

Paramount Unified School District Personnel Services

Employee Handbook 2025 - 2026



**15110 California Avenue, Paramount, CA 90723
(562) 602-6000 Fax: (562) 602-8111**



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Board of Education

Board of Education



Alicia Anderson
President



Sonia De Leon
Vice President/Clerk



Eddie Cruz
Member



Yesenia Cuarenta
Member



Diane J. Martinez
Member

District Administration



Joshua L. Lightle, Ed.D.
Superintendent



Linsey Gotanda, Ed.D.
Deputy Superintendent
Pupil & Personnel Services



Patricia Tu
Assistant Superintendent
Business Services



William Nelson, Ed.D.
Assistant Superintendent
Educational Services



Welcome

Dear Paramount Unified School District Employee,

As we begin this new school year together, I want to extend a heartfelt welcome to each of you—both new and returning staff members. Your dedication and passion are the heartbeat of our district, and I am grateful for the opportunity to work alongside such a talented and committed team.

Our shared District mission is to provide an exceptional educational experience for our students, and it is your hard work and enthusiasm that make this mission possible. This employee handbook is a resource to help guide you through our policies, procedures, and the values that underpin our district's culture. It is designed to support you in your roles and to ensure we all work together harmoniously and effectively, in the best interest of our students and community.

As we move forward, let us embrace the challenges and opportunities that lie ahead with optimism and a collaborative spirit. Our strength lies in our diversity and our collective commitment to excellence. Together, we will continue to create a nurturing and innovative learning environment where every student can thrive.

Thank you for being a vital part of our special district. I look forward to a year filled with growth, learning, and success.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Lightle".

Dr. Joshua L. Lightle

Superintendent



Strategic Plan



Foundation

Our vision is guided by the mission, vision, goals and priorities of the District's strategic plan.

District Mission

The mission of Paramount Unified School District is to empower every student to achieve their full potential by providing innovative, high- quality educational programs tailored to their individual needs and goals. We are committed to fostering a life-long love of learning in a safe and supportive environment where students from diverse backgrounds feel valued and inspired.

District Vision

The vision of Paramount Unified School District is to create a district where quality education, equity, diversity, and inclusivity are at the core of everything we do. We aim to provide a safe and supportive environment with exemplary, highly qualified staff. Through strong partnerships and open communication, we will work collaboratively to empower our students to become successful, resilient, well-rounded individuals ready to make a positive impact on the world.

Strategic Priorities

- Elevate deeper learning and college, career, and life readiness.
- Implement comprehensive professional learning, leading to effective change.
- Cultivate a nurturing and emotionally safe environment to strengthen well-being, belonging, and a sense of safety.
- Enhance family and community engagement.
- Build an inclusive and equitable school district.

The work of our Instructional Vision is in the service of supporting each learner in our District to achieve great heights and to have the skills and knowledge articulated in our Learner Profile.



LEARNER PROFILE

Purposeful Communicator: Learners use multiple means, know their audience, and are able to convey messages clearly and concisely.

Effective Collaborator: Learners understand how to contribute, navigate, and work well with others in different settings.

Universal Advocate (Self & Others): Learners advocate for inclusion, equity, and justice. Learners are not limited by their circumstance by demonstrating grit and persisting through obstacles.

Empowered Learner: Learners understand the complex responsibility of the multiple strategies to contribute to leading others. Learners see the importance of multiple individuals contributing to a common goal.

Responsible and Empathetic Citizen: Learners are empathetic to the feelings and circumstances of others. Learners reflect on how they support diversity.

Competent Thinker: Learners access their knowledge with a critical, creative, innovative, and academic mindset to interact with the global community.

Accomplished Learner: Learners are equipped to regularly apply their wide breadth of knowledge in their daily lives.



General Information

School Sites

Site	Grade	Address	Telephone	Principal	Hours of Operation
Alondra	6-8	16200 Downey Ave Paramount, CA 90723	(562) 602-8004	Andrea Aguilar-Nuno	7:30 AM - 4:30 PM
Buena Vista High School	10-12	3717 Michelson St. Lakewood, CA 90712	(562) 602-8090	Ebony Jordan	7:30 AM - 4:30 PM
Captain Raymond Collins	K-5	6125 Coke Ave. Long Beach, CA 90805	(562) 602-8008	Margie Domino	7:30 AM - 4:30 PM
Wesley Gaines	K-5	7340 E. Jackson St. Paramount, CA 90723	(562) 602-8012	Anna Yasuhara	7:30 AM - 4:30 PM
Hollydale	K-8	5511 Century Blvd. South Gate, CA 90280	(562) 602-8016	Hilda Mapp	7:30 AM - 4:30 PM
Leona Jackson	6-8	7220 E. Jackson St. Paramount, CA 90723	(562) 602-8020	Kelly Anderson	7:30 AM - 4:30 PM
Jefferson	K-5	8600 Jefferson St. Paramount, CA 90723	(562) 602-8024	Kelly Williams	7:30 AM - 4:30 PM
Mark Keppel	K-5	6630 Mark Keppel St. Paramount, CA 90723	(562) 602-8028	Mariana Godinez	7:30 AM - 4:30 PM
Abraham Lincoln	K-5	15324 California Ave. Paramount, CA 90723	(562) 602-8036	Anastasia Ferrarer-Bias	7:30 AM - 4:30 PM
Los Cerritos	K-5	14626 Gundry Ave. Paramount, CA 90723	(562) 602-8040	Linh Roberts	7:30 AM - 4:30 PM
Major Lynn Mokler	K-5	8571 E. Flower St. Paramount, CA 90723	(562) 602-8044	Andrew Estrada	7:30 AM - 4:30 PM
Odyssey STEM Academy	9-12	3701 Michelson St. Lakewood, CA 90712	(562) 602-8032	Alicia Megofna	7:30 AM - 4:30 PM
Paramount High - Senior	10-12	14429 Downey Ave. Paramount, CA 90723	(562) 602-6067	Elizabeth Salcido	7:30 AM - 4:30 PM
Paramount High - West	9	14708 Paramount Blvd. Paramount, CA 90723	(562) 602-8073	Elizabeth Salcido	7:30 AM - 4:30 PM



Site	Grade	Address	Telephone	Principal	Hours of Operation
Paramount Park	6-8	14608 Paramount Blvd. Paramount, CA 90723	(562) 602-8052	Peter Loaiza	7:30 AM - 4:30 PM
Theodore Roosevelt	K-5	13451 Merkel Ave. Paramount, CA 90723	(562) 602-8056	Michelle Soto	7:30 AM - 4:30 PM
Howard Tanner	K-5	7210 Rosecrans Blvd. Paramount, CA 90723	(562) 602-8060	Belki McConnell	7:30 AM - 4:30 PM
Harry Wirtz	K-5	8535 Contreras St. Paramount, CA 90723	(562) 602-8068	Lisa Nunley-Macon	7:30 AM - 4:30 PM
Frank J. Zamboni	6-8	15733 Orange Ave. Paramount, CA 90723	(562) 602-8048	Nicholas Garcia	7:30 AM - 4:30 PM
Adult School & Paramount Adult Transition (PAT)		14507 Paramount Blvd. Paramount, CA 90723	(562) 602-8080	Ebony Jordan	7:30 AM - 4:30 PM
Wesley Gaines ECE	PK	7340 E. Jackson St. Paramount, CA 90723	(562) 602-6900	Anna Yasuhara / Rita Cruz Wahl	7:30 AM - 4:30 PM
Major Lynn Mokler ECE	PK	8571 E. Flower St. Paramount, CA 90723	(562) 602-6903	Andrew Estrada / Rita Cruz Wahl	7:30 AM - 4:30 PM
Harry Wirtz ECE	PK	8535 Contreras St. Paramount, CA 90723	(562) 602-6908	Lisa Nunley-Macon/ Rita Cruz Wahl	7:30 AM - 4:30 PM



District Offices

Building A, B, & C

District Administrative Offices (562) 602-6000 15110 California Ave. Paramount, CA 90723		
Department	Phone Number	Hours of Operation
Business Services	(562) 602-6025	7:30 AM - 4:30 PM
Climate, Culture, and Equity -ELOP	(562) 602-6013 (562) 602-6020	7:30 AM - 4:30 PM 7:30 AM - 4:30 PM
Educational Services	(562) 602-6017	7:30 AM - 4:30 PM
Elementary & Secondary Education	(562) 602-6047	7:30 AM - 4:30 PM
Fiscal Services	(562) 602-6021	7:30 AM - 4:30 PM
Personnel Services – Certificated	(562) 602-6006	7:30 AM - 4:30 PM
Personnel Services – Classified	(562) 602-6008	7:30 AM - 4:30 PM
Payroll	(562) 602-6023	7:30 AM - 4:30 PM
Superintendent	(562) 602-6011	7:30 AM - 4:30 PM

Building E

Welcome Center 15111 Orizaba Ave Paramount, CA 90723		
Department	Phone Number	Hours of Operation
Benefits	(562) 602-6029	7:30 AM - 4:30 PM
Communications	(562) 808-2020	7:30 AM - 4:30 PM
Pupil Services	(562) 602-6035	7:30 AM - 4:30 PM
Research	(562) 602-6003	7:30 AM - 4:30 PM
Risk Management	(562) 602-6027	7:30 AM - 4:30 PM
Special Education	(562) 602-6033	7:30 AM - 4:30 PM
Technology	(562) 808-2000	7:30 AM - 4:30 PM



Facilities, Maintenance & Operations

Facilities, Maintenance & Operations (562) 602-8088 8555 Flower St. Paramount, CA 90723		
Department	Phone Number	Hours of Operation
Purchasing/ Warehouse	(562) 602-8098	7:30 AM - 4:30 PM
Print Shop	(562) 602-6045	7:30 AM - 4:30 PM
Nutrition Services	(562) 602-6031	7:30 AM - 4:30 PM



MAP OF THE PARAMOUNT UNIFIED SCHOOL DISTRICT





District Division/ Roles & Responsibilities

The District is comprised of three Divisions; Business Services, Educational Services, and Pupil and Personnel. All departments work for the betterment of the school community. Attached are roles and responsibilities to assist you with who to contact.

Superintendent’s Office – Administrative Roles & Responsibilities

Superintendent’s Office Administrative Roles & Responsibilities

Senior Executive Assistant Isela Preciado x 6011 ipreciado@paramount.k12.ca.us	Executive Assistant Ana R. Rodriguez x 6011 arodriguez@paramount.k12.ca.us
• Board of Education Calendar • Board of Education Communications • Board of Education Meetings • Board of Education Meeting Agenda • Board of Education Meeting Minutes • BoardDocs Administrator • Board of Education Payroll • Board of Trustees Elections • Board Policies & Administrative Regulations • Conflict of Interest Agency Code Filer • Conflict of Interest Form 700 – Board of Education/Administrators • District Office Conference Room Reservations • District Wide Convocation • PUSD STAR Awards • Student Board Members • Superintendent, Board, Elected Officials & Community Communication Liaison	• Board of Education Communications • Board of Education Meeting Agenda Items • Board of Education & Student Board Member Budget • Board of Education Resolutions • Board Policies & Administrative Regulations • Board of Education & Student Board Members Travel • Classified & Certificated Payroll • Consultant Contracts • District Office Conference Room Reservations • Professional Activities Requests • Superintendent’s Calendar • Superintendent’s Office Budget • Superintendent & Office Staff Travel



Personnel Services Division - Administrative Roles & Responsibilities

Personnel Services Division **Administrative Roles & Responsibilities**

Deputy Superintendent Dr. Linsey Gotanda X 6006 lgotanda@paramount.k12.ca.us	
• Administrative/Management Recruitment • Board Agenda Items • Board Communication • Board Policies and Board Relations • Board Presentations • Budget Oversight • Closed Session Items • Collective Bargaining Agreement - CSEA	• Collective Bargaining Agreement – TAP • Division Contracts • District Representative for community, job alike meetings and partnerships • Employee Relations • Executive Cabinet • Grievances Level III • Operations Management and Oversight
Director of Personnel Dr. Karina Gerger X 6006 kgerger@paramount.k12.ca.us SCHOOL SITES AND DEPARTMENTS <i>Adult Education, Buena Vista, Business Services, ECE, Gaines, Personnel Services, Keppel, Lincoln, Los Cerritos, Mokler, Odyssey, PHS-Senior, Safety, Student Nutrition Services, Sups Office, Technology, Zamboni</i>	Director of Personnel Dr. Beatriz Spelker-Levi X 6008 bspelker@paramount.k12.ca.us SCHOOL SITES AND DEPARTMENTS <i>Alondra, Collins, Educational Services, Hollydale, Jackson, Jefferson, Operations, PHS-West, Paramount Park, RAD, Roosevelt, Pupil Services, Special Education, Tanner, Wirtz</i>
• Certificated Collective Bargaining Team Member • Certificated Temporary Release • Certificated Non-Reelection • Certificated Reassignment • Complaints, including Title IX and Uniform Complaint Process • Employee Discipline • Employee Leaves • Grievances Level II • Interactive accommodation meetings • Investigations • Master Schedule Oversight for Secondary Sites • Recruitment and Selection- Certificated • Risk Management Liaison • Salary Schedules (Certificated) • Staffing Allocations/Position Control • Substitute oversight (certificated) • Unemployment Claims	• Classified Collective Bargaining Team Member • Classified Position Control • Classified Probationary Release • Classified Reassignment • Classified Reclassification • Complaints, including Title IX and Uniform Complaint Process • Employee Discipline • Employee Leaves • Grievances Level II • Interactive accommodation meetings • Investigations • Recruitment and Selection- Classified • Risk Management Liaison • Salary Schedules (Classified) • Substitute oversight (classified) • Unemployment claims



