

Human Resource Services Staff	Abbreviated List of Duties
Dr. Jennifer Stoecker 6325 Assistant Superintendent of Human Resources	Oversees department; personnel policy, protocol, forms; training; board meetings; Level II complaints/grievances and administrative issues; background checks; investigations; employee discipline and termination; Personnel budget; HS principal/central administration interviews; ADA accommodations
Nancy Hoyt 6305 Secretary to Assistant Superintendent of Human Resources	Paperwork related to Dr. Stoecker; admin sub time sheets; background checks; additional FTE requests/growth positions, new hire, resignation, and introduction lists for Board agenda; HR travel; Human Resource budget, requisitions; supply orders; open records requests; administrative handbook updates, MISD org chart; Fast-track helpdesk; job descriptions; building 100 work orders; retirement database; T-TESS district lists; VOEs; campus and department telephone lists
Tiffany Gant 6326 Assistant Director of Human Resource Services	Auxiliary staffing and management; auxiliary personnel; auxiliary unemployment claims; auxiliary worker's compensation; auxiliary FMLA; auxiliary assault leave; compensation manual review; Level I complaints and grievances; stipend coordination; SafeSchools; duty day calendars; auxiliary handbook
Jennifer Burns 6340 Director of Human Resources Services	EC-4, 7-12 and department staffing and management; unemployment claims EC-4, 7-12; assault leave EC-4, 7-12; worker's compensation EC-4, 7-12; level I complaints and grievances; EC-4, 7-12 FMLA; personnel issues re: termination/inactive status; administrative interviews; Board meeting-new admins; Go2 aspiring leaders training; TDL EC-4, 7-12; loan forgiveness EC-12; mid year hires; appraisals
Dr. Tracey Patton 6343 Executive Director of Human Resource Services	KEEPS: Mentoring and Induction Program; recruiting and retention; Job Fairs; substitute management (training/management); student teachers; observation requests; administrative interviews; vacancy requests; HR training and compliance initiatives; Title IX compliance re: harassment and discrimination; MISD GO2 Program Coordinator for professionals/paras; MTOP; HR beginning of year training; staff clinic; volunteer background review; EC-5-6 staffing and management; unemployment claims EC-5-6; assault leave EC-5-6; worker's compensation EC-5-6; EC-5-6 FMLA; TDL EC-5-6
Kia Crosby 6338 Secretary to Executive Director of Human Resource Services	Paperwork and data entry related to Tracey Patton; KEEPS Program, recruiting/job fairs, student teacher observation requests; compliance training paperwork; GO2 Program;

		requisitions; pre-screeners; student teacher database; assist at MTOP; student teacher background checks; sub office supplies; relieve district receptionist
Kate Williams Substitute Specialist	6342	AESOP weekly reports; sub payroll reports; data entry sub transfer/exits; name/address update in AESOP/sub record requests/process long-term subs; ASEOP navigator and campus support; unemployment claims for subs; tutor/part time processing; relieve district receptionist
Sundee Doerr Substitute Specialist	6321	Coordinate sub orientation; FP substitutes; sub paperwork; data entry subs; update sub AESOP profiles; sub website updates; relieve district receptionist
Teretha Patterson Director of Data Services	1982	Prepare reports for HR; provide data and/or develop processes to access necessary data; import and export data; technical assistant for HR staff; coordination with AESOP and Skyward; Skyward organizational chart cleanup; true time/time off support; open records requests; service award report; data management; data reports; position control; annual leave allocation
Jennifer Brandt (temp) Data Clerk/Auxiliary	6306	Data entry for auxiliary employee into Skyward; new hire auxiliary leave allocation/adjustment; Skyward organizational chart; payroll adjustments; process auxiliary paperwork; assist Tiffany Gant with interview process; position control assistant; relieve district receptionist
Lisa Richardson Data Clerk/Elementary	6339	EC-6 postings; transfers, exits and new hires; new hire data entry to Skyward for professionals and paras including updating/entering personal information, certification, education, org. chart, and time off allocation; campus personnel rosters and data entry; mid-year hires list; new hire teaching compensation, payroll adjustments, position control assistant, relieve district receptionist.
Lisa LaFleur Data Clerk/Secondary	6341	7-12 postings, transfers, exits and new hires; new hire data entry to Skyward for professionals and paras including updating/entering personal information, certification, education, org. chart, and time off allocation; campus personnel rosters and data entry; mid-year hires list; SDCE coordination; relieve district receptionist
Amber Konchalski Certification Specialist	6384	Certification verification and monitoring; prepare and distribute contracts and LORA's; SBEC permit applications; service records; relieve district receptionist
Aurora Garcia Human Resources Assistant	96380	New hire paperwork; employee records management; verify SS numbers in SS database; fingerprinting backup; relieve district receptionist
Carla Girouard District Receptionist	96300	Answer and transfer incoming calls; accept and admit visitors; fingerprint upload; background checks; building 100 work orders; loan forgiveness paperwork; distribute admin mail