

DEPARTMENT OF SPECIAL EDUCATION

Organizational Chart

ADMINISTRATION AND SUPERVISION

The following list of personnel are those individuals employed in supervisory capacities by the Department of Special Education, under the authority of the Sevier County Board of Education. Although consulting teachers are also serving in administrative and supervisory capacities within specific schools, they are responsible to their building principals and serve at their pleasure. Their duties are defined individually based upon the programs in their specific building, the needs of the school and the desires of the building principal. Some serve as evaluators of personnel, but their supervisory authority is limited to their schools. District wide supervision is the responsibility of Dr. John Enloe, Dr. Sandy Enloe and Mrs. Tannis Duncan.

Director of Special Education

Dr. John Enloe

The Director is responsible for the supervision and administration of the total special education program in Sevier County. He serves as a designee of the Superintendent of Schools and as a liaison between the State Department of Education's Division of Special Education and the Sevier County Board of Education. He is responsible for the fiscal management of all federal funds tied to special education and leads in initiating new programs. He is accountable to the Sevier County Board of Education under the leadership of Dr. Jack Parton, Superintendent of Schools, to the federal departments responsible for funding and oversight of special education, OSERS and OSEP. He is also accountable to the State Director of Special Education, Dr. Joseph Fisher, and to the parents of children with disabilities in Sevier County Schools.

Supervisors/Principals in Special Education

Dr. Sandy Enloe, Dr. Fran Harmon, Mr. Jeff Moore, Dr. Kaye Thomas, Mrs. Tannis Duncan

District Supervision and Administration

Dr. Sandy Enloe serves in a supervisory role in the areas of compliance and management. She serves as a liaison between the Department of Special Education and individual schools and is responsible for the evaluation of special education personnel across the district. She is responsible for managing the assignment of assistants and attendants in special education programs throughout the system, with the approval of the Superintendent of Schools who is directly responsible for the employment or dismissal of all employees of the Sevier County School System. She additionally serves as a liaison between the Department and parents of children with disabilities in the district. She serves as the lead for TRIAD and other state sponsored training and works with consulting and lead teachers in developing individual program's and monitoring for compliance with IDEA'S procedural safeguards.

Early Childhood Department

Dr. Fran Harmon is Principal of the Trula Lawson Early Childhood Center. She is directly responsible for the administration and supervision of the programs and staff working in the Early Childhood Program and serves as an evaluator of personnel for the Department of Special Education. Additionally, Dr. Harmon serves as liaison between the Department of Special Education and state agencies such as TEIS and TIPS, which are responsible for providing services to children with disabilities between the ages of birth to 3.

Parkway Academy/Interim Alternative Educational Setting

Mr. Jeff Moore is the Principal of Parkway Academy. He is directly responsible for the supervision and administration of all programs and personnel at Parkway and also serves as the Crisis Intervention Trainer for the Department of Special Education. In addition to managing Parkway, Mr. Moore is also responsible for the assignment of clinical social workers, both within his program and in the various SDCs across the school system.

Pigeon Forge Middle School/Assistant Supervisor

Dr. Kaye Thomas serves as the coordinator of special education programs for Pigeon Forge Middle School (Assistant Principal), and also serves as an evaluator of special education personnel for the Department of Special Education. Dr. Thomas is also on call as a special education consultant for teachers or consulting teachers with issues that require outside expertise or opinions.

Speech Language Pathology Coordinator

Mrs. Tannis Duncan, former supervisor, is current contracting with the Department of Special Education one day per week to supervise and administer the Speech Language services of the school system. She is also available each Wednesday to provide expertise in all areas of Special Education, should time and circumstances allow.

DEPARTMENT ADMINISTRATION

Departmental administration refers to individuals who serve in an administrative capacity within the Department of Special Education, but whose jobs do not entail supervision of professional personnel. Although each of these individuals has an important role, they are not credentialed nor employed by the Board of Education in Supervisory capacity. Therefore, job title and responsibility limit their authority over district personnel. None of these individuals serves in a capacity that allows them authority over professional personnel outside the specific requirements of their assignments.

Coordinator of Transportation/Census and File Management

Ms. Rebecca Campbell serves as the coordinator for the transportation of all eligible children with disabilities in Sevier County Schools. As such, she is responsible for the assignment and supervision of drivers and attendants on buses (with the Director's involvement), for the placement of students on buses (transportation form required), for the development of routes and for determining the current status, availability or need for additional buses. Mrs. Campbell also serves as the Census Manager, a responsibility that directly impacts the funding received by the District and Department. Additionally, with her assistant and trainee, Ms. Mona Ledford, Rebecca manages and files all records related to special education students in the district, including inactive files for the length of time required by state and federal law.

