



FLOYD COUNTY BOARD OF EDUCATION
Tonya Horne-Williams, Superintendent
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William Newsome, Jr., Board Chair - District 3
Linda C. Gearheart, Vice-Chair - District 1
Dr. Chandra Varia, Member - District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item):

Consider/Approve an Headstart/Preschool Administrative Assistant Manager

Applicable State or Regulations:

BOE Policy 01.11 Powers and Duties of the Local Board of Education

Fiscal/Budgetary Impact:

Salary and terms of employment according to attached salary table; funding source will be Headstart/Preschool and General

History/Background:

The Administrative Assistant Manager for Head Start/Preschool provides comprehensive and confidential administrative support to the Director while ensuring the efficient operation of the program's office functions. This position performs a wide range of specialized and responsible secretarial, clerical, and administrative duties, requiring independent judgment, attention to detail, and knowledge of early childhood education program operations.

The Administrative Assistant Manager organizes and coordinates daily office activities, manages communications, maintains records and reports, and serves as a key point of contact between staff, families, and external partners. The role supports compliance with Head Start Performance Standards, program policies, and regulatory requirements while promoting effective communication and a well-organized, child- and family-centered environment.

Recommended Action:

Approve the Headstart/Preschool Administrative Assistant Manager

Contact Person(s):

Greta Thornsberry, Director of District Wide Services

Greta Thornsberry

Director

Tonya H. Williams

Superintendent

Date:

December 22, 2025

FLOYD COUNTY SCHOOLS

Salary Schedule 2025-2026 FY

Headstart/Preschool Administrative Assistant Manager

<u>Step/Level</u>	<u>Annual Salary</u>
0-9	\$35,000.00
10-14	\$38,000.00
15-19	\$40,000.00
20-24	\$45,000.00
25+	\$54,900.00