



# DISTRICT ROLES DIRECTORY

## BUSINESS DEPARTMENT

### **SANDY LARSON - Business Director**

Accounts Payable: Secondary  
Accounts Receivable  
Monthly Monitoring Expenses  
ESPLOST  
Monthly Reporting All Accounts: Secondary  
PO Approval (account/budget)  
Employee Travel  
CPI  
Impact Aid Portal Management: Secondary  
Worker's Compensation: Primary  
HR Oversight: Complaints/Grievances  
Substitute Applicants: Hiring Process: Primary  
Vendor Packets

### **LORRIE STAFFORD - Finance Specialist**

Grant Budgets  
Activity Accounts  
Financial Reporting Audit  
ESSR  
Monthly Reporting for BOE  
Budget Compliance  
Contractual Oversight  
State Reporting Requirements  
GaDOE Financial Designee

### **ARLENE BYRD - Board Business Specialist**

Eboard  
Payroll  
Time and Attendance  
Worker's Compensation: Secondary  
Board Report: Attendance  
Benefits Pay Deductions  
Mail  
Order Business Items  
Board Travel Needs  
Quarterly Taxes

### **MARIE WILLS - Business Specialist**

Train School Foods Bookkeeping  
Train School Bookkeepers  
Train on PCGenesis  
Impact Aid Portal Management  
Accounts Payable  
**CLAUDIA ADAMS - Enrollment Coordinator**  
Student Registration PreK-12  
Fingerprinting and Background  
Frontline: Recruiting- Hiring pipeline  
Board Report Personnel  
New Employee Onboarding  
Ft Moore Newcomers Mtg  
Social Media Management: Secondary  
Sub Applicants: Hiring Process: Secondary

## SCHOOLS

### **SCHOOL SUPPORT STAFF**

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

## SYSTEMS PROGRAMS

### **JILL SIMMONS - Fed Programs & Data Coord**

Federal Programs Supervision  
Title 1  
Consolidated Application/CLIP  
Teacher Certification  
Para Certification  
TKES Monitoring  
Accreditation Cognia  
Monitoring GaDOE  
PowerSchool Data  
FTE

### **SEPTEMBER WIGGINS - Social Worker**

Student Crisis  
Attendance  
Family Connection Liaison  
Mental Health Supports  
McKinney V and Homelessness  
Wrap Around Support Liaison  
Court Liaison  
DFACS Liaison  
APEX and Military Counseling Liaison

### **ASHLEY BEAVER - SPED Team**

Birth-5th Sped Leadership  
IDEA portal  
IDEA compliance Birth to 5th  
IDEA birth to 5th State Reports  
Nursing Services Liaison  
ESE Primary Contact

### **CARIN BOWEN - SPED Team**

Secondary Sped Leadership  
IDEA Portal  
IDEA Compliance - Secondary  
IDEA Secondary State Reports

### **NANCY HARDIN - IEP & CCEC Support**

Manage IEP Records/Transfer Documents  
Upload GOIEP Dates for Compliance  
Enter IEP Data PowerSchool  
CCEC Support Staff

## SECURITY DEPARTMENT

### **RAY HARRALLSON - Chief 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 - SRO**  
Support Safety Plan  
Implement Patrols at Assigned School  
DARE  
Traffic Management

## TECHNOLOGY

### **KALAN COLLAZO - Chief Tech Officer**

Management of all District Tech Services  
Hardware  
Software  
Technology Budget  
Program Planning  
Internet  
Erate  
Supervise Tech Tickets  
Tech Inventory and Assets  
Cybersecurity  
ID Badges Oversight/Management  
Support with Traversa  
Order Tech Items  
Web Master  
GaDOE Portal Security Officer

### **TREVOR WILLIAMSON - Tech Team**

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

### **MOLLY STEPHAN - Instructional Technology**

Instructional Technology  
Clever integration for Software  
Rostering for Programs  
K-12 STEM

K-12 Professional Development STEM  
Project Lead the Way Oversight  
New Employee Tech 1:1 Support  
Google Classroom Oversight  
Google Educator Certification Oversight  
Parent Engagement - Primary

### **MELANIE BUCKLEY - PR Specialist**

PR Promos for District (K-12 Schools, Dept)  
Social Media/Website Promos: Primary District  
PR Presentation Material  
Ft Moore Liaison  
Frontline Recruiting: Secondary Support

## OPERATIONS

### **JAKE KEMP - 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 - Operations Team**

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 Team**

Drivers/Meetings  
Driver Training  
Parent Calls Transportation



**CHATAHOOCHEE**  
COUNTY SCHOOLS

**CCSS**  
**Organizational Chart**  
**2023-2024**

