

Associate Superintendent of Labor Relations and Legal Services
Coni Taylor

Executive Assistant
Kendal Glaze

- Associate Superintendent and office administrative support
- Fingerprint & background checks
- Talent management systems, recruitment/acquisition
- Round Table Recording Secretary
- Interpreter/Translator Requests and Billing
- Willsub Billing
- Pupil Accounting Administrative Support
- Coordination of District-wide training, clinics, and HR events

LABOR RELATIONS AND LEGAL SERVICES

Director of Human Resources
Erika Lahti

- Contract Negotiation and Management
- Staffing and Budgeting
- Guest Teacher Office Oversight, Payroll, and Support
- Educator reporting and audits
- Title VI, Title IX, compliance
- Talent Recruitment/Acquisition
- Pupil Accounting Oversight and Support
- Certified Staffing and Correspondence
- Employee Training and Development

Guest Teacher Coordinator
Christa Hislop

- Support administrative assistants
- Schedule teaching and administrative subs
- Teacher attendance records and absence reporting
- Prepare ESS Midwest payroll

Pupil Accounting & Student Data Manager
Erika Swartz

- District liaison to school administrative assistants
- Coordinate enrollment services and audits
- Enrollment projections
- Coordinate student records and SIS databases
- Report/maintain data with state/federal agencies
- Coordinate homebound/homebased services
- Shared-time enrollment
- Coordinate administrative assistant summer duties

Administrative Assistants

- Elementary Summer duties
- Professional Learning

Human Resources Manager
Ashley Hart

- Employee onboarding/offboarding
- HR liaison to sites and departments
- Staff interviews/offers
- Non-certified correspondence
- Talent recruitment/acquisition
- Transactional HR work
- Fingerprint & background checks
- Maintain support staff files
- Certified staffing support

Compliance Coordinator
Maire Lajko

- FOIA Processing and Compliance
- Reporting for Professional Development
- Title IX, Title VI, compliance
- FMLA, Leaves of Absence
- Conduct investigations
- Professional Development tracking

Human Resources Generalist
Katie Herman

- Liaison to sites and departments
- Staff interviews/offers
- Non-certified correspondence
- Talent recruitment/acquisition
- Transactional HR work
- Fingerprint & background checks

Human Resources Specialist
Lucas VanHouten

- Answers district phone
- Issuance & oversight of TCAPS Staff ID badges
- Onboarding/offboarding support
- Transactional HR work
- Fingerprint & background checks
- Maintain staff files
- Coordinate District-approved volunteer master list
- Assists with coordination of district-wide training and clinics
- Employee training and development compliance