

# Central Office – Chart of Responsibilities

## Matt Moore – Superintendent

|  |   |  |
|--|---|--|
| Secretary to the Board of Education<br>(incl Board mtg agenda development) | District Spokesperson/<br>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 Conner - 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
- 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

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