

EDUCATIONAL SERVICES DIVISION

EDUCATIONAL SERVICES – DEPARTMENT DESCRIPTIONS

Deputy Superintendent – Gunn Marie Hansen, Ph.D.

x4466

Executive Secretary II – Nancy Clark

x4466

MISSION

Revised 7.24.17

The Orange Unified School District, being committed to planning for 21st Century teaching and learning will offer a learning environment of excellence, with high expectations, to provide each student with the opportunity to be able to compete in the global economy.

The Educational Services Division provides instructional leadership support to all schools including: implementation of the academic content and performance standards; curriculum and instructional innovation; school supervision; student assessment and accountability progress monitoring; parent and community engagement; exceptional needs and student support plans; and current technology to support student achievement. The Division's primary goal is for each school to provide 21st Century teaching and learning to improve student learning supported by the teacher's use of research-based instructional practices. Student progress is also regularly monitored by a comprehensive assessment system that accelerates student success toward college, career and STEAM readiness. Accountability in this system wide approach includes the schools and district meeting and exceeding goals through the leadership support of all Educational Services staff.

THEORY OF ACTION

If we create an environment of shared collaboration focused on 21st Century teaching and learning, collective accountability will result in urgency for continuous improvement of learning for all students producing increased collaboration, critical thinking, communication and critical thinking to prepare students for 21st Century colleges, careers and STEAM opportunities.

INITIATIVES – PROCESS FOR ACHIEVEMENT

- **Multi-tiered System of Support (MTSS) (RtI²)**
 - ▲ High quality 21st Century instruction and intervention
 - ▲ Collaboration, critical thinking, communication, creativity and citizenship
 - ▲ Student centered decision making
 - ▲ Progress monitoring during instruction, universal screening and intervention
 - ▲ Universal Design for Learning (UDL)
 - ▲ Academic Language development
- **21st Century Instructional Design-Balanced Instruction Design**
 - ▲ Content and performance standards leading improved outcomes
 - ▲ 21st Century Strategies and pedagogy
- **Collaboration Cycle/Problem Solving**
 - ▲ Focus on student learning and set learning goals
 - ▲ Expand roles to support College, Career and STEAM Readiness
 - ▲ Professional Learning Communities (PLCs)
 - ▲ Collaborative Academic Support Teams (CAST)
 - ▲ Action Research
- **Leadership for Learning**
 - ▲ K-12 Student Achievement Conference
 - ▲ Developing in-house Experts – Professional Development
 - ▲ On-going Communication about 21st Century Learning
 - ▲ Network Approach to Leadership

EDUCATIONAL SERVICES DIVISION

Continued 2 of 2

DISTRICT WIDE STRATEGIC GOALS

Conditions for Student Learning: All students will receive a high quality education in a safe environment that prepares them to graduate from high school, college, career and STEAM ready for 21st Century challenges.

Pupil Outcomes: All students will attain mastery or demonstrate academic growth toward mastery in core content areas measured by 21st Century assessments, SmarterBalanced assessments (SBAC) and local assessments.

Engagement: Student and parent engagement will be promoted through an increased sense of safety and improved student climate and school connectedness as measure by surveys and ongoing training.

LOCAL CONTROL AND ACCOUNTABILITY PLAN

- A minimum of 3-5% point growth in English-Language Arts & Mathematics for all students and the following specific student subgroups meeting or exceeding standards:
 - Foster Youth
 - Hispanic/Latino
 - Students with Disabilities
 - Socioeconomically Disadvantaged
 - English Language (EL) Learners
- All district subgroups including reclassified ELL's will maintain high levels of academic mastery and continue to excel on state and local assessments
- All English Language Learners will advance in EL proficiency for every year of instruction as measured by CELDT
- High schools will maintain and/or increase their 2018 four-year graduation rates by 0.25%
- Student attendance will meet or exceed rates from prior year
- Parent/student engagement will exceed rates from prior year
- Increase by 3-5% the number of students enrolled in CTE, AVID, Honors, AP, IB, ERWC, PSAT, SAT, A – G and STEAM courses

Direct Reports to the Deputy Superintendent:

- Anne Truex, Executive Director, Elementary Education
- TBD, Executive Director, Secondary Education
- Denise Mac Allister, Executive Director, Special Education/SELPA
- Ed Howard, Executive Director, Student and Community Services
- Cathleen Corella, Administrative Director, K-12 Curriculum & Instruction, & GATE
- Elena Rodriguez, Administrative Director, Accountability and Special Programs
- Christina Lin, Administrative Director, Information and Educational Technology

The following pages will outline the responsibilities and direct reports of the Directors listed above. While communication with our student families and community members is valued and important, it is also critical to provide effective communication tools to our staff. It is our hope, that you find this information helpful in the work that you do to support students in Orange Unified School District.

