

Human Capital Department Contacts



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- Reception
- Auxiliary & Volunteers Staffing
- Job Postings
 - Resignations
 - Job Offers
- Employee Records (1-9, name changes, ID badges)
- Recruitment Logistics
- Awards & HC Events
- Teacher Appreciation
 - Convocation
 - EOY Breakfast
- Contracts/Letters of Reasonable Assurance
- Evaluation Maintenance (Strive)

- Leave
- Absence Management & Leave
- Service Records
- District Calendars
- Time and Attendance

- Administrative Staffing
- Job Postings
 - Resignations
 - Job Offers
- Benefits
- Unemployment
- Certification Renewals
- HC Special Projects
- Budget and Purchasing
- Loan Forgiveness & Tuiton Reimbursement
- Verification of Employment

Human Capital Department Contacts



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Elementary Staffing

- Job Postings
- Resignations
- Job Offers
- Student Teachers
- Substitute Hiring and Training
- District Recruiting (Lead)
- Supplemental Pay
- Mentor Program Allotment
- COVID Staff Administration (Backup)

Kayan McCreith
HC Coordinator-Secondary
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Secondary Staffing

- Job Postings
- Resignations
- Job Offers
- COVID Staff Administration (Primary)
- Worker's Compensation
- District Recruiting (Support)

Al A. Rodriguez
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- Grievances
- Investigations
- Terminations
- Adverse Employee Documentation
- Policy & Legal Questions
- Allocations
- Contract Questions
- Open Records Requests