

WHERE TO GO FOR YOUR HR STAFFING NEEDS

Talent Acquisition

Division of MPS Human Resources Department

Davis Center - 1250 West Broadway Avenue, Minneapolis, MN 55411

Office Hours: 8:00 a.m. – 4:30 p.m.

Dropbox is available ~ 4th floor South

In-Person Services: Due to Confidentiality, Health & Safety Scheduled Appointments are Preferred

staffing@mpls.k12.mn.us



612.668.0500



Microsoft Teams

STAFF NAME AND CONTACT INFORMATION:

Carolyn Henry

Director, Talent Acquisition

O: Microsoft Teams

P: 612-668-0457

carolyn.henry@mpls.k12.mn

FOLLOWING MPS SITES/DEPARTMENTS OR EMPLOYEE GROUPS:

- Senior Officers
- Deputy Senior Officers
- Associate Superintendents
- Executive Directors

RESERVE DESK

Natalie Branch

Reserve Desk Coordinator

MPS.ReserveDesk@mpls.k12.mn.us

LostPrep@mpls.k12.mn.us

- Short-Call and Long-Call Reserves ([Long call Request Form](#))
- Cadre Reserves
- Reserves on Special Assignment
- Lost Prep Time
- Frontline (AESOP)
- Reserve Orientations

In order to ensure proper response, email all questions and/or concerns regarding Reserves to

MPS.Reservedesk@mpls.k12.mn.us email & Lost Prep

questions and/or concerns to Lostprep@mpls.k12.mn.us

STAFFING PARTNERS

Natalie Branch

Human Resources Consultant

O: Microsoft Teams

P: 612-668-0559

Natalie.Branch@mpls.k12.mn.us

Tamarra Martin

Human Resources Analyst

O: Microsoft Teams

Tamarra.martin@mpls.k12.mn.us

Data and Records Management, Reserve Desk (Absence Backup only)

- Early Contracts
- Student Teachers
- Recruitment and Community Partner Relationship Management/Maintenance
- Recruitment Special Projects
- Youth and Adult Enrichment
- Athletics
- Extended Learning and Summer School/Break Academies
- Mpls Kids-pre-hire

Arleth Fajardo

Human Resources Consultant,

Bilingual Spanish

O: Microsoft Teams

P: 612 668-0530

Arleth.Fajardo@mpls.k12.mn.us

Donovan Taylor

Human Resources Specialist

O: Microsoft Teams

P: 612 668-0493

Donovan.Taylor@mpls.k12.mn.us

Specialist Department Assignments: Community ED, ABE/hourly onboarding only, MPLS Kids/onboarding only

School Sites: Nellie Stone Johnson, Heritage Academy, Jenny Lind, Ella Baker, North, Northeast, Dowling, Kenny, Burroughs, Loring, Waite Park, Pratt and Lyndale

Departments: Check and Connect, Minneapolis Academy and Career Center, Design & Training, Enterprise Infrastructure, Enterprise Systems, IT Field Support Group 1, IT Field Support Group 2, IT Operations, IT Service Management, IT Solution Center, Office of the Senior Information Officer and Office of the Superintendent

Anita Clare

Human Resources Consultant,

Bilingual Spanish

O: Microsoft Teams

P: 612-668-5405

C: 612-475-5912

Anita.Clare@mpls.k12.mn.us

Union Contract Expertise: SEIU Food Service, SEIU Janitors, Teamsters & Trades

Operations: Plant Operations, Custodians, Culinary Wellness Services (CWS/Food Service), Office of Operations, Plant Maintenance, Transportation, Emergency Management Safety and Security, Mailroom, District Communications Center

Trades: Carpenter Shop, Electric Shop, Electronics Shop, Environmental Health and Safety, Paint Shop, Fire Sprinkler Shop, Grounds, Capital Projects and Construction Maintenance, Sheet Metal Shop, Pipefitters and Plumbers

Donovan Taylor

Human Resources Specialist

O: Microsoft Teams

P: 612 668-0493

Donovan.taylor@mpls.k12.mn.us

STAFFING PARTNERS

Nora Seiwert
Human Resources Consultant
O: Microsoft Teams
P: 612 668-0510
Nora.Siewert@mpls.k12.mn.us

School Sites: Roosevelt, Andersen, Anthony, Emerson, Green Central, Las Estrellas, Sanford and Wellstone

Specialized Education Centers: Harrison, Hospital Agencies, Metro St. Joes, Riverbend, Transition Plus , and Stadium View

Davis Center Departments: ECSE, Adaptive PE, Homebound Tutors, Homeless and Highly Mobile, SEA Cadres, and Special Education Department, DHH, Health Related Services, OTPT, Psychological Services and Speech Language Clinicians

Martha Smith
Human Resources Specialist
O: Microsoft Teams
Martha.smith@mpls.k12.mn.us

Sharon Horton
Human Resources Consultant
O: Microsoft Teams
P: 612 668-0522
Sharon.Horton@mpls.k12.mn.us

