

Kannapolis City Schools Central Office Compensation Transparency

<u>Department</u>	<u>Position Title</u>	<u>Job Description</u>	<u>Date Created</u>	<u>Salary</u>
	Superintendent	<p>The Superintendent serves as the Chief Executive Officer to the Board of Education, providing overall leadership and strategic direction for the district with a strong focus on instructional equity, safety, and operational excellence. In this role, the Superintendent oversees all departments and Cabinet-level staff to ensure alignment with district goals, policies, and priorities. This includes guiding and approving district policies, leading long-range planning, coordinating emergency preparedness efforts, and managing all legal communications. As the district’s representative in legal, policy, and public matters, the Superintendent maintains strong relationships with government officials, community partners, and other key stakeholders.</p> <p>In addition to operational leadership, the Superintendent plays a central role in fostering a positive and connected district culture. This includes leading key district events such as Convocation, overseeing comprehensive reviews of district data to inform decision-making, and chairing or participating in leadership meetings including Cabinet, Board of Education, and District Administrative Team gatherings. The Superintendent also provides coaching and support to directors, ensures fiscal responsibility through oversight of the district’s budget, and maintains active engagement in professional networks such as NCASA and AASA. Locally, the Superintendent strengthens community ties through involvement in organizations including the Rowan and Cabarrus Chambers of Commerce and the Academic Learning Center.</p>	Historical	\$175,525
	Board of Education Assistant	<p>The Board Administrative Assistant provides comprehensive administrative support for all Board of Education operations, including preparing agendas, managing meeting logistics, coordinating recognitions, and arranging food service. In addition to supporting the Board, this role serves as Secretary/Treasurer for the Kannapolis Education Foundation (KEF), managing related duties and coordinating the annual KEF Breakfast. Responsibilities include overseeing policy revisions, maintaining district calendars, and managing incident reports. The position also handles EDDIE reporting, travel arrangements, and expense reimbursements for the Superintendent and Board members, as well as administering student insurance, processing purchase orders, and updating the Board webpage. Serving as a Notary Public, the Board Administrative Assistant also collaborates with the Board Attorney on relevant legal and procedural matters.</p>	Historical	\$54,748
	Front Office Receptionist	<p><i>The Front Office Receptionist serves as the first point of contact for visitors, staff, and community members, providing courteous assistance and directing inquiries to the appropriate personnel. This role manages incoming calls, emails, and mail while ensuring adherence to building safety and emergency protocols. Additional responsibilities include coordinating the scheduling of appointments and meeting spaces, maintaining updated contact directories, and performing a variety of administrative tasks to support the efficient operation of the district office.</i></p>	Historical	<p>Vacant-on hold</p> <p>Coverage by Central Office staff</p>

Accountability Department: 2 Positions

Accountability	Chief of Schools	The Chief of Schools provides direct coaching and leadership development for all K–12 principals, with a focus on academic planning, instructional leadership, school culture, and strategic improvement. This role conducts regular site visits, walkthroughs, evaluations, and one-on-one check-ins, while also leading the design and facilitation of professional learning for school leadership teams and cultivating leadership pipelines through mentoring and structured growth opportunities. The Chief of Schools oversees the implementation of district academic initiatives, school improvement plans, and accountability systems, including testing coordination, compliance, training, and data management for assessments, graduation cohorts, and special populations such as English Learners, Academically or Intellectually Gifted, and Exceptional Children. Additional responsibilities include supporting schools in effective data use, including EVAAS, and maintaining leadership tools such as Road Maps and walkthrough resources. The Chief of Schools chairs or participates in key meetings and committees—including Principal, Assistant Principal, District Administrative Team, Board of Education, Cabinet, and RAC Accountability—and serves as the KCS Event Lead and a member of the Kannapolis Leadership Team. The position also tracks key performance metrics, including walkthrough completion, attendance, and EVAAS data, to inform continuous improvement efforts across the district.	June 2025	\$150,733
Accountability	Accountability Director	<i>Roles were assumed by the Chief of Schools.</i>	**Eliminated position June 2025**	N/A
Accountability	Accountability Specialist	The Accountability Specialist manages the Career and Technical Education (CTE) budget, ordering processes—including purchase orders, curriculum licenses, industry credentials, stipends, inventory, and vendor communication—and supports the CTE Local Plan, CLNA documentation, regional meetings, and specialized school programs such as RCCC Welding and Culinary. In the area of Testing and Accountability, this role coordinates all district and state assessments, including EOGs, EOCs, ACT, and Check-Ins, while overseeing test materials, calendars, and security procedures. Responsibilities also include ensuring data accuracy across systems, submitting audits, exceptions, and compliance reports, and providing training and materials for school testing teams. The Accountability Specialist regularly updates student and staff absence data, prepares reports for district leadership meetings, ensures timely submission of required state reports and surveys, maintains accountability budgets, and manages orders for district-wide testing and instructional materials.	Historical	\$47,408