Social Worker

Ms. Lillian Corrado serves as a social worker for the Department of Special Education. Specifically, she works with the Early Childhood Program in the screening process for all children potentially entering the program. She is employed by this Department of a part-time basis, and 'serves the district as the Home School Liaison.

Secretary/Bookkeeper

Debbie Mathews is the secretary and bookkeeper for the Department of Special Education. She serves the Department's secretarial needs and manages the Department's internal funds. She also serves as

receptionist and secretary for the Early Childhood Program, as it occupies the same building that houses the Department's offices.

Materials Coordinator

Ms. Teresa McCroskey is responsible for the purchasing, cataloguing and management of all materials and equipment purchased by the Department of Special Education. This includes managing the Materials Center itself, as well as tracking all materials and equipment disbursed to schools.

WebPages, Administrator/Data Management/TCAP-Alt Coordinator

Mr. Jeff Romanczuk is responsible for the management of the Department's WebPages, for providing technical assistance related to software and hardware to teachers and for identifying and prioritizing technical needs in the various schools. Mr. Romanczuk also serves the Department in Data Management related to federal reports, CIMP monitoring and coordinates the TCAP-ALT information required by the State Department each year.

Vocational Rehabilitation Coordinator

Mrs. Kathy Sexton serves the Department and district as Vocational Rehabilitation Coordinator and works on a grant developed between the Sevier County Board of Education and the Tennessee Department of Vocational Rehabilitation Services. She is a liaison between the schools, individual students and the Department of Vocational Rehabilitation Services.

Homebound Coordinator

Mrs. Marla Whaley, under the supervision of the Director of Special Education, coordinates homebound services for all students in Sevier County Schools. She manages the records, assigns teachers and determines eligibility for all students applying for homebound instructional services. She validates all applications with the assistance of Ms. Becky Bussman, school nurse. She additionally serves as a school counselor for the Trula Lawson Early Childhood Program.

OTHER DISTRICT SERVICES AND PERSONNEL

The Department of Special Education also houses the offices or workstations for a variety of district-wide personnel. Although these individuals work in every school in the district based upon the needs of individual students, they are under the direct supervision of the Department of Special Education and the Director of Special Education.

Deaf and Hearing Impaired

Mrs. Nancy Wohl and Ms. Dee Schneider serve the district as hearing specialists. Ms. Wohl also serves the department as technical specialist in procuring and managing much of the equipment related to hearing impaired students and serves as the Coordinator of Department Communications, specifically developing the Department Newsletter and Newsletters for parents. She also serves as a consultant to Ms. Schneider, who provides much of the direct service to hearing impaired students, serves as liaison between the Department and TSD, and procures and manages equipment and material related to serving the needs of deaf or hearing impaired students.

Occupational and Physical Therapy/Assistive Technology

Ms. Nancy Mohrlyn, Ms. Mary Sayre and Ms. Dawn Briere are therapists working for the Department and all serve as consultants in their fields to parents, teachers and other personnel in the district. Ms. Sayre provides physical therapy to eligible students, Ms. Mohrlyn provides occupational therapy, and together they serve as the district's Assistive Technology Evaluation Team. They coordinate and provide all evaluations related to assistive technology, procure necessary equipment and materials and consult with teachers and other personnel districtwide. Ms. Briere serves as an occupational therapist in many of the district's schools and also consults with teachers and administrators in her schools.

Vision Specialist

Ms. Jama Owens serves as the vision specialist in Sevier County Schools. She provides consultation, direct services and supervises the activities of contracted Orientation and Mobility Specialists in the schools. She also serves as a liaison between the district and TSB and transcribes material from print to Braille for eligible students. She is also responsible for procuring and managing equipment and materials to meet the needs of Visually Impaired or Blind students in the district.

CONSULTING TEACHERS/SPED LEAD TEACHERS

Through a grant written and maintained by the Director of Special Education, and with the support of the Superintendent and Director of Finance, Sevier County's Department of Special Education provides consulting teachers to most of its larger schools. The position is defined by the clients in the school, the programs being operated in the school and by the vision and beliefs of the building level principal. Although the Department would like consulting teachers to have administrative endorsements in order to allow them the opportunity to be trained and become teacher evaluators, it is not a fixed requirement of the Department or the grant. Each of these individuals serves as a support person for special education personnel, as a coordinator of special education programs and services and as a liaison between the Department and the schools.