



2019-2020 CCPS Senior Staff Organizational Chart (9/9/19)



Superintendent of Schools
Dr. Sarah Calveric

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




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 Memos; Instructional Calendar; Business /Community Partnerships; Career and Technical Education; School Counseling




Director of Secondary Education
Karen Foster

Primary Responsibilities: Supervision of Sec. Administration, Instructional and Gifted Specialists, Sec. Reading and Math Specialists/Coaches; Oversight of 6-12 Curriculum, Resources, and Programs; Professional Development; 1:1 Digital Technology; 6-12 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



Director of Special Education
Lora Glass

Primary Responsibilities: Supervision of SPED Coordinators, School Social Workers and Psychologists, Behavioral Specialists, PTRC Coordinator, and Contract Service Providers; Compliance and Indicators; SPED Student Achievement and Program Oversight; Training and Professional Development; FAPT/CHINS; Alternate Assessments, Federal IDEA Grants



Director of Elementary Education
Terrie Haley

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




Supervisor of Federal Programs
Andrea Ross

Primary Responsibilities: Supervision of Title I PreK, VPI , and ELL Staff; PreK Curriculum and Instruction; Head Start, Homeless, and Foster Care Liaison; Title Coordinator; Grant Management and Audits; PreK Registration; Title I Elem. Reading/Math Specialists and Coaches




Coordinator of Testing and Division Reporting
Beth Hausler

Primary Responsibilities: Supervision of ITRTs and School Test Coordinators; Director of Testing; SSWS Manager; Achievement Data Coord.; Digital Conversion; Computer Science Standards; VDOE Reporting, Performance Based Assessment; PALS Representative



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; VRS; Benefits; Procurement



Director of Human Resources and Communications
Debra Holt

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



Supervisor of Human Resources
Dr. Pat Taylor Smith

Primary Responsibilities: Licensure Specialist; Recruitment (AppliTrack, job fairs, hiring, onboarding); Personnel Agendas; Employee Recognition; Benefits; Employee Wellness; Compliance and Investigations; VDOE Reporting



Supervisor of Nutrition Services
Keith Conner

Primary Responsibilities: Supervision of Nutrition Services Department; Oversight of Free/Reduced Breakfast/Lunch Program Requirement; VODE & Federal Reporting



Supervisor of Maintenance
Geoffrey Honan

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



Supervisor of Transportation
JD Satterwhite

Primary Responsibilities: Supervision of Transportation Department; Pupil Transportation; Maintenance of CCPS Fleet; Budget; Routing



Supervisor of Technology Services
Charlie Bowman

Primary Responsibilities: Supervision of IT Department; Department Planning & Budget; E-Rate; VPSA 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 (Phones/Copiers)



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; CCSO/Fire/EMS Liaison; Safety Audits; Records Management