School Sites: Armatage, Bancroft, Field, Hale, Justice Page, Kenwood, Lucy Laney, Northrop, Marcy, Longfellow, Seward, Whittier, and Windom

Davis Center Departments: Accounts Payable and Vendor Support/Budget Operations/Finance/Payroll, Benefits/Total Compensation, ECE/ECFE, General Counsel/Compliance/Office of Civil Rights, Human Resources (Employee/Labor Relations, HRIS, Talent Acquisition, Talent Management (GYO Residents)), Engagement and External Relations, Marketing and Communications

Donovan Taylor
Human Resources Specialist
O: Microsoft Teams
P: 612 668-0493
Donovan.Taylor@mpls.k12.mn.us

Char Boyd
Human Resources Consultant,
O: Microsoft Teams
P:612 668-0538
Char.boyd@mpls.k12.mn.us

School Sites: Anishinabe, Bethune, Cityview, Edison, FAIR, Folwell, Franklin, Henry, Hmong International Academy (HIA), Olson and Sullivan

Davis Center Departments: Counseling and Guidance, Gear Up, Career and College Readiness, and School Social Work Services, Student Placement, Family Resource Center, Accountability and Evaluation, Equity & School Climate (PSWE, Resource/Development/Innovation (includes Social Emotional Learning), Research and Assessment

Martha Smith
Human Resources Specialist
O: Microsoft Teams
Martha.smith@mpls.k12.mn.us

Specialist Department Assignments: ALC/temp positions, Coaches

Daniel Villarreal
Human Resources Consultant
O: Microsoft Teams
P: 612 668-0441
Daniel.villarreal@mpls.k12.mn.us

School Sites: Anwatin, Barton, Bryn Mawr, Hall, Hiawatha, Howe, Keewaydin, Lake Harriett Lower & Upper, Pillsbury, South, Southwest, Washburn, Webster, and Wenonah

Davis Center Departments: Educator PD, Non-Public Schools, Intermittent- Clerical, AVID, Senior Officer Academics/Academic Office, Senior Officer of Finance and Operations, Indian Education, KBEM , Multilingual, OBSA, STEM/CTE, and Teaching and Learning, Educator Professional Development, Teen Parent Services

Martha Smith
Human Resources Specialist
O: Microsoft Teams
Martha.smith@mpls.k12.mn.us

RECRUITMENT INITIATIVES

Diversity Recruitment/ Recruitment and Retention/supporting recruitment efforts across the district
Manages recruiting metrics including forecasting, trends, and development/implements recruitment plans
Lead Early Teacher Contract Recruitment and Processes
ParaPro Proctors
Market and promote positions
Leads Teacher equity Recruitment and Retention plans
Diversity Partnership Cultivation and Maintenance/Diverse Candidate Pipelines and Pathways
Pipeline and Career Pathways Funding/Career Pipelines and Pathways

PERSONNEL DATA & SYSTEMS TALENT ACQUISITION INTERNAL SUPPORT PARTNERS

Ashley Guertin
Human Resources Consultant (HRIS Systems)
O: Microsoft Teams
Ashley.Guertin@mpls.k12.mn.us

Specialized Staffing Data Systems Management Lead - SAP & Admin Portal, SuccessFactors (onboarding & recruiting), Personnel Document Management (ImageNow) & Background Check Systems (First Advantage)

- Oversees personnel data functions & projects, new hire onboarding & personnel file processes
- Lead processor of personnel data
- Targeted systems training developer & trainer
- HR staffing data reporting curator
- Targeted systems training developer & trainer

Tamarra Martin
Human Resources
Information Analyst
O: Microsoft Teams
Tamarra.martin@mpls.k12.mn.us

STAFFING SPECIALISTS ONBOARDING & CUSTOMER SUPPORT

Staffing@mpls.k12.mn.us

Client/Customer Care

Employment Verifications

New Hire Login Notifications

New Hire Personnel Data Transfer for ID Badges to EMSS

Name Changes

Volunteer Background Checks

Document and Process Support

STAFFING PARTNER

Karon Cunningham (*reports to Candra Bennett, SOHR*)

Executive Director, Human Resources

Karon.cunningham@mpls.k12.mn.us

- Principals and Assistant Principals
(Recruitment and Staffing)

TALENT ACQUISITION REPORTING STRUCTURE

Carolyn Henry, Director of Talent Acquisition Reports to Executive Director of HR, Karon Cunningham
ED of HR Reports to Senior HR Officer, Candra Bennett

The Following TA Staff Report to Carolyn Henry

HR Consultants

Anita Clare

Arleth Fajardo

Char Boyd

Daniel Villarreal

Natalie Branch

Nora Seiwert

Sharon Horton

HR Consultant Data/Systems Lead

Ashley Guertin

HR Analyst

Tamarra Martin

HR Specialists

Donovan Taylor

Martha Smith