

HUMAN RESOURCES ORGANIZATIONAL CHART

Darek Grant
Interim-Executive Director
360.874.7071

Erika Paton
Executive Assistant
360.874.7072

Leigh Sinclair
Assistant Director
360.874.7080

Vivian Jensen
HR Specialist
360.874.7077

Jackie Stewart
HR Specialist
360.874.7082

Angie Schiffner
HR Specialist
360.874.7083

Sarah Conner
HR Cert/Class Support
Specialist
360.874.7079

Vacant
HR Employment Specialist
360.874.7074

Marianne Brandal
HR Substitute Services
Specialist
360.874.7070

Food Services
Facilities and Warehouse
All Music Specialist
CTE (SKHS & CTE Dept)
Burley Glenwood
Cedar Heights
Discovery
Explorer
Sidney Glen
South Colby
Sunnyslope
West Sound STEM

Admin
District Office/IT
East Port Orchard
Hidden Creek
Marcus Whitman
Orchard Heights
Security Officers
Transportation
Nurses

John Sedqwick
Olalla
SK High School (non-CTE)
South Colby
Special Services
Manchester
Mullenix Ridge

Cert & Coaching Support
Budget Prep – Coaches
District Trainings
Verification of Employment
Temporary Employees
Front Office Support

Applications/Screening
Process
Recruitment / Interview /
Onboarding Support
Student Teacher /
Practicum Placement
Front Office Support

Substitute Orientation
Substitute Management
Substitute Database
Maintenance
Leave Requests
Front Office Support

Certificated / Classified Position Posting
Certificated / Classified Employee Processing
Certificated Transcripts / Contracts / Job Description Review
Salary Placement / S275 Reporting / Budget Preparation
Salary Placement / Salary Survey
Endorsement Reporting
FMLA / HLOA Processing