



# Bellflower Unified School District

## Certificated Personnel Staff List

Ryan Smith, Ed. D.  
Deputy Superintendent

Shaunte' Knox- Anderson, Ed. D.

**Executive Director of Human Resources Certificated Personnel**

Duties: Assures compliance with district policies, procedures and applicable federal and state laws. Oversees recruitment, hiring and management of certificated staff. Supports employee development.  
Ext: 2127

### Certificated Personnel Support Staff

**Ana Oseguera** (Confidential)  
**Personnel Assistant**

**Duties:** Responsible for processing, onboarding, salary placement, board items, purchase orders, Business Plus management & Aeries enrollment. Supports the Executive Director of Instructional Personnel.  
Ext: 2128 Work Hours: 8:00- 4:30

**Carol Whiting** (Confidential)  
**Personnel Technician**

**Duties:** Processes walk on coaches, manages Edjoin job postings, TB Test compliance, board items, credential support & follow up. Manages annual online compliance training and monitoring. Assigns service pens, supports with contracts, MOUs, student teacher placement, monitors contracts for counseling and psychologist interns and facilitates substitute teacher screenings.  
Ext: 2183 Work Hours: 8:00- 4:30

**Elizabeth Garcia** (Classified)  
**Secretary**

**Duties:** Onboards substitutes, manages substitute desk, processes VOE for classified and certificated staff. Manages certificated evaluations, oversees Reasonable Assurance, submits board items, schedules interviews, manages 30 day permit & TPSL permits. Organizes the new teacher breakfast.  
Ext: 2123 Work Hours: 6:00-2:30

**Yolanda Acuna -Gross** (Classified)  
**Bilingual Clerk**

**Duties:** Serves as the front office greeter for **classified** and **certificated**. Assists with translation, performs clerical duties for the personnel services office including, filing, creation of ID badges and new hire packets and inputs student workers into Business Plus. Manages incoming calls. Oversees CPR, TB, First Aid, reasonable assurance, address updates and sends verifications to insurance.  
Ext: 2125 Work Hours: 8:00- 4:30