Administrative Assistants

Executive Administrative Assistant Ofelia Larios X 6006 olarios@paramount.k12.ca.us	Administrative Assistant Andrea Ramirez X 6008 airamirez@paramount.k12.ca.us
• Admin Assistant meetings • Administrative recruitments • Board Meeting Agenda Items • Board Updates • Certificated Personnel Assignment Order • Legal Documentation Preparation • HR Budget (Purchase Orders, Petty Cash, Invoices) • HR Operations Management • HR website • Purchasing for HR Department • Student teacher placements • Time reports • Travel and Conferences	• Board Agenda Items • Classified Evaluations • Classified Personnel Assignment Order • Classified Recruitments • Classified Salary schedules • Classified Seniority and Reemployment List • CSEA Employee list and orientation • Job Abandonment Notifications • Personnel Forms and Requisitions • Position Control (Classified) • Classified Summer Assistance Program • Terminations • Volunteers
Certificated Credentialing Analyst Daisy Clemente X 6007 dclemente@paramount.k12.ca.us	Leaves and Compliance Specialist Patricia Barajas X 6006 pbarajas@paramount.k12.ca.us
• CBEDS Data reporting • Certificated Evaluations • Certificated Credentialing • Certificated Onboarding • Certificated Seniority and Rehire List • Position Control - Certificated • Salary and Benefits Schedules • Statistical and Data Reports	• CalSTRS and CalPERS forms and information, including resignations and retirements • Certificated Column and Salary movement • Classified Professional Growth • CPR / First Aid - Employee Requirements • Employee Leaves / FMLA / CFRA (classified and certificated) • Employment Verifications • Intake for Employee Accommodations/ • Interactive Meeting Liaison • Longevity Movement • Mandated Employee Trainings • Public Records Requests • Resignations/Terminations • Risk Management Liaison • Subpoenas • Student Loan Forms • Tuberculosis Monitoring • Volunteers



SCHOOL SITES AND DEPARTMENTS

Alondra, Collins, Ed Services (Elementary and Secondary), Hollydale, Jackson, Jefferson, Operations, PHS-West, Paramount Park, RAD, Roosevelt, Pupil Services, Special Education, Tanner, Wirtz

Classified

Marquis Alvarado X 6008

malvarado@paramount.k12.ca.us

Certificated

Rita Aguilar X 6006

rcaguilar@paramount.k12.ca.us

- Annual Status Notices
- Communication of information to community and employees
- Confidential personnel files including fingerprinting
- Employee Onboarding
- Employee database
- Job postings and recruitments, testing and interviews
- Name Changes
- Public Relations
- Substitutes
- Summer School Employees
- Unemployment Claims

- Annual Status Notices
- Communication of information to community and employees
- Confidential personnel files including fingerprinting
- Employee Onboarding
- Employee database
- Job postings and recruitments, testing and interviews
- Name Changes
- Public Relations
- Substitutes
- Summer School Employees
- Unemployment Claims

SCHOOL SITES AND DEPARTMENTS

Adult Education, Buena Vista, Business Services, ECE, Gaines, Personnel Services, Keppel, Lincoln, Los Cerritos, Mokler, Odyssey, PHS-Senior, Safety, Student Nutrition Services, Sups Office, Technology, Zamboni

Classified

Emma Bautista Zapien X 6008

ebautistaZapien@paramount.k12.ca.us

Certificated

Alma Contreras X 6006

acontreras@paramount.k12.ca.us

- Annual Status Notices
- Communication of information to community and employees
- Confidential personnel files including fingerprinting
- Employee Onboarding
- Employee database
- Job postings and recruitments, testing and interviews
- Name Changes
- Public Relations
- Substitutes
- Summer School Employees
- Unemployment Claims

- Annual Status Notices
- Communication of information to community and employees
- Confidential personnel files including fingerprinting
- Employee Onboarding
- Employee database
- Job postings and recruitments, testing and interviews
- Name Changes
- Public Relations
- Substitutes
- Summer School Employees
- Unemployment Claims



Pupil Services Department - Administrative Roles & Responsibilities

Pupil Services

Administrative Roles & Responsibilities

Deputy Superintendent Dr. Linsey Gotanda X 6006 lgotanda@paramount.k12.ca.us	Director, Pupil Services Lisa Kirk X 6035 lkirk@paramount.k12.ca.us
• Board Agenda Items • Board Communication • Board Policies and Board Relations • Board Presentations • Budget Oversight • Closed Session Items • Executive Cabinet • Operations Management and Oversight • Complaint Appeals • Title IX Complaints • Uniform Complaint Oversight	• Attendance (Including SARB) • Crisis Response • Comprehensive Health • Complaints (General, Title IX, UCP) • Enrollment/Permits • Discipline • District Emergency Drills • Homeless Foster Youth • School Safety Plans • School Social Workers • Student Records
Administrative Assistant Yvette Serrano-Rocha X 6035 yserranorocha@paramount.k12.ca.us	
• Board Items • Budget • Communications for Department • Conference attendance registration • Contracts • Coordination of Outside • Partnerships/Vendors • Data collection/reports to LACOE • Ordering for department	• Safety Plans • Payroll • Policy Updates • Reports for County, State, CALPADs • Purchase/ Personnel requisitions • Website updates and information for website; website maintenance



Child Welfare and Attendance Technician Myra McGinnis X 6035 mmcginnis@paramount.k12.ca.us	Child Welfare and Attendance Technician Vanessa Nava X 6035 vnava@paramount.k12.ca.us	Child Welfare and Attendance Technician Nancy Pulido X 6035 npulido@paramount.k12.ca.us
- Enrollment P. High School *Buena Vista *Odyssey - Wirtz - Jefferson - Mokler - New Intrastate, Incoming Interdistrict Permits, Allen Bill and Open Enrollment - Caregivers Affidavits	- Enrollment P. Park - Alondra - Roosevelt - Keppel - Tanner - Los Cerritos - Outgoing Permits - SARB and Attendance - Caregivers Affidavits	- Enrollment - Jackson - Zamboni - Hollydale - Collins - Gaines - Permit Renewals - Discipline - School Health Data - Caregivers Affidavits
Records Technician Cyndi Sedano X 6035 csedano@paramount.k12.ca.us	SIS Specialist Juan Arrellano jarellano@paramount.k12.ca.us	Homeless Foster Liaison Julie White jwhite@paramount.k12.ca.us
- Student Records - Alumni, graduating and inactive students, - Digital Archiving - Subpoenas/Due Process Requests - Home/Hospital for General Education Students	- Attendance - SIS letters - Reports - CALPADS - CALPADS File Uploads: Homeless, FRM, LIP, TK, Armed Forces, 504 - Discipline - SIS Forms - Reports - Data/CALPADs - Enrollment and Annual Verifications - Enrollment packet - Enrollment numbers - Annual Verifications - Medical - Data support - Rosters	- Agency Coordination and support for Homeless, Foster, Probation and unaccompanied minors - Community Closet/Family Resource Center - Family Resource Mentors - Family Community Resource Matching - Homeless/Foster Enrollment and Support



Communications Department - Administrative Roles & Responsibilities

Communications Department **Administrative Roles & Responsibilities**

Coordinator, Communications Durrell Jackson X 2020 <u>djackson@paramount.k12.ca.us</u>	Multimedia Technician Henry Villalta X 2020 <u>hvillalta@paramount.k12.ca.us</u>
• Assistance and guidance to administrators and managers in communications matters • District communications, including Schoology messages to community • District Social Media • District event photography • Press Releases and Community Updates • Site Website Assistance and Training • School News articles	• Assist with Districtwide social media • District department webpages • District displays and District wide publications • District marketing for flyers, enrollment and events • District website, including photos • District videos for marketing • Employee of the Year – photos and program • School Site videos for marketing
Translation Services Assistant Cynthia Lugo X 2020 <u>clugo@paramount.k12.ca.us</u>	
• Document translation • Interpretation of IEP meetings, parent conferences and community events as needed. • Proofread, and format translated materials	



Educational Services Division
Administrative Roles & Responsibilities

Assistant Superintendent of Educational Services
Dr. Will Nelson X 6017
wnelson@paramount.k12.ca.us

It is the responsibility of the Assistant Superintendent, Educational Services, to lead, plan, organize, direct, and manage the following:

- | | |
|---|--|
| <ul style="list-style-type: none">• <i>State and Federal Budget Oversight:</i>
Guide the development, implementation, and monitoring of the Title I, II, and III, Local Control Accountability Plan (LCAP) and support alignment of the Local Control Funding Formula (LCFF) budget, including supplemental and concentration funds• <i>Educational Services Departmental Leadership:</i>
Provide leadership and supervision for Curriculum & Instruction, Educational Technology, Early Childhood Education, Special Education, Elementary Education, Culture, Climate & Equity, and Secondary Education• <i>Instructional Program Oversight:</i>
Support TK–Adult instructional programs, Special Education/SELPA, pupil/counseling services, Career Technical Education (CTE), TK-12 College and Career readiness (including AVID, STEAM, and Advanced Placement), educational options programs (e.g., alternative and adult education), and student wellness services• <i>Continuous Improvement and Accountability:</i>
Design and lead systems of continuous improvement using data, assessments, and program evaluation to inform instructional practices and district policy | <ul style="list-style-type: none">• <i>Professional Development:</i>
Develop and implement districtwide professional learning initiatives aligned with strategic goals and instructional priorities• <i>Staff Development & Leadership:</i>
Support the recruitment, selection, professional development, evaluation, and directly supervise certificated and classified staff• <i>Compliance and Reporting:</i>
Ensure compliance with all applicable State and Federal laws, mandates, the California Education Code, and all relevant reporting requirements• <i>Educational Partner Engagement:</i>
Communicate the district’s vision and goals to internal and external community partners; engage with parents, staff, students, and advisory groups to support meaningful collaboration• <i>Board of Education Support:</i>
Provide strategic recommendations, prepare reports, draft policies, and deliver presentations to support governance and decision-making by the Board of Education |
|---|--|

Executive Administrative Assistant
Ana Galvan X 6017
agalvan@paramount.k12.ca.us

Support and manage the day-to-day operations of the Assistant Superintendent of Educational Services office, including:



• Coordinate communications, public relations, meetings, appointments, events, and travel arrangements for the Assistant Superintendent • Serve as the primary point of contact; screen calls and visitors, resolve routine issues, and refer complex matters as needed • Prepare, proofread, and process correspondence, reports, agreements, Board materials, and confidential documents • Organize and support Board and administrative meetings, including agenda preparation, document compilation, and minute-taking • Maintain and update financial, personnel, and program records; assist with budget development, monitoring, payroll, and purchasing tasks	• Input and manage data in district systems; generate spreadsheets and reports; ensure accuracy and completeness of information • Support collective bargaining activities with confidential document preparation, scheduling, and minute-taking • Train and guide assigned staff; monitor workflow, assign tasks, and ensure high-quality output • Communicate with district personnel, school sites, agencies, and the public to exchange information and resolve concerns
Director of Elementary Education Dr. Renee Jeffrey X 6047 rjeffrey@paramount.k12.ca.us	Director of Secondary Education Dr. Amanda Bentley X 6014 abentley@paramount.k12.ca.us
Responsible for the oversight, guidance, and evaluation of all elementary schools and programs (TK-5), including: • Oversight of Local Control Accountability Plan (LCAP) goals, budgets and action items for Elementary schools • Support the development and implementation of the LCAP, Federal Addendum, and other State and Federal accountability plans (including Williams Act) and budgets for elementary schools • Overseeing curriculum, instruction, and professional development for grades TK-5 • Prepare and present Board Agenda items as needed for the Educational Services Division • Facilitation and leadership of the Elementary Curriculum Council and programs (e.g., Dual Language and AVID) • Coordination and support for Elementary Instructional Leadership Teams (ILTs) • Oversight of Elementary Instructional Coaches and itinerant teacher staff • Development and monitoring of Elementary Master Schedules, including English Language Development (ELD) • Planning and implementation of Elementary Summer School programs • Prepare and present Board Agenda items as needed for the Educational Services Division	Provides leadership, oversight, and support for all secondary programs (Middle School, High School, Educational Options, and Adult School), including: • Oversight of Local Control Accountability Plan (LCAP) goals, budgets and action items for Secondary schools • Manage federally funded budgets (e.g., Title I) for Secondary schools and programs • Support the development and implementation of the LCAP, Federal Addendum, and other State and Federal accountability plans (including Williams Act) and budgets for secondary and adult education • Overseeing curriculum, instruction, and professional development for grades 6–Adult • Prepare and present Board Agenda items as needed for the Educational Services Division • Leading Instructional Leadership Teams (ILTs), Secondary instructional coaches, and Secondary curriculum council • Managing secondary course development and the district course guide • Monitoring master schedules, including Dual Enrollment, AP, ELD, and CTE pathways



• Support for the development and implementation of Single Plans for Student Achievement (SPSAs) • Management of Elementary grants, State and Federal Programs, including compliance and accountability • Support the coordination of STEAM, ELOP, Visual and Performing Arts (VAPA) programs for grades TK-5 • Implementation and support of the Elementary Advancement Via Individual Determination (AVID) program • Leadership and oversight of Early Childhood Education (ECE) programs	• Coordinating Secondary Summer School programs • Support for the development and implementation of Single Plans for Student Achievement (SPSAs) • Prepare and present Board Agenda items as needed for the Educational Services Division • Managing budgets and compliance for LCAP, CTEIG, Perkins, and other secondary grants • Overseeing secondary Visual and Performing Arts (VAPA) programs • Supporting AVID implementation for grades 6–12 • Support the coordination of STEAM, ELOP, Visual and Performing Arts (VAPA) programs for Middle School • Support, guide, and supervise secondary athletics and student activities • Supervising of Secondary (grades 6-Adult) STEAM, CTE, VAPA, Activities, Dual enrollment, IB, AP, Work Experience, Internships, and ELOP • Supporting college and career readiness, including counseling and post-secondary planning
Coordinator of Elementary Academic and MTSS Kelly Morales X 6048 kmorales@paramount.k12.ca.us	Coordinator of Career Technical Education (CTE) and College/Career Jason Ito X 6014 jito@paramount.k12.ca.us
Responsible for providing leadership, support, and direction for elementary teaching, learning, and academic support including: • Supporting teaching, learning, and student achievement in elementary schools • Overseeing the planning and management of the elementary instructional program • Collaborating with staff and schools to use data in meeting student academic needs • Implementing a district-wide instructional framework aligned with standards and student needs • Prepare and present Board Agenda items as needed for the Educational Services Division • Providing professional development on MTSS, instructional practices, and academic supports • Supporting the use of California content standards, frameworks, and assessments	Responsible for providing leadership, support, and coordination for CTE and college/career programs from TK–Adult, including: • Aligning college and career pathways across TK–Adult programs (e.g., AVID, CTE, PLTW, AP, IB, JROTC, STEM, work experience, internships) • Implementing a district-wide instructional framework aligned to content standards (including CTE or elective courses) • Supporting new course design and curriculum implementation and instructional initiatives (e.g., ILT and Secondary Curriculum Councils) • Prepare and present Board Agenda items as needed for the Educational Services Division



