

To: All System Employees
From: Lyle C. Ailshie, Director of Schools
Date: July 30, 2008
Subject: Central Office Reorganization

As a result of not filling the Assistant Director for Administration position, responsibilities have been re-assigned to other central office personnel. It is important that all employees know who to contact when questions arise; therefore, the purpose of this memo is to provide an overview of the responsibilities of central office administrators. We have plans to put additional information on the system website that will assist employees and the community in knowing whom to contact for answers to various program or operational questions. In addition, principals will be given more detailed information during their upcoming administrative retreat that can then be communicated to school level employees. It is my desire that all of these communication efforts will eliminate misunderstandings and reduce the number of questions you may have.

The first informational item is provided to give you an overview of the central office reorganization. These are listed below:

- ❖ Dr. Vicki Kirk –While she will retain oversight of all instructional and curriculum programs, she is assuming responsibilities beyond those areas. Her title is being renamed Assistant Director of Schools (the words “for instruction” have been removed from her previous title).
- ❖ Ms. Terri Tilson –Under her previous title of Federal Projects Supervisor, she dealt with many accountability issues. She will retain overall supervision of all federal Title programs, although others will oversee individual Titles on a day-to-day basis. Her responsibilities are being expanded to include system, state, and federal improvement efforts. Her title is being renamed Accountability, Improvement and Innovation Supervisor.
- ❖ Mr. Larry Neas – He will coordinate Title I and IV, plus Pre-school. The part-time position he is filling will be named Programs Specialist.
- ❖ Ms. Terri Rymer – She will primarily have curriculum and instruction responsibilities. The part-time position she is filling will be named Curriculum Specialist.
- ❖ Ms. Robbie Mitchell –Her previous responsibility was Professional Development Center (PDC) Coordinator. She is assuming leadership for all system professional development in addition to her duties with the PDC. Her title will be renamed Professional Development Coordinator.

*A complete listing of central office and system-wide personnel is enclosed with this memo for your reference. You will notice that there have been a few other changes in titles to more accurately reflect operations and position responsibilities. Also, on the system web site you will find a listing of responsibilities and contact persons.

Job descriptions for the positions above are in the process of being developed or revised as appropriate.

The following information is intended to be a brief description of the responsibilities assigned to central office administrators. ***This information is not intended to be all-inclusive, but should provide a general description of assigned duties. It is important to remember that the assignments could change as we gain a better understanding of individual workloads. If changes are made, every effort will be made to communicate those.***

Dr. Lyle Ailshie

The following positions report directly to Dr. Ailshie:

- Assistant Director of Schools
- Business and Finance Supervisor
- Elementary Principals
- Middle School Principal
- High School Principal
- Greeneville-Greene County Center for Technology Principal
- Administrative Assistant for Director of Schools/Board of Education
- Plant Operations/Transportation Coordinator

In addition to providing overall leadership for the school system and its various programs, Dr. Ailshie has responsibility for the following areas:

- Central Team
- System Leadership Team
- Plant Operations (Maintenance/Custodial/Transportation)
- System Finances/Budget
- School Zones
- Growth and Facility Planning
- Teacher/School Celebrations
- Director's Community Focus Group
- School Calendar/Schedule News Releases
- New Teacher Breakfast
- Opening of School Packets
- "Top Off Your Day With The C-Team" Schedule
- School Board Goal Development
- Administrative Retreat Planning
- School Board Retreat Planning

Dr. Vicki Kirk

Dr. Kirk provides leadership for the following positions:

- Special Education Supervisor

- Chief Technology Officer
- Adult Basic Education Coordinator
- Health Services Coordinator
- Accountability, Improvement and Innovation Supervisor
- Professional Development Coordinator
- Reading Specialist
- Programs Specialist
- Curriculum Specialist
- Administrative Assistant for Assistant Director of Schools

In addition, Dr. Kirk has the following areas of responsibility:

- Curriculum Development
- Instructional Programs (PreK-12)
- Instructional Coordinator Team
- Calendar Committee
- Federal Title V (Innovative Programs)
- Tenure Candidates
- Power of Attorney Approval
- Complaint Management (Employees and Parents)
- Teacher of the Year Program
- State School Approval Process
- Summer School
- Out-of-Zone Request Approval
- System Spelling Bee
- Tennessee Scholar Program
- Grievances, Discrimination and Harassment (Employees)
- Kindergarten Registration
- Guidance Program
- Library Media Program
- Career and Technical Education Program
- Student-teacher Placement
- Keep Greene Beautiful
- System-wide Science Fair

Ms. Beverly Miller

Ms. Miller provides leadership for the following positions:

- Computer and Network Support Specialist
- Computer Technicians
- Administrative Assistant for Technology

In addition, Ms. Miller has the following areas of responsibility:

- System Technology Team
- SASI/PowerSchool Transition Team
- Student Data Management

- System Technology Plan
- Federal Title IID (Enhancing Education Through Technology)
- State EIS Program
- State-required School Preliminary Reports
- State-required Discipline Code Report
- State-required Zero Tolerance Report
- State-required Attendance/Truancy Report
- Business Operations Support
- Internet Service
- Equipment/technology Vendor Evaluation and Selection
- Software Evaluation and Selection
- Technology Hardware Support
- State-required Career and Technical Education Reports
- System Data Backup and Security
- Federal ERATE Reimbursement Program
- Homelink Program
- Electronic Report Card
- Data Warehouse Support
- Work Order Software
- Parent Connect Software
- Telephone Systems
- Cellular Phone Service
- Copiers/Printers/Scanners
- Career Portal Support
- Web Site Development/Management

