**Chris Bellman**  
**Transportation**

**Carrie McDonald**  
**District Communications**