



Human Resources Department Roles & Responsibilities

Sheila Dorsey-Smith Assistant Superintendent of Human Resources		Office: (269) 337-0178 Cell: (269) 993-9241
<ul style="list-style-type: none"> ▪ Administrative Hiring & Compliance (Discipline) 	<ul style="list-style-type: none"> ▪ Investigations 	<ul style="list-style-type: none"> ▪ Grievance Officer
<ul style="list-style-type: none"> ▪ Labor issues and relationships 	<ul style="list-style-type: none"> ▪ Negotiations 	<ul style="list-style-type: none"> ▪ Legal / Title IX
Steve Leland --- Administrative Personnel Officer		Office: (269) 337-0180 Cell: (269) 267-2489
<ul style="list-style-type: none"> ▪ All things related to Teachers 	<ul style="list-style-type: none"> ▪ Teacher Substitutes 	<ul style="list-style-type: none"> ▪ KEA postings
<ul style="list-style-type: none"> ▪ Long Term Substitutes for Teachers 	<ul style="list-style-type: none"> ▪ Assists with grievances/investigations 	<ul style="list-style-type: none"> ▪ Teacher Certification and ESSA
<ul style="list-style-type: none"> ▪ Prepares and distributes job postings for all teaching positions (HR Administrative Assistant will assist) 	<ul style="list-style-type: none"> ▪ Compiles lists of intern teachers. Processes appropriate reimbursements to mentor teachers. 	<ul style="list-style-type: none"> ▪ Maintains and keeps current lists and reports for teachers, specifically evaluations, staffing, and renewals.
<ul style="list-style-type: none"> • Generates, processes, and distributes Class Size reports 	<ul style="list-style-type: none"> ▪ Processes and mails Tenure Letters to teachers. 	<ul style="list-style-type: none"> ▪ Tuition reimbursement for teachers.
<ul style="list-style-type: none"> ▪ Teacher Recruitment 	<ul style="list-style-type: none"> ▪ Summer School hiring 	<ul style="list-style-type: none"> ▪ Teacher Contracts / Supports Intern Teachers
Barb Watson --- Executive Personnel Specialist		Office: (269) 337-0181 Cell: (269) 271-2579
<ul style="list-style-type: none"> ▪ Hiring: Paraprofessionals, Supervisory/Technical, Custodians and Secretaries (All staff except Hourly employees, Coaching, Bus Drivers & Teachers) 		
<ul style="list-style-type: none"> ▪ Interviewing: Paraprofessionals, Supervisory/Technical, Custodians, Secretaries 		
<ul style="list-style-type: none"> ▪ FMLA for Paraprofessionals, Supervisory/Technical, Custodians, Secretaries, Maintenance, and Administrators 		
<ul style="list-style-type: none"> ▪ Seniority Lists: UAW, Custodians, Secretaries/Paraprofessionals, Maintenance, HSS/HSI, Behavioral Specialists 		
<ul style="list-style-type: none"> ▪ Payroll for Teachers, Executive Assistants & Administrators 	<ul style="list-style-type: none"> ▪ Monitors Support Staff evaluations 	<ul style="list-style-type: none"> ▪ Support Staff concerns
<ul style="list-style-type: none"> ▪ Assists with grievances/investigations 	<ul style="list-style-type: none"> ▪ Retirement files – all employees 	

Dan Emmons --- Compliance Specialist		Office: (269) 337-0184 Cell: (269) 806-7834
▪ Workers Compensation	▪ Record checks for all volunteers	▪ Unemployment for all employees
▪ FMLA for Teachers, Bus Drivers, and Campus Security	▪ Hiring: Bus Drivers, Campus Safety Officers	▪ Interviewing: Maintenance employees
▪ Fingerprinting and associated information	▪ Payroll: Bus Drivers	▪ Assists with grievances (including hearing)
▪ Employee photographs (new hire badges)	▪ Investigations	Notary
Denise Turner --- Administrative Assistant		Office: (269) 337-0178 Cell: (269) 327-5386
▪ Administrative support for Assistant Superintendent of Human Resources		
▪ Payroll: Activity Helpers, Food Service Employees, Campus Safety, and other contractual groups		
▪ Summer School: Payroll and Job Postings		
▪ Tuition Reimbursement: KSP members and Administrators		▪ Notary
▪ HR webpage maintenance (Internet/Intranet)	▪ Hiring: Assists in hiring of Activity Helpers, Hourly Food Service, and Campus Safety	▪ Administrator & Paraprofessional certification compliance
Katreka Goins-Williams --- Secretary		Phone: (269) 337-0121
▪ Payroll: Coaches, Hourly Employees (except Activity Helpers, Campus Safety Officers and Food Service		
▪ KPS Athletics	▪ Secretarial Testing (online)	▪ Free and Reduced Lunch
▪ Highly Qualified REP reporting	▪ KEA Seniority Lists	▪ Substitute Support
▪ Support Staff postings as applicable	▪ Teaching Certification compliance	▪ Employment Verifications ▪ Loan Forgiveness forms
Sarah Swafford --- District Receptionist/Guest (Substitute) Services		Phone: (269) 337-0077
▪ Payroll: Red Rover, KAMSC Summer Sizzlin' Program	▪ Substitutes: Teachers, Paraprofessionals, and Secretaries	
▪ Hiring: Support Staff Substitutes (secretaries and paraprofessionals)		
▪ Employee Address & Name Changes (all employees)		▪ Summer School Substitute List
▪ Red Rover Administration and Training	▪ Internal Support Staff Substitute Payroll	▪ Notary