

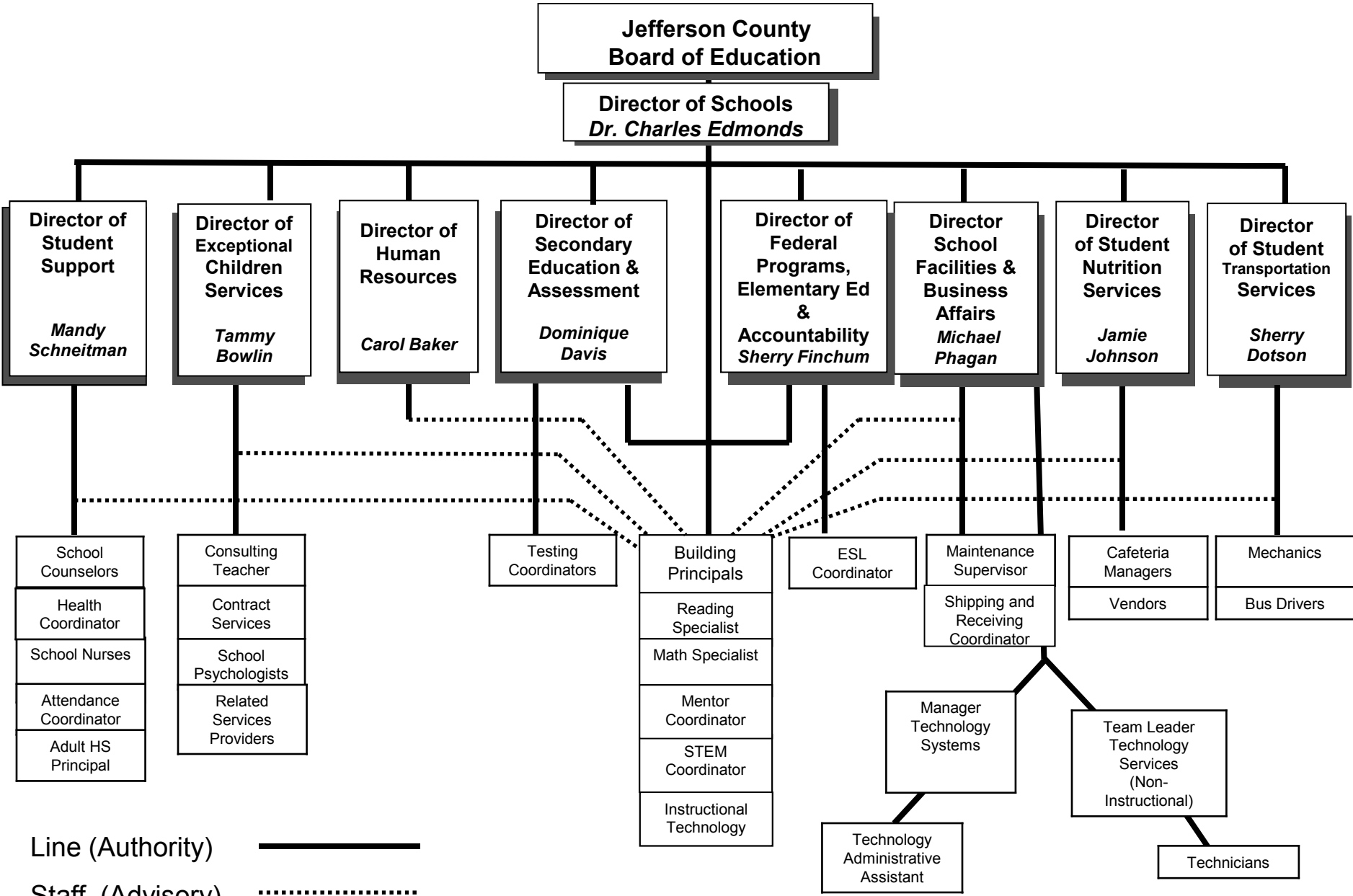
# Scope of Assigned Duties

**Jefferson County  
Board of Education**

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

<b>Director of Student Support</b>	<b>Director of Exceptional Children Services</b>	<b>Director of Human Resources</b>	<b>Director of Secondary Ed &amp; Assessment</b>	<b>Director of Federal Programs, Elementary Ed &amp; Accountability</b>	<b>Director of School Facilities &amp; Business Affairs</b>	<b>Director of Student Nutrition Services</b>	<b>Director of Student Transportation Services</b>
<b><i>Mandy Schneitman</i></b>	<b><i>Tammy Bowlin</i></b>	<b><i>Carol Baker</i></b>	<b><i>Dominique Davis</i></b>	<b><i>Sherry Finchum</i></b>	<b><i>Michael Phagan</i></b>	<b><i>Jamie Johnson</i></b>	<b><i>Sherry Dotson</i></b>
S-Team Coordinator Extended Contract Alternative School Coord Student Info System Attendance Accounting Counselor Coordinator Coord School Health Prof Development Crisis Response Coord Homebound Instruction 504 Compliance Title VI Complaint Officer DHA Officer Chair: School Emergency Planning Committee SACC	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 Teacher Induction Mentor Coordinator  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	Capital Improvements Long Range Planning Maintenance Facilities Safety & Security Shipping & Receiving  Liaison for: Budget Development Accounting Fixed Assets  Technology Infrastructure	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
School Counselors Coordinated Health School Nurses Attendance Coordinator Family Resource Center Homebound Teachers WIA Coordinator Adult HS Principal SACC Supervisor	SpEd Coordinator School Psychologists Homebound Teachers SpEd Homebound Related Service Providers	Student Teacher Placement	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	Supervisor of Maintenance  SRO Liaison Manager of Technology Systems Shipping and Receiving Coordinator  Team Leader Technology Services (Non-instructional)	Cafeteria Managers	Shop Foreman Mechanics

# Administrative Line and Staff Chart



Line (Authority)     **—————**  
 Staff (Advisory)     **.....**