

Douglas County School System

Who Does What?

2016-2017

Area of Responsibility	Name	Phone Number
21 st CCLC Learning Center Grant Project Director	Mitzi Teal	770.651.2039
Accelerated Reader	Darien Carruth	770-651-2334
Accidents/Incidents - Students	Zach Spencer	770.651.2090
Accounting: Facilities	Connie Rackley	770.651.2209
Accounting: Schools	Hollie Hutchins/Robin Hyatt	770.651.2230/2270
Accounts Payable Specialist for Elementary Schools	Andrea Carter	770.651.2201
Accounts Payable Specialist for Middle and High Schools	Stephanie Brown	770.651.2203
Accounts Payable Supervisor	Mary Wynn	770.651.2205
Accounts Receivable	Lynn Tomberlin	770.651.2221
Accreditation for District	Pam Nail	770.651.2048
Adult Education/GED	West Georgia Technical College	770.947.7200
Advanced Placement	Kwame Carr	770 651.2100
AED/CPR Training	Zach Spencer/James Strong	770.651.2090/2101
After School Programs	Mitzi Teal	770.651.2039
AIMSweb Access/Problems/Passwords	Sabriena Wyatt/Jana Barnby	770.651.2322/2343
AIMSweb Director	Cathy Swanger	770.651.2104
Air Conditioning and Heat Controls	Jack Gardner	770.651.2211
Alarm Systems, Fire Alarms, Security Alarms	Jack Gardner	770.651.2211
Alternative School Programs (Ombudsman)	James Strong	770.651.2101
Announcements	Nell Boggs	770-651-2037
Archives	Sheila Wallace	770.651.2326
Area Director: Area 2 CHHS,NMHS,LSHS,CHMS,CLMS,FSMS,TMS,AWE,BEU,CHE,FSE,HSES,LSES,MCE,NME,SWE	Kwame Carr	770.651.2100
Area Director: Area 1 AHS,DCHS,PLC,FMS,MAMS,SMS,ASES,BAE,BUR,BSES,DSES,ESE,MAES,MLE,NDE,SDE,WES, YMS	Cathy Swanger	770.651.2104
Asbestos Inspections	Kirk Nicholson	770.651.2215
Assessment, Accountability & Evaluation Director	Wiley Dailey	770.651.2102
Assistant Superintendent of District Operations	Dr. Tim Scott	770.651.2062
Assistant Superintendent of Personnel & Policy	Dr. Michelle Ruble	770.651.2378
Assistant Superintendent of Student Services	Renee Davis	770.651.2084
Athletic Field Sprinkler Systems	Hugh Mitchell	770.651.2234
Athletic Fields	Hugh Mitchell	770.651.2234
Athletics	James Strong	770.651.2101
Attendance Policy/Protocol	James Strong	770.651.2101
Attendance Portal	Tina Griswold/Jana Barnby	770.651.2344
Attendance Zones	Andy Micacchione	770.651.2400
Attendance/Enrollment Report	Angela Thomas	770.651.2084
Audiologist Services (Hearing Test)	Teresa Villegas	770.651.2145
Bids (Procurement)	Becky Eigel/Jana Flanigan	770.651.2376/2383
Bleachers / Goals	Jack Gardner	770.651.2211
Board Meetings	Melanie Nicholson	770.651.2033
Board Members	Melanie Nicholson	770.651.2033
Board of Education Spotlight	Karen Stroud/Nell Boggs	770.651.2037
Board Policies	Dr. Michelle Ruble	770.651.2378
Board Policy Questions	Dr. Michelle Ruble	770.651.2378
Brighten Academy	Lisa McDonald	770.615.3680
Bus Parent and Driver issues	Matt Remillard	770.651 2407

1/24/2017

Douglas County School System

Who Does What?