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| <ul style="list-style-type: none">• Leading curriculum implementation and instructional initiatives (e.g., HMH, Curriculum Council)• Helping site leaders build strong academic support systems across grade levels and schools• Coordinate Elementary Summer School and Intersession programs | <ul style="list-style-type: none">• Supporting high school College and Career Center staff and TK-12 school counselors• Supporting student graduation, A–G college eligibility, and CTE pathway completion• Monitoring and improving FAFSA completion rates• Analyzing student data and outcomes (e.g., AP, IB, CAASPP, EAP, A–G completion, grades, CTE completers, Clearinghouse)• Collaborating with post-secondary institutions and partners• Coordinating Secondary Summer School and Intersession programs |
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Administrative Support Team
Classified Staff

Supports *both* the Elementary and Secondary Education Departments

Administrative Assistant
Esmeralda Morales X 6047

emorales@paramount.k12.ca.us

- Organize and coordinate office operations and activities
- Manage internal communications and information flow across Educational Services
- Serve as a liaison with community partners and support public relations efforts
- Provide administrative support to department directors, including board agenda items, handling calls, messages, calendars, and scheduling meetings, events, and professional development
- Prepare, process, and manage various forms, documents, and requests including payroll
- Review and verify information to ensure accuracy and completeness of paperwork
- Distribute and collect documents, obtain signatures, and compile data as needed

Senior Office Assistant
Claudia Diaz X 6047

cdiaz@paramount.k12.ca.us

- Ensure smooth daily office operations, including assisting the coordination of professional development activities
- Manage phone calls, take messages, and assist visitors
- Enter, manage, and verify data in computer systems
- Respond to routine inquiries or refer them to appropriate personnel
- Prepare correspondence, reports, forms, and spreadsheets
- Perform basic clerical accounting tasks, including data entry, financial updates, and payroll processing
- Maintain accurate records of income and expenditures
- Communicate with district staff, vendors, and external agencies to exchange information and resolve issues



Senior Accounting Assistant Frank Rocha X 6047 frocha@paramount.k12.ca.us	Instructional Materials Technician Alex Maldonado X 2018 amaldonado@paramount.k12.ca.us
• Perform complex clerical accounting tasks including TK-12 accounts payable/receivable, payroll, ASB, food services, and budget maintenance • Process and reconcile financial transactions, including income, expenditures, invoices, purchase orders, and bank deposits • Audit and verify ledgers, journal entries, and financial forms for accuracy and completeness • Maintain and update financial records, reports, and budgets; ensure compliance with budget limitations and prepare budget transfers (e.g., Title I) • Input, manage, and generate reports from financial data systems; develop spreadsheets and ensure data accuracy • Prepare, process, and distribute payroll, ensuring timely and accurate employee payments • Research and resolve discrepancies in financial documents; reconcile statements and accounts • Communicate with district staff, vendors, and external agencies to exchange information and resolve fiscal issues • Support budget planning, compose related correspondence, and handle document duplication and distribution	• Ensure smooth daily office operations, including assisting the coordination of professional development activities for TK-Adult curriculum materials including their delivery and replacement • Manage phone calls, take messages, and assist visitors • Enter, manage, and verify data in computer systems • Respond to routine inquiries or refer them to appropriate personnel for TK-Adult curriculum materials • Prepare correspondence, reports, forms, and spreadsheets • Perform basic clerical accounting tasks, including data entry, financial updates, and payroll processing • Maintain accurate records of income and expenditures for TK-Adult curriculum materials • Communicate with district staff, vendors, and external agencies to exchange information and resolve issues
Coordinator of Early Childhood Education Rita Cruz – ext. 6900 rcruz@paramount.k12.ca.us	
Responsible for providing leadership, support, and direction for ECE programs, teaching, learning, and academic support including: • Help lead the development and implementation of the district's early learning goals • Oversee child development programs, including preschool, TK, afterschool care, and fee-based services • Oversee and manages PUSD New Teacher Induction program • Ensure all programs meet state (Title 5 and Title 22) and federal regulations • Plan and support curriculum aligned with state preschool and kindergarten standards. • Provide training and professional development for staff • Hire, supervise, and evaluate teachers and support staff • Communicate regularly with families and support student enrollment and retention. • Prepare and present Board Agenda items as needed for the Educational Services Division • Use student data to improve instruction and program quality • Work with district departments to support smooth transitions into elementary school. • Apply for and manage program grants and budgets • Create schedules that support learning and staff collaboration including PUSD new teacher programs	



- Stay current with best practices, especially in early learning and social-emotional development

Accounting Budget Technician Elizabeth Montalvo X 6900 emontalvo@paramount.k12.ca.us	Senior Office Assistant Gina Caro & Susana Cuevas X 6900 gcaro@paramount.k12.ca.us scuevas@paramount.k12.ca.us
• Manage and perform specialized accounting tasks for assigned budgets, funds, and accounts • Audit, reconcile, and maintain accurate financial records, reports, and journal entries • Review and process financial transactions, including purchase orders, reimbursements, and claims • Prepare and revise budgets; monitor expenditures and ensure compliance with financial policies • Analyze financial data and provide projections and budget recommendations • Maintain and update automated accounting systems; generate reports and spreadsheets • Ensure accuracy and compliance with regulations through regular audits and reviews • Communicate with staff and external agencies to resolve fiscal issues and support financial operations	• Ensure smooth daily office operations, including assisting the coordination of professional development activities • Manage phone calls, take messages, and assist visitors • Enter, manage, and verify data in computer systems • Respond to routine inquiries or refer them to appropriate personnel • Prepare correspondence, reports, forms, and spreadsheets • Perform basic clerical accounting tasks, including data entry, financial updates, and payroll processing • Maintain accurate records of income and expenditures • Communicate with district staff, vendors, and external agencies to exchange information and resolve issues
Director of Research/Evaluation Margarita Rodriguez X 6003 mfrrodriguez@paramount.k12.ca.us	Director of Climate, Culture & Equity Dr. Topekia Jones X 6013 tjones@paramount.k12.ca.us
Responsible for the oversight, guidance, and evaluation of educational data and assessment programs and processes, including: • Oversight of Local Control Accountability Plan (LCAP) goals, budgets and action items • Assist with the management of federally funded budgets (e.g., Title I) • Support the development and implementation of the LCAP, Federal Addendum, California Dashboard, and other state and federal accountability plans • Prepare and present Board Agenda items as needed for the Educational Services Division • Maintain systems for collecting, organizing, and analyzing educational data • Oversee district-wide testing, research, and evaluation activities focused on student achievement, program effectiveness, and organizational growth	Provides leadership, oversight, and support for the development of system-wide improvement strategies; plans, organizes, and directs the district's culture and climate initiatives, including: • Oversight of Local Control Accountability Plan (LCAP) goals, budgets and action items • Assist with the management of federally funded budgets (e.g., Title I) • Support the development and implementation of the LCAP, Federal Addendum, California Dashboard, and other state and federal accountability plans • Prepare and present Board Agenda items as needed for the Educational Services Division • Maintain systems for collecting, organizing, and analyzing educational data



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| <ul style="list-style-type: none">• Conduct educational research to inform strategic planning and decision-making.• Develop assessment tools to evaluate student outcomes, district programs, and operational procedures• Analyze data related to attendance, discipline, attrition, and other metrics to assess program impact• Coordinate district, state, and national testing efforts (e.g., SAT, AP, IB, CAASPP, ELPAC) and report findings• Design and implement longitudinal studies and needs assessments• Prepare and submit required reports to state and federal agencies• Develop and distribute surveys for students, staff, and parents to gather feedback• Provide data and evaluation support for grant applications and program funding proposals.• Assist departments with the creation of data visualizations such as charts, graphs, and tables• Collaborate with Instructional Leadership teams (ILT) and TK-adult curriculum councils to design assessments aligned to student achievement goals• Evaluate the validity and reliability of testing instruments, both commercial and district-developed <p>Prepare and publish internal and external reports on demographics, accountability, and research findings</p> | <ul style="list-style-type: none">• Develop and implement programs that foster a positive school climate and support student well-being• Lead district initiatives focused on social-emotional learning (SEL), restorative practices, trauma-informed approaches, and equity• Support schools in creating inclusive, safe, and supportive learning environments.• Collaborate with staff, students, families, and community partners to enhance overall school culture• Monitor and evaluate program effectiveness using data and stakeholder feedback• Provide professional development for staff on best practices in school climate, SEL, and cultural proficiency• Direct and support district staff and administrators in implementing and evaluating Multi-Tiered System of Supports (MTSS) related to behavior and SEL• Act as a liaison between the district and external agencies, including other districts and state/county offices• Oversee and evaluate climate-related programs such as Safe and Civil Schools, bullying prevention, Extended Learning Opportunity Grant, and character-building initiatives• Collaborate with site administrators to implement the Playworks program for inclusive, structured play that supports SEL.• Prepare reports on MTSS implementation, school climate, and social-emotional support outcome• Serve on the District's Title IX team, contributing to compliance and equity efforts.• Research, write, and manage competitive grant applications related to school climate and student support services |
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Coordinator of Expanded Learning (ELOP)

Joyce Taylor X 6020

jtaylor@paramount.k12.ca.us



Oversee and monitor expanded learning programs, including academic intervention, enrichment, and extracurricular activities that support student achievement and social-emotional learning. ELOP responsibilities include:

- Lead collaborative planning, development, implementation, and evaluation of after-school, intersession, and summer programs
- Design and coordinate comprehensive expanded learning opportunities across the district
- Establish and lead committees to plan academic, enrichment, and extracurricular activities
- Develop and maintain partnerships with community agencies to support enrichment programs
- Provide daily operational oversight of all expanded learning programs
- Communicate program goals and updates to administrators, school staff, students, families, and community partners
- Troubleshoot and resolve program-related issues as they arise
- Ensure student safety across all expanded learning activities
- Coordinate student transportation for timely and safe travel to and from programs
- Recruit, assign, and secure staff for program delivery; manage personnel documentation and payment processing
- Provide professional development and coordinate with consultants to support program quality
- Maintain records and ensure compliance with ELO-P (Expanded Learning Opportunities Program) and other funding requirements
- Collect and analyze data to monitor and report on program effectiveness.
- Evaluate the performance of staff assigned to the program
- Oversee and manages the Middle School Intramural Programs

Research Analyst
Monyrotana "Bobby" Keo X 6003
mkeo@paramount.k12.ca.us

- Lead the research, collection, analysis, and reporting of student assessment data.
- Coordinate internal and state-mandated assessments to ensure smooth administration, scoring, and reporting.
- Prepare and distribute testing materials; ensure security, accuracy, and timely processing
- Maintain and analyze assessment databases; generate reports, charts, and spreadsheets.
- Provide training and guidance to staff on assessment procedures and data systems.
- Support school sites with test coordination, compliance, and issue resolution
- Assist with the preparation of state and federal reports
- Communicate with administrators, staff, and agencies to share information and resolve concerns

Research Specialist
Stephanie Tafoya X 6003
stafoya@paramount.k12.ca.us

- Collect, input, verify, organize, and analyze student assessment data for reporting and compliance
- Coordinate the distribution, collection, and inventory of testing materials for State and District assessments
- Maintain and update automated records and generate reports using district data systems.
- Prepare student demographic files and testing materials, including labeling and packaging
- Support administration and scoring of district interim and curriculum-based assessments.
- Compile and submit required state and federal reports (e.g., ELPAC, CAASPP, or AP)
- Provide technical assistance and training in assessment procedures and timelines to staff
- Assist with statistical studies, identify data errors, and prepare visual reports for analysis



Research Technician (RAD Department), Janet Palomares X 6003 jpalomares@paramount.k12.ca.us	
• Assist in collecting, processing, inputting, and reporting student assessment and research data • Maintain databases and generate reports using spreadsheets and district data systems. • Prepare, organize, and distribute testing materials to school sites and classrooms • Track, verify, and secure returned testing materials for accuracy and completeness. • Compile and maintain records and reports related to assessments, scores, and demographics • Provide clerical support, including correspondence, phone communication, and data entry • Support statistical studies and research projects by compiling and analyzing data. • Assist in evaluating and recommending software tools for assessment and research use	
Administrative Support Team Classified Staff Supports both the Research, Assessment & Data and Climate, Culture, & Equity Departments	
Administrative Assistant Ana Sanchez X 6013 & 6003 asanchezcastillo@paramount.k12.ca.us	Senior Office Assistant Bricia Victoria X 6013 & 6003 bvictoria@paramount.k12.ca.us
• Organize and coordinate office operations and activities • Manage internal communications and information flow across Educational Services • Serve as a liaison with community partners and support public relations efforts • Provide administrative support to department directors, including board agenda items, handling calls, messages, calendars, and scheduling meetings, events, and professional development • Prepare, process, and manage various forms, documents, and requests including payroll • Review and verify information to ensure accuracy and completeness of paperwork • Distribute and collect documents, obtain signatures, and compile data as needed	• Ensure smooth daily office operations, including assisting the coordination of professional development activities • Manage phone calls, take messages, and assist visitors • Enter, manage, and verify data in computer systems • Respond to routine inquiries or refer them to appropriate personnel • Prepare correspondence, reports, forms, and spreadsheets • Perform basic clerical accounting tasks, including data entry, financial updates, and payroll processing • Maintain accurate records of income and expenditures • Communicate with district staff, vendors, and external agencies to exchange information and resolve issues



Director of Special Education

Mayra Helguera X 6033

mhelguera@paramount.k12.ca.us

Responsible for the oversight, guidance, and evaluation of all TK-Adult Special Education programs and services, including:

