

ADMINISTRATIVE OFFICE PERSONNEL CONTACTS

CENTRAL OFFICE

SUPERINTENDENT – 2ND Floor

Gene Strickland, Superintendent

Terry Lopez, Administrative Assistant

INSTRUCTION – 2ND Floor

Debbie Cooper, Assistant Superintendent for Instruction

Velma Cano, Elementary Instruction Administrative Assistant

Dixie Rosier, Deputy Director for Elementary Instruction

Dian Cortez, Elementary Instruction Administrative Assistant

Donna Jones, Deputy Director for Secondary Instruction

Jackie Mejia, Secondary Instruction Administrative Assistant

Godswill Barrah, Director of Student Services

DATA PROCESSING – 2ND Floor

LaShawn Byrd, Director of Data Processing

Chris Garcia, Data Processing Coordinator

Sallie Tucker, Programmer

Amy Williams, Programmer

OPERATIONS – 1ST Floor

Sam Magallan, Director of Operations

Scharlotte Johnson, Operations/Transportation Administrative Assistant

NURSING – 1ST Floor

Tamara James, Nursing Coordinator

HUMAN RESOURCES – 1ST Floor

Doug Young, Assistant Supt. for Human Resources

Brian Byrd, HR Director

Shona Able, Office Manager

-Certified Contracts Prep.

-Board Packet Prep.

-New Teacher, Transfer, Resignation Docs

-Certified Employee Action Documentation

Monica Boyle, Human Resources Secretary

-Employee Licensure Management

-Garnishment/Verification Prep.

Jeanne Taylor, Human Resources Secretary

- Employee Benefits Specialist

- Worker's Compensation

Juanita Wimbish - Receptionist

Bonnie Juarez - Receptionist

Gay Dawn Henry, Human Resources Secretary

-Substitute Specialist (AESOP)

-Garnishment/Verification Prep.

Sandra Clark, Human Resources Secretary

- Classified Contracts Prep.

- Classified Employee Action Documentation

BUSINESS OFFICE – 1st Floor

Kerri Grey, CPA, Director of Finance
Sheila Cyr, Assistant Director of Finance

Jessica Alvarado / Chief Procurement Officer

- Assist Director of Finance and Asst. Director of Finance
- Initiate Bids
- Bank Reconciliation
- New Chart of Accounts
- Bank of America

Janet Martinez, Grant Bookkeeper

- 21st Century Grant

Kerri Stone, Secretary / Accounts Receivable

- Receipts / Deposit Books
- Petty Cash & Travel Packets
- Process Bids

Paula Barker, Lead Accounts Payable

- Orders / Returns
- Invoice Payments
- Vendor Statements

Jessica Carrasco, Accounts Payable

- Officials / Game Help
- Purchase Order Processing
- Tax Exempt Forms
- Per Diem Travel Reimbursements

Jenifer Bristow, Payroll

- Time Cards / Pay Checks

Josie Cortez, Accountant

- Requests for Reimbursement
- Quarterly Cash Report
- Quarterly Tax Receipts Report

BILINGUAL / TESTING / FEDERAL TITLE PROGRAMS – 1st Floor

Susan Flowers, Bilingual Director
Irianni Apodaca, Bilingual Secretary
LaDonna Walker, Title Programs Secretary

SPECIAL EDUCATION – 1st Floor

Andi Engle, SPED Director
Margie Sotelo, SPED Administrative Assistant
Rosa Cruz, SPED Registrar
Kathy Davis, SPED Secretary
Leonor Rojas, Compliance Secretary
Dorie Chavez, SPED Secretary
Nancy Avena, SPED Secretary

PUBLIC / MEDIA RELATIONS – 1ST Floor

Geni Cavanaugh, Media / Communications Director

COMMUNITY / SCHOOLS – 1ST Floor

Kristy Hughes, Community Schools Coordinator