

# Manager Toolkit

Managing staff can be one of the biggest challenges leaders face and also the most rewarding work one can do. We know IT'S COMPLICATED, which is why we have developed this manager toolkit. This repository is filled with templates, training materials, legal info, step by step processes and best practices to support you in driving the engagement, performance and retention of your growing team. Consistency is key. It is our hope that all Right At School staff have positive, equitable and meaningful work experiences while with us.

- [Attracting Talent](#)
- [Creating the RIGHT Culture](#)
- [Employee Engagement & Retention](#)
- [Talent Development](#)
- [Corrective Action & Separation](#)
- [HR Support Partners by State/Region](#)

# Attracting Talent

This folder will help guide you through the recruitment process to ensure a positive candidate experience. You will find resources to help you with sourcing candidates, interviewing candidates, and onboarding new hires.

- [Candidate Pipelines Resources](#)
- [College Recruitment Resources](#)
- [Field Marketing Folder](#)
- [Interview Folder](#)
- [Recruitment Systems Support Forms](#)

# Creating the RIGHT Culture

The purpose of this folder is to help you build an equitable and inclusive environment within your team. There are tools and activities that will help you create a safe environment and address employee concerns.

- [Resolving team member concerns](#)
- [DEI](#)
- [Conscious leadership](#)
- [Preventing Discrimination, Harassment, & Retaliation](#)
- [Gordon Rees - Manage your employee get out of the way!](#)

# Employee Engagement & Retention

The purpose of this folder is to provide you with ideas and tools to meaningfully engage with your team consistently. You will find resources and best practices for check-ins, recognition, and ways to empower your team.

- [Ways to engage your staff year round](#)
- [Mindfulness](#)
- [Recognition](#)
- [New hire onboarding](#)
- [Stay Conversations](#)

# Talent Development

The purpose of this folder is to help you identify areas of strength and areas in need of improvement within your team. This folder has performance evaluation guides and best practices for developing team members.

- [Field Performance Evaluations](#)
- [Managing & developing employees](#)

# Corrective Action & Separation

The purpose of this folder is to guide you through employee relations issues on your team. There is content that will walk you through investigations and help you prepare corrective actions.


- [Filling the Gap](#)
- [Terminations & Departure Planning](#)

# HR Support Partners by State/Region

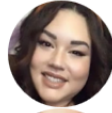
The Human Resources team is here to strengthen relationships within Right At School by resolving workplace questions and concerns, identifying solutions for staff attraction and retention, and supporting performance and training. The team has set up a partnership model based on our operating states.

Click on the image below to enlarge if needed.

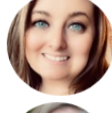
### HR Partners by Region



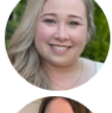
**Kat Trevino**  
HRBP  
West Region



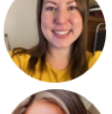
**Kylea Williams**  
Lead TA Partner  
WA



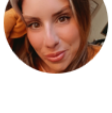
**Christine Cherry**  
TA Partner  
WA




**Kandace Thompson**  
TA Partner  
NorCA, WA




**Emily Desmond**  
TA Partner  
NorCA




**Gisela Califano**  
TA Partner  
CA




**Jason Miller**  
Sr Director, HR Systems & Ops



**Petra Fettes**  
Chief HR Officer




**Amanda Akison**  
Sr. Director, TA




**Suz Housty**  
Vice President, HR


Global Support team:




Xenia Tapanan




Chaiza Lozada




Megan Matias




Janne Alonso




Jennifer Sido




Jessica Lacado




Rhex Villahermosa




**Nick Clements**  
HR Ops Lead




**Jennie Cole**  
HR Ops Specialist




**Jasmine Calhoun**  
HR Ops Specialist




**Essence Bonner**  
Benefits Specialist




**Elizabeth Faasse**  
HRBP  
Central Region




**Lisa Guadagno**  
Lead TA Partner  
CPS




**Jamie O'Donnell**  
TA Partner  
IL non-CPS, MO




**Tresa Olson**  
TA Partner  
AZ, CO, TX




**Sid Bryant**  
HRBP  
East Region



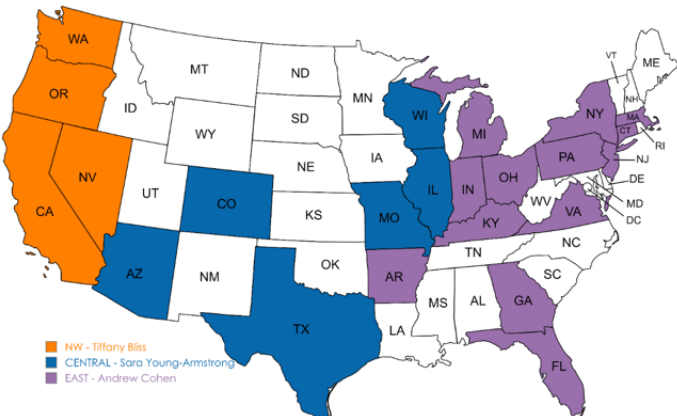
**Sam Barfield**  
Lead TA Partner  
East



**Kimberly Adame**  
TA Partner  
East



**Chaz Morton**  
TA Partner  
East



■ NW - Tiffany Bliss  
■ CENTRAL - Sara Young-Armstrong  
■ EAST - Andrew Cohen

Eff 09.11.24