

Robertson County Schools

Central Office Administrative Staff Assignments 2008 - 2009

Daniel P. Whitlow, Director of Schools

Beverly Corbin, Administrative Assistant to the Director
Judy Jackson, Receptionist

Danny Weeks – Assistant Director of Schools

Donna Trice, Administrative Assistant

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

Barry Baker – Supervisor of Career & Technical Education

Janice Meador, Administrative Assistant

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

Catherine Clark – Supervisor of Media & Materials

Jessica Holt, Administrative Assistant

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

David Cohea – Supervisor of Transportation

Debbie Keyt, Administrative Assistant

Pupil Transportation
Vehicle Maintenance
Risk management – Transportation Insurance

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Wanda Cohea – Supervisor of Budgets & Finance

Shelia Clinard, Payroll

Wenda Hallum, Purchasing

Janice Meador, Purchasing

Budgets, Bookkeeping, Inventory Control, Purchasing & Audits
Payroll

Lynnell Darden – Supervisor of Special Education

Elizabeth Morris, Supervisor of Special Education

Marion Jane Richardson, Administrative Assistant

Pat Collins, Administrative Assistant

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, Administrative Assistant

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

James Taylor – Supervisor of Buildings & Grounds

Darlene Davis, Administrative Assistant

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

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Central Office Administrative Staff Assignments 2008 - 2009

Donna Dorris – Supervisor of Student Services

Donna Fryer, Administrative Assistant – Records

Cathy Watkins, Administrative Assistant – Attendance

Student Attendance / Truancy / Grade-Review
Student Records /
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
Student Advisory Committee
Teacher Observations

Dana Holt – Coordinator of School Nurses

Amy Stark, Administrative Assistant

Student Health Services
Employee Health Services
Crisis Management
Homebound Student Services

William Locke – Supervisor of Secondary Education

Donna Trice, Administrative Assistant

Curriculum Development 9 - 12
System / School Improvement Plans - Secondary
Transcript Analysis / Credit Modification
Southern Association of Colleges & Schools - Secondary
Alternative Credit Options / Correspondence Schools / Challenge Program
Guidance Programs
Testing Administration – Secondary & Writing
Early Graduation Programs
Teacher Observations

James Marshall – Supervisor of Technology

Sherri Traughber, Administrative Assistant

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

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Central Office Administrative Staff Assignments 2008 - 2009

Stephanie Mason – Supervisor of Federal Projects

Pam Stewart, Administrative Assistant

Diane Pearson, Federal Budgets & Purchasing

Lester Woodard, Administrative Assistant - ELL

Federal / Title Programs
Parent Center
Staff Development
ESL Programs
Teacher Observations

Terri Simmons – Supervisor of Human Resources

Monica Dorris, Administrative Assistant

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

Alice Thomas – Supervisor of Human Resources

Annette Weeks, Administrative Assistant

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

Judy Fentress– Supervisor of School Nutrition Program

Sandy Carney, Administrative Assistant

Jane Bush, Nutrition Program Budgets & Purchasing

School Nutrition Program Management
School Cafeteria Technology
School Cafeteria Financial Management