- Oversight of Local Control Accountability Plan (LCAP) goals, budgets and action items for Special Education programs and services
- Support the development and implementation of the LCAP, Federal Addendum, and other state and federal accountability plans and budgets for Special Education programs and services
- Curriculum, instruction, and professional development for Special Educations staff including certificated, classified, and management
- Lead on the development, implementation, and professional development of Co-Taught classroom
- Facilitation and leadership of the Special Education Curriculum Council
- Coordination and support for TK-12 Instructional Leadership Teams (ILTs)
- Oversight of Special Education Instructional Coaches
- Oversee Special Education student's placement and inclusion (including Co-Taught classrooms) in collaboration with school administrators' development of their Master Schedules
- Planning and implementation of Special Education Summer School programs
- Support for the development and implementation of Single Plans for Student Achievement (SPSAs)
- Management of Special Education grants, State and Federal programs, including compliance and accountability
- Prepare and present Board Agenda items as needed for the Special Education department or Educational Services Division
- Present to the School Board in close session regarding Special Education formal complaints or legal situations (including working with and consulting with PUSD legal counsel as necessary)
- Lead the development and implementation of the Mid-Cities SELPA plan to support special education students
- Supervise psychologists, DIS counselors, and other assigned staff in carrying out district procedures
- Monitor and assist in the alignment and delivery of grade level and Special Education curriculum
- Organize training and workshops for staff on effective strategies to support students with disabilities in various settings (Special Education courses & Inclusion)
- Coordinate vocational and transition programs with district and SELPA partners
- Supervise home/hospital teaching services and other assigned special education programs

Program Administrators X 6033

David Daley

ddaley@paramount.k12.ca.us

Dr. Joseph Garcia

jsgarcia@paramount.k12.ca.us

Rhonda Knox

rknox@paramount.k12.ca.us

Cathy Miller

cmiller@paramount.k12.ca.us

Dr. Courtney Smith

cjsmith@paramount.k12.ca.us



Responsible for providing leadership, support, and direction with the implementation of the Special Education Local Plan to ensure appropriate educational services for eligible students. They oversee a coordinated system for student identification, assessment, procedural safeguards, staff development, program reviews, data collection, and evaluation of program effectiveness, including:

- Lead and support Special Education programs, staff, and school sites
- Ensure compliance with district and state Special Education policies and procedures
- Assist with budgeting, staffing, and resource allocation for Special Education services
- Representing the district in IEP meetings and coordinating student services
- Supervise and evaluate assigned certificated and classified staff
- Support recruitment, training, and professional development
- Coordinate program schedules for specialists (e.g., speech, APE, psychologists)
- Resolve parent concerns and facilitate complaint procedures
- Oversee testing and data reporting for students with special needs
- Support curriculum and instructional improvement efforts
- Facilitate articulation and collaboration across grade levels
- Engage families and provide parent education opportunities
- Serve as liaison to state agencies, non-public schools, and community partners
- Consult with legal representatives as needed
- Promote positive relationships with staff, families, and the community

Administrative Assistant

Felisa Anguiano X 6033

fanquiano@paramount.k12.ca.us

Senior Office Assistant

Vacancy X 6033

[email](#)

- Organize and coordinate office operations and activities
- Manage internal communications and information flow across Educational Services
- Serve as a liaison with community partners and support public relations efforts
- Provide administrative support to department directors, including board agenda items, handling calls, messages, calendars, and scheduling meetings, events, and professional development
- Prepare, process, and manage various forms, documents, and requests including payroll
- Review and verify information to ensure accuracy and completeness of paperwork
- Distribute and collect documents, obtain signatures, and compile data as needed

- Organize and coordinate office operations and activities
- Manage internal communications and information flow across Educational Services
- Serve as a liaison with community partners and support public relations efforts
- Provide administrative support to department directors, including board agenda items, handling calls, messages, calendars, and scheduling meetings, events, and professional development
- Prepare, process, and manage various forms, documents, and requests including payroll
- Review and verify information to ensure accuracy and completeness of paperwork
- Distribute and collect documents, obtain signatures, and compile data as needed



Data Specialist Analilia Melendez X 6033 amelendez@paramount.k12.ca.us • Assist in collecting, processing, inputting, and reporting student assessment and research data • Maintain databases and generate reports using spreadsheets and district data systems • Compile and maintain records and reports related to assessments, scores, and demographics • Provide clerical support, including correspondence, phone communication, and data entry • Support statistical studies and research projects by compiling and analyzing data • Assist in evaluating and recommending software tools for assessment and research use	Special Education Technician Azusena Andrade X 6033 azandrade@paramount.k12.ca.us • Provide administrative and clerical support to ensure smooth department operations • Coordinate communication between staff, schools, families, and outside agencies • Arrange substitutes for support staff and maintain related records • Prepare, format, and process correspondence, reports, and department documents • Maintain accurate records, logs, and filing systems • Schedule meetings, events, and appointments; arrange necessary logistics • Monitor budgets and process financial documents to ensure compliance • Serve as a resource for staff and parents regarding Special Education procedures and services
Senior Accounting Assistant Iveth Moreno X 6033 imoreno@paramount.k12.ca.us • Perform complex clerical accounting duties related to accounts payable, receivable, payroll, budgeting, and ASB funds • Process, record, and reconcile financial transactions including income, expenditures, and budget adjustments • Verify, audit, and prepare invoices, purchase orders, reimbursements, and financial documents • Maintain accurate and auditable financial records, reports, and files • Input and update financial data in accounting systems; generate reports and spreadsheets • Assist with payroll processing, timesheet verification, and payment distribution • Monitor inventory and order supplies for the department as necessary • Communicate with staff, vendors, and agencies to resolve financial questions and ensure accuracy	



Business Services Division - Administrative Roles & Responsibilities

Business Services Division **Administrative Roles & Responsibilities**

Assistant Superintendent of Business Services Patricia Tu X 6025 ptu@paramount.k12.ca.us	
• Board Communication • Board Policies and Board Relations • Budget Oversight • Operations Management and Oversight	• Risk Management • School Connected Organizations • Health Insurance & Benefits • Property & Liability
Executive Administrative Assistant Viviana Venegas X 6025 vvenegas@paramount.k12.ca.us	
Support and manage the day-to-day operations of the Assistant Superintendent of Business Services office, including:	
• Coordinate communications, public relations, meetings, appointments, events, and travel arrangements for the Assistant Superintendent • Serve as the primary point of contact; screen calls and visitors, resolve routine issues, and refer to complex matters as needed • Prepare, proofread, and process correspondence, reports, agreements, Board materials, and confidential documents • Organize and support Board and administrative meetings, including agenda preparation, document compilation, and minute-taking	• Input and manage data in district systems; generate spreadsheets and reports; ensure accuracy and completeness of information • Scheduling, and minute-taking • Train and guide assigned staff; monitor workflow, assign tasks, and ensure high-quality output • Communicate with district personnel, school sites, agencies, and the public to exchange information and resolve concerns • Receive and process Developer Fees
Voluntary Deductions & Workers' Comp Patricia "Trish" Rodriguez X 6027 prodriguez@paramount.k12.ca.us	Health Benefits Yesica Alejandre X 6029 yalejandre@paramount.k12.ca.us
• Track and process worker compensation cases. • Recommend ergonomic adjustments or equipment to improve workplace safety. • Review and process voluntary payroll deductions: American Fidelity, Summer Saver, etc.	• Coordinate with insurance providers and employees. • Maintain open communication channels with employees regarding benefits. • Address employee inquiries and concerns about coverage.



- Collect and verify data and time logs of staff for Medi-Cal Billing Program.
- Attends regular safety committee meetings.
- Assist in identification of potential safety risks to the district and provide training to mitigate.
- Prepare annual and regular department reports

- Ensure compliance with legal and district policies as it relates to health benefits.
- Conduct periodic audits to ensure ongoing compliance such as dependent verification.
- Attends regular health insurance committee meetings.
- Prepare annual and regular department reports



Purchasing & Print Shop

Administrative Roles & Responsibilities

Assistant Director Julian Solis X 8098 jsolis@paramount.k12.ca.us	
The responsibility for the procurement of materials and services for the District is centralized in the Purchasing Team. All District procurement transactions shall be conducted in an efficient and business-like manner, and shall be based upon the highest standards, ethics, and transparency. Purchasing staff conduct business related to the procurement of products and services on behalf of the District in accordance with all applicable California procurement statutes, laws, and regulations. Procurements will be made on the basis of quality, price (or best value, as appropriate), and delivery terms offered for required materials or services. • Oversee Bids and Request for Proposals, review submissions and evaluate vendors. • Review monthly purchase order reports for Board approval. • Ensure compliance with contracted services, scope, rates, and service dates. • Review and approve travel requests in compliance with travel policies. • Asset Management	
Administrative Support Team 562-602-8098 purchasing@paramount.k12.ca.us	
Senior Buyer Robert Martinez X 8098 ramartinez@paramount.k12.ca.us	Buyer Rosa Rendon X 8098 rrendon@paramount.k12.ca.us
• Requisition Management • Inventory • Warehouse Stock • Buying/Quotes • Purchase Orders • Special Purchases • DIR • Support with Bids • Support with Travel	• Buying/Quotes • Purchase Orders • Contracted Services Requisitions • Amazon Business • Inventory Support • SAM.gov Review
Office Assistant Monica Peralta X 8098 rrendon@paramount.k12.ca.us	Reprographics Technician Wilfrido "Willy" Montoya X 6045 printshop@paramount.k12.ca.us
• Vendor/PO Follow Up • Returns • PO Log • Support with Travel • Stock Requisitions • Receivers/Packing Slips	• Reprographics • Print Shop & Online Print Orders • Management of Ricoh Copier Fleet



Facilities, M&O & Transportation

Administrative Roles & Responsibilities

Executive Director Scott Law X 8088 slaw@paramount.k12.ca.us	Assistant Director Sergio Espinoza X 8088 srespinoza@paramount.k12.ca.us
• Administer the district's facilities master plan. • Coordinate and comply with state agency requirements during the planning and execution of site selection, design and construction phases. • Oversee the selection process of architects, engineering firms, contractors, vendors and suppliers of related materials or services for district work. • Monitor the progress of facilities projects and manage professional consultant contracts. • Represent the district with local and state agencies and businesses in the process of developing and implementing district facilities projects. • Communicate with planning agencies regarding site and facility planning. • Develop and prepare departmental budgets; analyze and review budgetary and financial data. • Establish and maintain quantity and quality standards for work in the department. • Assure compliance with established health and safety practices as required by regulatory agencies.	• Assists the Director of Facilities, Maintenance & Operations in planning and coordination of work. • Assists in coordination of services for all Operations Department work • Assists in planning and organizing maintenance programs including preventative measures, safety trainings and implementation of new procedures. • Communicates with Administrators, Principals, Supervisors and vendors to organize and expedite site projects to satisfactory completion. • Assists department Supervisors with daily operations, reviews work in progress and assures completion of work orders. • Monitors and approves Department budgets, as needed.
Supervisor Alicia Castillo X 8088 acastillo@paramount.k12.ca.us	Supervisor Charles Jacobs X 8088 cjacobs@paramount.k12.ca.us
• Supervise Night Custodians daily cleaning of sites and summer deep cleaning. • Coordinate cleaning of District construction projects or emergencies. • Provide training to Custodians and monitor safety. • Set-ups for meetings or events • Meet with vendors and recommend if needed product or equipment to Assistant Director. • Coordinate monthly deep cleaning needs.	• Assist in planning for long-term facility improvements and capital projects. • Implement energy conservation and sustainability initiatives across school facilities. • Coordinate with outside vendors, contractors, and service providers for repairs, construction, or renovations. • Respond to facility-related emergencies and ensure prompt resolution of issues. • Collaborate with school administrators to support facility needs for school events and programs. • Supervise warehouse staff and deliveries made to school sites



Supervisor Jose Padilla X 8088 jpadilla@paramount.k12.ca.us		Supervisor Sergio Sedano X 8088 ssedano@paramount.k12.ca.us	
- Assign Work Orders and follow up on timely completions. - Confer with the Assistant Director regarding scheduling work priorities and other matters related to assigned areas of responsibility. - Oversee services of grounds, playgrounds, irrigations, and mechanics’ shop, and daytime Senior custodians - Regulatory Compliance oversight (Williams and AQMD, etc.) - Energy Conservation: Administer electrical, gas and water related programs		- Preventative Maintenance - Visit schools to help preserve building systems. - Daily Work Order & Emergency Response: Daily emergencies related to electrical, plumbing, HVAC, locks, Fire Alarm, Bells, and intercom systems. - Coordinate maintenance of buildings and appurtenant facilities and equipment. - Oversee services of general maintenance and trades staff	
Administrative Support Team Submit a Work Order			
Administrative Assistant Karla Mendez X 8088 knmendez@paramount.k12.ca.us	Senior Office Assistant Yvette Cerda X 8088 ycerda@paramount.k12.ca.us	Senior Office Assistant Claudia Razo X 8095 crazo@paramount.k12.ca.us	
- Provide administrative and clerical support to the Facilities, Maintenance, and Operations leadership team. - Serve as a primary point of contact for internal staff, vendors, and the public regarding FMO-related inquiries. - Manage calendars, schedule meetings, and coordinate appointments for department supervisors. - Coordinate trainings, safety meetings, and staff communications. - Assist with timekeeping, attendance tracking, and payroll reporting for maintenance and custodial staff. - Compile data and assist with creating board agenda items or presentations for district leadership or school board meetings. - Assist in scheduling custodial coverage and substitute staffing as needed.	- Clerical Support: Answer/Direct phone calls, special assistance on projects - District Mail: Daily setup & metering of mail, managing postal budget, monthly dept. postal chargebacks - Payroll: Tracking of employee leave requests, handling overtime time sheets - Invoices: Managing Open PO accounts, logging invoices, tracking expenses, account reconciliation	- Transportation: Coordinate requests for daily student transportation & school activities - Serve as a primary point of contact for parents of students who receive transportation services - Energy Management System (EMS): Control of scheduling and programming of lighting and HVAC systems - Clerical Support: Answer/Direct phone calls, special assistance on projects	



