

**Welcome to the
Human Resources Department**

Caring - Committed - Connected

On behalf of the SAISD Human Resources Department, I would like to thank you for your interest in the

Our purpose is to provide a quality learning environment where we hope is a caring, rewarding journey with SAISD.

If you would like to be part of the SAISD family, please review our on-line application process and contact

Toni Thompson, Associate Superintendent

Human Resources Administrators



Toni Thompson

Associate Superintendent, Human Resources □

Senior Exec. Secretary, Jacqueline Landa -554-8410

- Title VII Officer

- Budget

- Consultation Groups

- Legal Issues

- Building Steward

- Administrative Screening Process

- Board Level Hearings

Director, Employee Relations

Secretary, Monica Soliz - 554-8450

- Employee complaints

- Documentation

- Investigations

- EEOC

- Employee Discipline

- Termination

- Mediation

- Grievances

- Subpoenas

- Legal Issues

- SBEC Reports

- Assist with Training & Professional Development

- Administrative Leave Management

- Criminal Background Reviews



Hutcherson Hill

Director, Compensation & Systems Management

Secretary, Marissa Garza - ☎ 554-8460

- Compensation

- Position Management

- Allocations

- School Consolidation

- Staffing Efficiency

- Job Classification

- Department Metrics & Surveys

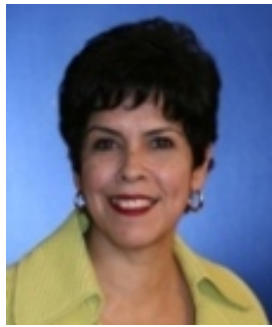
- Position Funding

- Service Records

- Verification of Employment

- Enrollment Cap & Share

- Workday Calendar Coordinator



Cynthia Solis

Director, Administrative Services

Secretary, Leticia Espinoza 8455-554

- Employee Appraisal

- Grants Management

- Professional Development

- ACP Contact



Travis McKelvain

Director, Recruitment & Retention

Secretary, Celeste Macias 554

-8520

- Job Postings

- Screening Committees

- Job Descriptions

- Marketing Strategies/Materials/Publications

- Recruitment Schedule

- Oversight for Hiring Areas

- Metrics for Recruitment & Hiring

- Employee Retention

- Criminal Background Checks

- Manage Part-Time Hiring

- On-line Application

- Exit Interviews

Adriana Perez

Administrative Officer, Professional Recruitment & Hiring

Secretary, Monica Ramirez - 554-8502

- Recruitment & Hiring – Professionals

- Clearing Files

- Staffing

- CHRIs for Professionals

- Part-time Professionals

- Student Teacher Placements

- University Partnerships/Student Teacher Placement Program

- Assist with Hiring in Auxiliary Areas

- Hiring Metrics



Norma Scarcliff

Administrative Officer, Professional Recruitment & Hiring

Secretary, Andrea Chavez - 554-8503

- Recruitment & Hiring – Secondary Campuses

- Clearing Files

- Staffing

- CHRIs for Professionals

- Part-time Professionals

- Student Teacher Placements

- University Partnerships/Student Teacher Placement Program

- Assist with Hiring in Auxiliary Areas



Darlene Volz

Administrative Officer, Classified Employees

Secretary, Griselda Ornelas

-8449

- Recruitment & Hiring for Food & Child Nutrition Services, Plant Services, Transportation & Police D

- Staffing

- Clearing Files

- Classified Consultation

- Training & Staff Development

- Hiring Metrics



Arnoldo Gutierrez

Administrative Officer, Paraprofessionals & Substitutes

Secretary, Rita Flores - 554

-8470

- Recruitment & Hiring for Paraprofessionals, Substitutes and Part-Time Employees

- Staffing

- Clearing Files

- Job Announcements

- Position Management – Paraprofessional Employees

- CHRIs for Paraprofessionals, Substitutes and

Part-Time Employees

- Investigations, Documentation & EEO Complaints (as needed)

- Employee Complaints (as needed)

- Paraprofessional Consultation

- Training & Staff Development

- Hiring Metrics

Rosa Linda Lomas

Administrative Officer, for Educator Quality- 554-8534

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Professional Development, New & Novice Teachers

- Teacher Recognition

- Coordination of Mentor Program

- Professional Development, Substitutes

- Assist with Interviews for Substitutes & Instructional Personnel

- Coordinator of Professional Development for Paraprofessionals



Jason Pirruccello

Director, Policies, Procedures & Information

Secretary, Adriana De Leon - 554-8480

Employee Benefits, Risk Management & Safety



Irma Hernandez
Director, Employee Benefits, Risk Management & Safety
Secretary, Amelia Portillo - 554-8669

- Employee Benefits
- Risk Management
- Leave of Absence Administration
- Unemployment Claim Administration
- Procurement of all Insurance Products/Services
- Risk Financing Analysis & Projections
- Teacher Retirement System
- Annuities
- Budget
- Worker Compensation
- Safety Program
- Driver Records

- DOT



David Gracia
Assistant Director, Employment, Benefits & Safety

- Assist and support office operations and personnel management
- Budget analysis and forecasting support
- Unemployment Claim Administration
- Teacher Retirement System
- Annuities
- Safety Program
- Driver Records
- DOT

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