

Human Resources

Virtual Organization Chart



Jason Sutter

Assistant Superintendent of Human Resources

- Negotiations and Contracts
 - Evaluations
 - Title VI and Title IX
 - Complaints and Investigations
 - Staff Welfare
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Rachelle Buschman

Human Resources Executive Assistant

- Human Resources Departmental Organization
 - Meeting Administration
 - Leaves
 - Annual Notices
 - Induction - Admin & Teacher
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Paula Verke

Human Resources Executive Assistant

- Certificated
 - Onboarding
 - Benefits
 - Credentials
 - Terminations/Retirements
 - Stipends
 - Verification of Experience Forms
 - Federal Student Loan Forgiveness Forms
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Sarah Thirion

Human Resources Specialist II

- Classified
 - Onboarding
 - Benefits
 - Terminations/Retirements
 - PEAs
 - Federal Student Loan Forgiveness Forms
 - Workers' Comp
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Ursula Perez-Lopez

Human Resources Specialist

- Substitutes
- Frontline - Absence Tracking
- Coaches
- Volunteers
- Mandated Trainings



Rey Lovo Montoya

Human Resources Assistant

- Recruiting
- Interviews
- TB clinics
- Flu clinics



Joe Ramirez

COVID Secretary

- Employee COVID Timelines
- COVID Test Distribution
- Emergency Testing Team