Ms. Lisa Stephens

Ms. Stephens provides leadership for the following positions:

- Administrative Bookkeepers
- Administrative Assistant for Human Resources

In addition, Ms. Stephens has the following areas of responsibility:

- Budget Development
- Accounts Receivable
- Accounts Payable
- Payroll
- Purchasing
- School Bookkeeping
- Student Tuition Program/Collection
- Personnel Records/Files
- Employee Benefits
- State-required Personnel Reports
- State-required Trustee Report
- State-required Annual Financial Report

- Employee I.D. Badges
- Employee Intention Forms
- Leave of Absence Requests
- Employment and Application Process
- Employee Background Checks
- Personnel Directory
- Substitute Teacher Contract
- Employee Contracts
- Employee Handbook
- Sick Leave Bank
- Cafeteria Plan Administration
- Insurance and Risk Management
- Audit Services
- Building Rentals
- Equipment/Furniture/Fixture Inventories
- Workers' Compensation
- State-required Retirement Reports (TCRS)
- Federal Fund Financials
- IRS Reporting
- Carmen Cox Scholarship
- Student and Athletic Insurance
- Retirement Incentive Program

Ms. Tilson

Ms. Tilson provides leadership for the following positions:

- English As A Second Language (ESL)/Migrant Program Coordinator
- Programs Specialist
- Administrative Assistant for Federal/Special Programs

In addition, Ms. Tilson has the following area of responsibility:

- Federal Title Programs
- State-required Tennessee Consolidated System Planning Process (TCSP)
- State Annual Yearly Progress (AYP) Accountability
- School Improvement Plans (SIP's)
- Southern Association of Colleges and Schools (SACS) Accreditation
- School Board Goal Development/Alignment
- State Report Card Data Analysis
- Student Data Analysis
- Administrative Retreat Planning
- School Board Retreat Planning
- State-required Migrant Student Report
- Family/Community Engagement
- City/County Parenting Fair
- System Performance Excellence Initiatives

- Teacher Licensure/Endorsements/Waivers
- Highly Qualified Status Approval
- Federal Title VI (Rural/Low Income School Program)

Mr. James “Jim” Patrick

Mr. Patrick provides leadership for the following positions:

- Psychologist/Testing Coordinator
- Administrative Assistant for Federal/Special Programs
- Alternative Learning Program Teacher
- D.A.R.E. Officer
- Early Learning Program Teacher

In addition, Mr. Patrick has the following areas of responsibility:

- Special Education Services
- System Gifted Student Program
- Student Discipline
- System Disciplinary Hearing Authority
- Student Attendance
- Complaint Management (Students/Parents)
- Discrimination and Harassment (Students)
- State-required Office of Civil Rights (OCR) Report
- Alternative Learning Program
- TCBY Partnership
- Truancy
- Early Learning Program
- Homebound Instruction
- Student Psychological Testing
- Section 504 Compliance
- School To Work Program
- Contracted Student Services
- State-required Private School Report
- State-required Home School Report

Ms. Robbie Mitchell

Ms. Mitchell has the following areas of responsibility:

- Northeast Tennessee Professional Development Center
- System Professional Development Plan
- Professional Learning Team
- Regional P – 16 Council
- Tenure/In-service Documentation
- Calendar Committee
- Personnel Banquet/Luncheon

- System Annual Report
- Federal Title IIA (Teacher and Principal Training)

Mr. Phillip Graham

Mr. Graham provides leadership for the following positions:

- Maintenance Employees
- Administrative Assistant for Operations/Health Services
- Custodial Services Manager
- Transportation Manager

In addition, Mr. Graham has the following areas of responsibility:

- Building Repair
- Building Maintenance
- Capital Projects Planning
- Landscaping
- Mowing
- School Zone Lights
- Tennessee Municipal League (TML) Inspections/Compliance
- State Fire Marshall Inspections/Compliance
- State Elevator Inspections/Compliance
- State-required Infrastructure Report
- State-required Transportation Report
- Preventive Maintenance Program
- Recycling Program
- Bus Driver Training
- Capital Projects Bids
- Contracted Facility and Grounds Services
- Facility Security Cameras
- Bus Routes
- Bus/vehicle Maintenance
- State Bus Inspections/Compliance
- George Clem Association

Ms. Jeannie Woolsey

Ms. Woolsey provides leadership for the following positions:

- School Nurses
- School Nutrition Coordinator
- Administrative Assistant for Operations/Coordinated School Health

In addition, Ms. Woolsey has the following areas of responsibility:

- System Emergency Planning
- School Health Services

- Student Immunizations
- Student Health Records
- System Safety Plan
- Employee Health
- State-mandated Employee Training
- Character Education Program
- State-required Schools Against Violence in Education (SAVE) Plan
- Readiness and Emergency Management for Schools (REMS) Grant
- Pandemic Flu Plan
- State-required School Health Index

Ms. Terri Rymer

Ms. Rymer provides leadership for the following position:

- Extended School Program (ESP) Manager

Ms. Rymer has the following areas of responsibility:

- Curriculum Development/Implementation
- Grades Five/Six Transition Team
- United Way
- Job Fairs/Employee Recruitment
- Extended School Program
- Textbook Adoptions

Mr. Larry Neas

Mr. Neas provides leadership for the following positions:

- Family Resource Center Liaisons
- Parenting Fair Manager
- Homeless Liaison

Mr. Neas has the following areas of responsibility:

- Federal Title I (Improving Academic Achievement of the Disadvantaged)
- Federal Title IV (Safe and Drug-free Schools)
- Extended Contract Program
- Family Resource Center

If you have questions about the information provided in this document, feel free to contact any member of the Central Team for clarification.