

Human Resources & Communications		Operations		
Human Resources	Communications	Business Services	Child Nutrition	Safety & Maintenance
<p>Yolanda Williams, Director Allen Walls, Supervisor Cindy Todd, Secretary Jessica Langlois, Clerk</p>	<p>Mandy Bradley, Specialist Aimee Bellue, Webmaster/Graphic Designer</p>	<p>John Musso, Business Manager Amanda Brooks, Accountant Juanita Kidd, Business Clerk Markeisha Smith, Business Clerk Courtney Phelps, Payroll Clerk</p>	<p>Allyson Russell/Bianca Plant, Supervisor Jacqueline Staden, CNP Clerk</p>	<p>Tim Jordan, Supervisor Dette Ducote, Maintenance Clerk</p>
<p>Employee Onboarding</p> <ul style="list-style-type: none"> TalentEd Applicant Tracking Staffing/Recruitment Compensation Schedules Background Checks Employee Email Assignments <p>Workforce Talent</p> <ul style="list-style-type: none"> TalentEd Records JCAMPUS HR & Pentamation HR VERIFIANT and other Employment Verifications Substitutes/SmartFind Express Employee Leave Personnel Files Employee Grievances & Disciplines Employee Handbooks & Training State Exit Interview Labor Law Talent Ed Perform-COMPASS and other evaluations COMPASS Information System (CIS) Student Teachers/Internships Certification Processing National Board Certification Administrative Contracts Continuing Education Opportunities <p>Retirement & Benefits</p> <ul style="list-style-type: none"> Employee Benefits/Retirement/COBRA <p>Other</p> <ul style="list-style-type: none"> Employee Wellness Teacher Mentoring Program District Calendar 	<p>Communications</p> <ul style="list-style-type: none"> Printing Services Websites Social Media District Publications <p>Family Engagement</p> <p>District Strategic Plan</p> <p>School Volunteers</p> <p>Public Records Request</p>	<p>Business</p> <ul style="list-style-type: none"> General Fund budget Financial audit W-2's and 1099's Cash/ investment reporting Annual Financial Report State/ federal grant reporting Accounts Receivable Accounts Payable Payroll Garnishments/Tax levies Property & Sales Taxes Worker's Compensation Student Insurance Employee & Student Accidents Fixed Assets School Activity Funds Unemployment Benefits Retirement Reporting Purchasing Liability Insurance Property Insurance Risk Management Unemployment Claims Fundraisers 	<p>Child Nutrition Program</p> <ul style="list-style-type: none"> School menus School vending machines USDA, NSLP, and NSBP Compliance Federal Commodity program Meal waiver application administration, verification, and approvals 	<p>Safety</p> <ul style="list-style-type: none"> Crisis Plans Crisis and fire drills Staff Training City, police & fire department liaison <p>Operations</p> <ul style="list-style-type: none"> Supervise Maintenance Dept. Energy Management Construction <p>Other</p> <ul style="list-style-type: none"> Athletics Physical Education ROTC <p>Field Trips</p> <p>Transportation</p>

Student Services		Data Management & ESSA Federal Programs
Student Support Services	School & Home Relations	
Aeneid Mason, Director Alexis King, Secretary Cindy Booth, SER Specialist Michelle Young, Clerk		Gwendolyn Longmire, Director Kim Heikes, Clerk
Students with Disabilities Services <ul style="list-style-type: none"> • IDEA Grants • Assistive Technology Related Services Speech/ language therapy, occupational and Physical Therapy, Orientation and mobility training, Interpreter Services	Gifted and Talented Program English Learners Program Dyslexia Services Homeless Program Pupil Progression Plan Medicaid reimbursement Student Health and Wellness <ul style="list-style-type: none"> • Social and Emotional Learning • Hospital/Homebound Services 	Child Welfare/Attendance <ul style="list-style-type: none"> • District Liaison • Attendance • Home visits • Truant Officer • School Admissions/Enrollment • Residency verification School Climate <ul style="list-style-type: none"> • Discipline • Suspension/Expulsion hearings • Positive Behavior (PBIS) • Anti-Bullying Program Alternative Program <ul style="list-style-type: none"> • Port Hudson Academy 5-12th Grade
Section 504 Program Backup District Testing Coordinator	Grants <ul style="list-style-type: none"> • eGMS Grants Manager • Title I, II & IV Programs • DSS and Redesign Grants Data Management <ul style="list-style-type: none"> • eScholar (Student & Staff ID & Direct Match) • FTP Data Manager • District Security Manager • JCAMPUS Contact Manager • EdLink (Calendar, Student Staff, Dropout, and Attendance) • Official Transcript System (OTS) and Graduate Verification/Requests for Diplomas and Transcripts • Curriculum Verification Reporting (CVR) • Legal Request for Student Records • Civil Rights Reporting Other <ul style="list-style-type: none"> • Textbook Program • Title IX Coordinator 	
Charlotte Delatorre, Instructional Support Specialist Stephanie Hebert, Instructional Support Specialist Amanda McMorris, Instructional Support Specialist Assessment Latara Dehon, Ed. Diagnostician Adrienne Williams, Ed. Diagnostician Taylor Rushing, School Psychologist Alicia Jackson, School Psychologist Lea Rettig, District Speech Therapist Kathy Michael, Vision Services Contracted Services (OT, PT, Orientation, and mobility)	Salaria Shaffer, Gifted & Talented Lead Teacher Patricia Prado, EL Interpreter Social Workers Ashlyn Fresina Melanie Thierry Erikka Neal Tiera Wilford Behavioral Interventionists (Contracted) Lea Waxley, AT Paraprofessional	

