

Office of Human Resources Contacts

Cheryl Kirkpatrick, Director of Personnel & Professional Learning
978-251-5100 x6904, Kirkpatrickc@chelmsford.k12.ma.us

Karen Berglund, HR Assistant
978-251-5100 x6939, Berglundk@chelmsford.k12.ma.us

Sherri Panneton, Substitute Coordinator
978-251-5100 x6908, Pannetons@chelmsford.k12.ma.us

Ruth Webber, HR Assistant
978-251-5100 x6902, webberr@chelmsford.k12.ma.us

Responsibility	Description	Contact
Absences/attendance	Managing AESOP, approving absences abutting holidays, answering attendance questions	Sherri
Assignment of subs	Recruiting, managing AESOP and sub assignments	Sherri
Posting vacancies	Reviewing job descriptions, posting and managing School Spring	Ruth
Posting long-term sub vacancies	Posting long-term sub vacancies, recruiting candidates	Sherri
Transfers	Posting transfer positions and answering transfer-related questions	Ruth
Resignations, dismissals	Processing resignation acceptances, managing dismissal proceedings and paperwork	Karen
Leave of absence requests	Processing leave requests, following up on parental leaves, liaising with business office	Sherri
Benefits	Selection of and changes in health, dental, life, open enrollment fair, invoice reconciliations	Karen
Name & Address Changes	Update employee records w/ benefits, x2, MUNIS	Karen
Lane changes	Notification and processing of lane changes	Cheryl, Karen
Licensure	Renewals, oversight	Ruth
On-Boarding	Scheduling appointments for on-boarding, meet with new hires and collect paperwork	Ruth, Sherri
X2 questions	Managing data entry, changes, working on X2 design	Ruth
Orientation	Planning program, communications, materials	Cheryl, Ruth
Induction & mentoring	Posting mentor job description, assigning mentors, communications about mentoring	Cheryl
Teach Point	Managing Teach Point, attending to teacher inquiries	Cheryl
Retirements	Communications, retirement requests and rescinds, retirement party	Karen
Employment verifications	Employment verifications for loans, retirements, licensure, etc.	Karen
Grievances	Managing issues, keeping files, attending to resolutions	Cheryl, Sherri
Complaints and incidents	Documenting incidents/complaints, conducting investigations	Cheryl, Sherri
Suitability Determinations	Running CORIs, fingerprinting, updating lists	Karen
Policy questions	Review and maintenance of policies, contract questions	Cheryl, Karen
Monthly reporting	Collecting data, completing reports	Ruth
Educator Evaluation	Questions about evaluation policies, admin support, induction intros	Cheryl
Employee accommodations	Meeting with staff to identify and address needs	Sherri