Fiscal Services

Administrative Roles & Responsibilities

Director Christina Choi X 6021 cchoi@paramount.k12.ca.us	Assistant Director Yolanda Calderon X 6021 ycalderon@paramount.k12.ca.us
562-602-6021 group-fiscal@paramount.k12.ca.us	
Fiscal Services is comprised of budgeting, accounting, and payroll. The department maintains fiscal integrity, transparency, and alignment with district goals through the following responsibilities: • Maintaining and improving the system of internal controls to protect employees as well as ensure the integrity of the district's financial information. • Training district personnel on district fiscal policies and procedures. • Ensure compliance with State and Federal regulations. • Maintains budget fidelity for the Local Control and Accountability Plan (LCAP) • Supports school sites and departments with financial planning, audits, and financial reporting. • Attendance reporting to the State, which consists of reporting P-1, P-2, and P-Annual attendance periods. • Generating the district's official financial statements that present the district's audited financial position, cash flows, and required supplementary information.	
Budget 562-602-6021 budget@paramount.k12.ca.us	Payroll 562-602-6023 group-payroll@paramount.k12.ca.us
Edith Sedano • Special Education • Site LCFF • Site Donation Accounts Abrahan (Abe) Lopez • Title I, II, III, IV • ELOP • Prop 28 – Arts and Music in School Nyirie Mercado • All Other Funds • Learning Recovery Emergency Block Grant • Attendance Accounting	Jesus Chavez • Classified extra hours, payroll reports Marina Lopez • Classified monthly pay Vacant • Certificated monthly pay Vacant • Certificated extra hours, subs/short-terms
Accounts Payable 562-602-6022 Send invoices to (only way to trigger payment): accountspayable@paramount.k12.ca.us For inquiries: askap@paramount.k12.ca.us	
Angel Rocha-Cienega • Vendors A-M Lauren Flores • Vendors N-Z	Vacant • Amazon, Southwest, Open/Blanket POs, Special Ed NPS, Attendance Accounting



Nutrition Services (NS)

Administrative Roles & Responsibilities

Director Celeste Calubaquib X 6031 CCalubaquib@paramount.k12.ca.us	
The Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. This unit collectively manages the operation of the following: • The USDA Federal Program that includes the USDA commodity-food program • The Community Eligibility Provision (CEP) • The Procurement program for Food and Equipment • Our Point-of-Sale Technology program • Catering Services • The Staff Development Programs that enhance the professional skills of all Child Nutrition employees. • The Seamless Summer Option Program • School Nutrition Social Marketing & Wellness Program	
Supervisor Frank Barraza X 6031 fbarraza@paramount.k12.ca.us	Nutrition Specialist Katie Hoang X 6031 khoang@paramount.k12.ca.us
• Day-to-day operations • Catering Services	• K-12 Menu & Special Diet Planning • District Wellness Program
Administrative Support Team 562-602-6031 sns@paramount.k12.ca.us	
The Administrative Support Team is responsible for interdepartmental communication. This staff processes meal applications and performs verification of meal applications. They also prepare food bids, place orders and arrange for food deliveries to cafeteria managers. This staff provides information needed for the many state and federal reports.	
Administrative Assistant Hilda Miranda hmiranda@paramount.k12.ca.us	Senior Accounting Assistant Myrna Mendez mmendez@paramount.k12.ca.us
Accounting Tech-NS Ana Rodriguez arodriguez@paramount.k12.ca.us	School Office Assistant Eva Nuno enuno@paramount.k12.ca.us



Safety & Security

Administrative Roles & Responsibilities

Director Jessie Flores jeflores@paramount.k12.ca.us	Security Supervisor Vanra Doeun vdoeun@paramount.k12.ca.us
562-602-6024	
The Safety & Security Department provides support to the school community 24 hours/7 days a week. Our Safety & Security Department is dedicated to creating and maintaining a safe learning environment through the following responsibilities: • Respond to calls for service to maintain order and discipline and ensure the safety of students and staff. • Maintain a digital visitor check-in/check-out system and establish visitor ID badge protocols. • Review and update the district's emergency response plan. • Oversee site's regular emergency drills (fire, lockdown, earthquake, etc.) • Coordinate with local emergency services for joint training exercises. • Liaison to the City of Paramount and the Los Angeles Sheriff's Department • Facilitate regular safety committee meetings • Review safety policies, incidents, and improvement plans. • Conduct security audits of all campuses. • Monitor and maintain surveillance systems and access controls. • Promote the anonymous reporting system district-wide and ensure staff and students are aware of how to use We-Tip. • Provide training and professional development for staff	
Office Assistant Gloria Corrales gcorrales@paramount.k12.ca.us	Locksmith Brent McCarty bmccarty@paramount.k12.ca.us



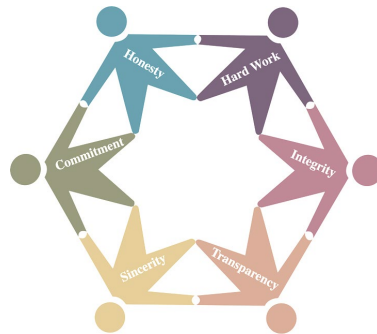
Technology & Information Systems

Administrative Roles & Responsibilities

Director Shawn McBride SMcBride@paramount.k12.ca.us		SIS Manager Elena Rocha erocha@paramount.k12.ca.us	
562-808-2000 Submit a Help Desk Ticket			
Technology is not just a tool but a key driver in delivering instruction and enhancing the learning experience for our students. Therefore, we are committed to ensuring that technological resources are readily available to all students and teachers in every classroom and educational setting within Paramount Unified School District. The department achieves alignment with district goals through the following responsibilities: • District Technology Plan • Student, Classroom, & Staff Technology Standards • Network Infrastructure Reliability • Digital Safety & Privacy • Cybersecurity • Student Information System • Chromebook Support • Help Desk			
Network Analyst Vacant email		Systems Applications Analyst Peter Tang ptang@paramount.k12.ca.us	
Data Base Specialist Juan Carpio jcarpio@paramount.k12.ca.us		SIS Specialist Denian Siphengphone dsiphengphone@paramount.k12.ca.us	
Technology Specialist Jake Flint jflint@paramount.k12.ca.us	Technology Specialist Paul Gabel pgable@paramount.k12.ca.us	Technology Specialist Daniel Oh doh@paramount.k12.ca.us	
Technology Specialist Sandra Romero sromero@paramount.k12.ca.us		Technology Specialist Andrew Stockwell astockwell@paramount.k12.ca.us	
Help Desk Marisol Mendez mamendez@paramount.k12.ca.us	Help Desk Saidy Ortega sortega@paramount.k12.ca.us	Help Desk Jantey Rincon jrincon@paramount.k12.ca.us	



Employee Resources



Paramount Unified School District Commitments

Commitment to the Students' Parents and Families

The learning of our students extends outside the classroom to the student's home. It is essential for the school and home to interact frequently for the benefit of students. A partnership of responsibility with parents is a pact that acknowledges, respects, and appreciates the role that each has in the education of all students. Collaboration with parents on student academic progress, curriculum, and classroom and school practices optimizes the chances of all students for success in school and life.

- Develop understanding and respect of community cultures in order to relate the student's home environment to their school environment.
- Maintain regular communication with parents regarding student progress or problems and respond in a timely manner to any special request from parents for information or communication.
- The District curriculum will be taught in a manner that shows respect and consideration for the values of our students and their families.
- Treat all students equitably and free from bias and defensiveness in cases of negative parental involvement or conflict.
- Keep relationships with parents positive and refrain from any relationship with parents which are or may be perceived to be for personal advantage.

Commitment to the Profession

The quality of the education profession directly influences our nation and all of its citizens. Therefore, every effort to raise professional standards, improve service and promote a climate in which the exercise of professional judgment is encouraged. All education professionals have a personal obligation to act and speak in a way that exemplifies personal integrity, dignity and respect.



Interact positively with others, including students, staff, parents, and representatives of the community. Keep in mind that your words and actions reflect on your school, the District and the education profession.

- Conduct business of the school and/or District through the proper channels.
- Strive to align your actions with professional values and beliefs to enhance personal and organizational effectiveness.
- Adhere to established professional standards.
- Work and share collaboratively with colleagues to improve the quality of teaching and learning.
- Refrain from accepting or offering gifts or favors that might impair or appear to impair professional judgment or gain special advantage.

Commitment to Certificated and Classified Colleagues

Work relationships with colleagues should exemplify respect and professionalism. Accord equitable treatment to all District personnel; carry out your responsibilities in a professional manner; expect and respect the same of your colleagues.

- Act in a spirit of collaboration and protect fellow employees from intentional embarrassment or disparagement.
- Treat all staff equitable and free from bias and/or a defensive retaliatory manner.
- Maintain confidentiality regarding information obtained about colleagues in the course of professional service unless disclosure serves a required professional purpose or is compelled by law.
- Present perspectives and opinions on work related issues in ways that are professional and do not undermine the integrity and decisions of colleagues and supervisors.
- Refrain from making false or malicious statements about a colleague.
- Maintain work relationships that are not in any way unfairly influenced by race, ethnicity, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, sexual orientation or disability.

Reporting Ethics Violations

Reporting ethics violations is required when you suspect the decisions and/or actions of another employee are contrary to the spirit or intent of the District's professional standards policy. Violators should be reported to your immediate supervisors or Administrator. When this is not possible, the school department or division Administrator should be contacted. The same process should be followed for reporting fraud or other violations of law. The District also encourages the use of WeTip, a 24 hour a day, 365 days a year, anonymous hotline service that employees can use for reporting (800) 581-1400 or www.wetip.com.



Associations Contracts

Paramount Unified School District partners with two associations in the District. For classified employees, it is the California School Employees Association – Paramount Chapter (447) (CSEA). For certificated staff it is the Teachers Association of Paramount/CTA/NEA (TAP). See the link below for each associations specific contract.

[CSEA Contract](#)

[TAP Contract](#)

Salary Schedule

Classified Placement	All new hires will be placed on Step 1 on the appropriate salary schedule at the time of hire. Advanced placement on the salary schedule, up to step III, may be approved at the time of employment. Persons who have previous work experience in the same or similar type(s) of work will be expected to submit written verification of such prior experience at the time of employment if such credit is to be considered. The written verification must specifically state the position held, the type of duties performed, and the length of time employed, and MUST be on official stationery with appropriate signature of the prior employer(s) to be considered for approval.	Salary Schedules
Certificated Placement	Placement on the salary schedule depends upon previous, full-time contractual public and/or private school experience. Credit will be allowed on a year-for-year basis. Column placement will be determined based on the number of units beyond the BA degree or the MA degree.	Salary Schedules



Updating Employee Information

Helios is the district employee management system. All district employees can sign in to Helios to access the Employee Portal using their single sign on credentials.

The following links can support employees in updating current information

Personnel Services Forms

Personnel Services forms can be accessed on the [Employee Portal in Helios](#) or on the [Personnel Services Website](#).

- [Employee Resignation](#)
- [Leave of Absence Form](#)
- [Name/Address Change](#)
- [Warrant Designation](#)
- [Certificated Jury Duty Service Verification](#)
- [Certificated Permanent Personnel Transfer Request Form](#)
- [Certificated Request for Salary Advancement](#)
- [Classified Professional Growth](#)
- [Classified Request for Transfer](#)
- [Emergency Contact Form](#)

Payroll Forms

Payroll forms can be accessed on the [Employee Portal in Helios](#) or on the [Fiscal Website](#).

- [W-4 & EDD](#)
- [Direct Deposit Form](#)
- [Income Tax Updates](#)
- [Payroll Information Request Form](#)



Workplace Injury

Worker's Compensation

Paramount Unified School District is committed to providing workers' compensation to all employees if an occupational injury or illness arises while performing their assigned duties for the district.

The following are the steps to be followed when an injury occurs:

1. Employee Reports the Injury to Principal/Supervisor. If principal/supervisor not available, report injury to risk management at (562) 602-6025.
2. Immediately Call Company Nurse
 - Phone number is 1(888) 770-0929.
3. Fill out Workers Compensation Information Packet
 - Administrative Assistants have all the paperwork that employees need to complete and turn into the Risk Management Specialist.
4. Risk Management files the claim if medical treatment is administered.
 - Risk Management will follow up with employees and assist with guidance.
5. Employee Receives Medical Attention
 - Risk Management will continue to follow up with employees.
6. Return To Work Authorization Form must be submitted to Risk Management prior to returning to work.
7. Risk Management will notify site administration when the Return-to-work authorization form is approved.

Interactive Process: There will be a conversation between the employee, Risk Management and Principal/Supervisor regarding the physician's recommendation of the employee's work status and the needs of the employee.

In the event of an injury, if you would like to be seen by your own physician, the Pre-designation form must be filled out by your physician before an injury happens and must be completed annually.

[Pre-designation Form](#)

[Pre-designation Form Spanish](#)



Safety & Security

Employee Badges

New Employees

New employees will be photographed for their employee badge as part of the onboarding process. Please contact Personnel Services with any questions about this process. It is not necessary to make your own arrangements.

Current Employees

Change of Access

If you require changes made to the programming of your employee badge (building or door access), please contact the Security Office via email by clicking the button below:

[Contact Security Office](#)

Replacement ID Badge

If your badge is lost, stolen, or damaged, you may request a replacement card from the Security Office by clicking the button below.

The Security Office will contact you when the card is ready for pick-up at the Business Office. *Cards will not be delivered via inter-office mail for security reasons.*

[Replacement Badge Request Form](#)

[Lost Key Form](#) - Form for staff to report LOST or STOLEN key(s).

Before completing this form:

- (1) Contact the local police department where the key(s) were lost/stolen. You will need to obtain a service or tag number for this call.
- (2) Contact the Safety & Security Department at (562) 602-8088 and verbally report lost/stolen key(s).

[Security Incident Report](#) - Form used to report an incident.

Incidents include theft, vandalism, trespassing, etc. that occurred on District property. Please contact the Safety & Security Department (562) 602-8088 if you have any questions.

[Staff ID/Badge Request Form](#) - Form for request of Staff ID/Badge.

This form to be used for ID requests for new staff or for the replacement of an ID that has been lost, damaged or simply to update information for changes in name, title, job site, etc. Please contact the Safety & Security Department (562) 602-8088 if you have any questions.

[Workplace Violence Prevention Plan](#)

WeTip is the District's anonymous tip hotline. Click on the image to submit an anonymous tip.





