

Mission Statement

To provide committed customer service and build a culture of growth throughout the district to attract, develop and retain diverse, skilled, motivated individuals who are committed to the improvement of student achievement.



[Karen Grey](#)

Assistant Superintendent of Human Resource

281-328-9200 ext. 1230

[Donna M. Fontenot](#)

Personnel Specialist

281-328-9200 ext. 1231

[Nancy Valencia](#)

Human Resources Specialist

281-328-9200 ext. 1203

[J. Alyssa Arellano](#)

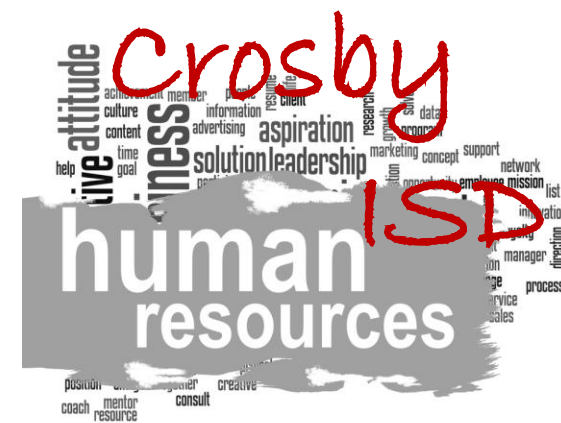
Benefits Specialist

281-328-9200 ext. 1233

[Audrey Anderson](#)

HR Secretary

281-328-9200 ext. 1219



Our human resources department is a critical component of employee well-being.





Karen Grey

Assistant Superintendent of Human Resources

- Employee Standards of Conduct (Handbook)
- Recruitment
- Staff Relations and Responsive Service
- Safe Schools Staff Training
- New Teacher Mentoring Program
- Leadership Training
- Employee Staffing and Training
- Student Teachers, Classroom Observers and Field Experience
- Loan Forgiveness
- Alternative Certification Program Coordinator
- Administrator Academy
- New Employee Orientation

Donna Fontenot

Personnel Specialist

- New Hires
- Retirements
- VOE Forms
- Job Postings
- Contracts
- Job Descriptions
- Employee Leaves

Nancy Valencia

Human Resources Specialist

- Service Records
- Public Information Act
- State and Federal Compliance Reporting
- Recruitment Assistance
- Continuing Professional Education (CPE) Hours
- Civil Rights Data Collection Coordinator
- Certification, Credentials, and Licensures
- Instructional Aide Testing

J. Alyssa Arellano

Benefits Specialist

- Health Insurance- TRS-Active Care
- Cafeteria Plan Enrollment
- Sick Leave Bank
- FMLA (Family Medical Leave Act)
- Employee Assistance Program



Audrey Anderson

Human Resources Secretary

- District Fingerprinting and Background Checks
- Substitutes
- Absent Management
- TalentEd