

LENNOX SCHOOL DISTRICT PERSONNEL DEPARTMENT



Maria Castellanos

Assistant Superintendent of Personnel
Ext. 4076

maria_castellanos@lennoxk12.org

- Plans, develops, and coordinates the strategies for achieving the goals and objectives of the district's personnel program
- Determines appropriate initial salary placement for new employees
- Reviews and approves coursework approval Monitors credentialing of all certificated personnel Recommends all assignments, transfers, dismissals, and promotions to the Superintendent
- In conjunction with the Assistant Superintendent of Business, reviews staffing projections and maintains position control
- Administers and monitors the district's database for personnel
- Assists in the planning, development, implementation, and the maintenance of personnel, public, and community relations
- Oversee Risk Management Employee Investigations Title IX Coordinator
- Labor Relations District Representative
- Serves as a member of the Executive Cabinet



Joanna Estrada

**Administrative Assistant
(Confidential)**
Ext. 4076
joanna_estrada@lennoxk12.org

- Monitor Credentials/CTC/HRS
- Certificated Evaluations and Seniority List
- Certificated Employee Contracts
- Reports: Assignment Monitoring, 3-90, Williams Quarterly Reports, etc.
- Staffing Analysis and Timeline
- STRS Enrollment/Retirement
- Educational Affiliation Service Agreements
- Verification of Employment/Live Scan
- Subpoena of Records
- Timekeeper/Timesheets
- P2 Calendar, Bereavement
- Special Projects as needed
- Prepares correspondence, charts, graphs and records as needed



Ana Bernardino

Risk Manager
Ext. 4003
ana_bernardino@lennoxk12.org

- Leaves of Absence (FMLA, CFRA, PDL, etc.)
- Workers' Compensation
- Employee Interactive Meetings
- Employee Medical Files
- District Claims (ASCIP)
- District Safety Walkthroughs
- Health Benefits (EASE)
- District compliance with O.S.H.A regulations
- District Mandated Training and Compliance
- Prepares correspondence, charts, graphs and records as needed
- Work Place Violence Prevention Plan Coordinator



Cynthia Montiel

Secretary III
Ext. 4002
cynthia_montiel@lennoxk12.org

- CALPERS & NBS Enrollment
- HRS Data Entry
- Certificated Evaluations and Seniority List
- Resignations and Offboarding
- Board Items
- HR Report
- Requisitions/Warehouse Orders
- Service Agreements
- Reports: CBEDS, EEOC, Civil Rights, etc.
- Calendar and Schedule Events
- Special Projects as needed
- Prepares correspondence, charts, graphs and records as needed
- Monitor Credentials/CTC/HRS



Yesenia Gaeta

Personnel Technician
Ext. 4005
yesenia_gaeta@lennoxk12.org

- Vacancies/Recruitment (EdJoin, Job Fairs, etc.)
- Classified Applications (School Site Clerical, Custodian, Maintenance, Nutrition Services and LEAP)
- Manage employee requisition and referral process
- Set-up Testing/Interviews
- Employee Onboarding
- Review Transcripts for Salary Placement/Assignment Monitoring/Board Authorizations TB Test
- Employee Handbook
- HRS Data Entry
- Department Website Coordinator
- Prepares correspondence, charts, graphs and records as needed



Claudia Lopez

Personnel Technician
Ext. 4009
claudia_lopez@lennoxk12.org

- Vacancies/Recruitment (EdJoin, Job Fairs, etc.)
- Certificated/Classified Applications (School Instructional Positions, District Office Positions)
- Manage employee requisition and referral process
- Set-up Testing/Interviews
- Employee Onboarding
- Monitoring/Board Authorizations
- Temporary County Certificates
- Staffing Analysis and Timeline
- Employee Handbook
- HRS Data Entry
- Prepares correspondence, charts, graphs and records as needed Unemployment (EDD)



Lizette Siordia

Receptionist I
Ext. 4000
lizette_siordia@lennoxk12.org

- Greets and routes visitors
- Answers all incoming calls
- Manage employee absences in Frontline
- Coordinate substitute coverage
- Notify Secretaries of employee absences/update absence log
- Process Certificated Release Time Request Forms
- Manage the District Substitute Calendar
- Sort internal mail, coordinate outgoing mail
- OT Timesheets, Hourly employees
- Reconcile Substitute Timecards and Invoices
- Support Personnel Department as needed



**Department
Website
QR code**