

Robertson County Schools

Central Office Administrative Staff Assignments 2007 - 2008

Daniel P. Whitlow, Director of Schools

Beverly Corbin, Secretary to the Director
Judy Jackson, Receptionist

David Cohea – Supervisor of Transportation

Debbie Keyt, Secretary

Pupil Transportation
Vehicle Maintenance
Risk management – Transportation Insurance

James Taylor – Supervisor of Buildings & Grounds

Darlene Davis, Secretary

Building / Site Contracts, Maintenance & Repair
Construction Supervision
Risk Management – Building Insurance

Alice Thomas – Assistant Director of Schools

Annette Weeks, Secretary

Certified Personnel
Applications & Contracts
Pre-Employment Screenings & Background Checks
Complaints & Grievances
Preliminary Reports
Teacher Licensing
Title VI Compliance

Terri Simmons – Supervisor of Human Resources

Monica Dorris, Secretary

Support Personnel
Applications & Contracts
Pre-Employment Screenings & Background Checks
Complaints & Grievances
Substitute Teachers
Teacher Evaluation
Office Staff Management
Extended Contracts / Summer School
Title IX Compliance
Teacher Observations

Robertson County Schools

Central Office Administrative Staff Assignments 2007 - 2008

Catherine Clark – Supervisor of Media & Materials

Jessica Holt, Secretary

Instructional Materials / Textbooks / Software / Media
Teacher Center
Libraries
Teacher Awards & Recognitions
Teacher Mentoring
Teacher Observations

Donna Dorris – Supervisor of Student Services

Donna Fryer, Secretary – Records

Cathy Watkins, Secretary – Attendance

Student Attendance / Truancy / Grade-Review
Student Records / Transcript Analysis / Credit Modification
Student Discipline / Discipline Hearing Authority / Student Handbooks
Testing Logistics - System
Home School / Homeless Education
Coordinated School Health Programs
Safe & Drug Free Schools Programs (DARE / SROs / Crisis Management)
Health Services Supervision
Teacher Observations

Dana Holt – Coordinator of School Nurses

Amy Stark, Secretary

Student Health Services
Employee Health Services
Crisis Management
Homebound Student Services

James Marshall – Supervisor of Technology

Sherri Traughber, Secretary

Administrative Technology / STAR Student / EIS
Instructional Technology / Computer Labs
Computer Maintenance

Robertson County Schools

Central Office Administrative Staff Assignments 2007 - 2008

Jan Wallace – Supervisor of School Nutrition Program

Sandy Carney, Secretary

Jane Bush, Financial Secretary

School Nutrition Program Management
School Cafeteria Management
School Breakfast & Lunch Programs
School Cafeteria Technology
School Cafeteria Financial Management

Danny Weeks – Assistant Director of Schools

Donna Trice, Secretary

System Information Officer
System Test Analysis
Administrative Leadership Development
Board Policy Management
Risk Management – Student Insurance
Contract Negotiations
Finance & Budget Administration
Teacher Observations

Barry Baker – Supervisor of Career & Technical Education

Janice Meador, Assistant

Career & Technical Education Services
Tech Prep Program
Workforce Essentials
Post-Secondary Education
Parent & Student Advisory Committees
Adult Education Supervision
Teacher Observations

Wanda Cohea – Supervisor of Budgets & Finance

Shelia Clinard, Payroll

Wenda Hallum, Purchasing

Janice Meador, Purchasing

Budgets, Bookkeeping, Inventory Control, Purchasing & Audits
Payroll

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Central Office Administrative Staff Assignments 2007 - 2008

Lynnell Darden – Supervisor of Special Education

Elizabeth Morris, Supervisor of Special Education

Marion Jane Richardson, Secretary

Pat Collins, Secretary

Special Education Services

Special Education Pre-School & Homebound Services

Special Education Budgets/Grants & Transportation

Special Education Consulting Teachers / Psychologists / Vocational Rehab

Teacher Observations

Melanie Dickerson – Supervisor of Elementary Education

Gail Thomas, Secretary

Curriculum Development K - 8

System / School Improvement Plans - Elementary

Southern Association of Colleges & Schools - Elementary

Guidance Programs

Testing Administration – Elementary

504 Program Coordinator

OCR Reports

Reading Coaches

Pre-K Program

Family Resource Center

Teacher Observations

William Locke – Supervisor of Secondary Education

Donna Trice, Assistant

Curriculum Development 9 - 12

System / School Improvement Plans - Secondary

Southern Association of Colleges & Schools - Secondary

Alternative Credit Options / Correspondence Schools / Challenge Program

Guidance Programs

Testing Administration – Secondary & Writing

Early Graduation Programs

Teacher Observations

Stephanie Mason – Supervisor of Federal Projects

Diane Pearson, Secretary

Federal / Title Programs

Parent Center

Staff Development

ESL Programs

Teacher Observations