2016-2017

Area of Responsibility	Name	Phone Number
Bus Routes	Vickie Green	770.651.2438
Bus Route/Parent/Stop/Driver Issues Special Ed.	Angie Rainwater & Petra Wallace	770.651.2400
Bus Route/Stop Issues	Vickie Green	770.651.2438
Business Services Assistant Director	Becky Eigel	770.651.2376
Cabling: Technology	Brad Causey	770.651.2153
Calendar: Formation of System Calendar	Karen Stroud	770.651.2037
Calendar: System Planner and Refrigerator Calendars	Karen Stroud	770.651.2037
Capital Projects	Dr. Tim Scott	770.651.2062
CCI (College and Career Institute) Administrator	Mandy Johnson	770.651.2049
CCI (College and Career Institute) Assistant Principal	Geri Armstrong	770-651-2399
CCI (College and Career Institute) CEO	Julian Carter	770.651.2045
CCI (College and Career Institute) Coordinator	Nancy Schrier	770-651-2058
CCI (College and Career Institute) Counselor	Blayne West	770.651.2233
CCI (College and Career Institute) Office Manager	Carmen Long	770.651.2075
CCI (College and Career Institute) Receptionist	Tiffany Smith	770.947.7690
CCTV: (Security Cameras): Technology	Brad Causey	770.651.2153
Ceiling Tile Replacements	Hugh Mitchell	770.651.2234
Certification	Dr. Kimberly Johnson	770.651.2313
CHAMP I and II Grant Project Director	Mitzi Teal	770.651.2039
Character Education	Mitzi Teal	770.651.2039
Charter Schools	Pam Nail	770.651.2048
Chief Academic Officer	Pam Nail	770.651.2048
Chief Financial Officer	Greg Denney	770.651.2262
Child Abuse/Neglect Referrals	James Strong	770.651.2101
Communities in Schools of Douglas County (CISDC)	Mitzi Teal	770.651.2039
Community Coaches	James Strong	770.651.2159
Community Relations Director	Karen Stroud	770.651.2037
Consolidated Application	Lisa Dunnigan	770.651.2120
Construction	Kirk Nicholson	770.651.2215
Constructions Projects: New	Dr. Tim Scott	770.651.2062
Counselors: Elementary, Middle and High Schools	Mandy Johnson	770.651.2049
Counselor of the Year	Mandy Johnson	770.651.2049
Credit Recovery	Kwame Carr	770.651.2100
Crisis Communication (Health and other Alert Letters to Parents)	Karen Stroud	770.651.2037
Crisis Issues	Zach Spencer	770.651.2090
CTAE	Mandy Johnson	770.651.2049
Custodians	Dr. Tim Scott	770.651.2307
Custody Issues	Renee Davis	770.651.2084
Data Drops: Technology	Brad Causey	770.651.2153
DCSS Self-Service	Mandy Turnipseed	770.651.2266
Death Announcements	Karen Stroud	770-651-2037
Deliveries	Becky Eigel	770.651.2376
Discipline	James Strong	770.651.2101
Drills: Fire; Safety; Weather	Zach Spencer	770.651.2090
EIP	Cathy Swanger	770.651.2104
Electrical Concerns	Jack Gardner	770.651.2211
Electrical Infrared Scanning Inspections	Jack Gardner	770.651.2211
Electronics Maintenance	Jack Gardner	770.651.2211
Elevators	Jack Gardner	770.651.2211
Email	Ruby Byers	770.651.2370
Email Approval (Mass)	Karen Stroud	770.651.2037

1/24/2017

Douglas County School System

Who Does What?

