

HUMAN RESOURCE DIRECTOR

AUGUST

- Coordinate Pre-Service
- Hire staff as needed
- Build Training Plan
- Attendance Tracking
- New Staff Orientations

SEPTEMBER

- Hire staff as needed
- Ensure Training Plan is updated
- Attendance Tracking
- New Staff Orientations

OCTOBER

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking

NOVEMBER

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking

JANUARY

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking
- Wage comparability study
- Budget process

FEBRUARY

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking
- Budget process

MARCH

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking

APRIL

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking

MAY

- Coordinate In-Service
- Hire staff as needed
- Revise Training Plan
- Attendance Tracking

HUMAN RESOURCE DIRECTOR

JUNE AND JULY

- Coordinate Pre-service
- Hire staff as needed
- Revise Training Plan
 - *Start building next school years training plan
- Attendance Tracking