



Executive Director of Human Resources	
Staffing Plans	District Strategic Plan
Screening and Selection	Payroll
Performance Appraisals	Benefits Administration
Growth Plans	FMLA/TDL/Leaves
Grievances	Workers Compensation
Certification /Licensure	Criminal History
FLSA	Annual Budget
Compensation Plan	Employee Handbook
Job Descriptions	Exit Interviews
Skyward - Salary Negotiations/Employee Management	
Oversee Frontline/Yellowfolder	Open Records Requests

Leaves & Benefits Specialist	
Insurance	Pays Invoices
Benefits	403b/457/Flex Plan(s)
Annuities	
FMLA/TDL/Leaves	
Workers' Compensation	
Unemployment	
Sick Leave Pools	
Safety Meetings	
ACA Compliance & Maintenance	
Yellowfolder	
Staff Appreciation Banquet	

Human Resources Coordinator	
Prof. & Para. Staff	HR Website
New Hires - Skyward/Frontline	Employee Handbook
Resignations	Job Descriptions
Service Records	Evaluations in Eduphoria
Employment Contracts	Calendars
Letters of Reasonable Assurance	EEOC/CDRC Reporting
Yellowfolder	Staff Appreciation Banquet
Fingerprinting/Criminal History Checks	Service Awards
Certification/Licensure	Notary
Job Postings	Onboarding
Frontline/Absence Mgmt.	Open Records Requests

Human Resources & Substitute Specialist	
Prof/Para/Clerical Staff & Substitute Teachers	
New Hires - Skyward/Frontline	Payroll
Resignations/Exit Interviews	Substitute Handbook
Service Records	True Time Time Sheets
Onboarding	Time Off
Letters of Reasonable Assurance	Docks for leave
Yellowfolder	Deductions
Fingerprinting/Criminal History Checks	Calculating payoffs
ACA Tracking - Substitute Hours	Comp Time
Absence Mgmt./Frontline	Service Awards
Staff Appreciation Banquet	

Strategic Compensation Coordinator	
Compensation	Absence Mgmt. Import
Stakeholder Engagement	Notary
Grant Deliverables	IRS 1095's
Market Studies	Docs
FLSA	
DOL	
Job Description Audits	
Compensation Audits	
Strategic Compensation Design	
Collaboration with TA Provider	
Salary Letters	

Human Resources Secretary	
Department Secretary	Onboarding Packets
Staff Appreciation Banquet	Badges/Parking Permits
Extra Duty Worksheets	
Resignations/Exit Interviews	
Requisitions/Purchase Orders	
Travel Requests	
Employee Transfers	
Criminal History Searches	
New Hire Reporting	
Yellowfolder Liaison	
Student Teacher/Observer Requests	

Human Resources Assistant
Workers' Compensation
Benefits
Employment Verifications
Public Loan Forgiveness
Deductions
Staff Appreciation Banquet
Process Substitute Applications and New Hire Paperwork
Social Security Reporting
Extra Duty Pay Calculation
HR Correspondence
Print W-2/1095s Annually