2016-2017

Area of Responsibility	Name	Phone Number
Emergencies	Zach Spencer	770.651.2090
Employee Benefits	Stephanie Groover	770.651.2378
Employee Recognition	Karen Stroud	770.651.2037
English/Language Arts	Dr. Tara Campbell	770.651.2108
ESOL	Corinne Barnes	770.651.2147
Engrade	Darian Carruth	770.651.2334
E Walk	Carol Camp	770.651.2137
Facilities: Maintenance Coordinator	Hugh Mitchell	770.651.2234
Facilities: : Maintenance Coordinator	Jack Gardner	770.651.2211
Family Medical Leave	Chris Sims	770.651.2044
Fencing	Hugh Mitchell	770.651.2234
Field Trip Coordinator for Buses	Sabrina Collier	770.651.2419
Field Trip Requests	Transportation	770.651.2400
Field Trip Requests: Athletics, Out of State, Overnight	Zach Spencer	770.651.2090
Finance Assistant Director	Holly Timms	770.651.2274
Fine Arts	Corinne Barnes/Reuben Pitts	770.651.2147/2356
Fingerprints	Deb Couch	770.651.2378
Fleet Manager	Charlie Brewer	770.651.2426
Flooring	Hugh Mitchell	770.651.2234
Flyer Approval	Nell Boggs	770.651.2037
Foreign Language	Corinne Barnes	770.651.2147
Foster Care Point of Contact	Jill Smith	770.651.2098
Free and Reduced Lunch Specialist	Juanita Taylor	770.651.2305
FTE Count	Tina Griswold/Jana Barnby	770.651.2344/2343
Fund Raising	James Strong	770.651.2101
Gifted Program	Corinne Barnes	770.651.2147
Governor's Honors	Corinne Barnes	770.651.2147
Grade Book	Tina Griswold/Jana Barnby	770.651.2344/2343
Grants Administration	Liz Pinkham	770.651.2227
Grease Trap Pumping	Hugh Mitchell	770.651.2234
Grounds Maintenance	Dr. Tim Scott	770.651.2062
Handbooks: Student	Kwame Carr/Cathy Swanger/James Strong	770.651.2100/2104/2101
HAVEN	Justin Fitzgerald	770.651.2552
Hazardous Waste Removal	Zach Spencer	770.651.2090
Health Concerns: Nurses	Zach Spencer	770.651.2090
Health Insurance Benefits	Stephanie Groover	770.651.2264
Health Services	Zach Spencer	770.651.2090
Heating and Air Controls	Jack Gardner	770.651.2211
Home School - GADOE	GA DOE	
Homeless Outreach Facilitator	Jill Smith	770.651.2098
Homeless Liaison	Renee Davis	770.651.2084
HOPE Scholarship Reporting	Tina Griswold/Jana Barnby	770.651.2344/2343
Hospital/Homebound	Renee Davis	770.651.2084
Human Resources Director	Jill Depriest	770.651.2378
Human Resources Assistant Director/Certified	Dr. Kimberly Johnson	770-651-2313
HVAC	Jack Gardner	770.651.2211
ID Badges for Employees: new/replacement badges	Deb Couch	770.651.2378

1/24/2017

Douglas County School System

Who Does What?

