**Saint Paul Public Schools**

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

| Dawn Brown - HR Coordinator  651-744-4881 (Zoe Villegas, Specialist) | Doua Chang – HR Coordinator  651-744-5029 (Claire Waletzki, Specialist) | Laura Stuart - HR Coordinator  651-744-6344 (Xee Vang, Specialist) | Ashley Clark - HR Coordinator  651-744-6352 (Claudia Lopez Maldonado, Specialist) |
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| 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**  Equity  Early 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**  MLL  Office of Digital Education  School Climate and Support | AGAPE (006)  Central Sr. (210)  Como Park Sr. (212)  Creative Arts (211)  Evening High School  Gordon Parks (710)  Harding (215)  Highland Park Sr.(220)  Humboldt (225)  Johnson Sr. (230)  LEAP (723)  OWL (250)  Washington Sr. (252)  **DEPARTMENTS**  Research, Evaluation and Analysis  Office of Teaching and Learning  Indian Education  Belwin Outdoor Education  Humera Temps Requests | American Indian Magnet (579) - Doua  Battle Creek Middle (310) - Doua  Capitol Hill (494) - Aubrey  ESTEM (357) - Dawn  Farnsworth Lower (458) - Doua  Farnsworth Upper (315) - Laura  Global Arts Lower (510) - Laura  Global Arts Upper (528) - Laura  Hazel Park (489) - Aubrey  Hidden River (345) - Dawn  Highland Park Middle (330) - Dawn  Murray (342) - Dawn  Txui 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 Coordinator  651-747-8243 (Maryama Hussein, Specialist) | Recruitment Specialists and SUTR Recruiter | Cia Bear - Talent Acquisition Manager  763-388-4985 |
| **DEPARTMENTS**  Facilities  Technology Services  Communications  Community Education  Nutrition Services  SEM  Transportation  Student Placement  Family and Community Engagement  EEO  AFSCMEuren Buck-Hopkins - HR Coordinator  651/744-3395  (Admin & Ops) (Kathrine Specialist) | **DEPARTMENTS**  Directors/Assistant Directors  Financial Services  Human Resources  Legal  Student Data Systems  Innovation Office  Summer School  Extended Day Learning  Special 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 Johnson  651-744-5522  (Supports Lauren)  Supports Elementary Schools (Shela and Khadija)) | Claudia Lopez Maldonado  651-744-6191  (Supports Ashley) | Zoe Villegas  651-744-4582  (Supports Dawn) | Xee Vang  651-744-4137  (Supports Laura) | Maryama Hussein  651-744-4483  (Supports Aubrey, Mary Yang and R&R) | Claire Waletzki  651-744-7354  (Supports - Doua**)** |
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| Screens/Routes Daily  Collects all New Hire Paperwork  Prepares offer letters for review  Attend recruiting events  **Departments**  - Community Ed Temp Hires  - Civil Service  **Specialties**  - Custodial hires  - Nutrition Services  **Backups**  Summer School | Screens/Routes Daily  Collects all New Hire Paperwork  Prepares offer letters for review  Attend recruiting events  **Departments**  - EDL  - Interpreters  - Language Assessments  **Specialties**  - Humera Billing  **Backups**  Summer School  AESOP/Frontline | Screens/Routes Daily  Collects all New Hire Paperwork  Prepares offer letters for review  Attend recruiting events    **Departments**  - Athletics - Coaches  - Athletics - Volunteer BCB  **Specialties**  - OCCR Background checks  **Backups**  EDL | Screens/Routes Daily  Collects all New Hire Paperwork  Prepares offer letters for review  Attend recruiting events  **Departments**  - Summer School: Freedom, ESY, Charter  **Specialties**  - Unemployment  - AVID Tutors  **Backups**  Athletics - Coaches  Athletics - Volunteer BCB | Screens/Routes Daily  Collects all New Hire Paperwork  Prepares offer letters for review  Attend recruiting events  **Departments**  - Relicensure  - SPPS Pre-Service  **Specialties**  - Support R&R Events  - Student/Teacher Fairs  - OSS Interns  - Tenure  **Backups**  Athletics - Coaches  Athletics - Volunteer BCB | Screens/Routes Daily  Collects all New Hire Paperwork  Prepares offer letters for review  Attend 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 verifications  Student Loan Forgiveness  Mail  Assist NHP   * Giving NHP * Check NHP * Get IDs * Verify IDs | **HR 2**  **Allison**  Answer phones  Volunteer background checks  New Personal Files  Employment verifications  Student Loan Forgiveness  Mail  Assist NHP   * Giving NHP * Check NHP * Get IDs * Verify IDs | **Management Assistant**  **Serena Gong**  Personal File Request | **OTHER DUTIES:**  Tenure - Mary Yang  Leave of Absence - Benefits  Temps - Per Building  Humera Temp Requests - Per coordinator  AVID Temps - Per Coordinator  State Fair Parking  3M Temps  OTL Temps | **INQUIRIES:**  Maintaining Placement List |