

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>
Associate Superintendent HR - Interim	Sylvia Greenwood	11188	sgreenwood@wccusd.net
Director, Certificated Personnel - Interim	Jawan Eldridge	11181	jeldridge@wccusd.net
Director, Classified Personnel	Janet Scott	74521	janet.scott@wccusd.net
Director Labor Relations/District Negotiator	Conrad Tanasychuk	11184	conrad.tanasychuk@wccusd.net
Disability Compliance Program Coordinator/ADA Accommodations	Darlene Thompson	11172	dthompson@wccusd.net
Employee Health, Safety & Training Manager	Patrick Pool	74658	patrick.pool@wccusd.net
Coordinator of HR Data Systems	Cheryl Lewis	11165	clewis@wccusd.net
Recruitment Coordinator	Thomas Scott	74616	tscott@wccusd.net
Benefits			
Medical, Dental & Vision	LaKeyah Green (A - L) retirees	11159	lgreen@wccusd.net
	Lisa Gruen (M - Z) retirees	11133	lgruen@wccusd.net
Elementary Certificated: Transcripts/Units/Salary Placement/Resignations/Leaves			
Elementary Teachers, Preschool, Elementary Program & Project Assistants/Instructional Coaches	Rowena Cabanayan	23357	rowena.cabanayan@wccusd.net
Secondary Certificated: Transcripts/Units/Salary Placement/Resignations/Leaves			
Secondary Teachers, Librarians, Counselors, Program & Project Assistants/Instructional Coaches	Natalina Parks	23358	natalina.parks@wccusd.net
Special Education Certificated: Transcripts/Units/Salary Placement/Resignations/Leaves			
Special Education Teachers, Program & Project Assistants/Instructional Coaches, Speech Therapists, Nurses, School Psychologists and International Employees	Fabiola Avila	23388	fabiola.avila@wccusd.net
Classified Longevity/Step Increments/Resignations/Leaves			
	Alex Villagomez	23356	avillagomez@wccusd.net
Credentials			
	Pat Aguilar (A - KOB)	11189	paquilar@wccusd.net
	Sara Coelho (KOC - Z)	54418	sara.coelho@wccusd.net
Administrative Certificated: Transcripts/Units/Salary Placement/Resignations/Leaves			
WCCAA/Retirement/Placement of Student Teachers, Student Speech & Language Pathologist and Student Psychologist	Liz Smith	11182	lsmith@wccusd.net

Employment Verifications Certificated & Classified	Angelica Rodriguez	11186	arodriguez2@wccusd.net
Financial Verifications	Payroll Department	1-800-367-2884	www.theworknumber.com
Evaluations			
Certificated & Management	Danielle Cavness	11167	dcavness@wccusd.net
Classified	Alex Villagomez	23356	avillagomez@wccusd.net
Job Descriptions			
Certificated & Classified	Danielle Cavness	11167	dcavness@wccusd.net
Job Announcements			
Certificated	Thomas Scott	74616	tscott@wccusd.net
Classified	Carissa Umanzor	23355	carissa.umanzor@wccusd.net
Job Placement Testing - Classified	Carissa Umanzor	23355	carissa.umanzor@wccusd.net
Retirement			
Certificated	Liz Smith	11182	lsmith@wccusd.net
Classified	Laura Zurita	11180	lzurita@wccusd.net
Student Workers	Maria Vazquez	11185	mvazquez@wccusd.net
Substitute Services & eSchool/SmartFind/Sub-Finder System			
Certificated	Rosalina Cabanayan	11164	rosalina.cabanayan@wccusd.net
Classified paraprofessional & clerical	Trinity Cartwright	11168	tcartwright@wccusd.net
Yard supervisor, food service & custodian	Maria Vazquez	11185	mvazquez@wccusd.net
Summer School Employment Processing			
Certificated	Liz Smith	11182	lsmith@wccusd.net
Classified	Debbie Sellers	11183	dsellers@wccusd.net
TB Clearances	Angelica Rodriguez	11186	arodriguez2@wccusd.net
Unemployment	Lisa Gruen	11133	lgruen@wccusd.net
Worker's Compensation	LaKeyah Green	11166	lgreen@wccusd.net
Change of Address or Telephone			
Certificated & Classified	Employee Self Serve (ESS)		District website: wccusd.net
Certificated & Classified also visit: edjoin.org			www.edjoin.org