



ABBEVILLE COUNTY SCHOOL DISTRICT ROLES AND RESPONSIBILITIES

Lori Brewton, Interim Superintendent Jennifer Ashley: Administrative Assistant, Benefits Administrator	Skip Hopkins, Director of Student Services Rosilyn Mims: Administrative Assistant Doug Belcher - Transportation Director	Kathy Bernard, Director of Special Services Brandon Winchester, Asst.Coor. Angela Pruitt - Job/Graduation Coach Robbie Alewine - LCP, JCCE, SNT Dot Oxner - CTE, DHE, WMS Holli Yates- WWE, AHS, DXHS, Adult Ed.	Adam Cann, Director of Finance Kelsey Epps, Accountant Tanya Devore, Payroll & Accounts Payable Mary (BB) Vaughn, Clerk
<p>Personnel/Human Resources</p> <ul style="list-style-type: none"> Teacher Certification Certificate Renewals SCLEAD.org Induction & Mentoring Student Teacher Placements 4.0 Evaluations Title IX Coordinator Contracts District Nursing Program Recruitment & Retention Employee Grievances <p>Benefits</p> <ul style="list-style-type: none"> Benefits Enrollment Insurance FMLA Unemployment Benefits Employee Assistance Program Retirement Open Enrollment <p>District Accreditations (State and Cognia)</p> <p>DEIMS</p> <p>Title III (ML Program)</p>	<p>New Construction</p> <p>Attendance Zones</p> <ul style="list-style-type: none"> Intra-District Transfers Residency Verification <p>Truancy Officer</p> <p>School Safety</p> <ul style="list-style-type: none"> Drill verifications Emergency Plan Updates Safety Training <p>Facility Rentals</p> <p>Field Trips</p> <p>Inclement Weather</p> <p>Incident Management/PS Discipline Data</p> <p>Federal Programs Director</p> <ul style="list-style-type: none"> Title I, II, IV, VI <p>Foster Care Students</p> <p>District Hearing Officer</p> <ul style="list-style-type: none"> Student Discipline <p>Exchange Students</p> <p>District Policy Administrator</p> <p>Medical Homebound Services</p> <p>Title IX Investigator</p>	<p>IDEA (Special Education)</p> <ul style="list-style-type: none"> Eligibility and transfers Annual Reporting, compliance implementation FBAs/BIPs Home-Based services for students with IEP's Assistive Technology for SWD Read 180 for SWD Child Find, includes parent and doctor referrals BabyNet DTC - Alternate Assessment SCHSC Job/Graduation Coach Career Readiness for SWD Work-Based Learning for SWD PPPS <p>504 District Liaison/Grievance Coordinator</p> <ul style="list-style-type: none"> District Policies and Procedures Development, Review & Update of Section 504 Parent Rights and other documents & forms PD for Staff Behavior Manifestations <p>School-Based Mental Health Counselors Liaison</p> <p>Enrich Data Manager</p> <p>OCR Coordinator</p> <p>GLEAMNS/Head Start Liaison</p> <p>Medicaid: Administrative Claiming</p>	<p>Budgets</p> <ul style="list-style-type: none"> Compile GF Budget Assign Account Numbers to Grants, Allocations, etc. Monitor Budgets Quarterly Claims (Federal Funds) <p>Accounts Receivable</p> <ul style="list-style-type: none"> Payments to District Cash Collections <p>Payroll</p> <ul style="list-style-type: none"> Timesheets Employee twice a month payroll W4 Forms W2 Forms <p>Accounts Payable</p> <ul style="list-style-type: none"> Process Invoices for payment New Vendor Setup W 9 Forms 1099's <p>Pupil Activity Accounts</p> <p>School and District Credit Cards</p> <p>SmartFusion Access</p> <p>State Reporting (MOE, SC Educator, ESSER Reporting, etc.)</p>



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Dione Ashley Director of Elementary Instruction and Accountability	Elizabeth Crocker Director of Secondary Instruction and Accountability Angela Pruitt, Family Services Coordinator	David Myers (Assisted by Sherry Duncan)	David Myers, Director of Technology Randall Connor, Support Technician Ryan Norris, Support Technician Sherry Duncan, PS/Help Desk Support
<p>Instruction</p> <ul style="list-style-type: none"> • 4K – 5 Curriculum • Instructional Specialists • Reading Coaches • MTSS • Read to Succeed • Instructional Materials • Summer Reading Camp <p>Accountability</p> <ul style="list-style-type: none"> • School Report Cards • School Report Card Surveys • Formative and Standardized Testing • Strategic Plans/School Renewal • School Reading Plans • Priority Schools <p>Special Student Groups</p> <ul style="list-style-type: none"> • Gifted & Talented • CERDEP/K4 <p>Science Refurbishment</p> <p>Art Display List</p>	<p>Instruction</p> <ul style="list-style-type: none"> • 6 - 12 Curriculum • Assistant Principals • Intervention (RTI, MTSS, SST) • Instructional Materials • CTE (College & Career Readiness) • Work-Based Learning • Dual-Enrollment & High School Course Guide • Junior Scholars <p>Accountability</p> <ul style="list-style-type: none"> • School Report Cards • Formative and Standardized Testing • School Improvement Council • Dropout & Grad rate <p>Special Student Groups</p> <ul style="list-style-type: none"> • McKinney-Vento • Migratory Children & Youth • Homeschool/Private School <p>School Counselors</p> <p>Parent Involvement</p>	<p>Powerschool</p> <ul style="list-style-type: none"> • Attendance information accountability • Incident Management accountability • PowerSchool data funding accountability • Scheduling for all schools • Technical support for all educational/instructional programs • Homeless/McKinney-Vento data entry • MAP/PALS/KRA/GIFT/WIDA/WI N/ACT/SAT/EOC/SC-Ait/ACCE SS testing setup/support • DRC account creation • Classlink/Clever • PowerTeacher Gradebook setup/support • Parchment and transcripts support • Testing precode • Enrich data collections and Enrich tech support <p>Instructional Technology</p> <p>Webmaster (websites) for district</p> <p>Social media manager</p> <p>Online enrollment</p> <p>eFunds</p>	<p>Computing Services</p> <ul style="list-style-type: none"> • Asset Inventory & Recovery • Employee Workstations & Laptops • Device management • District 1:1 Chromebooks • Mobile Device Management • Application Deployment • Instructional Technology • Print & Document Services • Teacher Training • End User Support/Helpdesk <p>Network Infrastructure and Security</p> <ul style="list-style-type: none"> • Internet Access & Firewall • Content Filtering • Endpoint Security • Network Services & Support • WIFI & LAN Connectivity • VPN & Remote Services • Backups & Disaster Recovery • User Accounts & Access Controls <p>Communications & Video Services</p> <ul style="list-style-type: none"> • Cellular & Long Distance • Phone Systems & Keysets • Paging & Intercom Systems • Video Surveillance Systems • Live Streaming Systems