

## **Who to Contact in Human Resources**

### **Area of Interest**

- Certified personnel issues
- Fair Labor Laws
- Human Resources policies/procedures
- Titles VI, IX, Sec. 504/ADA
- Unemployment Insurance Appeals
- Pre-Employment Interviews
- Experience Verifications
- Liaison with PSC, OCR, and EEOC

### **Primary Contact**

Martha Shade  
(770) 832-3568  
[martha.shade@carrollcountyschools.com](mailto:martha.shade@carrollcountyschools.com)

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- Certification & Licensure
  - Certified: general information
  - Certified Contracts
  - College transcripts
  - Experience Verification
  - CPI Data Processing
  - Family Medical Leave Applications

Susan Daniell  
(770) 832-3568  
[susan.daniell@carrollcountyschools.com](mailto:susan.daniell@carrollcountyschools.com)

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- Worker's Compensation Reports and Claims
  - PLU Credits
  - Sick Leave Pool Enrollment and Requests
  - Online Applications

T. Walker  
(770) 832-3568  
[t.walker@carrollcountyschools.com](mailto:t.walker@carrollcountyschools.com)

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- Non-certified personnel issues
  - Title IX Reporting
  - Unemployment Insurance Appeals
  - Pre-Employment Interviews
  - Recruitment
  - Experience Verifications
  - Master Teacher
  - Teacher of the Year

Karen Pate  
(770) 832-3568  
[karen.pate@carrollcountyschools.com](mailto:karen.pate@carrollcountyschools.com)

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- Professional Learning Credits
  - Travel/reimbursement forms
  - Training schedules/registration

Kathy Cole  
(770) 832-3568  
[kathy.cole@carrollcountyschools.com](mailto:kathy.cole@carrollcountyschools.com)

- Professional Learning: general information

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- Recruitment
- Substitute Teacher Program
- Criminal Background Checks
- Seperation Notices

Elerie Daniel  
(770) 832-3568  
[elerie.daniel@carrollcountyschools.com](mailto:elerie.daniel@carrollcountyschools.com)

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- Applications: Classified personnel
  - Classified personnel intake
  - References: Classified personnel
  - Substitute Applications
  - Criminal Background Checks

Donna Harper  
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