

SAN CARLOS SCHOOL DISTRICT

District Office Staff Responsibilities

Main Point of Contact - Jaime Romero - 508-7333

Alejandro Gutierrez - 590-5950

- * Data Systems Manager
- * Power School

Andrea Hernandez - 590-5903

- * HR Assistant
- * AESOP - Sub Caller
- * Leave Tracking

Cathy Eitel - 590-5926

- * Exec. Asst. to Asst. Superintendent & CBO
- * Attendance Reports
- * Contracts
- * Facilities Use Agreements
- * Home and Hospital
- * Incident Reports
- * Independent Study
- * Insurance
- * Suspensions

Christina Carrier - 590-5935

- * Exec. Asst. to Superintendent & Board
- * Academic Calendar
- * Board Meetings
- * Communication Specialists
- * District Website
- * Homeless/Foster Youth Liaison
- * ROPES
- * School Newsletter & School Messenger
- * Student Registration Support

Christina Hanlon - 590-5966

- * SMART-E Administrative Assistant
- * Before and After School Care
- * Enrichment

Jaime Romero - 590-5934

- * Receptionist/District Registrar
- * Student Registration
- * Inter-District Transfers
- * ELPAC/ PE Testing/SMARTER Balance
- * CHKS Survey

Jennifer Smith - 590-5922

- * Human Resources Director
- * Maternity/Medical Leaves of Absence
- * University & Employment Contracts
- * Workers Compensation

Lisa Ceragioli - 590-5927

- * Accounts Payable & Reimbursements
- * Accounts Receivable
- * Back up to AESOP
- * Purchasing
- * School Lunch Program

Mindy Hill - 597-1035

- * Wellness Coordinator
- * Boot Camp
- * Counseling Program
- * Emergency Plans
- * Food Service
- * Elementary PE, PE Training, Coaches
- * Safe Routes to School/Crossing Guards

Ralph Earlywine - 590-5929

- * Payroll
- * Health & Welfare Benefits

Sarah Orton - 590-5961

- * Curriculum Coordinator
- * Professional Development

School Site Secretary

- * Attendance
- * Classroom Supply Orders
- * Initial Report of Workers Comp Injury
- * Monthly Paycheck Distribution
- * Monthly Timesheets & Vacation Slips

Tech Support (techsupport@scsdk8.org)

- * Computer Issues - Please check with School Site Tech Associate prior to emailing Tech Support.
- * Email
- * Google Calendar

Teresa Vergez - 590-5947

Analee Barcena - 590-5949

- * SPED Department Secretaries
- * Copies of 504s
- * Copies of IEPs
- * Extended School Year
- * SEIS Log In
- * Special Education Orders & Vendors