2016-2017

Area of Responsibility	Name	Phone Number
ID Badges for Employees: building access issues	Ruby Byers	770.651.2370
Incidents/Accidents	Zach Spencer	770.651.2090
Infinite Campus (Student Information System)	Tina Griswold/Jana Barnby	770.651.2344/2343
Inspections: Fire Sprinkler Systems	Jack Gardner	770.651.2211
Instructional Technology Specialist	Darien Carruth	770.651.2334
Insurance: Employee Benefits	Stephanie Groover	770.651.2264
Intercom Systems	Royce Crocker/Mike Catoe	770.651.2219
International Baccalaureate Director (IB)	Casey Hall	770.651.6670
Inventory Warehouse	Becky Eigel	770.651.2376
Kindergarten Registration	Cynthia Weitzel	770.651.2054
Law Enforcement/SROs	James Strong	770.651.2101
Leader Development Academy	Dr. Rhonda Baldwin	770.651.2140
Leading and Learning	Nell Boggs	770-651-2037
Learning Management System (Engrade)	Darien Carruth	770.651.2334
Legal Issues	Dr. Gordon Pritz	770.651.2033
Lifts	Jack Gardner	770.651.2211
Light Bulb Replacement	Jack Gardner	770.651.2211
Lights: Exit	Jack Gardner	770.651.2211
Locks	Hugh Mitchell	770.651.2234
Mail Deliveries	Becky Eigel	770.651.2376
Mail: Interoffice	Susan McCoy	770.651.2142
Mail: Metered	Susan McCoy	770.651.2142
Maintenance Issues	Debbie Edwards	770.651.2213
MATCH Mentoring Program	Mitzi Teal	770.651.3445
Math	Dana Queen	770.651.2169
Media Centers	Todd Hindmon	770.651.2387
Media Relations	Karen Stroud	770.651.2037
Mentor Teacher Program	Dr. Rhonda Baldwin	770.651.2137
Mentoring: MATCH Mentoring Program	Mitzi Teal	770.651.3445
Mobile Classrooms	Jack Gardner	770.651.2211
National History Day	Reuben Pitts	770.651.2356
NetTrekker	Darien Carruth	770.651.2334
New Student Enrollment	Cynthia Weitzel	770.651.2050
New Teacher Orientation	Dr. Kimberly Johnson	770.651.2313
News Media	Karen Stroud	770.651.2037
Notify Me Website message	Karen Stroud/Nell Boggs	770-651-2037
Nurses	Zach Spencer	770.651.2090
OCR (Office of Civil Rights) Report	Renee Davis	770.651.2084
Odyssey	Darien Carruth	770.651.2334
Ombudsman High School Program	James Strong	770.651.2101
Ombudsman Middle School Program	James Strong	770.651.2101
Open Records Requests	Dr. Gordon Pritz	770.651.2033
Operations	Dr. Tim Scott	770.651.2062
Orthopedic Impairments	Carol Gee	770.651.2143
Painting	Hugh Mitchell	770.651.2234
Parent Issues	James Strong	770.651.2101
Parent Portal - Infinite Campus	parent@douglas.k12.ga.us	770.651.2332
ParentLink Non-Technical Issues	Tina Griswold/Jana Barnby	770.651.2344/2343
ParentLink Technical Issues	Vasile Costin	770.651.2349

