

Human Resource Services Staff	Abbreviated List of Duties
Dr. Jennifer Stoecker 96325 <i>Associate Superintendent of Human Resources</i>	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; principal/central administration interviews; ADA accommodations
Michele Keller 96305 <i>Secretary to Associate Superintendent of Human Resources</i>	Paperwork related to Dr. Stoecker; admin sub time sheets; volunteer background checks; additional FTE requests/growth positions, HR Board docs; travel; budget, requisitions; open records requests; admin handbook updates, MISD org chart; Fast-track helpdesk; job descriptions; building 100 WOs; retirement database; T-TESS district lists; VOEs; district phone lists
Lacye Goad 96326 <i>Assistant Director of Human Resource Services</i>	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; duty day calendars; auxiliary handbook
Jennifer Burns 96340 <i>Director of Human Resources Services</i>	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; TDL EC-4, 7-12; loan forgiveness EC-12; mid-year hires; appraisals
Dr. Tracey Patton 96343 <i>Executive Director of Human Resource Services</i>	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; 5-6 staffing and management; unemployment claims 5-6; assault leave 5- 6; worker’s compensation 5-6; 5-6 FMLA; TDL 5-6; SafeSchools
Kia Crosby 96338 <i>Secretary to Executive Director of Human Resource Services</i>	Paperwork and data entry related to Tracey Patton; KEEPS Program, recruiting/job fairs, student teacher observation requests; compliance training paperwork; GO2 Program; requisitions; pre-screener; student teacher database; assist at MTOP; student teacher background checks; sub office supplies; relieve district receptionist

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Teretha Patterson 91982 <i>Director of Data Services</i>	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
Erin Rodgers 96342 <i>Onboarding Substitute Specialist</i>	AESOP navigator and campus support; tutor/part-time processing; sub and tutor/part-time background checks; review ESS invoices; relieve district receptionist
Trisha Hall/Paul Sielski 96383 <i>ESS Substitute Specialists</i>	Coordinate sub orientation; FP substitutes; sub paperwork; data entry subs; update sub AESOP profiles; sub website updates
Cindy Medina 96366 <i>Data Clerk/Auxiliary</i>	Data entry for auxiliary employee into Skyward; new hire auxiliary leave allocation/adjustment; Skyward organizational chart; payroll adjustments; process auxiliary paperwork; assist Asst. Director with interview process; position control assistant; relieve district receptionist
Tiffany Miller 96339 <i>Data Clerk/Elementary</i>	Data entry for 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; mid-year hires list; new hire teaching compensation, payroll adjustments, position control assistant, relieve district receptionist.
Sabina Bishop 96341 <i>Data Clerk/Secondary</i>	EC-12 postings, transfers, exits and new hires; new hire data entry to Skyward for professionals and paras including updating/entering personal information, education, org. chart, and time off allocation; campus personnel rosters and data entry; relieve district receptionist
SarahAnne Steffens 96384 <i>Certification Specialist</i>	Certification verification and monitoring; prepare and distribute contracts and LORAs; SBEC permit applications; service records; relieve district receptionist
Aurora Garcia 96380 <i>Human Resources Assistant</i>	New hire paperwork; employee records management; verify SS numbers in SS database; fingerprinting backup; relieve district receptionist
Lisa LaFleur 96300 <i>District Receptionist</i>	Answer and transfer incoming calls; accept and admit visitors; VOs, background checks; building 100 work orders; loan forgiveness paperwork; distribute admin mail
Carla Girouard 92798 <i>HR Fingerprint Specialist</i>	Fingerprint processing and inquiries; employee, contractor, and vendor background checks; relieve district receptionist