

Human Resources

Organizational Chart and Responsibilities

Executive Director of Human Resources & Technology

Darrell Heisler

<ul style="list-style-type: none"> •Affirmative Action/Title IX •Bargaining (SWEA, PSE, SWEOP, SWEA-EC, SWAA) •Certification •Conference Committees •Employee Assistance Program (EAP) •Employee Benefits •Employee Contract Management •Employee Grievances •E-Rate •Foreign Exchange Students 	<ul style="list-style-type: none"> •Labor & Industries (L & I) •Labor Management •Leave of Absences •National Board Certified Teachers •Office of Civil Rights (OCR) •Recruitment •Residency Certification •Retire/Rehire •Retirements/Resignations •Security Data Manager •Staff Orientation 	<ul style="list-style-type: none"> •Staff Transfers/Placements •State Retirement Board •Student Teachers •Substitutes •Teacher Assistance Program (TAP) •Technology/Title IID •Telecommunications •Title IX •Unemployment •Website
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<p>HR Certificated/Admin/ Benefit Specialist Marilyn Solemslie Ext. 3842</p> <ul style="list-style-type: none"> • 403b's/Annuities • COBRA • Employee Payroll • Health Benefits • Retirement • Vendor Bills 	<ul style="list-style-type: none"> • New Employee Orientation • Reasonable Assurances • Retirement Celebration Coordinator • Schedule B's 	<ul style="list-style-type: none"> • Substitute Online Payroll • S-275 • Personnel Budget 	<ul style="list-style-type: none"> • Substitute Misconduct Forms & Reasonable Assurances • Verification of Direct Dep 	<p style="text-align: center;">HR Technician Celeste Peralta Ext. 3843</p> <ul style="list-style-type: none"> • Classified Seniority & Placement • Direct deposits • Employee Access • Evaluation Tracking • Extra Hour Forms - Classified • FMLA • Job Postings – Fast Track • L & I • Leave Share • Paraeducator Certification/Clock Hours • PSE/SWEOP Training Fund Request • Safe Schools
<p>HR Classified Specialist Teresa Moody Ext. 3837</p> <ul style="list-style-type: none"> • Benefits Fair Coordinator • Classified Personnel/Payroll • Coaches & Supplemental Contracts • Employee Access • FMLA 	<p style="text-align: center;">HR Certificated/Admin Specialist Lisa Dugo Ext. 3835</p> <ul style="list-style-type: none"> • Certificated Contracts • Certification Renewal • Extended Day Contracts • Extra Hour Forms -Certificated • Employee Payroll • National Boards 	<p style="text-align: center;">HR Technician/Sub Caller Rhonda Huggins Ext. 3830</p> <ul style="list-style-type: none"> • Clock Hours • Certificated Emp. Credits • Certificated Seniority & Placement • EAP • Employee Access • Manage Substitutes, ReadySub, and Sub Applications • National Boards • Procurement Cards/PO – HR 	<p style="text-align: center;">HR Technician Janet Schorno Ext. 3576</p> <ul style="list-style-type: none"> • Applications • General HR Questions • Job Postings – Fast Track • Membership renewals • Time-off requests • Evaluation Tracking • Verification of Employment • HR Board Agenda • Professional Responsibility forms (TRI) • Employee Access • Student Teacher/Intern Placements • Loan Forgiveness Forms 	