

Human Resources Division

HR Specialists Responsibilities

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| Keyera Rittenberry rittenberryke@clarke.k12.ga.us | Tesha Echols echolst@clarke.k12.ga.us | Lakeshia Jordan jordanl2@clarke.k12.ga.us | Julie Coile coilej@clarke.k12.ga.us |
| Barnett Shoals Elem. Burke (Chase) Elem. Cleveland Road Elem. Fowler Drive Elem. Gaines School Rd Elem. HB Stroud Elem. Whitehead Road Elem. Custodial, Plant Services, Security, Technology, SPLOST | BHL Middle Clarke Middle Coile Middle Hilsman Middle Cedar Shoals High Clarke Central High Classic City HS/ACCA | Holston (Alps) Elem. Barrow Elem. JJ Harris Elem. Oglethorpe Ave Elem. Timothy Road Elem. Whit Davis Elem. Winterville Elem. School Nutrition, Transportation | Assists in leading daily HR Spec. activities Oversees personnel employment process Manages CPI HRIS & data mgmt Liaison with Finance Salary & benefit projections Office of Early Learning BOE (All - Supt., HR, Finance, Instr. Services, Com. & PR) |

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| Jenna Bell – belljen@clarke.k12.ga.us | Certification & certification remediation plans Verification of Employment Para to Teacher Pipeline Field Experience Placements |
| LaTura Hunter – hunterl@clarke.k12.ga.us | Benefits & Retirement Workers Compensation Employee Self Service Name & Address Changes |
| Tonya Arnold – arnoldt@clarke.k12.ga.us | Absence Management FMLA/Leave Substitute Teachers Unemployment Claims |