



Fannin County School System

District Leadership Team Duties and Responsibilities

2024-2025 School Year



Superintendent
Shannon M. Dillard

Senior Chief Operations Officer

Darren Danner

- Director of Personnel/Title IX
- Personnel Induction/Remediation Coordinator
- Professional Standards/Ethics Coordinator
- 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
- Chamber of Commerce Representative
- District Calendar Committee Coordinator

Director of Transportation and Dean of Students

Chris Drury

- Transportation Program Administrator
- Bus Route Coordinator
- Radio Communications Coordinator
- FCSS Vehicle Management and Compliance
- Driver Standards and Training
- Student Code-of-Conduct/Disciplinary Oversight Coordinator
- Disciplinary Tribunals/Hearing Officer
- District Calendar Committee Member

Director of Technology and Cybersecurity

Scott Mathis

- Network Security and Cybersecurity Officer
- E-Rate Management/Technology-Related Grants
- District Website Coordinator
- Internet/Network/Email Compliance
- Technology Infrastructure Project Manager
- Technology Help Desk Manager
- Technology Inventory Manager
- Safety Grants
- District 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
- Workers Compensation Administrator
- FCSS Teacher of the Year Coordinator
- REACH Scholarship Coordinator
- Special Presentations Coordinator
- District Calendar Committee Member

Director of Finance

Susan Wynn

- Chief Financial Officer/Certified Public Accountant
- Annual Budget and Millage Preparation
- Coordination of all Financial Audits
- Grants, Bids, and Contracts Management
- Maintenance of all Contracts
- 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
- CTAE Director
- STEM/STEAM Coordinator
- Post-Secondary/Higher Education Liaison
- Title IV-A Coordinator
- Board Policy/Admin Regulation Coordinator
- Leadership Development Coordinator
- TKES/LKES Coordinator
- GSBA Local Board Training Coordinator
- Assessment and Accountability Coordinator
- Employee Travel Coordinator
- Title IX Employee Decision Maker

Director of Curriculum and Instruction

Heather Collis

- Title I-A Coordinator
- Academic Coach/Parent Liaison Coordinator
- Interventionist Coordinator
- MTSS Co-Leader: (SST)/RTI
- Instructional Resources Coordinator
- QBE Programs (Gifted/ESOL/Remedial/EIP)
- Pre-K Program Director
- Title II-A Coordinator
- New Teacher Mentoring Coordinator
- Professional Learning Coordinator
- Community Literacy Initiatives
- Communications Co-Coordinator
- District Calendar Committee Member

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
- Title IX Student Decision Maker

Director of Communication & Information Services

Gini Tipton

- Chief Information Officer
- Open Records and Public Information Requests
- Security Officer (MyGaDOE)
- Title V-B Coordinator
- Media Services Coordinator
- Technology-Related Professional Learning
- FTE/CPI/Student Information Coordinator
- Professional Certification/PQ Coordinator
- New Teacher Mentoring Co-Coordinator
- Social Media Compliance/Coordinator
- Notification System/ Communications Coordinator
- New Student Registration/Enrollment Coordinator
- Attendance Support Team Coordinator
- Development Authority Board Representative
- Title IX Investigator/ Personnel and Student

Members of the district leadership team, as well as the principals, are required to attend regular monthly Board of Education meetings and participate in DSIT unless otherwise exempted.

Updated: July 1, 2024