



# Fannin County School System

## District Leadership Team Duties and Responsibilities

### 2023-2024 School Year



**Superintendent**  
Shannon Dillard-Miller

**Chief Operations Officer**  
*Darren Danner*

- Senior executive district leader
- Director of personnel/Title IX
- Professional standards/ethics coordinator
- Personnel induction/remediation coordinator
- Chamber of Commerce representative
- Director of public safety/emergency management
- School resource officer (SRO) coordinator
- SPLOST fund coordinator
- Workplace safety coordinator
- Project design and planning coordinator
- Bids, negotiations, and contracts facilitator
- Facilities and construction coordinator
- District calendar committee coordinator

**Director of Transportation**  
Robert Ensley

- Transportation program administrator
- Bus route coordinator
- FCSS vehicle management and compliance
- Driver standards and training
- Student Code-of-Conduct/disciplinary oversight coordinator
- Disciplinary tribunals/hearing officer
- Federal CARES coordinator
- Calendar Committee member

**Director of Technology & Cybersecurity**  
Scott Mathis

- Network Security and Cybersecurity Officer
- E-Rate management/Technology-related grants
- Internet/network/email compliance
- Technology Infrastructure Manager
- Technology Help Desk Manager
- District website facilitator
- Technology Inventory Manager
- Safety Grants
- Calendar Committee member

**Director of Nutrition & Wellness**  
Martha Williams

- School nutrition program administrator
- District wellness program/committee coordinator
- District public health coordinator
- School nurse program coordinator
- Board of Education minutes/archive supervisor
- Feed Fannin/Snack-in-a-Backpack coordinator
- Worker's compensation administrator
- FCSS Teacher of the Year coordinator
- REACH scholarship coordinator
- Calendar committee member

**Director of Finance**  
Susan Wynn

- District financial administrator/Certified Public Accountant
- Annual budget and millage preparation
- Grants, bids, and contracts management
- Coordination of all financial audits
- Maintenance of all public records
- SPLOST funding manager
- Coordinator of school activity accounts

**Chief Academic Officer**  
Dr. Lucas Roof

- District Charter administrator/SGT liaison
- Accreditation (COGNIA/GAC) coordinator
- District School Improvement Team chair/coordinator
- District CTAE/Perkins funding administrator
- STEM/STEAM coordinator
- Post-secondary/higher education liaison
- Title IV-A coordinator
- Board policy/admin regulation coordinator
- Leadership development coordinator
- TKES/LKES coordinator
- Employee travel coordinator
- GSBA Local Board Training coordinator

**Director of Curriculum & Instruction**  
Heather Collis

- Title I-A coordinator
- Academic coach/Parent liaison coordinator
- Assessment and accountability coordinator
- Textbook/learning resources coordinator
- QBE programs (Gifted/ESOL/Remedial/EIP)
- Professional learning coordinator
- MTSS Co-Leader: RTI/SST
- Interventionist coordinator
- Community literacy initiatives

**Director of Student Services**  
Dr. Connie Huff

- Special education administrator
- Title VI-B IDEA coordinator
- §504 coordinator
- MTSS Co-Leader: SST/mental health/wraparound services/behavior
- FCSS counselor coordinator (schools/crisis)
- School social work coordinator
- Fannin County DFCS Board representative
- Fannin County Family Connections liaison
- Homebound education coordinator
- Pre-K Program Director

**Director of Communications & Information Services**  
Gini Tipton

- District information officer
- Instructional technology-related professional learning
- FTE/CPI/student information coordinator
- Professional certification coordinator
- Media services coordinator
- Security officer (MyGaDOE)
- District website content coordinator
- Social media content and compliance coordinator
- Notification system coordinator
- New student registration/enrollment coordinator
- Title-IIA/PQ/Professional certification facilitator
- New teacher mentoring coordinator
- Title V-B coordinator
- New teacher mentoring facilitator
- Attendance Support Team coordinator
- Public information requests
- Development Authority Board representative

**Members of the district leadership team, as well as the five principals, are required to participate on the DSIT. Directors and principals should attend all regular monthly Board of Education meetings unless otherwise exempted.**