

Human Resources

Dr. Beth Porter Executive Director

Primary Roles and Responsibilities Leaves (FMLA, Medical), Bargaining/Labor Relations, Student teachers/interns, Paraeducator FCS & GPC Michelle Daly Administrative Assistant

Primary Roles and Responsibilities

Front desk, Employment experience verification, Employee address changes, Staff records requests, SVEA Discretionary Leave Calendar, Release calendar, Vector Training

Melanie Barnett Coordinator

Primary Roles and Responsibilities Certificated staff assignments in Skyward, Employee contracts, State/Federal reporting, Certification, Work experience

Deborrah Orosco Classified Specialist

Primary Roles and Responsibilities Classified staff assignments in Skyward, Activity and coaching stipends

> Kelly Phalen Substitute Coordinator

Primary Roles and Responsibilities Substitute Assignments

Courtney Hahn Administrative Assistant

Primary Roles and Responsibilities Job postings, Applicant questions, New hire documentation, Employee name changes