

Human Resource Services Staff		Abbreviated List of Duties
Dr. Jennifer Stoecker <i>Associate Superintendent of Human Resources</i>	96325	Oversees department; personnel policy, protocol, forms; training; board meetings; Level II complaints/grievances and administrative issues; background checks; investigations; employee discipline and termination; personnel budget; principal/central administration interviews; ADA accommodations
Tiffany Miller <i>Secretary to Associate Superintendent of Human Resources</i>	96305	Paperwork related to Dr. Stoecker; admin sub time sheets; volunteer background checks; additional FTE requests/growth positions, HR Board docs; travel; budget, requisitions; open records requests; admin handbook updates, MISD org chart; Fast-track helpdesk; job descriptions; building 100 WOs; retirement database; T-TESS district lists; VOEs; district phone lists
Lacye Goad <i>Assistant Director of Human Resource Services</i>	96326	Auxiliary staffing and management; auxiliary personnel; auxiliary unemployment claims; auxiliary worker’s compensation; auxiliary assault leave; compensation manual review; auxiliary Level I complaints and grievances; stipend coordination; duty day calendars; auxiliary handbook
Jennifer Burns <i>Director of Human Resources Services</i>	96340	EC-4, 7-12 department staffing and management; unemployment claims EC4, 7-12; assault leave EC-4, 7-12; worker’s compensation EC-4, 7-12; level I complaints and grievances; EC-4 personnel issues re: termination/inactive status; administrative interviews; Board meeting-new admins; TDL EC-4, 712; loan forgiveness EC-12; mid-year hires; appraisals; employee relations; HR training
Dr. Tracey Patton <i>Executive Director of Human Resource Services</i>	96343	KEEPS: Mentoring and Induction Program; recruiting and retention; Job Fairs; substitute management (training/ management); student teachers; observation requests; administrative interviews; vacancy requests; HR training and compliance initiatives; Title IX compliance re: harassment and discrimination; MISD GO2 Program Coordinator for professionals/paras; MTOP; HR beginning of year training; staff clinic; volunteer background review; 5-6 staffing and management; unemployment claims 5-6; assault leave 5- 6; worker’s compensation 5-6; 5-6 FMLA; TDL 5-6; SafeSchools
Kia Crosby <i>Secretary to Executive Director of Human Resource Services</i>	96338	Paperwork and data entry related to Tracey Patton; KEEPS Program, recruiting/job fairs, student teacher observation requests; compliance training paperwork; GO2 Program; requisitions; pre-screeners; student teacher database; assist at MTOP; student teacher background checks; sub office supplies; relieve district receptionist
Teretha Patterson <i>Director of Data Services</i>	91982	Prepare reports for HR; provide data and/or develop processes to access necessary data; import and export data; technical assistant for HR staff; coordination with AESOP and Skyward; Skyward organizational chart cleanup; true time/time off support; open records requests; service award report; data management; data reports; position control; annual leave allocation
Erin Rodgers <i>Onboarding Substitute Specialist</i>	96342	AESOP navigator and campus support; tutor/part-time processing; sub and tutor/part-time background checks; review ESS invoices; relieve district receptionist
Erin Rodgers Kia Crosby <i>Substitute Specialists</i>	96393	Coordinate sub orientation; FP substitutes; sub paperwork; data entry subs; update sub AESOP profiles; sub website updates
Giselle Avila <i>HR Data Clerk—Auxiliary</i>	96306	Employee data entry for auxiliary employees into Skyward; new hire auxiliary leave allocation/adjustment; Skyward organizational chart; payroll adjustments; process auxiliary paperwork; assist Asst. Director with interview process; position control assistant; relieve district receptionist
Tanisha Freeman <i>HR Data Clerk</i>	96339	Data entry for transfers, exits and new hires; new hire data entry to Skyward for professionals and paras including updating/entering personal information, certification, education, org. chart, and time off allocation; midyear hires list; new hire teaching compensation, payroll adjustments, position control assistant, relieve district receptionist
Maria Martinez <i>HR Data Clerk</i>	96341	EC-12 postings, transfers, exits and new hires; new hire data entry to Skyward for professionals and paras including updating/entering personal information, education, org. chart, and time off allocation; campus personnel rosters and data entry; relieve district receptionist
SarahAnne Steffens <i>Certification Specialist</i>	96384	Certification verification and monitoring; prepare and distribute contracts and LORAs; SBEC permit applications; service records; relieve district receptionist
Aurora Garcia <i>Human Resources Assistant</i>	96380	New hire paperwork; employee records management; verify SS numbers in SS database; fingerprinting backup; relieve district receptionist
Linette Armstrong Kelly Hall <i>District Receptionist</i>	96300	Answer and transfer incoming calls; accept and admit visitors; VOEs, background checks; building 100 work orders; loan forgiveness paperwork; distribute admin mail
Cindy Medina <i>HR Fingerprint Specialist</i>	92798	Fingerprint processing and inquiries; employee, contractor, and vendor background checks; relieve district receptionist