

Responsibility Chart

Assignment	Contact Person/Title	Phone Number/E-mail
Absent Forms/Leave Requests (Available on website under Personnel)	Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Accounts Payable/Receivable	Tracey Vines Accounting Specialist	770-574-2500 ext. 41255 tracey.vines@haralson.k12.ga.us
After-Care (Staff Children)	School level - Principal Assignments Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Attendance/Truancy (Students)	Robin Dockery Homeless Liaison/Admin. Assistant to the Superintendent	770-574-2500 ext. 41246 robin.dockery@haralson.k12.ga.us
Assessment and Testing	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
Background Checks	Deanna Shierling Administrative Assistant	770-574-2500 ext. 41237 deanna.shierling@haralson.k12.ga.us
Benefits	Stacey Layton Payroll Specialist	770-574-2500 ext. 41254 stacey.layton@haralson.k12.ga.us
Board Meetings and Agendas	Robin Dockery Admin. Assistant to the Superintendent	770-574-2500 ext. 41246 robin.dockery@haralson.k12.ga.us
Board Policies	Dr. Janet Goodman Chief Administrative Officer Robin Dockery Admin. Assistant to the Superintendent	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us 770-574-2500 ext. 41246 robin.dockery@haralson.k12.ga.us
Budget/Finance	Jenny Greba Chief Financial Officer	770-574-2500 ext. 41247 Jenny.greba@haralson.k12.ga.us
Certifications (Renewals, Add-ons, Upgrades, etc)	Dr. Janet Goodman Chief Administrative Officer Deanna Shierling Administrative Assistant	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us 770-574-2500 ext. 41237 deanna.shierling@haralson.k12.ga.us
Charter System	Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Contracts	Stacey Layton Payroll Specialist	770-574-2500 ext. 41254 stacey.layton@haralson.k12.ga.us
CPI	Deanna Shierling Administrative Assistant Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41237 Deanna.shierling@haralson.k12.ga.us 770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Custodial Service	Tony Partridge Director of Maintenance	770-314-3741 tony.partridge@haralson.k12.ga.us
DFACS (Bullying, Violence Prevention, etc.)	School Counselors	Individual schools

ESOL	Shoney Brice Academic Coach/ESOL Coordinator	770-574-7060 shoney.brice@haralson.k12.ga.us
504 Plans	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
Facilities Use Requests	Robin Dockery Admin. Assistant to the Superintendent	770-574-2500 ext. 41246 robin.dockery@haralson.k12.ga.us
Federal Programs	Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Food Services	Cindy Jones Director of School Nutrition	770-574-2500 ext. 41224 cynthia.jones@haralson.k12.ga.us
Free and Reduced Lunches	Cindy Jones Director of School Nutrition	770-574-2500 ext. 41224 cynthia.jones@haralson.k12.ga.us
FTE/Scheduling	Vicki Bradley Student Support Specialist Lori Jones Student Support Specialist	770-574-2500 ext. 41226 vicki.bradley@haralson.k12.ga.us 770-574-2500 ext. 41226 lori.jones@haralson.k12.ga.us
Gifted Program	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
Home School	State Department of Education	www.gadoe.org
Homeless	Robin Dockery Homeless Liaison/Admin. Assistant to the Superintendent	770-574-2500 ext. 41246 robin.dockery@haralson.k12.ga.us
Hospital/Homebound	Dr. Brian Ridley Assistant Superintendent of Curriculum and Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
ID Badges	Deanna Shierling Administrative Assistant	770-574-2500 ext. 41237 deanna.shierling@haralson.k12.ga.us
Intervention Assistance (Behavioral & Academic)	Becky Wright – Math/STEM Amber Gable – instructional interventions School RTI/SST team – behavioral and PBIS	770-574-2500 ext. 41259 becky.wright@haralson.k12.ga.us ext. 41258 Amber.gable@haralson.k12.ga.us School PBIS coordinators
Inventory	Shelley Slay Migrant/Title I Assistant	770-574-2500 ext. 41248 shelley.slay@haralson.k12.ga.us
Maintenance and Operations	Tony Partridge Director of Maintenance	770-314-3741 tony.partridge@haralson.k12.ga.us
Migrant	Shelley Slay Migrant/Title I Assistant	770-574-2500 ext. 41248 shelley.slay@haralson.k12.ga.us
Parent Engagement/Support	Angie West Parent Mentor	770-574-2500 ext. 41236 angela.west@haralson.k12.ga.us
Payroll	Stacey Layton Payroll Specialist	770-574-2500 ext. 41254 stacey.layton@haralson.k12.ga.us

