

Human Resources & Communications		Operations		
Human Resources	Communications	Business Services	Child Nutrition	Safety & Maintenance
Yolanda Williams, Director Allen Walls, Supervisor Rosalyn Davis, Specialist Cindy Todd, Secretary Jessica Langlois, Clerk	Mandy Bradley, Specialist Aimee Bellue, Webmaster/Graphic Designer	John Musso, Business Manager Amanda Brooks, Accountant Juanita Kidd, Business Clerk Markeisha Smith, Business Clerk Courtney Phelps, Payroll Clerk	Bianca Coats, Supervisor Jacqueline Staden, CNP Clerk	Tim Jordan, Supervisor Dette Ducote, Maintenance Clerk
Employee Onboarding <ul style="list-style-type: none"> TalentEd Applicant Tracking Staffing/Recruitment Compensation Schedules Background Checks Employee Email Assignments Workforce Talent <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 & Discipline Employee Handbooks & Training State Exit Interview Labor Law Talent Ed Perform-COMPASS and other evaluations COMPASS Information System (CIS) Certification Processing National Board Certification Administrative Contracts Retirement & Benefits <ul style="list-style-type: none"> Employee Benefits/Retirement/COBRA Other <ul style="list-style-type: none"> Teacher Mentoring Program District Calendar 	Communications <ul style="list-style-type: none"> Media Contact Printing Services Websites Social Media District Publications Family Engagement District Strategic Plan School Volunteers Public Records Request Employee Wellness	Business <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/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 	Child Nutrition Program <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 District Wellness Contact	Safety <ul style="list-style-type: none"> Crisis Plans Crisis and fire drills Staff Training City, police & fire department liaison Operations <ul style="list-style-type: none"> Supervise Maintenance Dept. Energy Management Construction Transportation Athletics David Brewerton, Director of Athletics Diane Leblanc, Athletic Secretary

Student Services		Data Management & ESSA Federal Programs	
Student Support Services	School & Home Relations		
Aeneid Mason, Director Alexis King, Secretary	Monte Burke, Supervisor	Gwendolyn Longmire, Director Kim Heikes, Clerk	
<p>Students with Disabilities Services</p> <ul style="list-style-type: none"> • IDEA Grants • Assistive Technology <p>Related Services Speech/ language therapy, occupational and Physical Therapy, Orientation and mobility training, Interpreter Services</p> <p>Section 504 Program</p> <p>Backup District Testing Coordinator</p>	<p>Gifted and Talented Program</p> <p>English Learners Program</p> <p>Dyslexia Services</p> <p>Homeless Program</p> <p>Pupil Progression Plan</p> <p>Medicaid reimbursement</p> <p>Student Health and Wellness</p> <ul style="list-style-type: none"> • Social and Emotional Learning • Hospital/Homebound Services 	<p>Child Welfare/Attendance</p> <ul style="list-style-type: none"> • District Liaison • Attendance • Home visits • Truant Officer • School Admissions/Enrollment • Residency verification <p>School Climate</p> <ul style="list-style-type: none"> • Discipline • Suspension/Expulsion hearings • Positive Behavior (PBIS) • Anti-Bullying Program <p>Alternative Program</p> <ul style="list-style-type: none"> • Port Hudson Academy 5-12th Grade 	<p>Grants</p> <ul style="list-style-type: none"> • eGMS Grants Manager • Title I, II & IV Programs • DSS and Redesign Grants <p>Data Management</p> <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 <p>Other</p> <ul style="list-style-type: none"> • Textbook Program • Title IX Coordinator
<p><u>Instructional Support Specialists</u> Charlotte Delatorre Stephanie Hebert TBD</p> <p><u>Assessment</u> Latara Dehon, Ed. Diagnostician Adrienne Williams, Ed. Diagnostician Taylor Rushing, School Psychologist Alicia Jackson, School Psychologist Lea Rettig, District Speech Therapist</p> <p>Kathy Michael, Vision Services</p> <p>Contracted Services (OT, PT, Orientation, and mobility)</p>	<p>Salaria Shaffer, Gifted and Talented Lead Teacher TBD, Gifted & Talented Clerk</p> <p>Alexandra Chenevert, ESL Specialist Patricia Prado, EL Interpreter</p> <p><u>Social Workers</u> Ashlyn Fresina Melanie Thierry Erikka Neal Tiera Wilford</p> <p>Lea Waxley, AT Paraprofessional</p>		

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</u> Contracted Services for IT Solutions & Support (Team Lead, Network Administrator, 3 Desktop Support)</p>	<p><u>Instructional Specialist</u> Shannon Mitchem (7-8th Mathematics-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>			

Elementary Schools					Secondary Schools	
Zachary Early Learning Center	Northwestern Elementary	Rollins Place Elementary	Zachary Elementary	Copper Mill Elementary	Northwestern Middle	Zachary High
Pre-Kindergarten	Kindergarten	1 st - 2 nd Grade	3 rd - 4 th Grade	5 th – 6 th Grade	7 th – 8 th Grade	9 th – 12 th Grade
Kelli Day Principal		Kalyn Gauthier Principal	Megan Noel Principal	Angela Cassard Principal	Rebecca Brian Principal	Lindsey Spence Principal
Charissa Osberry Assistant Principal	Lettimarie Nezianya Dean of Students Lorrie Wax Teacher for Instructional Support	Kristy Gilpin Assistant Principal TBD Assistant Principal Brydie Manuel Dean of Students	Beverly Hill Assistant Principal Lance Jarreau Assistant Principal Brittney Gaines Dean of Students	Jonathan Coats Assistant Principal Margaret Patti Assistant Principal Lia White-Allen Administrative Dean	Wykita Beard Assistant Principal Kimberly Littles Assistant Principal James Walker Dean of Students	Delwyn Daigre Assistant Principal Erica Henry Assistant Principal Jessica Johnson Assistant Principal Jeremy Roussel Assistant Principal Chris Carrier Jonathan McClinton Dean of Students
June Hood, Counselor		Jessica Aslin, Counselor	Maranda Gilmore, Counselor	LaTonyia Johnson, Counselor	Megan Kirkindoll, Counselor	Kodi Brown, Counselor Chandra Franklin, Counselor Shae Lipscomb, Counselor Latoya Moore, Counselor
Delena Robinson, Secretary Yolanda Moore, Clerk	Tami Capello, Secretary Susan Varnadore, Clerk	Tess Ricketts, Secretary Samatha Turner, Clerk	Renee Beadle, Secretary JoAnn Mills, Clerk	Erika Jaksic, Secretary Kristen Olinde, Clerk	Cindy Booth, Secretary Katie Suire, Clerk Allison Moore, Guidance Clerk	Penny Jackson, Secretary Tiffany Heck, Clerk Natasha Walker, Clerk Sandy Walters, Guidance Clerk Toi Lee, Attendance Clerk Latisha Spears, Foundation Hall Clerk
				Port Hudson Academy Todd McDonald Alternative School Program Administrator Cynthia Blanchard, Clerk		