



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

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	

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 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	

Coordinator of Leaves, Benefits & Compensation	
Compensation/Salary Letters	Insurance/Benefits
Collaboration with TA Provider	403b/457/Flex Plan(s)
Market Studies	Annuities
Audits	FMLA/TDL/Leaves
FLSA	Workers' Compensation
DOL	Unemployment
Absence Mgmt. Import	Sick Leave Pools
Notary	Safety Meetings
IRS 1095's	ACA Compliance & Maintenance
Docs	Invoices
Yellowfolder	Staff Appreciation Banquet

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	