Career and Technical Education Department: 2 Positions

Career and Technical Education	Director of CTE; Federal Programs Director; Community Liaison	The Director of Career and Technical Education (CTE) and Federal Programs oversees the CTE Department, including implementation of the CTE plan, hiring, budgeting, credentialing, and curriculum development. This role acts as a liaison to community partners and coordinates Career and College Promise (CCP) activities with Rowan-Cabarrus Community College and high schools, including textbook monitoring. The Director manages federal audits related to ESSER, Consolidated, and CTE funds, oversees district-wide Multilingual Learner (ML) implementation, serves as Title IX Coordinator, and supports NCVPS programming and the rollout of Drivers Education, ensuring compliance with state reporting requirements. Additional responsibilities include ensuring fiscal compliance for federal funding, overseeing secondary internships, supporting CDP rollout, addressing secondary parent complaints, leading MyFutureNC initiatives, coordinating CCRG, and approving secondary field trips. The Director also leads signature CTE events such as C4 Day and CTE Signing Day, regularly reviews CTE and federal program data, and leads CTE meetings. This role participates in Cabinet, District Administrative Team, and Board of Education meetings as needed, manages budgets for Title IV, CTE, and Consolidated programs, coaches at A.L. Brown High School and with MLs, and serves on community advisory boards to strengthen partnerships and expand opportunities for students.	Historical	\$133,205
Career and Technical Education	Career Development Coordinator	<i>Roles were assumed by the Curriculum and Instructional Management Coordinator (CIMC).</i>	**Eliminated position August 2025**	N/A

Career and Technical Education	Curriculum and Instructional Management Coordinator	The Career and Technical Education Curriculum and Instructional Management Coordinator (CIMC) provides instructional leadership and support for CTE programs across the district. This role attends and facilitates CTE-related meetings and trainings, provides teachers with instructional resources, curriculum guidance, and professional development, and conducts walkthroughs to monitor instructional quality. Responsibilities include analyzing state assessment data, supporting innovative district initiatives, facilitating surveys, managing credentialing and PBM reporting, supporting licensure for beginning teachers, and ensuring accurate documentation for CTE pathways. The CIMC serves as the district liaison for workforce development and CTE, attending board meetings and leadership sessions, and collaborates with Career Development Coordinators to deliver career services and expand opportunities for students through pre-apprenticeships, apprenticeships, and internships. The position organizes and supports career fairs and district career events, maintains records of business partnerships, and ensures familiarity with state and national career development standards, including Career Pathways and the Career Development Process. Additional duties include supporting Career and Technical Student Organizations (CTSOs), overseeing the Wonder Career Center, managing district-level pathway documentation, promoting extended learning opportunities such as articulation agreements, Career and College Promise (CCP) programs, and credentialing, and recruiting business partners for industry advisory boards. The CIMC also maintains the CTE Handbook to provide up-to-date program guidance for staff.	Historical	\$69,924
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Curriculum and Instruction Department: 6 Positions				
Curriculum and Instruction	Assistant Superintendent	The Assistant Superintendent oversees curriculum management for PreK–12, including budgeting, implementation, and instructional decision-making. This role supports curriculum writing and the use of the Understanding by Design (UbD) framework, as well as program oversight for instructional tools such as Formative, Amplify, and Phonics Online. The Assistant Superintendent provides leadership for beginning teacher support, professional development coordination, Academically or Intellectually Gifted (AIG) programs, and Dual Language Immersion (DLI) initiatives. Responsibilities include leading revisions to curriculum internal assessments (CIA), completing the District Comprehensive Needs Assessment (CNA), conducting walkthroughs, supporting PLC meetings, approving field trips, communicating with parents, organizing district events such as the KCS Writing Contest and Project Scientist, and assisting with School Improvement Plan development, ESL services, and student retention processes. Additional duties include leading equitable services planning, reviewing master schedules, and supporting Office of Early Learning initiatives. The Assistant Superintendent leads instructional coaches, principals, and content leads, participates in leadership meetings including Cabinet, District Administrative Team, and Board of Education, and provides coaching for select staff. This role also manages federal funding budgets, including Title I, II, and IV, professional development funds, and grants, while serving on committees such as the Academic Learning Center and the UNCC Ed Prep Summit Team.	Historical	\$150,733
Curriculum and Instruction	Secondary Director	<i>Roles were assumed by the Chief of Schools, Assistant Superintendent, and Superintendent.</i>	**Eliminated position February 2025**	N/A
Curriculum and Instruction	Elementary Director	<i>Roles were assumed by the Chief of Schools, Assistant Superintendent, and Superintendent.</i>	**Eliminated position June 2025**	N/A