Credential & Certificates

Employees are responsible for keeping their credentials or certificates current and valid.

Once a credential or certificate has been renewed, please notify Daisy Clemente, Credentials Analyst, at dclemente@paramount.k12.ca.us

If a credential/certificate is not renewed on time it will affect your pay status. Per Education Code 45034, a paycheck warrant cannot be issued if you do not have a valid credential.

Common Credentials and certificates with expiration dates include:

- Teaching Credentials
- CPR/ First Aid Certificates

Please use [this link](#) to access the CTC website for information on teaching credentials.

Substitute System



Red Rover Absence Management System

[Login link](#)

The District will be transitioning to Red Rover, a substitute system, in the 25-26 school year. This system is both web and app based (download RedRoverK12 in your app store) and uses text messages to communicate with subs and has a wider range of capabilities.

All staff, both classified and certificated, whether or not they need a substitute, will enter their absence in Red Rover. Leave time includes:

Certificated

- Sick leave (When out sick, log into the Red Rover app and mark yourself out sick/ill).
- Personal Necessity (Mark and indicate type of Personal Necessity in Red Rover).

Classified

- Sick leave (When out sick log into the Red Rover app and mark yourself out sick/ill).
- Personal necessity (Mark and indicate type of Personal Necessity in Red Rover)
- Vacation (Once your vacation has been approved by your Supervisor/Administrator on the District Vacation Form, log into the Red Rover app and enter your approved vacation time.)

Here is the Red Rover Employee Training [Video Link](#) to learn more about the system!



Benefits

Employee Benefits

Health & Welfare Benefits

Paramount Unified School District provides a comprehensive Health & Welfare program to help you improve your health and well-being. To be eligible for benefits, regular employees must work a minimum of 4 hours per day if they are classified employees or at least 50% of their assignment if they are certificated employees. Eligible employees and their families can choose from two medical plan options: Anthem Blue Cross (PPO) and Kaiser Permanente (HMO). Employees can select the plan that best fits their needs. The district and the employee share the cost of the medical plan. A dental plan through Delta Dental PPO and a life insurance plan are also offered to employees at no cost. Vision benefits are included in the medical plan of choice. Employees eligible for benefits have 30 days from their hire date to enroll in Health & Welfare benefits.

Flexible Spending/ Dependent Care Accounts

Paramount Unified School District offers employees Flexible Spending and Dependent Care Accounts. These plans allow employees to deduct a designated amount from their paycheck before taxes for eligible medical and dependent care expenses. Enrollment for these plans is within 30 days from the hire date or during open enrollment for current employees for a January 1st effective date.

Supplemental Benefits

Paramount Unified School District employees have access to additional plans offered by American Fidelity and The Standard, which cater to their individual lifestyles and needs. These plans, such as disability/income protection and supplemental life insurance, are available for purchase by employees via payroll deduction. It is important to note that these plans are not included in the district's contribution.

Supplemental Retirement Plans/ Tax Sheltered Annuities (TSA)

Paramount Unified School District offers employees an opportunity to increase their retirement savings through Tax Sheltered Annuities (TSA). You can choose from three different retirement savings accounts: 403(b), Roth 403(b), or 457(b). Employees make the entire contribution; there is no employer match. For any questions or to enroll in any of these accounts, please contact SchoolsFirst Federal Credit Union (800) 462-8328.

[BenTek | Paramount Unified School District \(mybentek.com\)](https://mybentek.com)

[2025 Benefits Information Guide](#)



Employee Assistance Service for Education (EASE)



**Los Angeles County
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators



Employee **A**ssistance **S**ervice for **E**ducation

9525 Imperial Highway, Suite 800 • Downey, CA 90242 • 562/922-6683

"Strength is the courage... to reach out!"



Personal or job stress getting you down? Interfering with your job performance?

THERE IS HELP AVAILABLE

As an employee of your district, you have access to the EASE program, a specialized counseling service...

- ✓ paid for by your district
- ✓ endorsed by labor and management
- ✓ staffed by professional counselors
- ✓ voluntary and CONFIDENTIAL



EASE provides face-to-face counseling, phone consultations and community referrals. Immediate family members are included.

1-800-882-1341

EASE counselors specialize in:

- family troubles
- emotional distress
- drug/alcohol problems
- job anxieties and stress
- grief, loss, transitions



EASE is primarily an assessment and brief counseling service and is best defined as a pre-treatment service. The emphasis is on early identification of problems affecting work performance, consultation with managers, labor representatives, employees and pro-active intervention. EASE is not a substitute for a district's health-care plan. It is, however, a beneficial and effective extension of the provider plan.

Los Angeles County Office of Education
9300 Imperial Highway, Downey, California 90242-2890
Phone (562) 922-6683 Fax (562) 922-6690
<https://lacoe.edu/services/staff-support/ease>

Debra Duardo, M.S.W., Ed.D., Superintendent
Alicia Garoupa, LCSW, Chief of Wellbeing and Support Services

To enhance the health and well-being of all school-based employees, and their families, EASE offers professional and confidential counseling in matters relating to personal and family difficulties; job-related stress; substance abuse; grief, loss, and traumatic incidents. For assistance call (800) 882-1341 or visit us on the [website](#).



Payroll

Payroll General Information

Attached you will find the fiscal webpage that provides information on W-4 and provides a breakdown of how to read your pay stub. One can also locate access to retirement websites.

[Fiscal Webpage](#)

Payroll Contacts		
Jesus Chavez Senior Payroll Technician	Email Jesus Chavez (562) 602-6023	Classified Overtime and Additional Hours
TBD Payroll Technician	Email (562) 602-6023	Certificated Monthly and Certificated Substitutes
Marina Silvas Lopez Payroll Technician	Email Marina Silvas Lopez (562) 602-6023	Classified Monthly
TBD Payroll Technician	Email (562) 602-6023	Certificated Hourly and Classified Hourly

If you are using a District email, please send inquiries to the Group-Payroll address:

Group-Payroll@paramount.k12.ca.us

Certificated Payroll

Certificated Permanent Personnel	
Prime Pay	Paid on the 1 st workday of the month
Extra Hours	Paid on the 5 th of the month*
Certificated Subs & Hourly Personnel	
Prime Pay	Paid on the 5 th of the month *

*If pay day lands on holiday/weekend, issue date will be workday before that holiday/weekend

Classified Payroll

Classified Permanent Personnel	
ESA (Earned Salary Advance) *	Paid on the 25 th of the month**
Prime Pay	Paid on the 10 th of the month**
Extra Hours	Paid on the 10 th of the month**
Classified Short-Term & Hourly Personnel	
First Half from 1st to 15th	Paid on the 25 th of the month**
Second Half from 16th to end on month	Paid on the 10 th of the month**

*ESA is an advance of a portion of the monthly amount paid on the 25th of the month. The ESA gets collected/reduced from the pay issued on the 10th of the following month.

**If pay day lands on holiday/weekend, issue date will be workday before that holiday/weekend

How To Read Your Paycheck and Direct Deposit Stub

(A) C/N
C=Certificated Employee
N=Classified Employee

(B) BASIS
M=Monthly Pay Rate
H=Hourly Pay Rate
D=Daily Pay Rate
L=Lump Sum Pay

(C) END DATE EARNING PERIOD
07-31-XX = JUL
08-31-XX = AUG
09-30-XX = SEP
10-31-XX = OCT
Etc.

(K) OFFICE CONTRIBUTIONS
DISTRICT PAID FRINGE BENEFITS
STRS CON=State Teachers Retirement System
PERS CON=Public Employee Retirement System
OASDI CON=Social Security (if applicable)
MEDICARE CON=Medicare (if applicable)
SUI=State Unemployment Insurance
WORK COMP=Workers Compensation
OPEN=Other Post-Employment Benefits

(D) EARNINGS TYPE
Regular
Over Time
Dock-Time
Retro
Longevity (CSEA)
Extended Minutes
ESA =Eamed Salary Advance

(E) RATE & UNITS
Rate=Rate of pay see pay basis.
Units=Number of hours/units/days paid or deducted.

(F) TAX WITHHOLDING STATUS
M=Married
S=Single

(G) REDUCTIONS FROM EMPLOYEE PAY
Pre-Tax Deductions
STRS RED=State Teacher Retirement System
PERS RED=Public Employee Retirement System
TSA XXXX=Tax Shelter Annuity 403b/457
125 MEDRMB=Section 125 Plan Benefits
125DEPCARE= Section 125 Plan Benefits
Medical/Dental Premium=Fringe Benefits
*ESA=Eamed Salary Advance

(H) PAYROLL TAX DEDUCTIONS
FWT=Federal Withholding Taxes
SWT=State Withholding Taxes
OASDI DED=Social Security (if applicable)
MEDICARE DED=Medicare (if applicable)

(I) OTHER DEDUCTIONS FROM EMPLOYEE PAY
After-Tax Deductions
Deductions include items such as union dues, credit unions, voluntary insurance coverage, wage levies and garnishments, etc.
ROTH 403b

(J) TAXABLE YEAR TO DATE BALANCE
Calendar year-to-date accumulations for gross earnings and taxable earnings.

(L) EMPLOYEE INFORMATION
SCHOOL DISTRICT OF LOS ANGELES COUNTY
10199 L A CO. OFFICE OF EDUCATION
EMPLOYEE ID: 123456789
LAST NAME, FIRST NAME: [REDACTED]

(M) EARNINGS & DEDUCTIONS

BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	DEDUCTIONS/TAXES/EMISC	EMPLOYEE DEDUCTIONS	CURRENT AMOUNT	YTD TOTALS
N M	REGULAR	09-30-20XX	2,778.13	22.00	2,778.13				
L	LONGEVITY	09-30-20XX	27.00		27.00				
						PERS RED	211.58	1,765.95	
						PERS RED	2.16	15.12	
						ESA	1,283.00	10,307.00	
						OASDI DED	94.37	1,385.57	
						MEDICARE DED	22.07	324.04	
						FWT	72.45	1,911.99	
						SWT	13.96	330.00	
						VICTORY CL	2.00	20.00	
						CSEA	2.00	14.00	
						CSEA DUES	36.75	294.00	
						PERS CON	334.04	2,425.91	
						OASDI CON	94.37	1,385.57	
						MEDICARE CON	22.07	324.04	
						SUI	4.57	73.38	
						WORK COMP	173.92	1,513.86	
						OPEB 1		154.50	
						BENEFITS	923.00	7384.00	
						OPEB 2			

(N) LEAVE BALANCES

VACATION	SICK LEAVE	COMP TIME
1,308.39	1,308.39	1,522.13
1,522.13	1,522.13	1,522.13
1,522.13	1,522.13	1,522.13
2,805.13	2,805.13	2,805.13

(O) CURRENT TAXABLE BALANCES

FEDERAL	STATE	MEDI GROSS	OASDI GROSS	CA SUI GROSS	GROSS EARN'S
20,566.84	20,566.84	22,347.91	22,347.91	22,347.91	22,347.91

(P) YTD TAXABLE BALANCES

FEDERAL	STATE	MEDI GROSS	OASDI GROSS	CA SUI GROSS	GROSS EARN'S
20,566.84	20,566.84	22,347.91	22,347.91	22,347.91	22,347.91

(Q) CURRENT PAY SUMMARY

GROSS PAY	REDUCTIONS	TAXES	DEDUCTIONS	NET PAY
2,805.13	1,496.74	202.85	40.75	\$1,064.79

(R) DISTRICT INFORMATION
DISTRICT NAME: L A CO. OFFICE OF EDUCATION
DISTRICT ADDRESS: 9300 IMPERIAL HWY.
DOWNEY, CA 90242

Sample Payroll Warrant

How to read your Paycheck

Payroll Information Request

Employees can request information. Payroll fulfills requests every Friday.

Payroll Request Form Link

W-4 & EDD

Direct Deposit Form

Direct Deposit Form

Payroll Unit Direct Deposit Authorization	
PLEASE CHECK: ☐ New ☐ Change ☐ Cancel	
PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL	
SOCIAL SECURITY NUMBER	
NAME OF SCHOOL, DISTRICT (IF EMPLOYED WITHIN THE OFFICE, PUT YOUR ROOM NUMBER HERE)	
WORK TELEPHONE NUMBER ()	
NAME OF BANK/CREDIT UNION/SAVINGS & LOAN	
☐ Checking ☐ Savings	
BRANCH TELEPHONE NUMBER ()	
ACCOUNT NUMBER	ADDRESS OF BANK/CREDIT UNION/SAVINGS & LOAN (NUMBER, STREET, CITY AND ZIP CODE)



Online Paystubs

Beginning on April 1, 2024, direct deposit paystubs will be available online through the Los Angeles County Office of Education (LACOE)'s District Applications Portal. Paper paystubs will no longer be available for direct deposits. See below on how to enroll or view a step-by-step video by [clicking here](#).

This new feature, housed under the "My Documents" application tile, will provide a safe and secure self-service platform for immediate online access to your direct deposit paystubs. The electronic version will mirror the format of the printed copies, retaining all essential information you are accustomed to seeing.

Here are some key details about the online paystub service:

- **Accessibility:** The online paystubs can be conveniently viewed from the comfort of your home or on-the-go through your mobile devices.
- **Data Storage:** Paystubs will be available for online viewing for a period of 12 months, allowing you to access historical information if needed.
- **Transition from Physical Copies:** To streamline processes and reduce environmental impact, physical copies of direct deposit paystubs will no longer be printed and mailed out after April 1, 2024.
- **Eligibility:** Only active employees enrolled in direct deposit will have access to the online paystubs. Inactive employees, unfortunately, will not be able to view online data.

Employees who do not utilize direct deposit and receive a physical pay warrant will continue to receive hard copies as usual. Please note that, at this time, electronic copies of physical pay warrants or supplemental warrants will not be available online.

This transition will enhance your overall payroll experience and contribute to the district's collective efforts towards sustainability.

If you have any questions or concerns regarding this change, feel free to reach out to our payroll team for assistance at (562)-602-6023 or Group-Payroll@paramount.k12.ca.us.

