



# DISTRICT ROLES DIRECTORY



SYSTEMS PROGRAMS
<b>DR. ALLISON RODRIGUEZ - Assistant Superintendent</b>
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
<b>JILL SIMMONS - Federal Programs &amp; Data</b>
Teacher Certification
Para Certification
TKES Monitoring
Accreditation Cognia
Monitoring GaDOE
PowerSchool Data
FTE
<b>SEPTEMBER WIGGINS - Social Worker</b>
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
<b>CARIN BOWEN / SARITA GRIGGS - SPED Team</b>
Secondary Sped Leadership
Elementary Sped Leadership
<b>NANCY HARDIN - IEP &amp; CCEC Support</b>
Manage IEP Records/Transfer Documents
Upload GOIEP Dates for Compliance
Enter IEP Data PowerSchool
CCEC Support Staff

BUSINESS DEPARTMENT
<b>SANDY LARSON - Business Services Director</b>
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: Secondary
Monthly Reporting All Accounts: Secondary
<b>LORRIE STAFFORD - Finance Director</b>
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: Primary
Contractual Oversight
Worker's Comp: Secondary
<b>CLAUDIA GARDNER - Admin Assistant to Superintendent/BoE &amp; Enrollment Specialist</b>
Student Registration PreK-12
Fingerprinting and Background
Frontline: Recruiting- Hiring pipeline
Board Report Personnel
New Employee Onboarding
Ft Benning Newcomers Mtg
Social Media Management: Secondary
Sub Applicants: Hiring Process: Secondary
eBOARD platform
Mail
Board Travel Needs
Order Business Items

TECHNOLOGY
<b>KALAN COLLAZO - Chief Technology Officer</b>
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
<b>TREVOR WILLIAMSON - Technology Team</b>
Manage Roll-Out of 1:1 Chromebook
Repairs on 1:1 Chromebooks
Maintain Inventory of 1:1
<b>MOLLY ALLEN (K-5) Instructional Technology</b>
Clever Integration for Software
Rostering for Programs
K-5 STEAM/Professional Development STEAM
New Employee Tech 1:1 Support
Google Classroom Oversight
Google Educator Certification Oversight
<b>KANDICE MCGLAUN (6-12) Instructional Technology</b>
Parent Engagement - Primary
Clever Integration for Software
Rostering for Programs
6-12 STEAM/Professional Development STEAM
New Employee Tech 1:1 Support
Google Classroom Oversight
Google Educator Certification Oversight
<b>MELANIE BUCKLEY - Communication Design Specialist</b>
PR Design for District (K-12 Schools, BOE)
Social Media Design: Primary District
PR Presentation Material
Frontline Recruiting: Secondary Support
Website: Secondary Support
<b>SCHOOLS</b>
<b>SCHOOL SUPPORT STAFF</b>
Ordering School Items
School Funds Online Account
Manage and Support School Travel Needs

OPERATIONS
<b>RAY HARRALLSON - Operations Director</b>
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
<b>ECHO KRONBERG - Operations Team</b>
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
<b>WILLIE REMBERT - Transportation Team</b>
Drivers/Meetings
Driver Training
Parent Calls Transportation

SECURITY DEPARTMENT
<b>RAY HARRALLSON - Chief Police</b>
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
<b>ROBERT COOPER - SRO</b>
Support Safety Plan
Implement Patrols at Assigned School
DARE
Traffic Management



**CHATTAHOOCHEE  
COUNTY SCHOOLS**

# CCSD ORGANIZATIONAL CHART