Curriculum and Instruction	Academically Gifted Coordinator	The AIG Coordinator leads the development and implementation of the district's Academically or Intellectually Gifted (AIG) strategic plan, overseeing screening, identification, and service processes—including direct student pull-out services—while ensuring compliance and reporting to district leadership and the Board of Education. This role supports Talent Development services for underrepresented students and collaborates with instructional coaches and administrators to promote differentiated instruction, cluster grouping, and advanced course placement. The AIG Coordinator facilitates professional learning and PLCs for AIG specialists, integrates social-emotional learning and enrichment curricula, and leads the AIG Advisory Board to engage families, staff, and community stakeholders. Additional responsibilities include maintaining ongoing communication with families, aligning AIG programming with district instructional priorities, managing the AIG budget and resources, and staying informed on best practices in gifted education through participation in state and regional conferences.	Historical	\$74,664
Curriculum and Instruction	K-5 Literacy & SS Specialist + New Teacher Support	The Literacy and Social Studies Specialist and New Teacher Support Coordinator oversees K–5 literacy and social studies curriculum, including pacing guides, units, rubrics, and reporting standards. This role assists with standards unpacking, instructional planning, and formative assessment, and analyzes data from universal screeners and assessments to guide instructional next steps. The Specialist delivers professional development in ELA skills—such as phonics, phonemic awareness, comprehension, and writing—at the team, school, and district levels, including sessions for New Teacher Orientation. Additional responsibilities include attending regional Office of Early Learning (OEL) meetings to remain current on literacy policies, providing ongoing support and professional learning for instructional coaches through meetings and PLCs, facilitating the adoption and implementation of core literacy resources, and managing related purchasing processes. The Specialist communicates data trends and instructional updates to elementary principals and assistant principals, collaborates in leadership meetings including elementary Curriculum & Instruction, District Administrative Team, and MTSS, and organizes annual mentor training. In the role of New Teacher Support Coordinator, responsibilities include providing coaching cycles focused on literacy instruction and classroom management, developing presentations for Beginning Teacher leads, and coordinating with Human Resources to ensure state-compliant Beginning Teacher programs and New Teacher Orientation.	Historical	\$82,931
Curriculum and Instruction	K-5 Science, Math & STEM Specialist	The K–5 Math, Science, and STEM Specialist supports curriculum development and implementation in math, science, and STEM for grades K–5, including pacing guides, units, rubrics, and reporting standards. This role assists with standards unpacking, instructional planning, formative assessment, and data analysis to guide and improve instruction. The Specialist delivers professional development in math and science at the team, school, and district levels, including sessions for New Teacher Orientation, and maintains the K–5 Math Standard Treatment Protocol (STP) while selecting supplemental resources and providing guidance on interpreting screening data. Responsibilities include developing and revising common interim assessments for grades 3–5, offering ongoing professional learning for instructional coaches through meetings and PLCs, and facilitating the adoption and implementation of core math resources, including managing related purchasing processes. The Specialist communicates data trends and instructional updates to elementary principals and assistant principals, coordinates the Outstanding Math Teacher of the Year award with DPI and NCCTM, and collaborates in elementary Curriculum & Instruction, District Administrative Team, and MTSS leadership meetings.	Historical	\$70,091

Curriculum and Instruction	Multilingual Learner Coordinator	The District Multilingual Learner (ML) Coordinator provides leadership and coordination for all ML programs across the district while directly supporting students and staff at an assigned elementary school. This position oversees compliance with state and federal regulations, guides the development and implementation of instructional models, and collaborates with school and district leaders to ensure equitable access to high-quality learning for multilingual learners. The Coordinator provides professional development, instructional coaching, and resources to teachers to enhance language acquisition and academic achievement, and monitors student progress through data analysis and collaboration with staff and families. In addition to district-level responsibilities, the Coordinator maintains a student caseload at the assigned elementary school, delivering direct language support services, co-teaching, and modeling effective instructional practices. The role requires strong communication, cultural responsiveness, and the ability to build positive relationships with diverse stakeholders to foster an inclusive learning environment.	Historical	\$56,789
Curriculum and Instruction	Curriculum & Federal Programs Specialist	The Curriculum and Instruction and Federal Programs Specialist oversees all aspects of the Career and Technical Education (CTE) program, including textbook and curriculum ordering, budget management, vendor communication, and program compliance. This role manages CTE testing coordination, including materials, scheduling, data reporting, and security training, while maintaining testing systems, auditing data for accuracy, and supporting testing for special populations. Additional responsibilities include coordinating training and resources for staff, managing accountability budgets, and facilitating effective communication with schools and district leaders. The Specialist ensures compliance with federal, state, and district requirements and organizes meetings and presentations for school leadership to support instructional quality and program effectiveness.	Historical	\$47,739

Exceptional Children Department: 11 Positions

Exceptional Children	Director of EC	The Exceptional Children (EC) Director ensures district compliance with federal, state, and local regulations for EC programs, including IDEA and Section 504. This role supervises and supports EC staff, service providers, and coaches, while planning and delivering professional development to strengthen instructional and support services. The EC Director addresses parent concerns, facilitates IEP meetings, and coordinates grant reporting and payroll accuracy. Additional responsibilities include partnering with community agencies to support students' educational and transition needs, monitoring EC student percentages, overseeing state audits and corrective actions, serving as the Local Education Agency (LEA) for district decisions, and managing Medicaid billing and reimbursement. The EC Director also recruits and evaluates EC staff, allocates resources, collaborates with other departments, manages legal proceedings, and ensures timely evaluations and services. Staying current on legal issues through conferences and professional development, this role leads EC Kick-off events, manages IEP/504 compliance metrics, participates in Cabinet and District Administrative Team meetings, and oversees budgets related to Exceptional Children and IDEA programs.	Historical	\$132,211
Exceptional Children	Compliance Coordinator	The EC Compliance Coordinator supports dispute resolution by coordinating complaint responses, mediations, and hearings, and assists with legal documentation in collaboration with district leadership and legal counsel. This role ensures district-wide compliance with IDEA, Section 504, and state special education regulations by monitoring timelines, conducting audits, and maintaining accurate records. The EC Compliance Coordinator oversees special education data management and reporting, working with staff to maintain data integrity, and provides training and technical assistance to educators on compliance requirements, documentation, and legal updates. Serving as the LEA representative in IEP meetings, the coordinator supports school staff in facilitating compliant, collaborative meetings and ensuring meaningful parent participation. Additional responsibilities include acting as a liaison between schools, families, and agencies; promoting cross-department collaboration to ensure FAPE; supporting policy development and staff awareness; and driving continuous improvement by analyzing compliance trends and implementing strategic initiatives to enhance service quality. The EC Compliance Coordinator also facilitates weekly EC PLCs to provide guidance, share best practices, and strengthen staff capacity.	July 2024	\$72,902

