

Central Office – Chart of Responsibilities

Secretary to the Board of Education (incl Board mtg agenda development) Strategic Vision govt Legislative Issues Construction Projects Lead Superintendent’s Student Forum	<b style="color: purple;">Matt Moore – Superintendent 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 Cabinet Meetings Certified Council Meetings	Patrice Jones Director of School, Community and Public Relations
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Superintendent Designee Implementation of Strategic Vision Graduation Ceremony Local Planning Committee	<b style="color: red;">Val Gallutia – Deputy Superintendent/Chief of Staff Finance Central Office Operations Athletics Title IV Part A	Work-Based Learning Safety/Security Construction Work Seal	Attendance/Graduation Rate Administrative Hearings Facilities Ashgrove Academy Contact
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<b style="color: red;">Jason U’Wren, Director of Finance -District Budget Development -Investment Management -MUNIS Training and Support -District Financial Accounting Lead -District Financial Audit Contact -Fixed Assets Management <b style="color: red;">Tammy Taylor, Auditor -Redbook -School Bookkeepers -Grant Project Financial Review

<b style="color: red;">Daniel Sandlin, Director of Pupil Personnel -Attendance Area Change Request -Calendar Development -Outside Agency Contact GUS -Home Visits/Intervention Plans -Attendance Plans -Enrollment of Foreign Exchange Students -District TIPS -Drop-Out Coordinator -Redistricting -EJHS/JELV/WJHS Attendance and TDP -Graduation Rate <b style="color: red;">Earl Trent, Attendance Advocate -Court Liaison Family Circuit Court -Health Advisory Committee -Home Visits/Intervention Plans/Final Notices/Petitions (JELV, Elementary, Middle) -TDP (EJMS, WJMS, & TPS) <b style="color: red;">Patty Teater, Data Specialist -Infinite Campus System Admins/Support -Infinite Campus Tool Rights and Access Group Maintenance -OLR Support (schools and parents) -LEADReport/MAP Data Import <b style="color: red;">Stephanie Kolberg - Administrative Secretary -Registration - JELV and Summer Registration -No Pass/No Drive Contact -Home Hospital

<b style="color: red;">Erin Waggoner District Technology Coordinator -District Tech Office -KETS Budget -Tech Systems/Infrastructure -District STLP Coordinator -School Tech Support Lead -WAAPOC -Social Media -Academic Team Coordinator -Governor’s Cup Contact <b style="color: red;">Matt Cessna - Instructional Technology Coach -Instructional Technology Trainer/Support

<b style="color: red;">Beth Carpenter - Director of Student Services -Safety and Security/Crisis Response -FRYSC District Contact -PBIS (<b style="color: red;">Amber Bruner) -Homeless Program -Transportation
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<b style="color: red;">John Clemons - Maintenance

<b style="color: red;">Mark Miracle & Michael James 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
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<b style="color: blue;">Michele Reynolds - Assistant Superintendent/Chief Academic Officer			
P-12 Instruction Title I, II & III eProve Contact GMAP Lead School Report Cards	P-12 Curriculum PD/EILA Coordinator English Language Learners Textbook/Instructional Resources	P-12 Assessment District MAP Lead Extended School Services Early Graduation	District Improvement Planning Lead DAC Teacher Internship & Induction Student Teaching Placement

<b style="color: blue;">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) <b style="color: blue;">Lori Hollen, Director of Elementary Schools -After School Child Care -ES Parent Concerns -ES School Improvement Planning -ES Instructional Coaches -Arts & Humanities -Black Achievers -State Funded Preschool Curriculum	-Secondary CRAs -CTE/Work Ready -MS/HS DAC -RTI Coordinator -Elementary CRAs -Teacher Leader Network -ES DAC -NTI -CRTL -Arts Council
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<b style="color: blue;">Samantha Gottler, Director of Special Education -Special Education Lead -Due Process and Compliance -Special Education Parent Concerns -Drop Out Reduction/HB -Restraint and Seclusion -Suspension Reduction -State Funded Preschool Budget and Reporting <b style="color: blue;">Megan McCarty, Assistant Director of Special Education -Special Education Lead -Parent Complaints re Special Education -504/ADA plans -Drop Out Reduction/HB <b style="color: blue;">Janet Hodges - Migrant Program	-504/ADA plans -Assist Team -FAIR Team -CCEIS	-Due Process and Compliance -Interagency (LIAC) -Administrative Hearings
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<b style="color: green;">Michelle Gadberry - Assistant Superintendent/Chief Operations Officer			
Human Resources Personnel Investigations SBDM Council Open Records Requests Employee Quality: Certified and Classified Evaluation	Employee Retention Employee Discipline SBDM Council Trainer Talent Ed Recruit and Hire Lead	Employee Job Descriptions District Survey Health Services Counseling Attendance Area Change (Appeals)	AESOP Lead Adult Education Food Services Calls/Concerns: Substitute Teachers Policies & Procedures

<b style="color: green;">Richard Harden - HR Senior Consultant -HR Policy and Procedure Support -HR & Employment forms -Personnel Action District Contact -Job Description Maintenance	-Certified & Classified: Employee Handbooks -Personnel Issue Resolution -Salary Schedule Development -Substitute Teacher Training -Benefits Management -Staffing Allocations
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<b style="color: green;">Mary Davis - Director of Adult Education <b style="color: green;">Carrie McDonald - District Communications <b style="color: green;">Patricia Glass - Health Services Coordinator <b style="color: green;">Lee Ann Conner - Food Service Director

<b style="color: green;">Becky Sewell - Payroll Administrator/Benefits Coordinator (Last Name - A-K) <b style="color: green;">Joan Cinnamon - Payroll Administrator/Benefits Coordinator (Last Name - L-Z) -Sick Bank -Dental Forms	-Substitute Hiring Processing -Retirement
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<b style="color: green;">Kathy Murrah - HR Specialist -Certified, Classified, Paraprofessional New Hires -Certification/Licensing -EPSB Point of Contact -Evaluation Lists -Board Personnel Actions
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