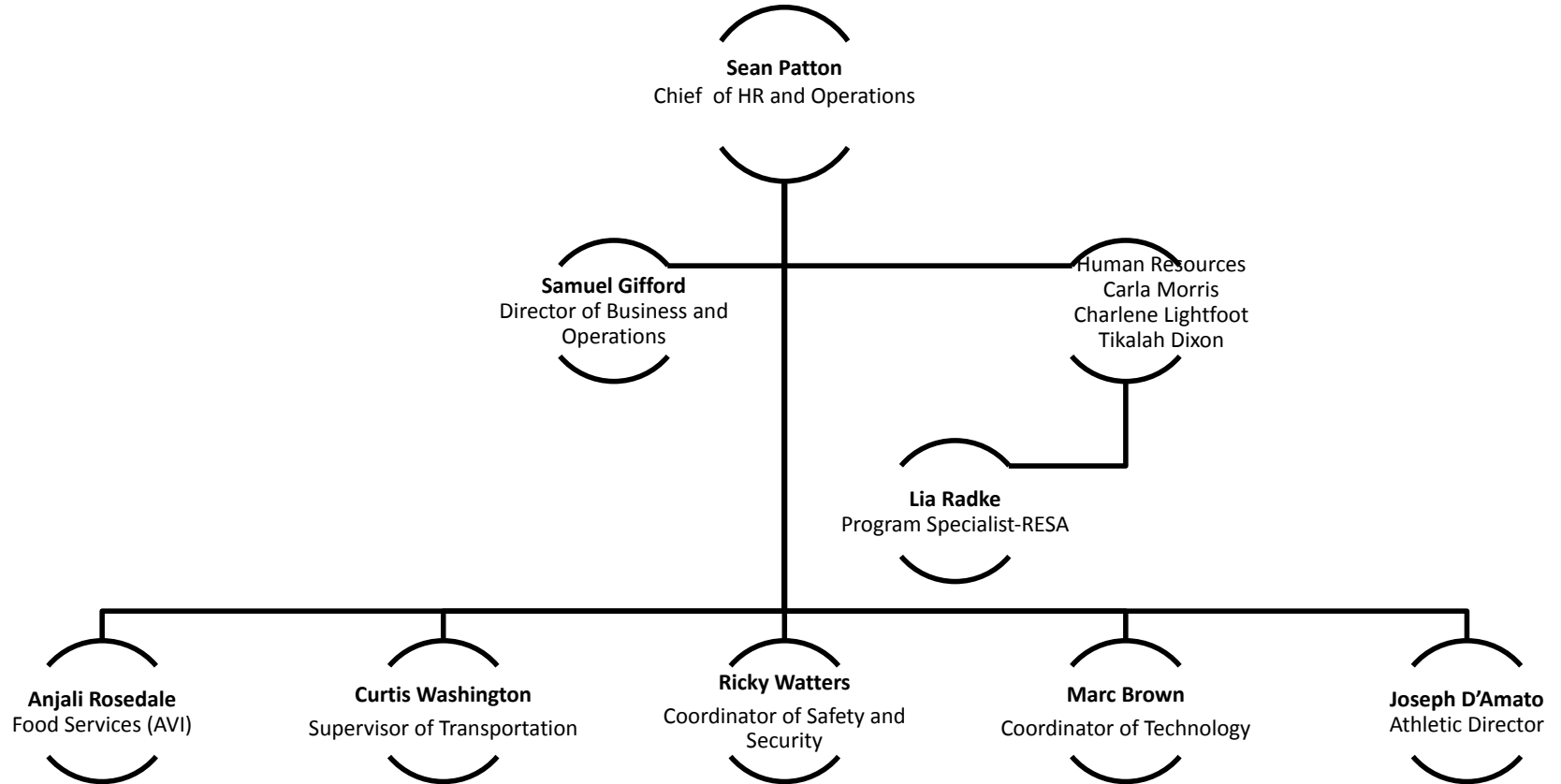




Cleveland Heights–University Heights

Human Resources & Operations

DEPARTMENT ORG CHART



Meet the Human Resources Team:

Tikalah Dixon

Confidential Admin. Assistant

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Certified Staff Support

Charlene Lightfoot

Confidential Admin. Assistant

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***102/617/Monitors Classified
Staff Support***

Carla Morris

Human Resources
Specialist

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HR DEPARTMENT OVERVIEW

Lead the development and advancement of HR and Operations, supervising managers across support services including business services, transportation, security, food services, information technology, and athletics.

