



Human Resources

Tyler Gwynn

Assistant Superintendent of Human Resources

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Director of Employment Services	Director of Employee Relations, Compliance and Performance	Recruitment & Retention Manager	HR Specialist Elementary	HR Specialist Middle & High	HR IT Support Manager	HR Support Analyst	Executive Secretary
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<ul style="list-style-type: none"> ➤ Employment ➤ Resignations & Retirements ➤ Promotions ➤ Transfers ➤ Re-elects ➤ Job Descriptions ➤ ESSA Letter 	<ul style="list-style-type: none"> ➤ Staff Evaluation (TKES/LKES and non-instructional performance evaluation) ➤ Contract & Non-Renewal Decision ➤ Performance Improvement ➤ Disciplinary Documentation ➤ Appropriate Delivery Protocol ➤ Compliance ➤ ADA and FLSA 	<ul style="list-style-type: none"> ➤ Interview Guides ➤ Job Fairs ➤ Recruitment & Retention ➤ Student Teacher Placement ➤ New Employee Onboarding ➤ New Teacher Orientation ➤ New Teacher Mentor Program ➤ Certificate & Endorsements ➤ Teacher Of The Year ➤ Retirement Recognition 	<ul style="list-style-type: none"> ➤ Onboarding Needs ➤ Extended day, year, etc... ➤ MCS Experience Verification ➤ Supplement Lists ➤ Benefits: (Enrollment, plans, policies, changes, deduction of premiums) ➤ Leaves ➤ Transportation & Food Services 	<ul style="list-style-type: none"> ➤ Onboarding needs ➤ Extended day, year, etc... ➤ Supplement Lists ➤ Benefits: (Enrollment, plans, policies, changes, deduction of premiums) ➤ Leaves ➤ Central Office & Community Schools 	<ul style="list-style-type: none"> ➤ ESS Email Help ➤ Certified Contracts ➤ Vacancy Postings ➤ HR Munis and TalentEd Contact ➤ Kelly Services ➤ In-house Training ➤ Develops HR Website ➤ Generates Reports for BOE, HR & District ➤ HR Open Records Request 	<ul style="list-style-type: none"> ➤ Data Analysis ➤ School & District Auditing ➤ Salary Schedules ➤ Work Calendars ➤ Evaluation of New Positions 	<ul style="list-style-type: none"> ➤ Employee Badges ➤ Employment Verification ➤ Secretarial duties for the Assistant Superintendent