

Executive	
<p>Debbie Kovacs Assistant Superintendent, HR, Equity & Access 425-385-4103</p>	<ul style="list-style-type: none"> • Superintendent's cabinet • District leadership team • EASA Meet & Confer • Labor relations • Administrative staffing • Administrative internships • Employee misconduct/discipline • Equity & Access oversight • Diversifying Pathways PMT • RWT-BEI grant oversight
<p>Jean Hanson Executive Assistant 425-385-4103</p>	<ul style="list-style-type: none"> • Assistant Superintendent support • HR budget manager • Administrator interviews • Certificated labor management support
<p>Deidre Smith-Aikens Facilitator 425-385-4119</p>	<ul style="list-style-type: none"> • Equity & Access

Benefits (425-385-4115)	
<p>Angie Erickson Benefits Technician 425-385-4128</p> <p>Katy Bursch Benefits Technician 425-385-4116</p>	<ul style="list-style-type: none"> • Health benefits/open enrollment • Leave of absences • L&I work related injuries • Unemployment liaison • Life insurance claims • Short-term and long-term disability • Leave sharing program • ADA accommodations • Medicare/SSA/HCA/PEBB document support
<p>Shelly Henderson Wellness Coordinator 425-385-4273</p>	<ul style="list-style-type: none"> • District wellness program

Classified Staff

<p>Mandy Benson Director 425-385-4129</p>	<ul style="list-style-type: none"> • Classified staffing (PAFs & hiring recommendations) • Classified grievances • Evaluation support • Misconduct/discipline • Classified hiring approval • Classified labor relations • ADA Support 	
<p>Janea Carrell HR Specialist 425-385-4121</p>	<ul style="list-style-type: none"> • Personnel records • Classified activity/athletics stipends • Pay adjustments for leaves/resignations • Classified Compensation • Paraeducator requirements 	<p>All Middle Schools All Departments All Programs</p>
<p>Debra Wisniewski HR Coordinator 425-385-4105</p>	<ul style="list-style-type: none"> • Personnel records • Pay adjustments for leaves/resignations • End of year letters/employee notification • Paraeducator requirements • Classified Compensation 	<p>All Elementary Schools All High Schools</p>
<p>Alyssa Harrell HR Specialist 425-385-4101</p>	<ul style="list-style-type: none"> • Classified labor management support • Compensation surveys • Classification review process • Job description maintenance • Executive assistant backup • Class size monitoring • Classified director support • ID badges 	

Certificated Staff

<p>Mary O'Brien Director 425-385-4106</p>	<ul style="list-style-type: none"> • Certificated Staffing (PAFs, hiring recommendations, & transfers) • Certificated grievances • Evaluation support • Misconduct/discipline • Certificated hiring approval • ADA support • Coaches and EEA labor relations • Volunteer background review • Title IX officer 		
<p>Cheryl Mercer HR Specialist 425-385-4107</p>	<ul style="list-style-type: none"> • Certificated Compensation • Certificated Personnel records • Certificated contracts • Certificated Salary advancement • Long term substitute contracts • Certificated seniority 	<p>Cedar Wood ES Forest View ES Jefferson ES Mill Creek ES Monroe ES Penny Creek ES Silver Firs ES Woodside ES Elementary No.18</p>	<p>Eisenhower MS Gateway MS Heatherwood MS Jackson HS Sequoia HS Port Gardner (Homeschool) Community Resource Center Administrators</p>
<p>Stephanie North HR Specialist 425-385-4120</p>	<ul style="list-style-type: none"> • Certificated Compensation • Certificated Personnel records • Certificated contracts • Certificated Salary advancement • Long term substitute contracts • Certificated seniority 	<p>Emerson ES Garfield ES Hawthorne ES Jackson ES Lowell ES Madison ES Silver Lake ES View Ridge ES</p>	<p>Whittier ES Evergreen MS North MS Cascade HS Everett HS Special Ed Specialists</p>
<p>Ebbeni Moen Administrative Assistant 425-385-4124</p>	<ul style="list-style-type: none"> • Student teacher/internship placement • Recruitment support • Employee directory • Evaluation tracking • Certificated director support 		
<p>Gayle Watts Administrative Assistant Welcome Desk 425-385-4100</p>	<ul style="list-style-type: none"> • Receptionist • Receives student transfer request forms • Application support • Fingerprint forms • State sexual misconduct forms 		

Talent Acquisition & Retention

<p>Randi Seaberg Director 425-385-4104</p>	<ul style="list-style-type: none"> • Supervises recruitment (certificated, classified, substitutes) • Supervises benefits / leave of absences • Supervises professional development • Benefits Trust liaison • New employee orientations (Certificated & Classified) • Supervises student teacher placement, benefits, wellness, professional development logistics • New administrator training • Manages application system • Long-term substitute hiring • ADA Officer • Affirmative Action officer 		
<p>Ingrid Stafford Systems Support Analyst 425-385-4114</p>	<ul style="list-style-type: none"> • Professional development system: Frontline Professional Growth • Application system: Frontline Recruiting & Hiring • Absence Management System • SafeSchools training & tracking 		
<p>Susan McCoard Administrative Assistant Professional Development 425-385-4127</p>	<ul style="list-style-type: none"> • Customer support on HR systems (Frontline Recruiting and Hiring, Professional Growth and absence management) • Safe School trainings and data management • Substitute services support • Employment services support • First aid registration and cards • ID badges 		
<p>Kylie Helm Administrative Assistant Substitute Services 425-385-4111</p>	<ul style="list-style-type: none"> • Dispatches substitutes • Substitute orientations • Long-term substitute hiring documentation • Absence reporting • ID badges 		
<p>Linda Conti Administrative Assistant Employment Services 425-385-4113</p>	<ul style="list-style-type: none"> • Application support • Posts positions • Organizes pool interviews • Administrator support for application system • Hiring recommendations • Proctors pool assessments • Parapro assessment • ID badges 	<p>Emerson ES Garfield ES Hawthorne ES Jackson ES Lowell ES Madison ES Silver Lake ES View Ridge ES</p>	<p>Whittier ES Evergreen MS North MS Cascade HS Everett HS Special Ed Specialists</p>
<p>Shawnacy Smith Administrative Assistant Employment Services 425-385-4112</p>	<ul style="list-style-type: none"> • Application support • Posts positions • Organizes pool interviews • Administrator support for application system • Hiring recommendations • Proctors pool assessments • Parapro assessment • ID badges 	<p>Cedar Wood ES Forest View ES Jefferson ES Mill Creek ES Monroe ES Penny Creek ES Silver Firs ES Woodside ES Elementary No.18</p>	<p>Eisenhower MS Gateway MS Heatherwood MS Jackson HS Sequoia HS Port Gardner (Homeschool) CRC Administrators</p>