



GLADIRA VELÁZQUEZ SIMMS
Coordinator of Recruitment and Retention
(607) 274-7511
gladira.simms@icsd.k12.ny.us

- Responsible for:*
- ICSD hiring processes
 - Recruitment events and initiatives
 - Retention efforts
 - Staff diversity and inclusion



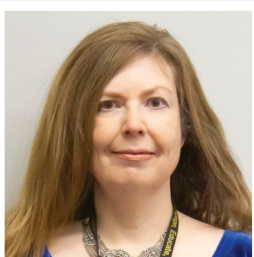
MARK VREDE
(607) 274-2137
Ext. 71602
mark.vrede@icsd.k12.ny.us

- Responsible for:*
- Posting and advertising open positions
 - Reviewing and sharing applications with hiring administrators
 - Coordinating scheduling of post-screening and candidate interviews
 - Checking references and recommendations
 - Coordinating hiring
 - Employment/income verification
 - Supporting applicants in navigating the hiring process



SULLYMAR PEÑA VÁZQUEZ
(607) 274-2138
Ext. 71603
sullymar.penavazque@icsd.k12.ny.us

- Responsible for:*
- Coordinating employee onboarding
 - Processing hiring paperwork and salary calculation
 - Communicating new hire information to bargaining unions
 - Collecting personnel recommendation forms and board appointment letters



TAMI TABONE
(607) 882-9542
Ext. 71609
ttabone@icsd.k12.ny.us

- Responsible for:*
- Creating new civil service positions
 - Maintaining employee records and attendance
 - Application for Salary Increment (ITA)
 - Tracking educational credits (EA)
 - Retirements, resignations, and transfer requests
 - Worker's Compensation
 - Managing attendance (sick bank, FMLA, lost time, overpayment, etc.)
 - Making changes to employee health insurance



KAREN BARDEN
(607) 274-2310
Ext. 71601
kbarden1@icsd.k12.ny.us

- Responsible for:*
- Collecting Internal Change Forms, FTE changes, stipends, additional hours, etc
 - Submitting the Personnel Report to the Board of Education
 - Handling payroll issues (professional development pay, retroactive calculations, time sheets, etc.)
 - Verifying retirement salary and service certification
 - Tracking tenure and civil service status, calculating years of service and seniority
 - Maintaining certification lists
 - Processing substitute teacher extended assignments