1/24/2017

Douglas County School System

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2016-2017

Area of Responsibility	Name	Phone Number
Partners in Education (PIE)	Karen Stroud	770.651.2037
Payroll-Monthly	Amanda Shelburn	770.651.2272
Payroll-Semi Monthly	Mandy Turnipseed	770.651.2266
Performance Learning Center	Dr. Stefanie Cospers	770.651.6475
Personnel	Dr. Michelle Ruble	770.651.2378
Pest Control – Food Service	Cindy Schultz	770.651.2300
PET (Public Education Trust)	Karen Stroud	770.651.2037
Physical Education	Pam Walker	770.651.2161
PIE (Partners in Education)	Karen Stroud	770.651.2037
Plumbing	Hugh Mitchell	770.651.2234
Policies	Dr. Michelle Ruble	770.651.2378
Press Releases	Karen Stroud	770.651.2037
Printing Needs	Becky Eigel	770.651.2376
Private School	Susan Clarke	770.651.2074
Procurement Needs	Becky Eigel/Jana Flanigan	770.651.2376/2383
Professional Learning Director	Dr. Rhonda Baldwin	770.651.2137
Project Class	Cathy Swanger	770.651.2104
Project Graduation	James Strong	770.651.2101
Property Control Manager	Candy Ellis	770.651.2268
PSAT	Wiley Dailey	770.651-2102
Psychologists	Nancy Schusterman	770-651-3609
Public Participation at BOE Meetings	Melanie Nicholson	770.651.2033
Public Relations	Karen Stroud	770.651.2037
Publications	Karen Stroud	770.651.2037
Purchasing	Becky Eigel/Jana Flanigan	770.651.2376/2383
Receiving	Sonya Latham	770.651.2151
Records Center: Central Office/Students /Records Retention	Sheila Wallace	770.651.2326
Referrals: Child Abuse/Neglect	James Strong	770.651.2101
Registration Center- New Students, Kindergarten	Cynthia Weitzel	770.651.2050
Renovation Projects	Dr. Tim Scott	770.651.2062
Rental of School Facilities	Dr. Tim Scott / School Principal	770.651.2062
Research Request	Pam Nail	770.691.2048
Resource Officers	James Strong	770.651.2101
Retirement Information for Employees	Stephanie Groover	770.651.2264
Retirement Recognition	Karen Stroud	770.651.2037
Roofing	Hugh Mitchell	770.651.2234
Safety Coordinator, Safety Drills, Safety Issues	Zach Spencer	770.651.2090
Science	Pam Walker	770.651.2161
School Accounting Manager	Robin Hyatt	770.651.2270
School Based Health Center	Renee Davis	770 651 2084
School Dedications	Karen Stroud	770.651.2037
School Facilities Historical Files	Kirk Nicholson	770.651.2215
School Improvement Specialist K-12 English Language Arts	Tara Campbell	770.651.2108
School Improvement Specialist K-12 Math	Dana Queen	770.651.2169
School Improvement Specialist K-12 Science & Social Studies	Pam Walker	770.651.2161
School Improvement Specialist K-12 Social Studies	Reuben Pitts	770 651 2356
School Nutrition Accountant	Rhonda Wright	770.651 2298
School Nutrition - East	Fran Muhammad	770.651 2295
School Nutrition - West	Danielle Freeman	770.651 2284

1/24/2017

Douglas County School System

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2016-2017

Area of Responsibility	Name	Phone Number
School Nutrition Director	Emily Hanlin	770.651.2300
School Website Monitoring	Kwame Carr/ Cathy Swanger	770.651.2100/2104
Science Fair	Pam Walker	770.651.2161
Section 504 Students	Jessica Ainsworth	770.651.2149
Security Cameras	Brad Causey	770.651.2153
Security Issues	Zach Spencer	770.651.2090
Service Recognition: Years of Service Certificates	Nell Boggs	770.651.2037
Shadow Day	Mandy Johnson	770-651-2049
Sick Leave Bank	Jill Depriest	770.651.2378
Signs	Hugh Mitchell	770.651.2234
SMART Grant Project Director	Mitzi Teal	770.651.2039
Social Studies	Rueben Pitts	770.651.2356
Social Workers	Renee Davis	770.651.2084
Special Education Assistive Technology	Austin Dickens	770-651-2610
Special Education Behavioral Services Supervisor	Alisa Long	770-651-2072
Special Education Assistant Director (AHS,BAES,CHES,CHMS,CHHS,FMS,FSMS,HSES,MCES,MLES,NMES,NMHS,SDES,SWES,WES,YMS)	Carol Gee	770-651-2143
Special Education Assistant Director (ASES,AWES,BEU,BSES,BUR,CLMS,DSES,ESES,DCHS,LSSES,LSHS,MAES,MAMS,NDES,SMS,TMS)	Jan Hohenstein	770.651.2125
Special Education Supervisor of ID Programs	Sandy Brady	770.651.2077
Special Education Language Pathology Supervisor	Melissa Mitcham	770-651-2595
Special Education Lead Psychologist	Nancy Schusterman	770.651.3609
Special Education Medicaid	Darlene Snyder	770-651-2134
Special Education Supervisor Elementary Schools	Tania Amerson	770-651-3120
Special Education Supervisor Middle Schools	Alisa Haynes	770-651-2594
Special Education Supervisor High Schools	Cheryl Handley	770-651-6295
Special Education Executive Director	Dr. Barry Williams	770.651.2123
Special Education Records/Special Ed. Records Retention	Randa Hutchins	770.651.2316
Special Education: Financial Issues/Purchasing	Theresa Bone	770.651.2132
Special Education: Phone Calls from Employees/Public	Randa Hutchins/Darlene Snyder	770.651.2316/2134
Special Needs Pre-School Secretary	Norma Bryant	770-651-2116
Special Needs Pre-School Supervisor	Amanda Shuemake	770.651.2113
Special Needs School Bus Issues	Randa Hutchins	770.651.2316
Special Education Transportation Concerns	Angie Rainwater	770-651-2415
Spelling Bee for District	Tara Campbell	770.651.2108
SPLOST Projects	Kirk Nicholson	770.651.2215
Spotlight Recognition at BOE Meetings	Karen Stroud/Nell Boggs	770.651.2037
Sprinkler Systems: Athletic Fields	Hugh Mitchell	770.651.2234
Sprinkler Systems: Fire	Jack Gardner	770.651.2211
State Reporting	Tina Griswold/Jana Barnby	770.651.2344/2343
Student Accident Insurance	Zach Spencer	770.651.2090
Student Handbook	James Strong	770-651-2101
Student Information System	Tina Griswold/Jana Barnby	770.651.2344/2343
Student Information System Training	Tina Griswold/Jana Barnby	770.651.2344/2343
Student Registration	Cynthia Weitzel	770.651.2050
Student Services – Assistant Superintendent	Renee Davis	770-651.2084
Student Support and Services - Assistant Director	James Strong	770.651.2101
Student Teacher Program	Dr. Rhonda Baldwin	770.651.2137

