

Human Capital Department Contacts



Cathy Hernandez
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Auxiliary & Volunteers Staffing

- Job Postings
- Resignations
- Job Offers
- Employee Records (1-9, name changes, ID badges)
- Recruitment Logistics
- Awards & HC Events
- Teacher Appreciation
- Convocation
- EOY Breakfast
- Contracts/Letters of Reasonable Assurance
- Evaluation Maintenance (Strive)

Ruby Vazquez
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- FML & Other Leave
- Absence Management & Leave
- Service Records
- District Calendars
- Time and Attendance

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Administrative Staffing

- Job Postings
- Resignations
- Job Offers
- Benefits
- Unemployment
- Certification Renewals
- HC Special Projects
- Budget and Purchasing
- Loan Forgiveness & Tuiton Reimbursement
- Verification of Employment

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Elementary Staffing

- Job Postings
- Resignations
- Job Offers
- Student Teachers (Elementary)
- Substitute Hiring and Training
- District Recruiting (Lead)
- T-TESS Tracking (Elementary)
- ACE Supplemental Pay
- Grow Your Own Grant

Secondary Staffing

- Job Postings
- Resignations
- Job Offers
- Student Teachers (Secondary)
- Worker's Compensation
- ProEthica
- T-TESS Tracking (Secondary)
- District Recruiting (Support)
- Principal Residency Grant

- Grievances
- Investigations
- Terminations
- Adverse Employee Documentation
- Policy & Legal Questions
- Allocations
- Contract Questions
- Open Records Requests