Exceptional Children	Behavior Liaison Specialist	The Behavior Liaison Specialist, funded through the PRC 29 grant, supports Exceptional Children (EC) staff by facilitating weekly PLCs and planning professional development for teachers, instructional assistants, and support personnel. This role leads all aspects of the PRC 29 grant, including staffing, resource allocation, and training, and serves as the Local Education Agency (LEA) for district decisions such as Manifestation Determination Reviews (MDRs). The Behavior Liaison Specialist collaborates with regional EC Behavior Liaisons and participates in DPI conferences, monitors Behavior Support Program (BSP) placements, and supports the implementation of the Boys Town Curriculum. The position oversees EC Behavior Intervention Assistants (BIAs) by managing scheduling, lesson plans, and goals, while also providing direct, student-facing instruction in social skills and self-regulation strategies for PRC 29 students. Additional responsibilities include supporting Functional Behavior Assessments (FBA) and Behavior Intervention Plan (BIP) implementation, liaising with families to coordinate wrap-around supports, serving as a CPI Nonviolent Crisis Intervention trainer, monitoring the use of safety restraints, and tracking suspensions of students with disabilities across the district.	Grant funded; PRC29	\$70,270
Exceptional Children	Exceptional Children Coach	The Exceptional Children (EC) Coach for Adapted and Special Setting Classrooms provides targeted support to EC staff through weekly PLCs and professional development for teachers, instructional assistants, and support personnel. This role monitors centralized placements for K–12 adapted curriculum programs, provides instructional guidance through the EC Request for Support process, and oversees the implementation of the Unique Learning System and News2You, offering ongoing assistance to adapted curriculum staff. The EC Coach also provides new teacher support, serves as the Local Education Agency (LEA) for district decisions, and develops and implements district-wide curriculum documents for Extended Content Standards. Additional responsibilities include monitoring EC student percentages across the district, ensuring compliance with the 1% threshold for alternate assessments, and supporting the PRC 118 grant.	July 2023	\$55.02
Exceptional Children	Occupational Therapist	The District Occupational Therapist provides comprehensive occupational therapy services to support students' ability to access and participate fully in their educational programs. This role conducts evaluations, develops individualized intervention plans, and delivers therapy in accordance with students' Individualized Education Programs (IEPs) and Section 504 Plans. The Occupational Therapist collaborates closely with teachers, parents, related service providers, and school teams to integrate therapeutic strategies into classroom routines and support functional skills development, including fine motor, sensory processing, self-care, and organization. Services may be provided in individual, small group, or classroom settings across multiple school sites. The position requires ongoing documentation, compliance with state and federal regulations, and active participation in IEP meetings. The Occupational Therapist also contributes to staff training and consults with teams to promote inclusive practices that enhance student engagement and independence.	Historical	\$84,853
Exceptional Children	Adapted PE Specialist	The District Adapted Physical Education (APE) Specialist designs, implements, and evaluates individualized physical education programs for students with disabilities to ensure equitable access to physical education and the development of motor skills, fitness, and lifelong wellness habits. This role conducts assessments, develops goals and objectives aligned with students' Individualized Education Programs (IEPs), and delivers instruction in individual, small group, or inclusive settings across multiple school sites. The APE Specialist collaborates with general physical education teachers, special education staff, therapists, and families to adapt curriculum, equipment, and activities to meet diverse student needs. Responsibilities include monitoring and documenting student progress, participating in IEP meetings, and ensuring compliance with state and federal regulations. The position also provides consultation and professional development to staff on best practices in adapted physical education to promote inclusion, safety, and engagement for all students.	Historical	\$61,550

