



Executive Director of Human Resources & Labor Relations



Tracy Bowe
Annual Staffing
Labor Relations
Collective Bargaining
Licensed Staff Performance Management
Data Practices Officer
Title IX Officer
Human Rights Officer
Subpoenas and Court Orders

Director of Human Resources



Shane Keating
Non-Licensed Performance Management
Teacher License/Certification Support for New Licenses & Out-of-field Permissions
Non-Licensed Wage Approval
Assistant Title IX Officer
Visa/H1-B Management
Religious Accommodations
Job Postings/Recruiting Oversight
Sub Teachers/TOC

Supervisor of Human Resources



Ashley Woods
Skyward/HRIS Management (Process Design/Improvement)
Exempt Salary Approvals (first level)
Scheduled Workdays Calendars
Longevity Pay & Certification Pay
Wellness, Separation & Severance Pay
Unpaid Time-Off Final Approvals/Review
Extra-curricular Stipend Approvals & Agreements
Seniority Lists (Non-Administrative)

Recruitment & Retention Coordinator



Robin Robotcek
Orientation & Onboarding
Pre-employment CBC/Physicals
Recruiting/Retention Support
Immersion Visa Files
Term NPAs
Exit Interviews

Recruitment & Retention Coordinator



Sandra Hackenmueller
Recruitment and Hiring Processes
AppliTrack and Posting Management
Job Fairs
Orientation and Onboarding Support
AppliTrack User Maintenance

Recruitment Specialist



Penelope Augustine
Paraeducator Interviews & Hiring
Paraeducator Postings
Job Fair Support
Orientation & Onboarding Support

Executive Assistant



Lisa Lechner
Executive Support
Labor Relations Support & Collective Bargaining Agreements
Administrative Seniority Lists
Requests to Review Files
HR Budget Management
HR Project Management
AESOP
License Renewal Support

Human Resources Specialist



Diane Thole
Health, Dental, Flex, LTD & Life Insurance Administration
403b Administration
Administrator Professional Memberships
Open Enrollment for Benefit Plans
Flu Shots
LMC Support
COBRA

Human Resources Specialist



Taunya Ring
True Time/Time-Off Setup
Union Dues
TRA/PERA (Payroll) Setup/Adjustments
Employment Verifications
Time-off Changes After Approval
Name & Address Changes
Teacher Contracts/TDIS

Benefits Coordinator



Francine Ausley
Lead Benefit Coordination
Leave of Absence Administration (FMLA, LOA, Work Comp)
Time-Off Entries for Employees on LOA
Leave Reporting for TRA/PERA
Workers Comp and Claims Support
ADA Accommodations Administration
COBRA Support