



Name / Position	Responsibilities	Phone
Human Resources General Information www.epjobs.org	<ul style="list-style-type: none"> • Positions Available • Address & Name Changes • Personnel File • Absence Management • Application Process • Employee ID Badges • General HR Questions 	952-975-7100
Thomas May <i>Executive Director</i>	<ul style="list-style-type: none"> • Labor Relations / Master Agreements • Interpretation of HR Policies • Leaves of Absence / Leaves • Conflict Mediation • Human Rights Officer • Discrimination / Harassment 	952-975-7102
Brenda Nielsen <i>Director of Employee Services</i>	<ul style="list-style-type: none"> • Staffing • Supervise Staffing Coordinators • Seniority • Job Descriptions • Interviewing Standards & Hiring 	952-975-7132
Katy Stromberg <i>Benefits Coordinator</i>	<ul style="list-style-type: none"> • Medical, Dental, Life & Flex Enrollment • Additional Life Insurance & Long-Term Care • Benefit Continuation (COBRA) • Tax Sheltered Annuities / 403(b) • VEBA / Health Reimbursement Accounts • Maternity Leaves 	952-975-7035
Amy Fox <i>Executive Assistant</i>	<ul style="list-style-type: none"> • Administrative Support to Executive Director • Worker's Compensation • Medical Leave of Absence • Long Term Disability 	952-975-7105

Camille Hallen <i>Staffing Coordinator</i> 952-975-7103	Brenna Kelley <i>Staffing Coordinator</i> 952-975-7104	Lisa Hession <i>Staffing Coordinator</i> 952-975-7106
<ul style="list-style-type: none"> • K-5 (CR, EHSI, FH, OP) • 6-8 (CMS) • Building Service 	<ul style="list-style-type: none"> • K-5 (EL, PV) • 9-12 (EPHS) • EP Online • Student Activities & Athletics • Transportation & Grounds 	<ul style="list-style-type: none"> • TASSEL Transition • Community Education • Early Childhood / ECSE • Little Eagles • Food Service

<p>Staffing Coordinator Responsibilities:</p> <ul style="list-style-type: none"> • Staffing Processing • New Hire Orientations, Onboarding, Paperwork & Background Checks • Teacher Licensing & Lane Changes • Leave Records • Absence Management • AppliTrack Management • Recruiting & Advertising • Job Postings
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