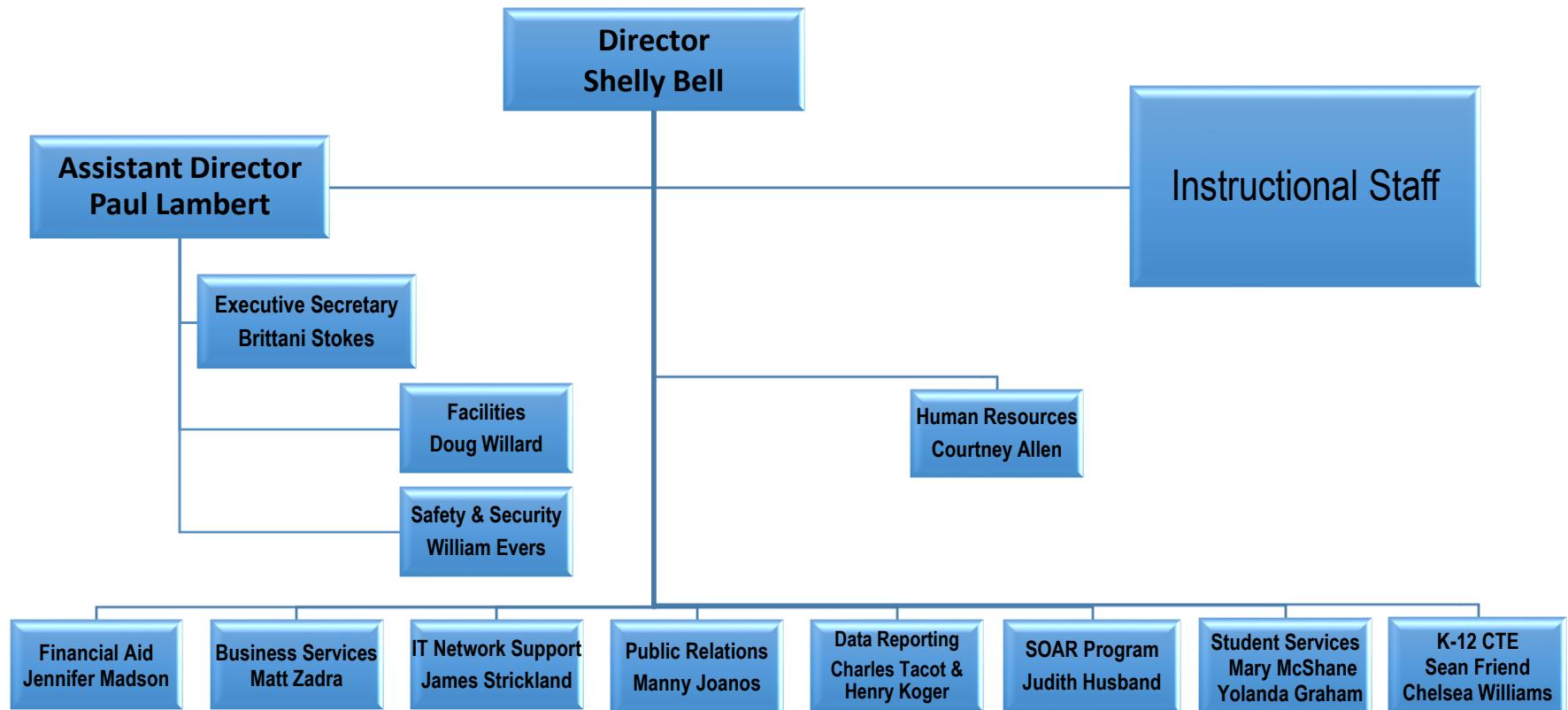




# Organizational Chart

## 2021-2022



## Specific Responsibilities by Department

# Shelly Bell

### Director

Curriculum/Instruction (all programs)  
School Improvement Plan  
Beginning Teacher Program  
Teacher Evaluations  
Social Media/School Website  
Special Events  
Course Catalog/Student Handbook

# Paul Lambert

### Assistant Director

Discipline/Referrals  
Building Maintenance/Construction  
Inventory  
Safety/Fire Drills  
Facility Usage  
Keys

Matt Zadra Business Services	Jennifer Madson Financial Aid	William Evers Safety & Security	Yolanda Graham Student Services	Mary McShane Student Services	Manny Joanos Public Relations	Charles Tacot Data & FOCUS Support
Pell Bank Reconciliation Sales Tax Reconciliation Student Accounts District Budget Internal Budget FOCUS ERP Vendor/PTSA's/Contracts Operating Bank Reconciliation PCard/Gas Card	Financial Aid Veterans Affairs Bright Futures Student Calendars COE Liaison SAP	Campus Safety Emergency Drills Annual Safety Reports Clery Act Title IV Safety Requirements Federal & State Compliance	Registration Testing Services Guidance/Counseling Orientation Student Placement Print Shop Activities 504 Plans Students with Disabilities Grades Withdrawals Sexual Harassment Contact	Secondary Outreach Community Events Community Liaison Tours Partners Public Relations	WDIS Reporting FOCUS SIS/LMS FOCUS Training Build Master Schedule Data/Reports	
Courtney Allen Project Manager Human Resources	James Strickland IT/Network Support	Brittani Stokes Executive Secretary	Doug Willard Building Maint. Supervisor	Sean Friend K-12 CTE	Chelsea Williams K-12 CTE	
Payroll Leave Substitutes Board Docs OAC Compliance School Advisory Council New Staff Orientation Program Accreditation	Technology Security Access IT/Network Support	Travel Manage LTC Calendar Rental of Facilities Vehicle mileage Reports HVAC Runtime Manage School Radios Externship	Workorders Campus Maintenance Lawn Contract Inspecting Facilities Preparing Maintenance Schedule	Secondary Programs Digital Tools Industry Certifications Dual Enrollment Programs of Study Articulation Agreements Career Themed Courses	DCT/OJT Career Shines Perkins Certiport Manager	