



Administrative Organization Chart

Interim Superintendent
Jeff Adams

**Superintendent Secretary, School Board
Secretary, Elections Officer**
Emily Owen

Chief Financial Officer
Rebecca Metzger

Chief Administrative Services Officer
Corey Hickerson

Chief Academic and Technology Officer
JoLynn Augsburg

Associate Director of Human Resources
Debra Brakel

Associate Director of Operations
Blake Bowman

Associate Director of Special Education
Natalie Stuckey

Associate Director of Technology Services
Chad Tate

Associate Director of Instructional Technology & Data Services
Julie Hampton

Director of Athletics
Danny DeArman
*District UIL Chairman

Director of Child Nutrition
Karl Frederick

Director of District Assessments, 504, Dyslexia, and RTI
Tammy Riemerschneider

Director of Bilingual & ESL
Favola Arevalo

Director of Post Secondary Readiness
Brooklyn Straler

Director of Secondary Curriculum, Instruction & Learning
Michelle Snel

Director of Elementary Curriculum, Instruction & Learning
Ariella Padgett

Coordinator of Communications and Public Relations
Kyle Herndigner

Strategic Compensation Coordinator
Angela Clayton

Coordinator of Human Resources
Heather Parrish

Coordinator of Student Learning Outcomes & Federal Programs
Emily Scott

Coordinator of Career & Technical Education
Kristi Clifton

Director of Purchasing
Candace Fuchs

Chief of Police
David Hoehner

Nurse Coordinator
Tasha Estes

Director of After School Program
Lindsay Elliott

- Campus Principal**
- JHS - Celeste Neal
- NRHS/ NRCE - Toby Cox
- LMS - Jane Seamster
- NMS - Melissa Kinnear
- Campus Principal**
- CGE - Tanya Chinnow
- EES - Kim Cassidy
- NJE - Tamiya Waits
- PCE - Shelly Green
- SES - Kate Howell
- Assistant Principal**
- JHS - Michael Clayton
- JHS - Jerry Coakley
- JHS - Karl Trevino
- NRHS - Tonya Long
- NGC - Lori Matthew
- LMS - Mickey Groom
- LMS - Emma Rogers
- LMS - Stacy Smith - Rover AP
- LMS - Kyle Smoker
- NMS - Kasi Connolly
- NMS - Kristin Morrison
- Assistant Principal**
- CGE - Jennifer Pyles
- EES - Janisse Narcisse
- NJE - Tracey Green
- PCE - Jennifer Leonard
- SES - Amanda Pike

