



Human Resources: Who Does What?

RESPONSIBILITIES	NAME	PHONE NUMBER	EMAIL	TITLE
Questions related to Human Resources, Certified Recommendations, Performance Concerns, Employee Grievances, Allotments/Staffing	Jill DePriest	770-651-2378	jill.depriest@dcssga.org	Executive Director
Teacher Certification, Professional Qualification, CPI, New Teacher Orientation, District Recruitment Fairs, TKES/LKES	Dr. Kim Johnson	770-651-2378	kim.johnson@dcssga.org	Director
Substitute Teachers, Aesop System, Certification Renewals, Student Teacher Placements, Verifications, Web-Page	Chandell Johnson	770-651-2322	chandell.johnson@dcssga.org	Coordinator
Classified Employment	T Lindsey	770-651-2323	t.lindsey@dcssga.org	Coordinator
Employee Benefits, Insurance, Retirement Information	Stephanie Groover	770-651-2264	stephanie.groover@dcssga.org	Benefits Supervisor
Worker's Compensation (if Thomasina Jacobs is unavailable, Lynn Dobbs/Debbie Acree is the backup for Worker's Compensation) Family Medical Leave (if Thomasina Jacobs is unavailable, Aubrey Lee is the backup for FMLA)	Chloe Mitchell	770-651-2044	chloe.mitchell@dcssga.org	Specialist
Fingerprints, ID Badges	Nidza Pender	770-651-2311	nidza.pender@dcssga.org	Specialist
Classified Staff Processing and Onboarding	Jennifer Armstrong	770-651-2309	jennifer.armstrong@dcssga.org	Specialist
Certified New Hire Onboarding and Compensation for schools beginning with A-F	Lynn Dobbs	770-651-2315	lynn.dobbs@dcssga.org	Specialist
Position Control Analyst	Toya North	770-651-2232	toya.north@dcssga.org	Analyst
Certified New Hire Onboarding and Compensation for schools beginning with H-Y and CCI	Alison Turner	770-651-2041	alison.turner@dcssga.org	Specialist
Receptionist, Verbal Verification of Employment	Debbie Acree	770-651-2378	debbie.acree@dcssga.org	Receptionist