

**SPARTANBURG SCHOOL DISTRICT TWO
ADMINISTRATIVE OFFICE
2006-2007 STAFF RESPONSIBILITIES**

Academic Assistance Programs.....	Deryle Hope/Barbara Mills
Accreditation for Schools	Joe Bullington
ADEPT Coordinator.....	Kristi Woodall
Administrative Assistant to the Superintendent.....	Kelley Richardson
At Risk/Plato Program.....	John King
Attendance/Truancy (Students)	John King
Benefits Coordinator.....	Peggy Finley
Blood Borne Pathogen Training (Hepatitis B Shots).....	Kelley Richardson
Board Meeting Information/Minutes of Meetings/Boardgram.....	Rhonda Henderson
Board Policy Development.....	Scott Mercer
Board Policy Manual.....	Scott Mercer/Kristi Woodall
Book (100 Book Challenge)	Deryle Hope/Barbara Mills
Bookkeeping (Accounts Payable/Food Service Payroll).....	Phyllis Porter
Buildings-Construction/Renovations/Long-Range Planning.....	John King/Scott Mercer
Business-Education Partnerships.....	Rhonda Henderson
Chamber of Commerce Contact	Rhonda Henderson
Comprehensive Health	Joe Bullington
Computer Technology	Troy Moore
Contracted Services	John King
Courier.....	Bill Hayes
Curriculum Development/Projects	Deryle Hope/Barbara Mills
Custodian	David Griffin
Data Disaggregation	Trisha Meadows
Dropouts	John King
Elementary and Middle Schools.....	Barbara Mills
Emergency Communications/Drills.....	Rhonda Henderson
Employee Hospitalization/Bereavement/School Family News Contact.....	Rhonda Henderson
Employee Recognitions	Rhonda Henderson
ESOL Program	Deryle Hope
Experimental Programs	Joe Bullington
Field Trip Requests.....	John King
Fine Arts (Calendar).....	Joe Bullington
Finance/Budgets/Audits.....	Heidi Kerns
Foreign Language Programs	Deryle Hope
Gifted and Talented Programs	Joe Bullington
“Golden Rule” Nominations.....	Rhonda Henderson
Graduate Courses	Judy Houk
Grants	Deryle Hope/Elena Rush
Handicapped Programs/IEP’s.....	Brantley Enloe
Homebound Instruction	Brantley Enloe
Home Schooling	John King
Induction Program (First-year teachers).....	Deryle Hope/Barbara Mills/Judy Houk
Instructional Services	Deryle Hope/Barbara Mills
Instructional Budgets.....	Deryle Hope/Barbara Mills
Instructional Services (Secretary).....	Linda Amick
Instructional Services (Secretary).....	Cozetta Swann
Instructional Services (Secretary).....	Valery Vetter
Instructional Technology	Trisha Meadows
Insurance-Buildings.....	John King
Insurance-Tort	Kristi Woodall/Peggy Finley