Exceptional Children	Behavior Intervention Assistant	The Itinerant Behavior Intervention Specialist, funded through the PRC 29 grant, provides district-wide support to promote positive student behavior and increase engagement in learning. This role works collaboratively with school teams to assess student needs, develop and implement behavior intervention plans, and model evidence-based strategies that support social-emotional growth and self-regulation. The specialist delivers direct support to identified students in individual and small group settings, as well as coaching and consultation for teachers, support staff, and administrators. Responsibilities include conducting functional behavior assessments (FBAs), collecting and analyzing behavior data, participating in IEP and problem-solving team meetings, and ensuring strategies align with state and federal guidelines. The position is itinerant, serving multiple school sites, and requires flexibility, strong communication skills, and the ability to build trusting relationships with students, families, and staff to foster safe, supportive, and inclusive learning environments.	June 2025; Grant funded	\$29,687
Exceptional Children	Behavior Intervention Assistant	The Itinerant Behavior Intervention Specialist, funded through the PRC 29 grant, provides district-wide support to promote positive student behavior and increase engagement in learning. This role works collaboratively with school teams to assess student needs, develop and implement behavior intervention plans, and model evidence-based strategies that support social-emotional growth and self-regulation. The specialist delivers direct support to identified students in individual and small group settings, as well as coaching and consultation for teachers, support staff, and administrators. Responsibilities include conducting functional behavior assessments (FBAs), collecting and analyzing behavior data, participating in IEP and problem-solving team meetings, and ensuring strategies align with state and federal guidelines. The position is itinerant, serving multiple school sites, and requires flexibility, strong communication skills, and the ability to build trusting relationships with students, families, and staff to foster safe, supportive, and inclusive learning environments.	June 2025; Grant funded	\$29,687
Exceptional Children	Behavior Intervention Assistant	The Itinerant Behavior Intervention Specialist, funded through the PRC 29 grant, provides district-wide support to promote positive student behavior and increase engagement in learning. This role works collaboratively with school teams to assess student needs, develop and implement behavior intervention plans, and model evidence-based strategies that support social-emotional growth and self-regulation. The specialist delivers direct support to identified students in individual and small group settings, as well as coaching and consultation for teachers, support staff, and administrators. Responsibilities include conducting functional behavior assessments (FBAs), collecting and analyzing behavior data, participating in IEP and problem-solving team meetings, and ensuring strategies align with state and federal guidelines. The position is itinerant, serving multiple school sites, and requires flexibility, strong communication skills, and the ability to build trusting relationships with students, families, and staff to foster safe, supportive, and inclusive learning environments.	June 2025; Grant funded	\$29,687
Exceptional Children	Behavior Intervention Assistant	The Itinerant Behavior Intervention Specialist, funded through the PRC 29 grant, provides district-wide support to promote positive student behavior and increase engagement in learning. This role works collaboratively with school teams to assess student needs, develop and implement behavior intervention plans, and model evidence-based strategies that support social-emotional growth and self-regulation. The specialist delivers direct support to identified students in individual and small group settings, as well as coaching and consultation for teachers, support staff, and administrators. Responsibilities include conducting functional behavior assessments (FBAs), collecting and analyzing behavior data, participating in IEP and problem-solving team meetings, and ensuring strategies align with state and federal guidelines. The position is itinerant, serving multiple school sites, and requires flexibility, strong communication skills, and the ability to build trusting relationships with students, families, and staff to foster safe, supportive, and inclusive learning environments.	June 2025; Grant funded	\$30,874

Exceptional Children	Administrative Assistant	The Administrative Assistant for the Exceptional Children’s (EC) Department provides high-level administrative and clerical support to ensure the efficient operation of all EC programs and services. This role manages scheduling, communications, and documentation for the department, including maintaining confidential student records, processing compliance reports, and coordinating meetings such as IEP conferences and professional development sessions. The Administrative Assistant serves as the primary point of contact for families, staff, and outside agencies, providing accurate information and exceptional customer service. Responsibilities include preparing correspondence, tracking timelines to ensure compliance with state and federal special education requirements, and assisting with budget tracking and purchasing for the department. This position requires strong organizational skills, attention to detail, proficiency in office software systems, and the ability to work collaboratively in a fast-paced, confidential environment.	Historical	\$36,680
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Finance Department: 5 Positions

Finance	Director of Finance & Communications	The Director of Finance and Communications oversees the Finance Department, managing budget development, amendments, and financial reporting to ensure compliance with state, federal, and local requirements. This role is responsible for payroll, accounts payable and receivable, cash flow, investments, contracts, and auditor relations, while maintaining Finance Officer certification and overseeing training for financial systems such as LINQ and APG Reporting. The Director manages Truist bank accounts, core banking, and fixed assets, and also leads district communications by directing the Communications Team and serving as the Public Information Officer. Communications responsibilities include strategic planning, event and crisis communications, weather and closing notifications, and the development of district announcements and initiatives. The Director leads key district events, monitors budget metrics and state allotments, and participates in leadership meetings such as Cabinet, Board of Education, and relevant committees, including NCASBO, while holding overall budget oversight responsibility for the district.	Historical	\$127,426
Finance	Assistant Finance Officer		**Eliminated position March 2025**	N/A
Finance	Finance Specialist	The Finance Specialist manages personnel actions including hiring, reassignments, leaves, and separations, while processing payroll transactions, transfers, ACH payments, and maintaining financial ledgers. This role handles remit checks, bank deposits, and the voiding or reissuing of checks, and provides training for school secretaries on school funds management. Serving as the School Funds Administrator, the Finance Specialist requests funds for accounts payable and payroll, manages accounts receivable activities, and maintains and balances general ledger sheets on a weekly basis. Additional responsibilities include processing monthly reports and expense submissions, approving all purchasing requests, supporting budget preparation, adjustments, and amendments, and performing monthly bank reconciliations for all funding sources to ensure fiscal accuracy and compliance.	Historical	\$58,046
Finance	Finance Specialist	The Finance Specialist manages the reconciliation and administration of SunTrust credit card accounts and monthly statements, including fraud monitoring and card management. This role processes local, Head Start, state, federal, and School Nutrition checks on a regular schedule, reconciles monthly Wex gas card statements and Charter School invoices, and ensures timely payments. Additional responsibilities include handling vendor setup, ordering materials for the Finance Department, processing sales and use tax payments, and managing voided or reissued checks. The Finance Specialist prepares reports for auditors, processes 1099 forms, audits School Funds accounts, and oversees districtwide Verizon and mobile phone billing. This position also supports fixed asset tracking, recommends policy adjustments for capitalized project thresholds, adds funds for accounts payable checks based on weekly request sheets, and manages Amazon account invoicing.	Historical	\$61,346