Curriculum, Instruction, Assessment, and Professional Learning

Elementary Instruction & Programs	Secondary Programs & Technology	Accountability, Assessment & Secondary Instruction (Mathematics)	Early Childhood Program & Secondary Instruction (ELA, Science, & SS)
Jennifer Marangos, Supervisor	Jeffery Hand, Supervisor	Karin Lawless, Supervisor	Diane Stone, Supervisor
<p>Elementary Curriculum, Instruction, and Professional Development</p> <ul style="list-style-type: none"> • K -6th English Language Arts, Mathematics, Science, and Social Studies <p>Summer School K-6th</p> <p>Elementary School Improvement</p> <ul style="list-style-type: none"> • IAIP Plans • School Improvement Plans <p>District Literacy Plan</p> <p>Elementary School Grievances</p> <p>Elementary Extended Day</p> <p>Student Teachers</p>	<p>Secondary Programs</p> <ul style="list-style-type: none"> • Career & Technical Education • Carl Perkins Grant • Dual Enrollment/Advanced Placement • Credit Recovery/ Summer School 7th-12th <p>Technology</p> <ul style="list-style-type: none"> • Technology Initiatives & Plan • Distance Learning • Hardware/Software • E-Rate • Student accounts and databases <p>Secondary School Improvement Plans</p> <ul style="list-style-type: none"> • IAIP Plans • School Improvement Plans <p>Secondary School Grievances</p>	<p>District Testing Coordinator</p> <p>Assessment & Accountability</p> <ul style="list-style-type: none"> • National Testing • District Level Testing • Data Certification • School Achievement • Data Reporting • Illuminate Contact <p>Secondary Curriculum, Instruction, and Professional Development</p> <ul style="list-style-type: none"> • 7th-12th Mathematics <p>Educational Excellence Funds</p>	<p>Early Childhood Program (ZELC and Zachary Daycares)</p> <ul style="list-style-type: none"> • Believe Grant • Ready Start Network <p>Secondary Curriculum, Instruction, and Professional Development</p> <ul style="list-style-type: none"> • 7th -12th English Language Arts, Science, and Social Studies • World Languages Contact <p>Library Services</p> <p>Other</p> <ul style="list-style-type: none"> • Student, Teacher & Employee of the Year
<p><u>Instructional Specialists</u> Wendy Satterfield (K -6th Literacy/ELA) Shannon Mitchem (K-6th Mathematics) Nicole Harvey (K-6th Science-shared) Kathryn Stark (K-6th Social Studies-shared)</p>	<p><u>MIS Technology Group (Joe Rush)</u> Contracted Services for IT Solutions & Support</p>	<p><u>Instructional Specialist</u> Shannon Mitchem (7th – 8th -shared)</p>	<p><u>Instructional Specialists</u> Brittini Matthews (7-12th ELA) Kathryn Stark (7-12th Social Studies-shared) Nicole Harvey (7-12th Science-shared)</p>
<p><u>Other District Contacts</u> K-12 Fine Arts: Mandy Bradley K-12 Physical Education & JROTC: Tim Jordan K-12 Theatre: John Musso</p>			