Chief Administrative Services Officer	
Operations Department	Student Safety
(Maintenance, Grounds & Custodial)	Discipline
Transportation Dept. & Employee Drivers	Chapter 37 Administrator Training
Board Policy Services	Level 2 - Parent Complaints
Emergency Operations Plans, Drills & Updates	District Parent Concerns
Site Based Decision Making Procedures & Mtgs	District Police Department
JJAEP / DAEP	Foster Care Liaison
Club Excel	Homeless
Child Nutrition Dept.	School Health Advisory Council
Student Attendance	Wellness Policy & Plan
Shared Residency & Student Transfers	Drug Dogs
Student & Extra-Curricular Handbook Updates	Campus Visits
Bully & Suicide Policy / Procedures / Reports	District Calendar
Nurse Coord. / Nurses / Health Srv. Dept.	Threat Assessment Teams
ASK TED Administrator	Safety & Security Committee
School Safety Audit & Report to TEA	Records Management
Facilities Request for Community Organizations	Athletic Department
District Procedure Manual (Secretary)	Human Resources
Chief Financial Officer	
Purchasing	District Insurance
Accounting	Tax Filings
Accounts Payable	Bond Payments
District Budget	District Contracts
Payroll	Conflict of Interest Forms
Teacher Retirement Reporting	Student Transportation Reports
District Inventory	Federal Grant Compliance Reports
Audit	Grant Reimbursements
Bank Reconciliations	SHARS Reporting
Investments	
District Surplus Auction	
State Employee Certifications, Time & Effort Documentation	
Chief Academic and Technology Officer	
District PK-12 Curriculum Alignment	Summer School / Credit Recovery
District Wide Continuous Improvement	PLC's
District Staff Development	District Academic UIL
District Accountability	RDA
Testing	New Staff Orientation
Federal Programs	Onboarding
District & Campus Scorecards	General Ed Homebound
K-4 Class Size Monitoring	Gifted & Talented
Federal Employee Certifications	TTSS
Compensatory Education & At-Risk Identification	Classroom Walkthroughs
Textbook Proclamation and Adoption	Gun Free Schools Act Evaluation
Instructional Materials Allotment & IMA Certification	Equity Plan
District & Campus Plan Development & Updates	
Textbook Inventory, Ordering, Delivery, & Disposal as recommended by committee	
District Strategic Plan	
Associate Director of Human Resources	
Contracts	Compensation
Personnel	Substitute Teachers & Training
Insurance / Benefits	Staff Appreciation Banquet
FMLA	Job Descriptions
Hiring Procedures	AESOP
Resignations	Teacher Certifications
Exit Interviews	NCLB Highly Qualified
Salary Negotiations	Fed and State Funded Program Emp.
Criminal History	Employee Handbook
Employee Management	Salary Surveys
Fingerprinting	Onboarding
Associate Director of Instructional Technology & Data Services	
Instructional Technology	Skyward
District Technology Plan	Student Registration
District Database Administration	PEIMS
TVSN	Fitnessgram
Principal Attendance Reports for Cont. Improvement	
Annual Performance Report	
Associate Director of Technology Services	
District Technology Plan	District Phone System
District Network & Infrastructure	Erate
Campus Technical Support	PA Systems
ID Badges	
Security & Access	
Associate Director of Operations	
Building Maintenance	Construction
Grounds Maintenance	Facilities
Energy Management	Custodial
Warehousing	July 3rd Event with City of Joshua
Posting Energy Mgmt on District Website	Knox Box
Director of Special Education	
Special Education	Special Education Walkthroughs
Staff Development Planning for Special Services	SHARS Preparation & Training
Onboarding	SPED Grant
Supervise Diagnosticians	

