

Red Oak ISD - Human Resources Department

Who do I call in Human Resources?

What is the question?	Contact Person	Ext.	Resources
Address Changes	Administrative Assistant Susana Mendoza	4105	Staff can request address changes directly in Skyward to be approved. Staff may also email Susana to request as well.
Badges	Administrative Assistant Susana Mendoza	4105	If staff need a new or replacement badge, they will contact Susana for help.
Benefits/Benefits HUB	Benefits & Leave Administrator Maricela Torres	4173	Benefits Hub: https://mybenefitshub.com/Redoakisd Benefits Webpage: https://www.redoakisd.org/departments/benefits
Certification - Paraprofessional	Director of HR Rob Waller	4172	https://tea.texas.gov/texas-educators/certification/becoming-an-educational-aide-in-texas
Certification - Professional	Executive Director of HR Catrina Reeves	4092	TEA Assignment Chart: https://tea.texas.gov/educators/certification/teacher-assignment-chart-1.pdf District of Innovation Plan
Contracts	Executive Director of HR Catrina Reeves	4092	Contracts are sent in the Spring through Skyward.
Early Notice Incentive	Executive Director of HR Catrina Reeves	4092	Information to be provided in January. Staff are offered an incentive to provide early notice of retirement or resignation effective end of the year in order for district to begin hiring for the following year.
Employee Accommodation Requests	Benefits & Leave Administrator Maricela Torres	4173	Contact Torres and she will work through the process with the employee.
Employee Support--Auxiliary/Paraprofessional	Director of HR Rob Waller	4172	
Employee Support--Professional	Executive Director of HR Catrina Reeves	4092	
Employee Support--Substitutes	HR Coordinator Ashley Jackson	4179	
Exit Interviews	Administrative Assistant Susana Mendoza	4105	All staff receive a resignation/retirement acceptance letter from HR explaining how to complete the Exit Interview.
Fast Track Help	Executive Director of HR Catrina Reeves Director of HR Rob Waller HR Coordinator Ashley Jackson	4092 4172 4179	Contact Reeves, Waller, or Jackson with Fast Track questions.
Fingerprint Processing -- Auxiliary/Paraprofessional	Director of HR Rob Waller	4172	When processing fingerprints it can take 2 - 3 days to receive the clearance. If a person has to go get fingerprints it may add additional time to the hiring process.
Fingerprint Processing--Professional	Executive Director of HR Catrina Reeves	4092	When processing fingerprints it can take 2 - 3 days to receive the clearance. If a person has to go get fingerprints it may add additional time to the hiring process.
Fingerprint Processing--Substitutes	HR Coordinator Ashley Jackson	4179	When processing fingerprints it can take 2 - 3 days to receive the clearance. If a person has to go get fingerprints it may add additional time to the hiring process.
Frontline	HR Coordinator Ashley Jackson	4179	Frontline is the absence management system used by the district.
Harassment/ Discrimination/ Grievances	Deputy Superintendent Michelle Ailara	4002	Board Policy DIA, DGBA
Job Descriptions	HR Coordinator Ashley Jackson	4179	Staff sign their job descriptions at New Hire Orientation and then those are placed in their personnel files.
Job Fairs/Recruiting	Director of HR Rob Waller	4172	Schedules will be provided online in the Spring.
Job Postings--Auxiliary/Paraprofessional	Director of HR Rob Waller	4172	

Red Oak ISD - Human Resources Department

Who do I call in Human Resources?

What is the question?	Contact Person	Ext.	Resources
Job Postings--Professional	Executive Director of HR Catrina Reeves	4092	
Job Postings--Substitutes	HR Coordinator Ashley Jackson	4179	
Leave Questions	Benefits & Leave Administrator Maricela Torres	4173	Benefits Website: https://www.redoakisd.org/departments/benefits/leave
Letters of Reasonable Assurance-- Auxiliary/Paraprofessional	Director of HR Rob Waller	4172	At-will employees do not receive contracts but instead will receive a Letter of Reasonable Assurance in May to return for the following school year.
Letters of Reasonable Assurance--Substitutes	HR Coordinator Ashley Jackson	4179	At-will employees do not receive contracts but instead will receive a Letter of Reasonable Assurance in May to return for the following school year.
Loan Forgiveness	Administrative Assistant Susana Mendoza	4105	Staff may need a District Representative to affirm their employment to provide for loan forgiveness opportunities.
Name Changes	Administrative Assistant Susana Mendoza	4105	Staff must complete an I-9 and have a copy of updated driver's license and social security card for a name change to be processed.
New Hire Process-- Auxiliary/Paraprofessional	Director of HR Rob Waller	4172	
New Hire Process--Professional	Executive Director of HR Catrina Reeves	4092	
New Hire Process--Substitutes	HR Coordinator Ashley Jackson	4179	
Salary--Auxiliary/ Paraprofessional	Director of HR Rob Waller	4172	Beginning salaries are based on years of experience in a related role. Compensation plan: https://www.redoakisd.org/departments/human-resources/compensation-plans
Salary--Professional	Executive Director of HR Catrina Reeves	4092	Beginning salaries are based on years of experience in a related role. Compensation plan: https://www.redoakisd.org/departments/human-resources/compensation-plans
Salary--Substitutes	HR Coordinator Ashley Jackson	4179	Daily rates are based on educational background, grade-level worked, and length of work assignment.
Service Awards	Records Specialist Brandy Childress	4041	
Service Records	Records Specialist Brandy Childress	4041	https://www.redoakisd.org/departments/human-resources/forms
Staff Absences	Benefits & Leave Administrator Maricela Torres	4173	Handbook pg. 26-28, Board Policy DEC(Local)
Student Interns/Observers/Year-Long Residents	Director of HR Rob Waller	4172	https://www.redoakisd.org/departments/human-resources/student-observer-placement
Student Teachers	Director of HR Rob Waller	4172	https://www.redoakisd.org/departments/human-resources/student-teacher-placement
Substitutes--Onboarding/Orientation/Concerns	HR Coordinator Ashley Jackson	4179	Substitutes will be onboarded monthly. Go to https://www.redoakisd.org/departments/human-resources/roisd-substitute-teachers for additional information.
Work Day Calendars	Executive Director of HR Catrina Reeves	4092	Work day calendars reflect the start and end work dates for each position in the district.
Work Injuries	Benefits & Leave Administrator Maricela Torres	4173	https://www.redoakisd.org/departments/human-resources/employee-resources