

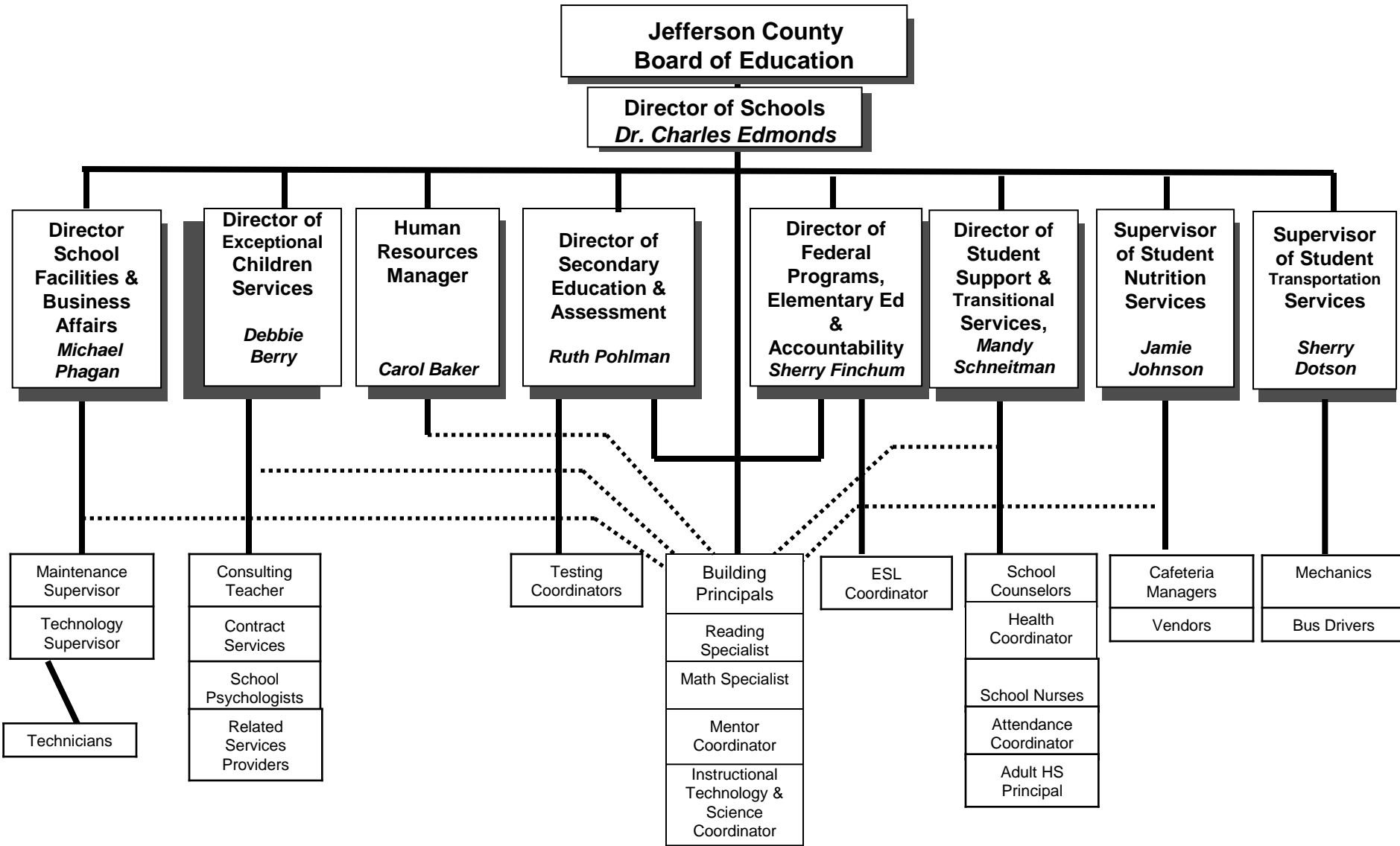
Scope of Assigned Duties

**Jefferson County
Board of Education**

**Director of Schools,
Dr. Charles Edmonds**

Director of School Facilities & Business Affairs Michael Phagan	Director of Exceptional Children Services Debbie Berry	Human Resources Manager Carol Baker	Director of Secondary Ed & Assessment Ruth Polhman	Director of Federal Programs, Elementary Ed & Accountability Sherry Finchum	Director of Student Support & Transitional Services Mandy Schneitman	Supervisor of Student Nutrition Services Jamie Johnson	Supervisor of Student Transportation Services Sherry Dotson
Capital Improvements Long Range Planning Maintenance Shipping & Receiving Facilities School Safety Liaison for: Budget Development Accounting Fixed Assets Technology Infrastructure School Security	IEP Gifted Program Speech/Language OT/PT SE PreSchool SpEd Assessment M-Teams/Inclusion Inclusion Coordinator Self-Monitoring SpEd Homebound Inst. Prof Development Complaint Officer DHA Officer	Licensure Substitutes Recruiting & Screening Employee Orientation Supervise Criminal- Background/DHS Checks Employee Communication Employment law Compliance Teacher of the Year Chief Complaint Officer	Curriculum 6-12 Testing Coordinator Teacher Eval/Mentor Comprehensive Plan Desegregation & Data Analysis Prof Development Publication/ Publicity Race To The Top Title IX Policy Committee DHA Chair Complaint Officer	Federal Programs Curriculum PreK-5 Teacher Eval/Mentor School Improvement Home Schooling Pre-School Services Calendar Development Textbooks Prof Dev/Inservice SACS Accreditation ESL Services Board Policy Chairman Complaint Officer DHA Officer	S-Team Coordinator Extended Contract Alternative School Coord Counselor Coordinator Coordinated School Health Prof Development Crisis Response Homebound Instruction 504 Compliance Technology Planning Title VI Complaint Officer DHA Officer SACC	Personnel Evaluation Menu Planning Food Purchasing Budgeting Federal Reports State Reports	Driver Selection & Training Bus Routing Bus Maintenance State Compliance
Subordinate Positions	Subordinate Positions		Subordinate Positions	Subordinate Positions	Subordinate Positions	Subordinate Positions	Subordinate Positions
Technology Supervisor Maintenance Supervisor SROs	SpEd Coordinator School Psychologists Homebound Teachers SpEd Homebound Related Service Providers		Instructional Technology & Science Coordinator Reading Specialist Mentor Coordinator Math Specialist Testing Coordinators Building Principals	Instructional Technology & Science Coordinator Reading Specialist Mentor Coordinator Math Specialist ESL Coordinator Building Principals	School Counselors Technology Supervisor Coordinated Health School Nurses Attendance Coordinator Family Resource Center Homebound Teachers WIA Coordinator Adult HS Principal SACC Supervisor	Cafeteria Managers	Shop Foreman Mechanics

Administrative Line and Staff Chart



Line (Authority) **—————**

Staff (Advisory) **.....**