1/24/2017

Douglas County School System

Who Does What?

2016-2017

Area of Responsibility	Name	Phone Number
Student Transcripts	Sheila Wallace	770.651.2326
Student Transfer Requests	Renee Davis	770.651.2084
Substitute Teachers	Nicholas White	770.651.2311
Summer Reading Program	Dr. Tara Campbell	770.651.2108
Summer School	Kwame Carr	770.651.2100
Summer School – Grant Programs	Mitzi Teal	770.651.2039
Superintendent	Dr. Gordon Pritz	770.651.2033
Surplus Property	Becky Eigel/Sonya Latham	770.651.2376/2151
Teacher Certification	Dr. Kimberly Johnson	770.651.2313
Teacher of the Year Program (TOTY)	Karen Stroud/Nell Boggs	770.651.2037
Teacher Recruitment	Dr. Michelle Ruble	770.651.2378
Technology Executive Director	Todd Hindmon	770.651.2387
Technology Support	Ruby Byers	770.651.2370
Telephones	Michael Williams	770.651.2339
Testing	Jessica Ainsworth	770.651.2149
Title I Director	Lisa Dunnigan	770.651.2120
Title I Parental Involvement Program	Patti Sullivan	770.651.2118
Title IIA	Dr. Rhonda Baldwin	770.651.2137
Title III	Corinne Barnes	770.651.2147
Title IX	Renee Davis	770.651.2084
Transportation	Andy Micacchione	770.651.2400
Travel(Employees)	Charity Draper	770.651.2206
Tribunals	James Strong	770.651.2101
Utility Invoices	Connie Rackley	770.651.2209
Vendors	Becky Eigel/Jana Flanigan	770.651.2376/2383
Visual Impairments	Carol Gee	770.651.2143
Voice Mail	Michael Williams	770.651.2339
Warehouse	Sonya Latham	770.651.2151
Waste Removal – Food Service	Cindy Schultz	770.651.2300
Wastewater Systems	Hugh Mitchell	770.651.2234
Website Support, Users	Ruby Byers	770.651.2370
Website Updates	Nell Boggs	770.651.2037
Work Permits	Susan McCoy	770.651.2142
Workers Compensation	Nicholas White	770.651.2311
Young Georgia Authors' Competition	Tara Campbell	770.651.2108
Youth Apprenticeship Program	Contact High School Work-based Learning Coordinator	