Finance	Payroll Specialist	The Payroll Specialist manages all aspects of payroll operations, including processing staff actions such as hires, changes, leaves, and separations, as well as handling employment verifications, direct deposit and tax forms, garnishments, stipends, bonuses, and teacher pay. This role processes payroll transactions, remit checks, transfers, and reconciliations, while managing tax and pay table updates and payroll billing. The Payroll Specialist oversees payroll-related reporting, audits, and compliance requirements, including workers' compensation, quarterly filings, and year-end processes, and coordinates with Human Resources on audit exceptions. Additional responsibilities include collaborating with auditors for payroll reports, providing payroll training for new secretaries, overseeing the payroll calendar and fund requests, and managing the transition to a second payroll run to ensure a clear division of duties within the payroll team.	Historical	\$66,948
Finance	Finance Assistant	The Finance Assistant manages key local utility accounts and processes all incoming mail for the district. This role handles invoice processing and payment for state, federal, local, and Head Start funds, ensuring accuracy and resolving purchase order issues, while maintaining comprehensive accounts payable documentation. The Finance Assistant processes employee and mileage reimbursements with the required audit documentation, reconciles outstanding purchase orders, manages districtwide copy paper orders, and distributes approved purchase orders to vendors and departments. Additional responsibilities include reviewing school timesheets weekly, importing AESOP data daily, overseeing stipends and supplements, managing City School Consortium invoicing and before-school care billing, and maintaining organized financial files for the department.	Historical	\$55,311

Human Resources Department: 6 Positions				
Human Resources	Director of HR	The Director of Human Resources provides strategic leadership and oversight for all district HR functions, including recruitment, selection, onboarding, and evaluation processes for certified and classified staff. This role serves as the primary contact for NCEES and coordinates the Beginning Teacher program to ensure compliance with state requirements. The Director leads employee relations efforts, including disciplinary actions, investigations, and grievance resolution, and collaborates with legal counsel on complex personnel matters. Additional responsibilities include developing and implementing HR policies, managing staffing allotments, coordinating recruitment events, and conducting exit interviews. The Director supports principals and district leaders with personnel decisions, facilitates professional development on HR best practices and compliance, and maintains accurate employee records with timely reporting. Acting as the district liaison for unemployment claims and state agency interactions, the Director monitors HR metrics to drive continuous improvement, participates in key leadership meetings, and tracks hiring and exit data to inform strategic planning.	Historical	\$123,665
Human Resources	Assistant Director of Human Resources	The Assistant Director of Human Resources oversees the preparation, tracking, and compliance of employment contracts for all staff, ensuring adherence to federal, state, and local employment laws. This role manages contract timelines and communicates key dates to stakeholders, while handling employee retirements, resignations, terminations, and non-renewals with accurate documentation and coordination with payroll and benefits. The Assistant Director provides guidance on employment practices and contract interpretation to principals and HR staff, oversees ESS contract services including billing and timesheet verification, and ensures accurate salary calculations and supplemental pay in alignment with district policies. Additionally, this position supervises HR team members and contributes to strategic HR planning and initiatives to strengthen district operations.	Historical	\$91,622

Human Resources	HR Specialist	The Human Resources Specialist serves as the district liaison for National Board Certification candidates and manages certification records. This role monitors teacher licensure compliance, tracks expiration dates, and supports renewal processes, assisting employees with licensure applications and coordinating with the state on audits and endorsements. The HR Specialist supports principals and hiring managers in credential verification and onboarding of certified staff, coordinates the Beginning Teacher program by maintaining rosters, eligibility, and mentor assignments, and ensures accurate licensure and program records for state reporting.	Historical	\$66,094
Human Resources	HR Assistant	The Human Resources Assistant manages and maintains personnel files for certified and classified staff, ensuring compliance with district and state requirements. This role oversees documentation related to hiring, credentialing, evaluations, and employment changes, and processes and monitors employee leaves of absence while coordinating workers' compensation claims. The HR Assistant supports onboarding by scheduling orientations and verifying required documentation, issues and manages employee ID badges, and maintains accurate employee data for reporting purposes. Additional responsibilities include coordinating mandatory training compliance and collaborating with the HR team to ensure alignment of onboarding, compliance, and data entry processes.	Historical	\$58,916
Human Resources	Benefits Assistant	<i>Roles being filled temporarily by part-time contractor.</i>		Vacant- on hold
HR/Finance	Salary Exceptions	The Benefits Assistant supports the administration of employee benefits programs, including health, dental, vision, life insurance, retirement, and supplemental plans. This role manages State Health Plan enrollments for full-time and part-time employees, handles employee inquiries, and oversees monthly billing and reconciliations. The Benefits Assistant administers supplemental insurance options and coordinates Mark III employee benefits, including enrollments, payroll adjustments, and billing. Responsibilities also include ensuring accurate processing of all benefit-related documentation in compliance with district, state, and federal regulations, coordinating with payroll to ensure correct deductions, and processing qualifying life event changes. The Benefits Assistant maintains detailed benefits records for auditing and reporting purposes, supports leave programs such as FMLA, facilitates annual open enrollment activities, and assists with benefits orientations for new employees. Additionally, the Benefits Assistant collaborates with the HR team to promote employee understanding of available benefits and resolves benefit-related issues in a timely and professional manner.	Part Time	\$16,978
Operations Department: 3 Positions				
Operations	Director of Operations	The Director of Operations oversees district-wide facility needs, collaborating with the Athletic Department on outdoor spaces and managing school safety plans. This role coordinates Safe Schools technology, including door access, cameras, and intercom systems, and conducts annual facility walkthroughs with Cabarrus County Maintenance (CCM) to identify needs for capital improvements and update facility assessments. The Director works with the Finance Department on the use of Rowan County sales tax Capital Fund and Cabarrus County Paygo Funds, maintains relationships with Cabarrus County Maintenance, and oversees school furniture, playgrounds, building improvements, and new construction projects. Additional responsibilities include managing district boundary coordination with the city, acting as the liaison between the Kannapolis Fire Marshal and schools, and leading event coordination such as the FLW Grand Opening. The Director also manages athletic field, maintenance, and custodial budgets, and participates in key county commission meetings to represent district operational priorities.	Historical	\$125,142

