

# SACOE

## **Mrs. Kim M. Gaiter** **Vice President for Education**

- \* ELC-12 Lead - GA, NC, SC
- \* Personnel
- \* AdCom
- \* SACED
- \* Budget Development & Payroll Monitoring
- \* School Visitations
- \* Certification Monitoring
- \* Even Planning
- \* Curriculum & Instruction Advismment Committee Chair
- \* Accreditation Coordinator
- \* K-12 Board of Education
- \* Local School Board Coach
- \* Teacher Evaluations & Professional Improvement Plans
- \* Strategic Planning - SACOE Plan 2021 Chair

## **Dr. Michael Jon Cookenmaster** **Associate Superintendent of Schools**

- \* ELC-12 Sight Visitations
- \* Classroom Walk-throughs
- \* Informal & Summative Evaluations
- \* PALS Coordinator & Professional Improvement Plans
- \* Testing Coordinator
- \* Curriculum and Instruction
- \* Student Support Services (MTSS, RTI, IEPs, 504s, Special Education - SLD, GT)
- \* Accreditation Trainer
- \* Professional Development/Professional Learning Communities Chair
- \* SACED Communications
- \* SACOE Webmaster
- \* SACOE Monthly Newsletter
- \* Planbook Coordinator
- \* RenWeb Trainer
- \* Dashboard Maintenance
- \* Strategic Planning - SACOE Plan 2021

## **Mrs. Victoria Robinzine** **Field Associate**

- \* Monthly Visitation to NC Schools
- \* PALS Mentor

## **Ms. Currine Harris** **Administrative Secretary**

- \* General Office Administrative Duties
- \* Mackin Coordinator
- \* Matching Scholarship Funds
- \* TBR Monitoring
- \* Check Request Proocessing