

PROUD TRADITIONS, EXCITING FUTURES



DICKINSON

INDEPENDENT SCHOOL DISTRICT

Get to Know Your DISD Human Resources & COVID Support Team

Kimberly Rich



- Executive Director of Human Resources
 - Appraisal System
 - Compensation
 - Personnel Issues
 - Staffing



Trish Andersen

- Director of Human Resources
 - Certification/SBEC
 - Employment Verification
 - Recruiting
 - TalentEd (job postings/job descriptions)

Lily Galindo



- Coordinator of Benefits/
Risk Management
 - Insurance/Benefits
 - Medical Leave (FML, TD, Sick Bank, Superintendent Approval)
 - Coordinate Employee COVID-19 Procedures
 - Worker's Compensation

Morgan Ester



- Administrative Assistant to the Executive Director
 - District Condolences
 - HR Budget/Travel/Forms
 - Service Records
 - HR Web-Page

Dominique Ameigh



- Benefits Specialist
 - Balance Benefits Accounts
 - Life Event/Family Status Changes
 - Payroll Benefit Deductions



Hilarie Gonzalez

- HR Generalist
 - Auxiliary Personnel
 - Fingerprints/Fast Pass
 - Work Authorization Maintenance

Donna Suderman



- HR Generalist
 - Extra/Special Duty Agreements
 - Substitutes/AESOP
 - TWC (Unemployment)
 - Transcripts

Maria Gutierrez



- Receptionist
 - Criminal Background Checks (employees, volunteers, PSA)
 - File Maintenance
 - Observation Requests

Sharon Robert



- Publications Technician/
Receptionist
 - Mail Preparation
 - Production of District-
Wide Documents
 - Receive/Disseminate
Deliveries

Health/Wellness & COVID-19 Support Staff



Erica Hollister

- DISD Lead Nurse
 - Supervise District Health & Wellness Programs
 - Supervise Campus Nursing Staff
 - Coordinate Student COVID-19 Procedures

Shaunna Smith



- COVID-19 Employee Support
 - Employee Contact Tracing
 - EPSL Maintenance/Reporting
 - Required Reports

Nancy Lounds



- [Gator Hope Clinic](#)
 - Medical Testing
 - School Physicals
 - COVID-19 Rapid Testing
 - Vaccinations/
Immunizations
 - Concussion Clearance

Skyler Maner



- Gator Hope Clinic Assistant
 - COVID-19 Rapid Testing
 - Scheduling
 - Assist with Patients
 - Front Desk/Receptionist
- DISD Receptionist