

# Sequoia Union High School District Division of Human Resources & Student Services

Assistant Superintendent
Jacqueline McEvoy Ext. 22222

Oversees Human Resources and Student Services

Salary Schedule Placement and Advancement

Hiring and Terminations

Leaves (Catastrophic, Sabbatical)

Negotiation and Management of Employee Contracts

#### <u>Director Student Services</u> Jarrett Dooley Ext. 22389

- Student Transfers/Open Enrollment
- 8<sup>th</sup> Grade Registration/Feeder School Presentations
- Summer School Coordination
- Chair Expulsion Hearings
- Address Verification
- District Boundaries
- AVP Council, SARC, MAA, Athletics
- Redwood and Aspirations Program Enrollment
- District Website Management
- Management of front desk at D.O.
- · Health and Wellness, Nurses

# Administrative Secretary Cynthia Guerra Ext. 22211

- Clerical Support Student Services
- Student Transfer Records
- Home and Hospital Teachers

#### **Health and Wellness**

Karen Li M.D., Wellness Coordinator Ext. 22390 Michelle Murray, Nurse Ext. 22234

## Receptionist Juan Ramirez Ext. 22395/0

- District Phones/General Information
- Address Verification Intake
- Data Entry and Filling
- Postage Meter/Mail Distribution

#### STUDENT SERVICES

#### Receptionist/Sr. Office Assist. Marlaina Perla Ext. 22209

- Address Verification / Returning Mail
- Data Entry and Filing
- Charter School Tracking
- Receptionist Backup
- Support Nurses and Wellness Coordinator
- Athletic Coaching Contracts

### Welfare & Attendance Hector Serrano Ext. 22243

- Expulsions/Suspensions and Readmissions
- Charter School Intake
- Caregiver Affidavits
- Exemptions
- Safe School / School Safety
- Foreign Students
- Alternative School Placement
- Post Juvenile Detention

# Secretary Vanessa Villalobos Ext. 22227

- Clerical Support for Welfare & Attendance
- Expulsion/Readmission Records

#### **HUMAN RESOURCES**

# Credentials Analyst April Hoch Ext. 22224

- Process New Hires (Certificated & Classified)
- NCLB & EL Authorization
- Credentials
- Process Staff Transfer and Leaves
- Site Staffing Monitoring

# Classified Technician Becky Hays Ext. 22311

- Process New Hires (Classified)
- Maintain Classified Contracts
- Classified Personal Necessity
- NCLB (IAs)
- Classified Evaluations
- Process Classified Transfers/Leaves
- Temps/Students/Adult School

#### Sr. Administrative Secretary Toni Di Cicco Ext. 22223

- Assistant to Division Head
- Maintains Certificated Contracts
- Certificated Evaluations
- Certificated Leaves
- Process New Hires (Certificated)

#### Benefits Technician Sonia Ramírez de Figueroa Est. 222

Sonia Ramírez de Figueroa Ext. 22226

- New Hire/Changes/Term Benefits
- Ergonomic Evaluations
- 125 Flex Accounts
- Retirement Benefits
- HIPAA / COBRA / LOA
- Commuter Program

# Substitute Teacher Staffing Tech Katrina Grant Ext. 22225

- Recruit and Hire Substitute Teachers
- Maintain Substitute Teacher Database
- Jury Duty & Bereavement Tracking (Certificated)
- Work Calendars (Administrative)
- HR Website

# Sr. Office Assistant Sarah Navarrete Ext. 22567

- Workers' Compensation
- Volunteers and Fingerprinting
- Scanning and Filing
- Absence Certificates
- Office Supplies Purchase Orders
- Special Projects