CHATTAHOOCHEE COUNTY SCHOOL DISTRICT ROLES DIRECTORY

SYSTEMS PROGRAMS

DR. ALLISON RODRIGUEZ
ASSISTANT SUPERINTENDENT

- Accountability
- Federal Programs / Con App.
- Federal Programs Supervision
- Title 1
- Charter System
- Literacy Plan
- Early Literacy Requirements
- Dyslexia
- Academic Stipends
- Consolidated Application / CLIP
- K-12 College Career Readiness
- IDEA Oversight
- Portal - Academics
- School Improvement
- Impact Checks
- IDEA Portal
- IDEA Compliance (SECONDARY)
- IDEA Secondary State Reports

JILL SIMMONS
FEDERAL PROGRAMS & DATA COORDINATOR

- Teacher Certification
- Para Certification
- TKES Monitoring
- Accreditation Cognia
- Monitoring GaDOE
- PowerSchool Data
- FTE

SEPTEMBER WIGGINS
STUDENT SUPPORT SERVICES COORDINATOR

- Student Crisis
- Attendance/Truancy
- Family Connection Liaison
- Mental Health Supports and Supervisor
- McKinney V and Homelessness
- Wrap Around Support Liaison
- Court and DJJ Liaison
- DFACS Liaison/Foster Care Point of Contact
- APEX and Military Counseling Liaison
- BTAM and Safety
- Hospital Homebound Liaison
- Anonymous Reporting System Monitor
- School Nurses Point of Contact

CARIN BOWEN
SPED TEAM

- Secondary Sped Leadership
- Elementary Sped Leadership
- Upload GOIEP Dates for Compliance
- Enter IEP Data PowerSchool

MYRA MARTINEZ
IEP SUPPORT

- Manage IEP Records/Transfer Documents

BUSINESS DEPARTMENT

SANDY LARSON
BUSINESS SERVICES DIRECTOR

- Payroll
- Time and Attendance
- Substitute Applicants: Hiring Process (PRIMARY)
- HR Oversight: Complaints/Grievances
- Board Reporting: Attendance
- Benefits Pay Deductions
- Quarterly Taxes
- Workers Comp (PRIMARY)
- CPI
- PO Approval (Account/Budget)
- Employee Travel
- School Foods Bookkeeping
- School Bookkeeping Support
- School Activity Accounts Oversight
- Accounts Payable (SECONDARY)
- Accounts Receivable (SECONDARY)
- Impact Aid Portal Management (PRIMARY)
- Monthly Reporting All Accounts: (SECONDARY)

JANET WALLS
FINANCE DIRECTOR

- Account Recons/GL Management
- Monthly Reporting for BOE
- Budget Prep - General Fund, CP, DS
- Grant Budgets and Reporting
- ESPLOST
- Annual Financial Audit
- State Financial Reporting Requirements
- GaDOE Financial Designee
- Accounts Payable (PRIMARY)
- Accounts Receivable (PRIMARY)
- Impact Aid Portal Management (SECONDARY)
- Contractual Oversight
- Worker's Comp (SECONDARY)

CLAUDIA GARDNER
ADMIN ASSISTANT TO SUPERINTENDENT/ BOE

- Fingerprinting and Background
- Frontline: Recruiting- Hiring pipeline
- Board Report Personnel
- New Employee Onboarding
- Student Registration PreK-12 (SECONDARY)
- Ft Benning Newcomers Mtg (SECONDARY)
- Sub Applicants: Hiring Process (SECONDARY)
- eBOARD platform
- District Cash Receipts and Deposit Preparer (SECONDARY)
- Impact Aid Forms and Process
- Mail
- Order Business Items
- Board Travel Needs

ELIZABETH DEMUNN-BOZE
ENROLLMENT SPECIALIST

- Student Registration PreK-12 (PRIMARY)
- Ft Benning Newcomers Mtg (PRIMARY)
- Impact Aid Forms and Process

JANET GUMZ
BOOKKEEPER

- District Cash Receipts and Deposit Preparer (PRIMARY)
- Account Payable
- Monthly Reporting All Accounts

OPERATIONS

RAY HARRALLSON
MAINTENANCE AND OPERATIONS DIRECTOR

- ABM Monitoring
- KBS Monitoring
- Custodial Weekly Supervision
- Monitor/Respond Repair Tickets
- Building Compliance
- HVAC Controls
- 5 Year Facility Plan
- Vendor Supervision
- Driver Reports/Meetings
- Bus Inspections
- DOT Liaison and Inspections

ECHO KRONBERG
NUTRITION AND TRANSPORTATION DIRECTOR

- Traversa Bus Routing
- Bus State Reports
- SLA Management
- School Foods Bookkeeping
- USDA Compliance
- Meal Application Forms
- Drivers/Meetings
- Transportation Paperwork Files
- Operations PO Process
- Order Operation Items

WILLIE REMBERT
TRANSPORTATION LEAD TRAINER

- Drivers/Meetings
- Driver Training
- Parent Calls: Transportation

SECURITY DEPARTMENT

RAY HARRALLSON
CHIEF OF POLICE

- Manage and Implement Safety Plan
- Team Safety Training K-12
- Vector Solutions Training
- Centegix Alerts
- Security Cameras
- Schedule Security for Events
- AED Management
- ID Badges Implementation
- On Campus Drivers: Management

ROBERT COOPER/TAYLOR SOUTHERLAND
SRO

- Support Safety Plan
- Implement Patrols at Assigned School
- DARE
- Traffic Management

SCHOOLS

SCHOOL SUPPORT STAFF

- Ordering School Items
- School Funds Online Account
- Manage and Support School Travel Needs

TECHNOLOGY

KALAN COLLAZO
CHIEF TECHNOLOGY OFFICER

- Management of all District Tech Services
- Hardware / Software
- Technology Budget / Order Tech Items
- Program Planning
- Internet
- E-Rate
- Supervise Tech Tickets
- Tech Inventory and Assets
- Cybersecurity
- ID Badges Oversight / Management
- Support with Traversa
- Web Master
- GaDOE Portal Security Officer
- Social Media Management (SECONDARY)

TREVOR WILLIAMSON
TECHNOLOGY TEAM

- Manage Roll-Out of 1:1 Chromebook
- Repairs on 1:1 Chromebooks
- Maintain Inventory of 1:1

MOLLY ALLEN / KANDICE MCGLAUN
K-12 INSTRUCTIONAL TECHNOLOGY

- Clever Rostering
- Manage STEAM Rooms and STEAM Technology
- K-12 STEAM and Technology Professional Development
- STEAM Night Organizer
- Parent Engagement (PRIMARY)
- Technology Competition Oversight

MELANIE BUCKLEY
COMMUNICATION DESIGN SPECIALIST

- PR Design for District (K-12, BOE)
- Social Media Design (PRIMARY)
- Frontline Recruiting (SECONDARY)
- Website (SECONDARY)

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