

# South Kitsap School District

## Human Resources Organizational Chart

**Jamie Monagle**  
**Director of HR**  
**360-874-7071**

**Erika Paton**  
**Executive Assistant**  
**360-874-7072**



**Vivian Jensen**  
**HR Specialist**  
**360-874-7077**

**Jackie Stewart**  
**HR Specialist**  
**360-874-7082**

**Rachel Tallman**  
**HR Specialist/  
 Admin Intern**  
**360-874-7083**

**Sarah Conner**  
**HR Cert/Class  
 Support Specialist**  
**360-874-7079**

**Michelle Stigler**  
**HR Employment  
 Services Specialist**  
**360-874-7074**

**Marianne Brandal**  
**HR Substitute  
 Services Specialist**  
**360-874-7070**

Burley Glenwood  
 Cedar Heights  
 Discovery Explorer  
 Food Service  
 John Sedgwick  
 Manchester  
 Sidney Glen  
 SK High School-CTE  
 South Colby  
 Sunnyslope

East Port Orchard  
 F&O  
 Hidden Creek  
 Marcus Whitman  
 Olalla  
 Mullenix Ridge  
 Nurses  
 Orchard Heights  
 Security Officers (All)  
 Special Services  
 Transportation

Librarians  
 Music/PE Specialists  
 District Office/Admin.  
 ITS  
 SK High School

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

Budget Preparation -  
 Coaches  
 Cert & Coaching  
 Support  
 Course Approvals &  
 Verification of  
 Employment  
 Temporary  
 Employees

Front Office Customer  
 Service  
 Online  
 Application/Screening  
 Process  
 Recruitment/Intervie  
 w/Hiring Support  
 Student  
 Teacher/Practicum  
 Placement

Substitute Orientation  
 Substitute  
 Assignment Process  
 Substitute Database  
 Maintenance  
 Leave Requests

# HUMAN RESOURCES SPECIALIST ORGANIZATIONAL CHART

**Vivian Jensen**  
HR Specialist  
360-874-7077

Burley Glenwood  
Cedar Heights  
Discovery  
Explorer  
Food Service  
John Sedgwick  
Manchester  
Sidney Glen  
SK High School-CTE  
South Colby  
Sunnyslope

**Jackie Stewart**  
HR Specialist  
360-874-7082

East Port Orchard  
Facilities &  
Operations  
Hidden Creek  
Marcus Whitman  
Olalla  
Mullenix Ridge  
Nurses  
Orchard Heights  
Security Officers (All)  
Special Services  
Transportation

**Rachel Tallman**  
HR Specialist  
360-874-7083

Librarians  
Music/PE Specialists  
District Office/Admin.  
ITS  
SK High School