**Saint Paul Public Schools**

**Distribution of Schools and Programs 2023 - 2024** **(Updated 1/2/24)**

| Dawn Brown - HR Coordinator651-744-4881 (Zoe Villegas, Specialist)  | Doua Chang – HR Coordinator651-744-5029 (Claire Waletzki, Specialist) | Laura Stuart - HR Coordinator651-744-6344 (Xee Vang, Specialist) | Ashley Clark - HR Coordinator651-744-6352 (Claudia Lopez Maldonado, Specialist) |
| --- | --- | --- | --- |
| Battle Creek Elementary (422)Bruce Vento (449)Chelsea Heights (425)Cherokee Heights (428)Como Park Elementary (431)Dayton’s Bluff (433)Eastern Heights (452)Four Seasons (460)Frost Lake (464)Highwood Hills (496)Mississippi Creative Arts (527)Riverview (551)St. Anthony Park (557)St. Paul Music Academy (558)Txuj Ci Hmong Lang & Culture Lower (541)Virtual School (200/300/400)Wellstone (552)**DEPARTMENTS**EquityEarly Childhood East Hub (436)Early Childhood West Hub (434)Title One  | Adams (410)Benjamin E. Mays (424)Crossroads (465/466)East African Elementary (442)Expo (435)Groveland (476)Hamline (482)Highland Elementary (491)Horace Mann (518)JJ Hill (493)Jie Ming (483)LNFI (463)Maxfield (524)Nokomis North (533)Nokomis South (534)Randolph Heights (545)The Heights (488)**DEPARTMENTS**MLLOffice of Digital EducationSchool Climate and Support | AGAPE (006)Central Sr. (210)Como Park Sr. (212)Creative Arts (211)Evening High SchoolGordon Parks (710)Harding (215)Highland Park Sr.(220)Humboldt (225)Johnson Sr. (230)LEAP (723)OWL (250)Washington Sr. (252)**DEPARTMENTS**Research, Evaluation and AnalysisOffice of Teaching and LearningIndian EducationBelwin Outdoor EducationHumera Temps Requests | American Indian Magnet (579) - DouaBattle Creek Middle (310) - DouaCapitol Hill (494) - AubreyESTEM (357) - DawnFarnsworth Lower (458) - DouaFarnsworth Upper (315) - LauraGlobal Arts Lower (510) - LauraGlobal Arts Upper (528) - LauraHazel Park (489) - AubreyHidden River (345) - DawnHighland Park Middle (330) - DawnMurray (342) - DawnTxui Ci Hmong Culture and Language Upper (328) - Doua Washington Tech Middle (362) - Laura**DEPARTMENTS - Lauren**Office of Career and College Readiness:* Guidance & Counseling Services
* Career and Technical Education
* Career Academies & Pathways

Gateway to College |
| Lauren Buck-Hopkins - HR Coordinator 651-744-3395 (Admin & Ops) (Katherine Flowers Johnson, Specialist) | Aubrey Kelly - Lead HR Coordinator651-747-8243 (Maryama Hussein, Specialist) | Recruitment Specialists and SUTR Recruiter | Cia Bear - Talent Acquisition Manager763-388-4985  |
| **DEPARTMENTS** FacilitiesTechnology ServicesCommunicationsCommunity EducationNutrition ServicesSEMTransportationStudent PlacementFamily and Community EngagementEEOAFSCMEuren Buck-Hopkins - HR Coordinator 651/744-3395 (Admin & Ops) (Kathrine Specialist) | **DEPARTMENTS**Directors/Assistant DirectorsFinancial ServicesHuman ResourcesLegalStudent Data SystemsInnovation OfficeSummer SchoolExtended Day LearningSpecial Education* 271 Belvidere
* Early Childhood Special Education
* Other associated SPED programs
* Student Health and Wellness
* OT/PT/Social Workers
* JDC
* Journeys
* Focus Beyond
* Bridegview
* Rivereast
* Care & Treatment programs
 | **Alicia Guiterrez** Recruitment & Diversity Specialist / 651-392-8048* Licensed

**Anny Xiong**Recruitment & Diversity Specialist / 651-767-8223* Non-licensed

**Danielle Ferguson**HR Coordinator/SUTR Recruiter / 651-728-1617* Pathways
 | Executive level positions (SELT, Assistant Superintendents, etc.)Principals/Assistant Principals |

| Katherine Johnson651-744-5522(Supports Lauren)Supports Elementary Schools (Shela and Khadija)) | Claudia Lopez Maldonado 651-744-6191(Supports Ashley) | Zoe Villegas651-744-4582(Supports Dawn) | Xee Vang 651-744-4137(Supports Laura) | Maryama Hussein651-744-4483(Supports Aubrey, Mary Yang and R&R) | Claire Waletzki651-744-7354(Supports - Doua**)** |
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| Screens/Routes DailyCollects all New Hire PaperworkPrepares offer letters for reviewAttend recruiting events**Departments**- Community Ed Temp Hires- Civil Service**Specialties**- Custodial hires- Nutrition Services**Backups**Summer School  | Screens/Routes DailyCollects all New Hire PaperworkPrepares offer letters for reviewAttend recruiting events**Departments**- EDL- Interpreters- Language Assessments**Specialties**- Humera Billing **Backups**Summer School AESOP/Frontline | Screens/Routes DailyCollects all New Hire PaperworkPrepares offer letters for reviewAttend recruiting events **Departments**- Athletics - Coaches- Athletics - Volunteer BCB**Specialties**- OCCR Background checks**Backups**EDL  | Screens/Routes DailyCollects all New Hire PaperworkPrepares offer letters for reviewAttend recruiting events**Departments**- Summer School: Freedom, ESY, Charter**Specialties**- Unemployment - AVID Tutors**Backups**Athletics - CoachesAthletics - Volunteer BCB | Screens/Routes DailyCollects all New Hire PaperworkPrepares offer letters for reviewAttend recruiting events**Departments**- Relicensure- SPPS Pre-Service**Specialties**- Support R&R Events - Student/Teacher Fairs- OSS Interns - Tenure**Backups**Athletics - CoachesAthletics - Volunteer BCB | Screens/Routes DailyCollects all New Hire PaperworkPrepares offer letters for reviewAttend recruiting events**Departments**- ParaEducator **Specialties**- AESOP/Frontline- Recruiting and Process Improvement Research**Backups** EDL |
|  | **HR 2** **Traci**Answer phones Volunteer background checks New Personal Files Employment verificationsStudent Loan Forgiveness MailAssist NHP * Giving NHP
* Check NHP
* Get IDs
* Verify IDs
 | **HR 2** **Allison** Answer phonesVolunteer background checks New Personal Files Employment verificationsStudent Loan ForgivenessMail Assist NHP * Giving NHP
* Check NHP
* Get IDs
* Verify IDs
 | **Management Assistant****Serena Gong**Personal File Request | **OTHER DUTIES:**Tenure - Mary YangLeave of Absence - BenefitsTemps - Per BuildingHumera Temp Requests - Per coordinatorAVID Temps - Per CoordinatorState Fair Parking3M TempsOTL Temps | **INQUIRIES:**Maintaining Placement List |