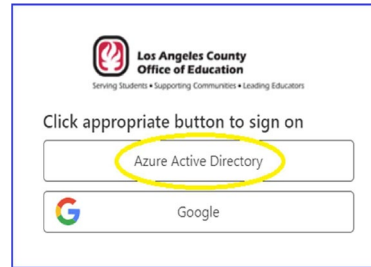


To Access Online Paystubs

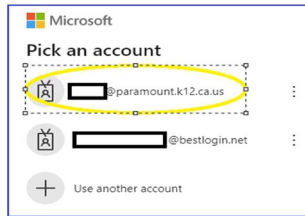
1. Log on to
<https://districtbusinessportal.lacoe.edu/>



2. Click on Azure Active Directory



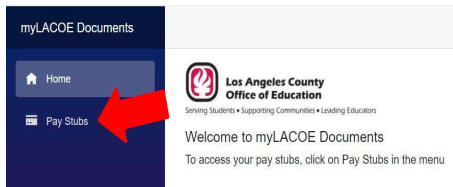
3. Click on your @paramount.k12.ca.us account.



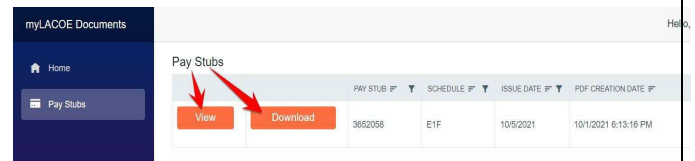
4. Click on my Documents.



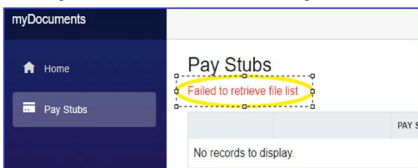
5. Select "Pay Stubs"



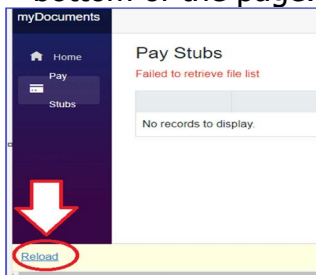
6. Select "View" or "Download" on the paystub you'd like to view.



7. If you see "Failed to retrieve file list" when you clicked on Pay Stubs as below



- a. Please click on Reload at the bottom of the page.



If you are accessing the Portal from home or on your mobile device that is not connected to the district server, it may prompt you to sign into your Single Sign-On (SSO) at Step 3. Your Single Sign-On (SSO) is the same email and password as the one used to log in into your work computer. If you need assistance with your Single Sign-On (SSO), please contact IT at (562) 808-2000.



Absences, Leaves, Resignations, Retirement

Leaves Certificated

Type	Description
Illness Leave Article XIII Section B	For personal illness or injury, see TAP Contract for specific details. See link below.
Personal Necessity Leave Article XIII Section E	For personal necessity, which is limited to: Bereavement matters not covered by bereavement leave, Accident, Serious Illness of a Member of the Immediate Family, Imminent Danger to the Home of the Employee, Appearance in Court, Religious Activities, Meetings, Activities or Observances, Discretionary Leave. See District Leave Request Form.
Bereavement Leave Article XIII Section H Government Code Section 12945.7	For bereavement for immediate family as defined as: mother (step-mother), mother-in-law, father (step-father), father-in-law, husband, wife, son (stepson), brother-in-law, sister-in-law, aunt, uncle, brother, sister, grandfather (or of spouse), grandmother (or of spouse), son-in-law, daughter-in-law, daughter (stepdaughter), grandchild (or of spouse), foster children, niece, nephew, or any person living in the immediate household of the employee. Employees may take up to 5 days of bereavement leave regardless of distance traveled. Full compensation will be accorded consistent with the following terms: For travel in state of 200 miles or less; 3 of the 5 days will be paid in full. Employees may use Personal Necessity Leave to receive full pay for the balance. Otherwise, the two days are without pay. For travel of 201 miles or more; up to 4 of the 5 days will be paid in full. Employees may use Personal Necessity Leave to receive full pay for the balance. Otherwise, the one day is without pay. For travel out of state: all 5 days will be paid in full. Bereavement Leave days need not be consecutive, and the leave must be completed within three months of the death of the family member. See District Leave Request Form.
Jury Duty Certificated	Due to the disruption of instruction for students and the increasing difficulty of finding qualified substitute employees to cover for the absence of classroom teachers, it is the policy of the District not to compensate unit members required to serve jury duty if said service is during the unit member's work year. Should the unit member defer service to times when he or she is not contracted to provide service to the District, (i.e. off-track, winter or spring break, summer), then the District will pay the unit member up to 10 days substitute pay for jury duty service. A paid leave of absence shall be granted to any employee for the reasons below when not brought about through the connivance or misconduct of the employee: a. When subpoenaed as a witness (other than a litigant) to appear in court; or b. To respond to an official order from another governmental jurisdiction.



	In any case, on a unit member's workday, in which a jury or witness fee is payable, such fee shall be collected by the employee and remitted to the District. Such remittance shall not exceed the cost of the teacher's substitute. The Payroll Office shall require verification of daily jury or witness duty service. A copy of the court order shall be provided when the absence is due to a court appearance. Each date of necessary appearance under such order, other than the date specified in the subpoena, shall be certified by the clerk or other authorized officer of a court or other governmental jurisdiction.
Unpaid Leave of Absence Article XIII Section M	For Unpaid Leave of Absence, which is not covered by other leaves, employee must receive approval prior to commencing uncompensated leave.
Industrial Accident Leave Article XIII Section C	For Industrial Accident Leave, the leave may be up to sixty days leave due to an injury or illness arising out of and in the course and scope of employment. If an employee is injured on the job, they must complete the Employee Report of Injury form (DWC1). Report injury to Supervisor/Administrator, they will provide the documents needed.
Parental Leave/ Pregnancy Disability Article XIII Section D	For Parental Leave/Pregnancy Disability, see the TAP contract for eligibility criteria. See New Baby Packet for available leave options.
Reproductive Loss Event SB 848 1-2024	For failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction, the leave can be up to 30 days annually and the days do not have to be consecutive for permanent staff. Employees must be employed more than 30 days to qualify for the leave.
Family Medical Leave Act (FMLA) California Family Rights Act (CFRA)	The District shall comply with all state and federal laws and regulations. FMLA can be taken for employee's personal illness with a doctor's note. Provides up to 12 work weeks of unpaid leave. See TAP Contract for eligibility and entitlement
Military Leave Article XIII Section G	Leave opportunities for employees currently in the military.
Catastrophic Leave Article XIII Section O	Please see Article XIII of the TAP Contract for more information.

[TAP Contract](#)
[District Leave Form](#)
[Leave of Absence Form](#)
[Certificated Jury Duty Service Verification form](#)
[Maternity Leave Information Packet](#)
[Civil Rights Department](#)



Leaves Classified

Type	Description
Illness Leave Article 5.02	For personal illness or injury, full-time unit members shall be entitled to one day of leave per month of employment with full pay for each fiscal year. Employees who work less than full-time shall be entitled to that portion of the twelve (12) days leave as the number of hours worked per week of scheduled duty relates to the number of hours for a full-time employee.
Vacation Article 15.01	For the purposes of vacation, depending on length of District employment, a regular classified employee earns vacation based on years of service to the District. Time earned is also based on number of months worked, either 10, 10.5, 11, or 12-month employees. Vacation must be requested in advance on the District Leave form in advance of taking vacation time. Supervisors have five (5) days to respond to a request of vacation.
Personal Necessity Leave Article 5.06	For personal necessity, which is limited to: Bereavement-matters not covered by bereavement leave, Accident, Serious illness of a member of the Immediate Family, Imminent Danger to the Home of the Employee, Appearance in Court, Religious Activities, Meetings, Activities or Observances. See District Leave Request Form.
Bereavement Leave Article 5.09 Government Code Section 12945.7	For the purpose of bereavement for immediate family as defined as: mother (step-mother), mother-in-law, father (step-father), father-in-law, husband, wife, son (stepson), brother-in-law, sister-in-law, aunt, uncle, brother, sister, grandfather (or of spouse), grandmother (or of spouse), son-in-law, daughter-in-law, daughter (stepdaughter), grandchild (or of spouse), foster children, niece, nephew, or any person living in the immediate household of the employee. Employees may take up to 5 days of bereavement leave regardless of distance traveled. Full compensation will be accorded consistent with the following terms: For travel in state of 200 miles or less; 3 of the 5 days will be paid in full. Employees may use Personal Necessity leave to receive full pay for the balance. Otherwise, the two days are without pay. For travel of 201 miles or more; up to 4 of the 5 days will be paid in full. Employees may use Personal Necessity leave to receive full pay for the balance. Otherwise, the one day is without pay. For travel out of state: all 5 days will be paid in full. Bereavement leave days need not be consecutive and the leave must be completed within three months of the death of the family member. See District Leave Request Form.
Jury Duty Classified Article 5.10	The District shall grant an employee regularly called in for jury duty in the manner provided for by law a leave of absence with pay in the amount of the difference between the employee's regular rate of pay and the amount he/she receives from the court for performing jury duty. To qualify for payment under this Section, an employee must notify the Payroll Office of service date(s) upon receiving notice from the court. The District shall pay the employee the difference, if any, between the employee's regular rate of pay and the amount received for jury duty, less meals, travel, and



	parking allowances. Employees on jury duty leave shall, if feasible, return to work during any day or portion thereof in which jury duty services are not required. The Payroll Office shall require verification of daily jury duty time.
Unpaid Leave of Absence Article 5.07	For Unpaid Leave of Absence, which is not covered by other leaves, employee must receive approval prior to commencing uncompensated leave.
Industrial Accident Leave Article 5.03	For Industrial Accident Leave, the leave may be up to sixty days leave due to an injury or illness arising out of and in the course and scope of employment. If an employee is injured on the job, they must complete the Employee Report of Injury form (DWC1). Report injury to Supervisor/Administrator, they will provide the documents needed.
Parental Leave/ Pregnancy Disability Article 5.05	For bonding with a newborn child, the District shall comply with all state and federal laws and regulations. See Maternity Leave Information Packet for available leave options.
Reproductive Loss Event SB 848 1-2024	For failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The leave can be up to 30 days annually and the days do not have to be consecutive for permanent staff. Employees must be employed more than 30 days to qualify for the leave.
Family Medical Leave Act (FMLA) California Family Rights Act (CFRA)	The District shall comply with all state and federal laws and regulations. FMLA can be taken for employee's personal illness with a doctor's note. Provides up to 12 work weeks of unpaid leave.
Military Leave Article 5.08	Leave opportunities for employees currently in the military.
Sick Leave Bank Appendix A	See Appendix A of the CSEA Contract for the sick leave bank qualifications which is for bargaining unit members only.

[CSEA Contract](#)

[District Leave Form](#)

[Leave of Absence Form](#)

[Maternity Leave Information Packet](#)

[Civil Rights Department](#)



Leaves For Short Term and Substitute Employees

For purposes of personal illness all short-term/ substitute employees will be entitled to five (5) (maximum of 40 hours but proportionate to the hours you work) ill/sick days per year.

Additionally, below are important items to remember:

1. Paramount Unified School District will limit the use of paid ILL leave to 5 days (maximum of 40 hours but proportionate to the hours you work) per year. A short-term/substitute employee may use paid ILL leave beginning the 90th day of employment.
2. You will not accrue more than 5 days or 40 hours of ILL leave in one year.
3. You may request use of your accrued ILL time by notifying the department head at the site you are working at prior to using the time. This should be followed up by submitting an online District Leave Request. See link: [District Leave Form](#)
4. Once the District Leave Request for Confirmation of ILL Time has been digitally approved by the site administrator, an electronic copy will be sent to the Payroll Department for processing. An electronic copy will also be sent to you for your files.
5. If you submit a request for Confirmation of ILL Time online but do NOT have any time accrued, the absence will not be paid.
6. ILL-pay will be paid at the employee's current regular rate of the position worked during the period that ILL time is used. Overtime or double time rates will NOT be used in calculating ILL pay.
7. If you become separated (resign, retire or released/terminated) from the District, there will NOT be a payout of accrued ILL leave.



Instructions for Substitute Teachers/Classified Substitute/Short-Term Employees to Request Paid Absence

Required Information:

Date of cancellation: 00/00/00 Canceled Site: Confirmation# 000000

Name of Teacher/Employee you are covering:

Please read the instructions carefully first before clicking on the link.

You must submit the Confirmation of Ill Time online with the following link [DISTRICT LEAVE FORM.](#)

You will need your district username (email) and password to log on to the form.

Sign in

https://pforms.paramount.k12.ca.us

Username JSmith

Password *****

Sign in Cancel

Type your District user name and password. Once signed in, the form will appear and you can proceed to complete & submit.

Follow the instructions for entering your request:

- Employee Type: Substitute
- Type of Request: Confirmation of Ill Time
- Enter your Name: Legal Name
- Email: Enter your District Email (@paramount.k12.ca.us)
- Site/Department: Select the school site you canceled the assignment (do not select Human Resources)
- Enter the date(s) of cancellation: Enter the date or dates.
 - Click on Add if you are requesting multiple dates for the same site. You will need to enter a new request if you are requesting sick pay for multiple school sites.
- # Days: Enter the total number of days relating to one job number.

*Floating Holiday: Does not apply to your classification.

- Additional Comments: (VERY IMPORTANT- MUST INCLUDE or request will not be processed)
 - Type in: Job #, School site, Employee/Teacher's Name you are covering & Grade (this is the only way the site can locate your cancellation and verify that you canceled due to PERSONAL ILLNESS).

If you have any questions, feel free to contact Human Resources at (562) 602-6010.



Resignations/ Retirement

PERS

California Public Employee's Retirement System (CalPERS) is typically the retirement system for employees working 4 hours or more per day. Classic members contribute 7% and PEPRAs members contribute 8% of gross monthly salary. The district contributes 26.81% for both Classic and PEPRAs members (7/1/25). [California Public Employees' Retirement System - CalPERS Link](#)

STRS

California State Teachers' Retirement System (CalSTRS) is typically the retirement plan for certificated employees. 2% at 60 members contribute 10.25% and 2% at 62 members contribute 10.205%. The district contributes 19.10%. (7/1/23). [CalSTRS - Link](#)

Resignations

Typically, employees provide at least two (2) weeks' notice when staff notifies the District that they will be resigning from the District. The form will be routed to their supervisor, once the supervisor signs off as an acknowledgment of the resignation, the form is routed to Personnel Services for acceptance and approval.

