

## Administrative Roles and Responsibilities (Problem Resolution Chain of Command)

Please use this chart to determine to which administrative staff you should address questions and/or concerns as well as for chain of command for complaints. For complaints you should always begin with the person responsible for the area of your complaint. (This also applies to classroom issues. If you have a concern with your child and/or his/her teacher, please contact the teacher first.) If no resolution is reached you should contact that person's direct supervisor until the issue is resolved satisfactorily. (example – teacher, Principal, Superintendent, Governing Board)

<b>Role</b>	<b>Responsibilities</b>	<b>Direct Supervisor</b>
Secretary – Julie Richey	All general questions should be directed to the Secretary. She can answer questions about the school calendar, class schedules, school events, etc.	Linda Miller
Data Clerk – Lyn Adkinson	The Data Clerk is responsible for all student records. She handles student enrollment, withdrawal, attendance, etc.	Linda Miller
Office Manager - Polly Chapman	The Office Manager handles the school nutrition applications and student fees.	Cheryl Weathersby
Athletic Director - Richard Andrews Assistant Athletic Director - Joy Sammons	The Athletic Director oversees all GHSA Student Eligibility, Athletics, and Athletic Events.	Linda Miller
Special Education and SST/RTI - Amy Peel	The Special Ed Director oversees all Special Ed teachers and paras and oversees the SST/RTI process	Kylie Holley
CFO/Business Director - Cheryl Weathersby	The Business Director oversees Financials, School Nutrition, Pre-K, and Transportation.	PCA Governing Board
Assistant Principal – Reagen Beamon	The Assistant Principal handles all school discipline, Dual Enrollment, special events, basic day to day operations, including operations of buses and school nutrition.	Linda Miller  Cheryl Weathersby (for Transportation and School Nutrition issues only)
Principal – Linda Miller	The Principal handles discipline appeals, oversees all teachers, instructional paras, and oversees all areas of instruction.	Kylie Holley
Superintendent – Kylie Holley	The Superintendent serves as the Director of all Federal Programs and oversees all aspects of the school, other than those areas for which the Business Director is responsible. According to the Complaints Policy, if the chain of command has been followed, she will handle appeals through an Appeals Committee.	PCA Governing Board