

Secretary to Superintendent & Human Resources

New Hire Processing - Employees
New Hire Processing - Substitutes
Annual Employment Contracts
Payroll Changes
Employee Exit Processing
Work with superintendent & board attorney on all employee issues

Frontline Absence Management
Frontline Recruit and Hire
Frontline Central
Frontline Time & Attendance
Frontline Evaluations

District Insurance Coordinator
Open Enrollment
All KHRIS Transactions
Delta Dental/Vision Enrollments
Billing Discrepancies
Import files
Qualifying Events
ACA Reporting

EPSB - LEAD
Teaching Certifications
FMLA Processing
LWOP Processing
Volunteers
Handbooks

Unemployment
Workers Comp
Census Report
EEO-5 Reporting
MERR Reporting
Civil Rights Data Collection
Open Records Requests
New Hire Reporting