

Directory of Services for Human Resources

To reach 5-digit extensions dial (510) 231-1100 and then the desired extension

<u>SERVICE</u>	<u>CONTACT</u>	<u>EXT.</u>	<u>E-MAIL</u>
Assistant Superintendent Human Resources	Ken Whittemore	11167	kwhittemore@wccusd.net
ADA Accomodations	Darlene Thompson	11172	dthompson@wccusd.net
Benefits			
Medical, Dental & Vision	Fran Martz	11159	fmartz@wccusd.net
	Lisa Gruen	11133	lgruen@wccusd.net
Certificated: Transcripts/Units/ Salary Placement/Resignations/Leaves			
Elementary, Preschool, Special Education	Danielle Cavness	23357	dcavness@wccusd.net
Secondary, Special Ed., Speech Therapists, Nurses, Psychologists	Wendy Pangelina	23358	wpangelina@wccusd.net
Change of Name, Address, or Telephone			
Classified & Certificated	Submit in Writing		Form on District Web Site
Classified Longevity/Step Increments/Resignations/Leaves	Alex Villagomez	23356	avillagomez@wccusd.net
Credentials	Pat Aguilar	11189	paguilar@wccusd.net
Discrimination Complaint Process	Ken Whittemore	11167	kwhittemore@wccusd.net
Employment Verifications Certificated & Classified			
Submit requests in writing by mail or fax	Payroll Department	11155	
	Fax: 510-236-8158		
Evaluations			
Certificated & Management	Bea Ponce	11167	bponce@wccusd.net
Classified	Alex Villagomez	23356	avillagomez@wccusd.net
Job Descriptions			
Certificated	Terry Massaro	11182	tmassaro@wccusd.net
Classified	Mary Jones	11183	mjones@wccusd.net
Job Announcements			
Classified Job Hotline		510-620-2266	
Classified	Debbie Sellers	23355	dsellers@wccusd.net
Certificated	Terry Massaro	11182	tmassaro@wccusd.net
also visit: www.edjoin.org			
Job Placement Testing - Classified	Debbie Sellers	23355	dsellers@wccusd.net
Retirement			
Certificated	Terry Massaro	11182	tmassaro@wccusd.net
Classified	Lori Walker	11180	lwalker@wccusd.net
Salary Schedules			

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Certificated	Terry Massaro	11182	tmassaro@wccusd.net
Classified	Lori Walker	11180	walker@wccusd.net
Student Workers	Maria Vazquez	11185	mvazquez@wccusd.net
Substitute Services & Sub-Finder System			
Certificated	Thomas Scott	11164	tscott@wccusd.net
Classified	Laura Zurita	11168	lzurita@wccusd.net
Summer School Employment Processing			
Certificated	Terry Massaro	11182	tmassaro@wccusd.net
Classified	Mary Jones	11183	mjones@wccusd.net
TB Clearances	Lakeyah Green	11186	lgreen@wccusd.net
Unemployment	Lisa Gruen	11133	lgruen@wccusd.net
Worker's Compensation	Fran Martz	11166	fmartz@wccusd.net
Director, Certificated Personnel	Cheryl Cotton	11181	ccotton@wccusd.net
Director, Classified Personnel	Michael Wasilchin	307-4521	mwasilchin@wccusd.net
Director of Employee Relations	Marci Williams	11188	marci.williams@wccusd.net
Employee Health, Safety & Training Coordinat	Darlene Thompson	11172	dthompson@wccusd.net

