### 2019-2020 CCPS Senior Staff Organizational Chart

**Superintendent of Schools**

- **Dr. Sarah Calverly**
  - Primary Responsibilities: Mission, Vision, and Strategic Goals; Planning and Assessment (instructional programs and student achievement); Instructional Leadership; Organizational Leadership and Safety; Communication and Community Relations; Professional Learning; Student Academic Progress; Board Relations

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**Assistant Superintendent**

- **Dr. Herbert Monroe**
  - Primary Responsibilities: Supervision of Instructional Leadership Team; Supervision of K-12 Instruction/Programs; Strategic Planning; Profile of a Graduate; Policy Development and Updates; SOQ Compliance; Supervision of Standards of Accreditation; Superintendent Memo; Instructional Calendar; Business/Community Partnerships; Career and Technical Education; School Counseling

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**Director of Secondary Education**

- **Karen Foster**
  - Primary Responsibilities: Supervision of Secondary Education Programs; Sec. Social Workers; Sec. Reading and Math Specialists; Oversight of 6-12 Curriculum, Resources, and Programs; Professional Development; 3:1 Digital Technology; Summer School; New Teacher Academy and Mentorship; Textbook Adoption; Governor’s Schools; Alternative and Adult Education; Project Grad, Virtual VA, Advanced Placement/Dual Enrollment; School Improvement Process

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**Director of Special Education**

- **Lora Glass**
  - Primary Responsibilities: Supervision of SPED Coordinators, School Social Workers, and Psychologists; Behavioral Specialists; PTIE Coordinator; Contract Service Providers; Compliance and Indicators; SPED Student Achievement and Program Oversight; Professional Development; PAN/CHINS; Alternate Assessments, Federal IDEA Grants

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**Director of Elementary Education**

- **Teresa Haley**
  - Primary Responsibilities: Supervision of Elementary Programs; Elementary Administration; Instructional and Gifted Specialists; Facilitate School Improvement Process; Oversight of PreK-5 Curriculum and Instruction, Programming, and Professional Development; PreK Summer School; New Teacher Academy and Mentorship; Textbook Adoption

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**Chief Operations Officer**

- **Marcia Stevens**
  - Primary Responsibilities: Oversee the Finance and Payroll Department; Supervision of Human Resources and Communication; Nutrition Services, Transportation, and Maintenance; Division Budget and Capital Improvement Plan; VRE, Benefits, Procurement

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**Director of Human Resources and Communications**

- **Debra Holt**
  - Primary Responsibilities: Supervision of Human Resources Department; Personnel (recruiting, retention, boarding); Employee Evaluation; Employee Compliance and Investigations; Human Resource Policies; Employee Recognition, Employee Wellness; Benefits; Media Communication

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**Superintendent of Human Resources**

- **Dr. Pat Taylor-Smith**
  - Primary Responsibilities: Licensure Specialist; Recruitment (App/Track, Job fair, hiring, onboarding); Personnel Agendas; Employee Recognition, Benefits; Employee Wellness; Compliance and Investigations; VDRE Reporting

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**Superintendent of Nutrition Services**

- **Keith Conner**
  - Primary Responsibilities: Supervision of Nutrition Services Department; Oversight of Free/Reduced Breakfast/Lunch Program Requirement; VDRE & Federal Reporting

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**Superintendent of Maintenance**

- **Geoffrey Homan**
  - Primary Responsibilities: Supervision of Maintenance Department; Oversight of Facility Upgrades/Renovations/Maintenance; Capital Improvement Plan

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**Superintendent of Transportation**

- **JD Satterwhite**
  - Primary Responsibilities: Supervision of Transportation Department; Pupil Transportation; Maintenance of CCPS Fleet; Budget, Routing

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**Superintendent of Technology Services**

- **Charlie Rossman**
  - Primary Responsibilities: Supervision of IT Department; Department Planning & Budget; E-Rate; VREIS/AV Educational Technology Notes; School Security Technology; Digital Conversion; Wide-area and Local-area Network Infrastructures; Computer and Server Systems; Web Presence; Student Data; Office Technology (Photocopier/Copiers)

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**Coordinator of Safety and Compliance**

- **Jeff Wick**
  - Primary Responsibilities: Supervise Student Support Specialists and School Nurses; Student Discipline Designee; CHINS, Worker’s Compensation, Re-enrollment Coordinator; Chair of SHAB and Safe and Drug Free Schools Committees; Crisis Preparedness and Management; CCSS/EMS Liaison; Safety Audits, Records Management