Operations	Assistant Director of Transportation	The Assistant Director of Transportation oversees daily bus operations, including route updates, maintenance reporting, and resolution of operational issues. This role manages driver communication, activity bus assignments, and transportation software systems such as TIMS, and coordinates vehicle purchasing, routing, scheduling, and state reporting. Responsibilities include hiring, approving leave, verifying timesheets, and addressing personnel questions, as well as overseeing state reporting on ridership, stop-arm violations, and mileage. The Assistant Director coordinates training and safety programs, conducts collision investigations, supports student management, and collaborates on attendance boundary planning and annual bus inspections. Working closely with transportation staff, schools, state agencies, and district leadership, this role also supports policy development and departmental changes, serves as a KCS event lead, and participates in Cabinet and District Administrative Team meetings.	Historical	\$99,398
Operations	Operations Assistant	The Operations Assistant oversees the maintenance, cleanliness, and operational efficiency of all district facilities. This role provides leadership and supervision to the custodial staff across all schools, ensuring safe, clean, and well-maintained learning environments that meet health and safety standards. Responsibilities include recruiting, training, and evaluating custodial personnel; developing work schedules and cleaning protocols; and coordinating supply orders and equipment maintenance. Supports district-wide facilities management, assists with planning and overseeing capital improvement and repair projects, and collaborates with school leaders to address operational needs. The role also involves monitoring budgets, ensuring compliance with state and federal regulations, and working closely with the Director of Operations to implement systems that improve efficiency, safety, and customer service. Strong leadership, organizational, and problem-solving skills are essential for success in this dual role.	Historical	\$66,431
Operations	Administrative Assistant	<i>The Operations Assistant manages departmental budget spreadsheets, including county capital funds, and processes purchase orders for custodial, maintenance, athletics, and capital projects. This role coordinates vendor contracts and payment systems, monitors custodial staff time, reconciles bus driver hours, leave, and timesheets, and manages travel requests and field trip logistics. Additional responsibilities include overseeing fuel card assignments and DOT compliance, supporting driver training and recognition efforts, and assisting with state reporting requirements. The Operations Assistant also coordinates facility rentals by handling bookings, tours, approvals, invoicing, staffing for sound, lighting, and custodial needs, event support, and post-event follow-up including timesheets, invoices, and security deposit refunds. This position manages supplies, maintenance requests, and annual reviews of rental policies and fees to ensure efficient and compliant operations.</i>	Historical	<i>Dissolving; job tasks will be shared with other staff members</i>
School Nutrition Department: 3 Positions				
School Nutrition	Director of School Nutrition	The Director of School Nutrition oversees all School Nutrition Programs, including the National School Breakfast Program (NSBP), National School Lunch Program (NSLP), Summer Food Service Program (SFSP), and Afterschool Snack Program (ASSP), ensuring USDA compliance and accurate financial reporting. A Registered Dietitian, this role manages vendor contracts, procurement, menu planning, and accommodations for special diet needs. The Director leads audits, staff recruitment, training, and implementation of food safety protocols (HACCP), and supervises the McKnight Head Start Nutrition Program as well as all nutrition software platforms. Additional responsibilities include grant writing, advancing Farm to School initiatives, overseeing equipment bids, coaching cafeteria managers, and representing the district as a member of the State School Nutrition Board.	Historical	\$129,840
School Nutrition	Financial Secretary	The Financial Secretary of School Nutrition is responsible for financial bookkeeping, payroll processing, and TimeKeeper management for School Nutrition staff. This role manages purchase orders, processes vendor payments, and reconciles credit card statements, while overseeing inventory control, food and supply ordering, and vendor deliveries. The Financial Secretary supports professional development and certification efforts for staff, maintains compliance records in accordance with state and federal guidelines, and assists with technology needs, county work orders, and CEP report preparation. Additional responsibilities include coordinating work orders and attending meetings as directed by the School Nutrition Director.	Historical	\$41,893

School Nutrition	Administrative Assistant	<i>Roles assumed by School Nutrition staff.</i>		Vacant- on hold
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Student Services Department: 2 Positions