Positive Behavior Intervention and Supports (PBIS)	Lori Robinson PBIS District Coordinator	770-574-2500 ext. 41229 lori.robinson@haralson.k12.ga.us
Personnel (Certified & Classified)	Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Professional Leave Quotes, Registration Fees (Conferences, Prof. Learning Classes, Memberships, etc.)	Deanna Shierling Administrative Assistant	770-574-2500 ext. 41237 deanna.shierling@haralson.k12.ga.us
Psychological Services (Initial Evaluations, Reevaluations, and Redeterminations)	Anna Finley School Psychologist Valerie Harper School Psychologist	770-574-2500 ext. 41231 anna.finley@haralson.k12.ga.us 770-574-2500 ext. 41227 Valerie.harper@haralson.k12.ga.us
Public Relations –school Public Relations—district	School PR Representatives Dr. Jerry Bell Superintendent	770-574-2500 ext. 41233 jerry.bell@haralson.k12.ga.us
<u>Purchase Orders</u> QBE & Pre-K Federal Programs Special Education	Deanna Shierling- administrative assistant Debbie Kennedy – SPED Assistant	770-574-2500 Ext. 41237 deanna.shierling@haralson.k12.ga.us Ext. 41221 debra.kennedy@haralson.k12.ga.us
Routing (Buses)	Mikala Davis Transportation Director	770-646-3882 ext.40245 mikala.davis@haralson.k12.ga.us
Response to Intervention (RTI)	Amber Gable System Intervention Specialist	770-574-2500 ext. 41258 amber.gable@haralson.k12.ga.us
SACS Accreditation	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
Special Education - IEPs, GAAs, SPED Scheduling, IDEA, transportation	Dr. Gina Smeeton Special Education Director	770-574-2500 ext. 41225 gina.smeeton@haralson.k12.ga.us
Special Education Parent Issues	Angie West Parent Mentor	770-574-2500 ext. 41236 angela.west@haralson.k12.ga.us
SST Screenings	Amber Gable System Intervention Specialist	770-574-2500 ext. 41258 amber.gable@haralson.k12.ga.us
Surplus – Technology Textbooks Other than technology or textbooks	Zac Crosby Chief Technology Officer Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction Jenny Greba Chief Financial Officer	770-646-3882 ext. 40250 zac.crosby@haralson.k12.ga.us 770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us 770-574-2500 ext. 41247 jenny.greba@haralson.k12.ga.us
Technology	Zac Crosby Chief Technology Officer	770-646-3882 ext. 40250 zac.crosby@haralson.k12.ga.us

Technology Help Desk	Kim Wilson Help Desk Specialist	770-646-3882 ext. 40222 kim.wilson@haralson.k12.ga.us
Textbooks	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
TKES/LKES Platform –	Dr. Brian Ridley Assistant Superintendent of Curriculum and Instruction Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us 770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Training & Professional Development Instructional needs Funding for PD	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us 770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Transportation (Buses)	Mikala Davis Director of Transportation	770-646-3882 ext. 40245 mikala.davis@haralson.k12.ga.us
Translators	Dr. Janet Goodman Chief Administrative Officer	770-574-2500 ext. 41241 janet.goodman@haralson.k12.ga.us
Travel Reimbursements	Tracey Vines Accounting Specialist	770-574-2500 ext. 41255 tracey.vines@haralson.k12.ga.us
Tribunals	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
Virtual School	Dr. Brian Ridley Assistant Superintendent of Curriculum & Instruction	770-574-2500 ext. 41260 brian.ridley@haralson.k12.ga.us
Workers Compensation	Stacey Layton Payroll Specialist	770-574-2500 ext. 41254 stacey.layton@haralson.k12.ga.us