



Jackson County Technology Center

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Steven Covington

Director

Becky Wages

Counselor

October 1, 2025

Mr. David Baggett, Superintendent
Jackson County School District
4700 Colonel Vickrey Rd.
Vancleave, MS 39565

Dear Mr. Baggett:

I am writing to formally request that the Jackson County Technology Center Office Assistant position be changed from a four-hour per day role to a full-time, eight-hour per day position.

Over the past year, we have added four new CTE programs, with plans for three additional programs in the near future. Currently, the office assistant's hours end at 11:30 a.m. Once she leaves, the bookkeeper is left to not only complete her financial responsibilities but also manage check-ins and check-outs, submit attendance to each high school, phone calls, deliveries, visitors, and front door monitoring. These additional duties significantly limit the time she can devote solely to her bookkeeping responsibilities.

In addition to supporting new programs, the bookkeeper manages multiple funding sources, including district funds, industry certification grant funds, program enhancement grant funds, Perkins funds, Senate and House Bill funds, and FabLab funds. With my responsibilities requiring me to be off campus more often due to program expansion, there are times when the bookkeeper is the only staff member in the front office after 11:30 a.m.

Given the increased workload and responsibilities, I strongly believe that extending the Office Assistant position to a full-time role is both necessary and justified. I have spoken with Ms. Geiser, who confirmed that funds are available in the budget to support this change.

Please forward this letter to the school board for their consideration.

Sincerely,

Steven Covington, Director