



Sequoia Union High School District

Division of Human Resources

Assistant Superintendent David Reilly Ext. 22222

- Oversees Human Resources and Student Services
- Negotiation and Management of Employee Contracts
- Hiring and Terminations
- Salary Schedule Placement and Advancement
- McGrath Certified Trainer, S.U.C.C.E.E.D.
- Leaves (Catastrophic, Sabbatical)

Sr. Administrative Secretary Toni Di Cicco Ext. 22223

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

Director Student Services Donald Milhaupt Ext. 22389

- Student Transfers/Open Enrollment
- 8th 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
Ruth Brown, Nurse Ext. 22563
Michelle Murray, Nurse Ext. 22234
Maureen Rafferty, Nurse Ext. 77343

Receptionist Juan Ramirez Ext. 22395/0

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

STUDENT SERVICES

District Parent Coordinator Carmina Chávez Ext. 22293

- Bilingual parent workshops / Articulation Workshops
- Leadership Trainings for DELAC, ELAC and PAC
- District English Learners Advisory Committee
- District Migrant Advisory Committee
- District Parent Coordination Council

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

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

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

Secretary Leticia Gutierrez Ext. 22227

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

Benefits Technician Sonia Ramirez de Figueroa Ext. 22226

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

Substitute Teacher Secretary Stefanie Lippi Ext. 22225

- Recruit and Hire Substitute Teachers
- Maintains Substitute Teacher Data Base
- Athletic Coaching Contracts
- Personal Necessity Leave (Certificated)
- Work Calendars (Administrative)
- HR Website

Sr. Office Assistant Katrina Grant Ext. 22567

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