The employee will turn in all district property on the last day of service to the District such as laptops, badges/keys, and any other district property.

Retirement

Any employee wishing to retire from their position should submit a letter of resignation through District forms. The retirement form will be routed to their supervisor, once the supervisor signs off as an acknowledgment of the retirement, the form will be routed to Personnel Services for acceptance and approval.

The employee will turn in all district property on the last day of service to the district.

[Resignation Form](#)



Complaints

General Complaints

Type of Complaint	Descriptors	Link to Form
General Complaint (Employees) BP 1312.1	To best serve the needs of our employees, concerns about work-related issues should first be addressed to a department supervisor, who will attempt to resolve the matter. If you have already made a good faith effort to resolve your concern with the supervisor or your concern is not related specifically to your employment, the "Complaints Concerning Employees" form is the appropriate form to complete for a general complaint.	General Complaint Form
General Complaints (Parents or Community Members)	Our goal is always to ensure that all complaints, as the first step, have been initiated for resolution with the school site principal and/or department supervisor. Per Board Policy, concerns at the school site must be addressed at the site with either the student's teacher or an administrator. Because there are other concerns that are most appropriately resolved at the site level and because site-level personnel can best guide parents as to whom to contact, the school should be the first point of contact of a complaint that should be addressed at the site level if initiated at the district-level, it will be redirected to the site. The following are examples of items that should be initiated at the site-level: ▪ Class placement/schedules ▪ Grading questions/concerns ▪ Discipline issues ▪ Teacher-related issues ▪ Activity/Athletic issues ▪ Transportation issues If you have already made a good faith effort to resolve your concern with your school principal or your concern is not school related, the "Complaints Concerning Employees" form is typically the appropriate form to complete for a general complaint. There are other forms for other types of complaints. These forms or policies are linked below. The use of the wrong form will not prevent the District from reviewing and responding to your concern, but it may delay the process of resolution.	General Complaint Form



Discrimination Complaints

There are several types of discrimination complaints that can be filed including: Uniform Complaint Procedures (UCP), Williams Complaints, and Title IX Complaints.

Type of Complaint	Descriptors	Link to Form
Uniform Complaint BP 1312.3	Complaint regarding unlawful discrimination, such as discriminatory harassment, intimidation, or bullying, or sexual harassment) in District programs and activities. A UCP complaint can be filed related to allegations involving impermissible student fees. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individual has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. This complaint may be filed no later than one year from the date of the alleged violation.	Uniform Complaint Form
Williams Uniform Complaints	This type of complaint is used in one of four situations. It is used for complaints regarding: ▪ Insufficiency of textbooks and instructional materials ▪ Teacher vacancy and misassignment ▪ Conditions of school facilities; or ▪ Noncompliance of a license-exempt California State Preschool Program with a health and safety standard specific in Health and Safety Code 1596.7925 (Education code 35186).	Williams Preschool Complaint Form Williams K-12 Complaint Form
Discrimination or Harassment BP/AR 4030	Discrimination or harassment is governed by Board Policy 4030 and the Administrative Regulation. If an Employee submits a UCP related to discrimination in employment as the "written complaint," it will be handled in accordance with the process in Administrative Regulation 4030. Any employee or job applicant who believe that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, and/or the Superintendent's designee shall advise the employee or applicant about the District's procedures for filing, investigating, and resolving any such complaint. Any supervisor or management employee who observes or has knowledge of an incident of prohibited discrimination, harassment, or intimidation shall report the incident to the Superintendent's designee as soon as practical after the incident. All other employees are to report such incidents to the supervisor immediately.	Boad Policy 4030 Administrative Regulation 4030



Title IX Complaints

Type of Complaint	Descriptors	Contact
Title IX Complaints	A Title IX violation, as outlines in 34 C.F.R 106.30 includes, ▪ A District employee conditioning the provision of an aide, benefit, or service on a person's participation in unwelcome sexual conduct; ▪ Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or ▪ Sexual assault, dating violence, domestic violence, or stalking. Pursuant to Title 34 of the Code of Federal Regulations, section 106.30, a "formal complaint" for the purposes of Title IX is, a "document" filed by a: ▪ Complainant – person alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment in accordance with the Title IX process. ▪ Respondent – the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. The Title IX investigation procedures provide specific rights to Complainants and Respondents. Contact the Title IX coordinator so that the investigation process can be explained to you and supportive measures can be discussed. Title IX Coordinator, Dr. Linsey Gotanda, Deputy Superintendent.	Linsey Gotanda, Ed.D. 15110 California Avenue Paramount, CA 90723 (562)602-6006 lgotanda@paramount.k12.ca.us



Policies

Board Policies

Board Policies and Regulations are maintained by the Governing Board and are updated upon changes in law. These policies and regulations support managers and staff in how to proceed in directed areas. Many Board Policies follow Education Code, Government Code, or Labor Law.

[Access Board Policies](#)

[Board of Education](#)

Most Frequently Used Policies

Policy	Description
Policy 1313: Civility	The District seeks to promote mutual respect, civility, and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of speech but only to maintaining, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of the District, as well as in the community, the District encourages positive communication and will not condone volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.
Policy 4020: Drug And Alcohol-Free Workplace	Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.
Policy 4030: Nondiscrimination In Employment	The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying against an individual or group based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital, family, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
Policy 4033: Lactation Accommodation	The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work. The District shall provide a reasonable amount of break time to



	accommodate an employee each time she has a need to express breast milk for her infant child.
Policy 4040: Employee Use Of Technology	Employees shall be responsible for the appropriate use of technology and shall use the District's electronic resources only for purposes related to their employment in conducting District business. Cell phones – Employees shall adhere to California Vehicle Code when using electronic communication devices for District business while driving. An employee shall not use a cell phone or mobile communication device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.
Regulation 4112.3: Oath Of Affirmation Regulation 4212.3: Oath Of Affirmation	All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government code 3100-3102)
Policy 4119.11: Sexual Harassment	The Board of Education is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of the policy.
Regulation 4119.11: Sexual Harassment	Prohibited sexual harassment includes but is not limited to, unwelcome advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940). Training for staff is required every two years.
Policy 4119.21: Professional Standards	The Board of Education expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.
Policy 4119.22: Dress And Grooming	The Board of Education recognizes that employees are role models for the students and should maintain professional standards of dress and grooming during school hours and at school activities. To this end, it is strongly suggested and encourages that teachers dress and groom themselves in a manner appropriate to a productive learning environment. Employees shall adhere to the following: 1. All clothes must be neat, clean, wrinkle free, not frayed, in good



	repair and be an appropriate size, 2. Appropriate footwear must be worn at all times. Shoes such as flip flops or extravagant sandals that create a safety or health hazard are not permitted. 3. Employees' hair must be neat and clean, 4. Clothes shall conceal undergarments at all times. See-through fabrics, spaghetti straps, low-cut tops, bare midriffs or sagging pants are not appropriate.
Policy 4119.24: Maintaining Appropriate Adult-Student Interactions	The Board of Education desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationships and lead to the appearance of impropriety.



Student Supports

Mandating Reporting and Calling DCFS

SUSPECTED CHILD ABUSE REPORTING PROCEDURES

In California, the term mandated reporter refers to categories of professionals who are required by the Child Abuse and Neglect Reporting Act (CANRA) to report instances of actual or suspected child abuse or child neglect.

Child abuse must be reported when one who is a legally mandated reporter “has knowledge of or observes a child in their professional capacity, or within the scope of their employment whom they know or reasonably suspects has been the victim of child abuse or neglect,” (PC 11166[a]).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse,” (PC 11166[a][1]).

Reports must be made immediately, or as soon as practically possible, by phone to the Child Protection Hotline at 1-800-540-4000. A written report must be forwarded within 36 hours of receiving the information regarding the incident, either by mail or online, instructions below (PC 11166[a]).

To protect mandated reporters from repercussions for reporting as required, CANRA includes specific safeguards as follows:

§ Those persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required, even if the knowledge or reasonable suspicion of the abuse or neglect was acquired outside of their professional capacity or scope of employment. Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and disseminating the photograph with the report (P.C. 11172[a]).

§ No supervisor or administrator may impede or inhibit a report or subject the reporting person to any sanction (PC 11166[f]).

§ The identity of the reporting party and the contents of the child abuse report are confidential and may only be disclosed to specified persons and agencies (PC11167[d][1]; PC 11167).

§ In the event a civil action is brought against a mandated reporter as a result of a required or authorized report, he or she may present a claim to the State Board of Control for reasonable attorney’s fees incurred in the action if they prevail in the action or the court dismisses the action (PC 11172 [c]).

California Child Abuse and Neglect Reporting Act [Penal Code 11164 - 11174.3]



Suspected Child Abuse Report Online Referral

Instructions when submitting an online referral (after you have called the Hotline):

- A. Print out the student's Synergy profile.
- B. Call the Child Protection Hotline at 1-800-540-4000.
- C. Prior to ending the call, note the operator's full name and the 18-digit Referral #.
- D. Within 24 hours of making the call, you will use the Referral # to file the Suspected Child Abuse Report online at: <https://mandreptla.org/cars.web/>
 -  1. Once on the website, you will choose the option: "Submit Follow-Up Suspected Child Abuse Report (SS8572)"
 - 2. Click on "Non-LA County Employee"
 - 3. Click on "Continue" (Gray area)
 - 4. Click on "Referral" under call type, then enter the Referral # that was provided
 - 5. After this, follow the prompts to provide all necessary information o known information about the student and family
- E. Inform site administrator that a report has been made.

Send the following information:

-  1) SCAR Date & Reference Number, Type of Abuse, Reporting School
Student's Ethnicity
- 2) Mail to Department of Pupil Services in sealed envelope marked
"Confidential" Attn: *Nancy Pulido*



Suspected Child Abuse Report Written Referral

Instructions when submitting a written referral and submitting via mail:

- A. Form SS8572 Suspected Child Abuse Report can be obtained with this link:
https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

This is a pdf writeable form. Print a copy after it is complete. Complete the form prior to calling the Child Protection Hotline.



Complete sections A, C, D, and E

Fill in section B after you have called the Child Protection Hotline.

- B. Call the Child Protection Hotline at 1-800-540-4000.

An operator will ask you for the information in the above sections.

Before ending the call make sure you get the operator's full name and the 18-digit referral #.
Verify address to submit referral via mail and fill in Section B.

- C. Inform site administrator that a report has been made.

Mail a copy to:



Child Protective Services Hotline 3075 Wilshire Blvd 5th
Los Angeles, CA 90010

Send the following information:

- 1) SCAR Date & Reference Number, Type of Abuse, Reporting School



Student's Ethnicity

- 2) Mail to Department of Pupil Services in sealed envelope marked

"Confidential" Attn: *Nancy Pulido*

California Child Abuse and Neglect Reporting Act [Penal Code 11164 - 11174.3]



Foster Youth Services and Homeless Education

Program Mission and Goal

The mission and goal of the PUSD Foster and Homeless Youth Education Program is to provide Foster Youth and homeless students with support services such as educational planning, personal mentoring, academic goal setting, and community networking. Our program works in collaboration with school personnel and community service agencies to maximize access to various educational, social, and enrichment programs that promote academic success and student achievement. Our mission is to support foster and homeless youth to pursue their educational endeavors.

Laws

- Immediate enrollment in the school they last attended (school of origin) or the local school where the students are currently staying, even if they do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by the parent/guardian, and it is in their best interest.
- Receive transportation to and from their school of origin, the same special programs, and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

Contact Information

To access Foster Youth and McKinney Vento assistance, refer the parent/guardian to contact the District's Foster Youth and Homeless Liaison, Julie White.

[Email Julie White](#) or call (562) 602-6035

Resources are located on the Student Services webpage Homeless/Foster Youth section:

[PUSD Foster Youth/ Homeless Program Resources](#)



Technology

Technology Resources for Staff

For Technology support, please visit the Technology page with the hyperlink below or submit a trouble ticket using the Trouble Ticket hyperlink.

[Technology Webpage](#)

[Submit Trouble Ticket](#)

If you need to reset your password for your district credentials, please use the password reset tool using the hyperlink below.

[Password Reset Tool](#)

Chromebook Support

Regular School Year Hours: 7:30 a.m. – 8:30 a.m. and 1:00 p.m. – 4:00 p.m.

Summer School Hours: 7:30 a.m. – 8:30 a.m. and 12:00 p.m. – 2:30 p.m.

Phone: (562) 602-6088

Location: District Office "ROP" room
15111 Orizaba Ave. (Parking entrance from Orizaba Ave)
Paramount, CA 90723



Instructional Technology

Instructional Technology provides technology planning, implementation, support, and integration for administrative and instructional sites.

You can access additional information from the Technology Implementation Handbook which lists all the digital systems by grade level. Click on hyperlink to access the Technology Implementation Handbook. [Technology Implementation Handbook](#)

Digital Systems

CLASSLINK			
After employee network request forms are processed by their work site, all staff members will be able to access district provided applications by going to Classlink. Staff members can expect to receive their username and password from their school site. Staff devices will be issued from the district office.		http://classlink.pusdschools.net	
	SCHOOLGY	SYNERGY	PARENT VUE
Purpose	Learning management system where teachers will have their courses created automatically using attendance rosters from Synergy.	Student information system housing official information pertaining to students (contact information, allergies, etc.). Also used for official attendance and grade reporting (at selected intervals).	Districtwide communication system that hosts informational posts, forms, sign-ups, events and individual or group messaging. Content automatically translates content to the preferred language set by parents.
How is it used	Schoology is used to assign work to students, keep track of day-to-day grades and more. Help documents and tutorials can be found in the Technology Integration Handbook. http://bit.ly/PUSDTIH	Parents can log into Synergy through ParentVue, while students can log in through StudentVue.	Help documents and tutorials can be found in the Technology Integration Handbook. http://bit.ly/PUSDTIH
Support	For support, contact Instructional Technology (Joy Go-Ng) by email or phone at Ext. 2020.	For support, contact your site Data Technician or Student Information Systems at Ext. 6036.	For support, contact Instructional Technology (Joy Go-Ng) by email or phone at Ext. 2020.