Director of Secondary Curriculum, Instruction & Learning	
Secondary Curriculum Alignment	Accountability Domains 1, 2 & 3
Secondary Benchmarks	Foreign Exchange Students
Secondary Accountability	New Staff Orientation
Secondary Staff Development	Transition Plans
Secondary Walkthroughs	Coordinating Secondary PLC's
Secondary Course Guides	Pregnancy Related Services
Secondary Master Schedules	STEM Week
Secondary Textbook Facilitation	Onboarding
Secondary Summer School and AI	Content Specialist
Secondary Principals Meetings	Title II & IV
Secondary UIL	
Director of Elementary Curriculum, Instruction & Learning	
Elementary Curriculum Alignment	STEM Week
Elementary Benchmarks	Reading Mastery Coaching/Training
Elementary Accountability	Onboarding
Elementary Staff Development	New Staff Orientation
Elementary Coordinated Programs	Accountability Domains 1, 2, & 3
Elementary Textbook Facilitation	Coordinating Elementary PLC's
Elementary Summer School and AI	Pre-K & Kindergarten Round-up
Elementary Walkthroughs	Parent Involvement
Elementary UIL	Transition Plans
Elementary Principal Meetings	High Quality Pre-K
Elementary Master Schedules	Content Specialist
Elementary Spelling Bees	Title I
Director of Post Secondary Readiness	
Counselors PK-12:	SAT / ACT / TSA Prep & Scores
* College & Career Readiness	Associate Degree
* Bully & Suicide Prevention	Carl Perkins Grant
* Character Programs & Lessons	Dual Credit
Reach Counseling	District Distinction PSR
Graduation Pathways Career Cruising	Accountability Domain 1
Four Year Plans	Classroom Walkthroughs
College, Career & Military Readiness	CTE Master Schedules
Plan Your Path	Onboarding
Advanced Placement / Pre AP	Leavers, Withdrawals, Completion Rate & Dropouts
	Coordinator of CTE
Director of District Assessments, 504, Dyslexia and RTI	
District Testing Coordinator	Dyslexia
Credit by Exam	RTI Procedure and Implementation
504	Walkthroughs-Dyslexia
Onboarding	Assessment Calendars / Timelines
Director of Bilingual & ESL	
SLOP	Title III
Bilingual Walkthroughs and Evaluations	Bilingual Curriculum Maps / Alignment
LPAC Training	Training for Bilingual/ESL Teachers
Bilingual and ESL Programming	Onboarding
Coordinator of Student Learning Outcomes and Federal Programs	
Teacher Incentive Allotment	Training for Improving Student Learning Outcomes
Federal/State Program Compliance	Domain 2
T-TESS Calibration	Continuous Improvement
Classroom Walkthroughs	Onboarding
Coordinator of Career & Technical Education	
CTE Professional Development	Continuous Improvement
CTE Student Certifications	Onboarding
Classroom Walkthroughs	
Strategic Compensation Coordinator	
Compensation	Job Description Audits
Stakeholder Engagement	Compensation Audits
Grant Deliverables	Strategic Compensation Design
Market Studies	Collaboration with TA Advisor
FLSA	Salary Letters
DOL	
Coordinator of Human Resources	
Professional & Paraprofessional Staff	HR Website
New Hires - Skyward/Frontline	Employee Handbook
Resignations	Onboarding
Service Records	Evaluations in Eduphoria
Employment Contracts	Calendars
Letters of Reasonable Assurance	EEOC/CDRC - Biannually
Yellowfolder	Staff Appreciation Banquet
Fingerprinting / Criminal History Checks	Service Awards
Certification Licensure	Notary
Job Postings	
Frontline/Absence Management	
Coordinator of Communications & Public Relations	
District Required Postings	Hook-Owley
District Website	About Joshua ISD on Website
District Marquee	Public Relations
District Logo	Public Information Requests
Director of Athletics	
Stadium Rentals	UIL DEC Joshua ISD Chair
District Athletic Programs	
Director of Child Nutrition	
Menu Development	Online Parent Portal Software for CN
Free / Reduced Status Determination	Child Nutrition Purchasing & Procurement
TDA and USDA Audits	

Director of Purchasing	
Purchasing	Maint. of Purchasing files & docs
EDGAR and Federal Regulations	Staff Training Related to Purchasing
Bids/RFP's/RFP's	Maintain Approved Vendor List
Contracts	Purchase Orders
Cooperatives and Interlocal Agreements	District Inventory
Equip and Furnish New Schools	Conflict of Interest Forms
Evaluate Products and Services for Quality	
Chief of Police	
Police Officers	Student Safety (with Asst. Superintendent)
Emergencies	Police Scheduling
Scheduling of traffic enforcement	Inter-Agency Agreements - MOU's
Active shooter training	Police Policies & Handbook
Campus Criminal Offense Notifications	
Head District Trainer	
Student UIL Safety Training	
Concussion Updates, Training	
EKG Oversight	
Nurse Coordinator	
Drug Testing	AED Updates, Maintenance, Training
Student Insurance	CPR Updates, Maintenance, Training
Bloodborne Pathogen Plan	Audiometer Calibration
Shot Offerings for Hepatitis	State Health Reports
Passport Health	Steri cycle
Director of After School Program	
Oversee All After School Program Procedures	
Superintendent and School Board Secretary / Elections Officer	
Superintendent	
Board	
School Board Elections	