Employee Code of Conduct

- Contract Administration (795, 617, 102, EAPSC)
- Discipline Procedures
- Policy Interpretation & Guidance
- Grievance Management
- Employee Evaluations
- Compliance Requirements

Human Resources Operations

- Recruitment & Hiring
- Employment Verifications
- Licensure Support
- LPDC Processes
- EMIS Staff Reporting
- Loan Forgiveness Assistance
- Master Teacher Program

Leaves & Employee Support

- Leave of Absence Processing
- Workers' Compensation
- Transitional Work Assignments
- TCP/Timekeeping Issues

Programs, Assignments & Supplementals

- Coaching & Academic Supplementals
- Field Placements & Student Teachers

Systems & Data Management

- Data Requests
- Public School Works (Training & Compliance)
- AESOP/Frontline Absence Management

VISION

The Cleveland Heights–University Heights City School District is proud to uphold a tradition of excellence—both in the educational experiences we provide for students and in the supportive, high-quality work environment we cultivate for employees. Achieving excellence requires the following core commitments:

Results-Driven Staff: We employ mission-focused professionals who actively support district initiatives that ultimately support student achievement.

Exceptional Talent: We seek out, attract, and retain employees with the highest qualifications and a deep commitment to our students and community.

Safe, Welcoming Environments: We provide safe, inviting school settings and strong infrastructure that support student learning and staff well-being.

Growth & Development: We invest in personal and professional growth opportunities that empower employees to reach their fullest potential.

Inclusive Culture: We foster a harmonious, multicultural work environment that values the diverse talents, backgrounds, and experiences of our employees.

Together, these commitments shape a department and district where every employee feels supported, valued, and equipped to drive success for every student.

DEPARTMENT KEY PERFORMANCE INDICATORS (KPIs)

District Climate Goal

- Increase supports and services to staff enabling them to support the behavioral needs of students resulting in fewer infractions **that lead to an out of school removals by 15%** each year for three years. There has been a 19.55% decrease in out of school removals since the 2022-2023 school year

District Climate Goal Next Steps SY25-26

- Threat Assessment (Quarterly meeting with principals to review current data and plan support
- Climate walkthroughs done throughout the school and providing data to principals.
- District Safe Schools Advisory Committee.
- Increase in student extra-curricular participation

FOCUSED AREAS OF WORK IN DISTRICT ONE PLAN

- Recruitment plan that includes partnerships with universities, job fairs, and digital platforms to attract diverse, qualified candidates annually as needed.
- Ensure all evaluations in Ohio_ES and Frontline are completed by the end of each school year through clear timelines, training, and accountability checkpoints
- Develop and implement a comprehensive system to track and monitor student participation in extracurricular activities
- District will enhance student supports and engagement to improve behavior, reduce disciplinary infractions, fostering a positive and safe school climate.
- Technology will strengthen IT infrastructure and cybersecurity measures to protect district networks, applications, devices, and sensitive data from cyber threats, ensuring safe and reliable access to digital resources for staff and students.
- Athletic Department will enhance the organization, accountability, and effectiveness of the athletics program by implementing updated evaluation systems, standardized processes, and structured communication with coaching staff to ensure compliance, consistency, and excellence across all sports programs.

CYCLE OF WORK

Fall

- Assign OTES/Frontline evaluations
- Review retirement enhancement candidates
- Develop initial staffing projections
- Consult with principals and directors on firm term evaluation timelines

Winter

- Schedule recruitment activities (educator fairs, college visits, etc.)
- Complete first limited-staff evaluations and provide written reports to teachers by January 15
- Issue teacher intervention notices
- Begin staffing processes

Spring

- Begin staffing meetings
- Confirm leaves of absence for the upcoming school year
- Prepare summer postings and hiring procedures refining personnel projections as needed
- Review and update Administrative Guidelines
- Tenure (continuing contract) determination
- Provide high school sections to dept. liaisons
- Send tentative assignments to staff

Summer

- Staff Awards
- Finalize certificated staffing for the upcoming school year
- Host New Staff Orientation
- Review and update supplemental (extra-duty) contracts
- Collaborate with Operations on summer projects and ensure building readiness for the start of the new school year