Student Services	Director of Student Services	The Director of Student Services oversees student safety, support services, and assignment processes across Kannapolis City Schools. Responsibilities include developing and implementing school safety plans and threat assessment protocols, leading crisis response efforts, and supporting mental health services in collaboration with social workers, Child and Family Advocates (CHAs), and Behavior Intervention Assistants (BIAs). This role serves as the hearing officer for long-term suspensions, manages student transfers and enrollment, and maintains strong interagency relationships with organizations such as DSS and faith-based partners. The Director leads district initiatives including MTSS, communicates safety updates, and monitors key performance metrics such as attendance and discipline data. Additional responsibilities include overseeing the Safety Grant budget, participating in district committees, and leading the School Health Advisory Council (SHAC) and Student Intervention and Support Program (SISP) meetings.	Historical	\$131,002
Student Services	Student Services Coordinator	The Student Services Coordinator oversees district-wide implementation of Multi-Tiered Systems of Support (MTSS), including facilitating quarterly meetings, providing professional development, coaching staff, and conducting annual assessments. This role supports school psychologists through PLCs, evaluations, and hiring processes, and leads district core behavior practices training as well as the implementation and monitoring of social-emotional learning (SEL) curricula. The Coordinator manages district screening and progress monitoring tools for academics, behavior, and SEL, including Fastbridge, Aperture/DESSA, and Second Step. Additional responsibilities include participating in state and regional SEL and Traumatic Brain Injury (TBI) committees, supporting Behavior Intervention Assistant (BIA) student assignments and data tracking, and co-facilitating district alignment teams in collaboration with multiple departments. The Student Services Coordinator also provides school safety training and serves as a certified TBI evaluator and PREPaRE workshop trainer.	Historical	\$80,405

Technology Department: 6 Positions

Technology	Director of Technology	The District Technology Director leads the district's Technology Department, overseeing both technical operations and instructional technology teams. This role supervises Instructional Technology Facilitators (ITFs) and Instructional Media Specialists (IMS), mentors school-based technology staff, and coordinates technology pilots to support innovation. The Director develops communication plans, supports new platform implementations, and provides training for administrative users on student information systems. Partnering with county network teams, the Director maintains district technology infrastructure and manages the technology budget, including device refresh cycles, software, and hardware needs. Additional responsibilities include collaborating with district leadership, providing professional development for staff, supporting leadership messaging, evaluating technology tools for cost-effectiveness and alignment, drafting Responsible Use Policies, and implementing guidelines for emerging technologies such as artificial intelligence. The Director also manages E-Rate tasks, serves as the district contact for cybersecurity and internet concerns, leads ITF and IMS meetings, oversees ITF coaching, and tracks key metrics including walkthrough data and help desk tickets.	Historical	\$128,983
Technology	IT Systems Administrator	The IT Systems Administrator manages and maintains administrative and instructional computers, software, and networks across multiple sites. This role provides on-site technical support in classrooms, media centers, labs, and offices, troubleshooting and resolving issues or escalating complex problems as needed. The Systems Administrator maintains local area networks, file servers, and workstations, ensures cybersecurity protections, and manages user accounts and permissions. Additional responsibilities include supporting district software and mobile device management systems and assisting with technology-related investigations to maintain secure and reliable operations.	Historical	\$78,780

Technology	Technology & Communications Support	The Technology and Communication Support Specialist provides district-wide technology assistance and communications services, including the maintenance and troubleshooting of hardware, software, and networks. This role manages audio/visual systems and live streaming for facilities and events, supports device deployments, and addresses the technology needs of the Communications Team. The Specialist oversees district messaging, website updates, school messaging systems, and social media strategy, while also training staff on communication tools and engaging with the community to enhance outreach. Additional responsibilities include recommending new tools and strategies to improve communication efficiency and effectiveness across the district.	Historical	\$67,414
Technology	District SIS Coordinator	The District Student Information System (SIS) Coordinator manages and supports the district's SIS platform, serving as the primary lead for the rollout and implementation of Infinite Campus during the school year. This role oversees system configuration, data integrity, and user access while ensuring compliance with state reporting requirements and timelines. The SIS Coordinator provides training, guidance, and technical assistance to school and district staff, troubleshooting issues and developing resources to promote consistent and accurate data entry. Responsibilities include coordinating with technology and instructional teams, monitoring system performance, and communicating updates or changes to stakeholders. The position requires strong organizational skills, attention to detail, and the ability to manage complex projects while meeting deadlines. As the district's point of contact for Infinite Campus, the SIS Coordinator plays a critical role in ensuring a smooth transition, maximizing system functionality, and supporting data-driven decision-making across the district.	Historical	\$66,094
Technology	Technology Technician 2	The Technology Technician Level 2 provides first-level support and maintenance for administrative and instructional computers, software, networks, and technology equipment across multiple sites. This role offers on-site assistance in classrooms and offices, identifies and resolves technical issues, and escalates complex problems to higher-level technicians when necessary. Additional responsibilities include managing district and school technology inventory, serving as the first response for intercom and phone issues, and assigning helpdesk tickets to ensure timely resolution of technology requests.	Historical	\$49,059
Technology	Technology Technician 3/IT User Support	The Technology Technician Level 3 – IT User Support maintains and repairs administrative and instructional computers, software, and networks across multiple sites. This role provides on-site support in classrooms, labs, and offices, troubleshooting and resolving technical issues or escalating complex problems to senior technicians as needed. The Technician ensures the operation and security of local area networks, file servers, and workstations, and serves as the first responder for access control, security camera, and doorbell camera issues to maintain safe and reliable school operations.	Historical	\$71,705
Technology	Technology Assistant	<i>Roles assumed by the Technology Department.</i>	**Eliminated position March 2025**	N/A