EDUCATIONAL SERVICES DIVISION

SECONDARY EDUCATION DEPARTMENT

Executive Director – TBD

x4467

Executive Secretary I – Jan Butler

x4467

Secondary Schools

Middle Schools

- Cerro Villa
- Portola
- Yorba
- McPherson Magnet (K-8)
- El Rancho Charter
- Santiago Charter
- Principal Supervision
- Federal Program Monitoring
- Every Student Succeeding Act (ESSA) Team/Title I/DSLT
 - Portola Middle
 - Yorba Middle
 - Orange High
- High School Graduation Coordination
- Seal of Biliteracy
- Counseling

High Schools

- Canyon
- El Modena
- Orange
- Richland Continuation
- Villa Park
- Alternative Education
- High Achievers Recognition by Board
- Secondary Student Board Members
- Secondary Parent/Community Support
- WASC
- Equal Opportunity Schools (EOS) Partnership,
- AP and IB
- SkoolLive
- PSAT, NMSQT
- SAT Preparation/Coordination

Alternative Education Program

Coordinator, Justin Stanfield

x5479

Senior Secretary, Stacie Hokenson

x5479

- Community Day School
- Home School/Ed Options
- Adult Education

Professional Learning

- Provide Instructional Leadership K-12 via the 21st Century Learning and Academic Content and Performance Standards Implementation for all secondary principals and assistant principals
- Principals
- Administrators new to the district
- Assistant Principals and Counselors
- Inform and coach new site administrators on District procedures, culture and problem solving
- Emerging Leadership Academy
- Clear Administrative Services Credential

Interventions/College and Careers

Summer Programs

Secondary Remediation (iSchool)

Online Learning

Naviance

Secondary Intervention

Early Middle College

College and Career Fair

APEX

Hero (formerly Plasco)

COSA (Counselor on Special Assignment)

P 21 Pathway Specialist (4)

Community College Bridge Program

Dual Enrollment

Saturday School

EDUCATIONAL SERVICES DIVISION

ELEMENTARY EDUCATION DEPARTMENT

Executive Director – Anne Truex

x4463

Executive Secretary I – Rose Mary Gallardo

x4463

Elementary Schools

- Anaheim Hills
- California
- Cambridge
- Canyon Rim
- Chapman Hills
- Crescent
- Esplanade
- Fairhaven
- Fletcher
- Handy
- Imperial
- Jordan
- La Veta
- Lampson
- Linda Vista
- Nohl Canyon
- Olive
- Palmyra
- Panorama
- Prospect
- Running Springs
- Serrano
- Sycamore
- Taft
- Villa Park
- West Orange
- Principal Supervision
- Federal Program Monitoring

Every Student Succeeds Act (ESSA) & Title I

- California
- Cambridge
- Esplanade
- Fairhaven
- Handy
- Jordan
- Lampson
- Palmyra
- Prospect
- Sycamore
- Taft
- West Orange

Early Childhood Education and School Age Care

Amie Wilson Bird, Administrator x5360

- School Age Care Program – Diane Way and Jamie Beidler, Supervisors
- Parent Paid Preschool – CDC – Rachelle Vargas, Supervisor
- State Pre-School

Cheryl Sosa, Coordinator, Early Learning Education

x4436

Shannon Brown, Early Learning

x5656

Professional Learning

- Provide Instructional Leadership via the 21st Century Learning and Academic Content and Performance Standards Implementation for all elementary principals and assistant principals
- Inform and coach new principals on District procedures, culture and problem solving
- Clear Administrative Services Credential

Elementary Parent and Community Support

**Dual Language Immersion – Fletcher Elementary - Mandarin
California Elementary – Spanish**

EDUCATIONAL SERVICES DIVISION

SPECIAL EDUCATION/SELPA

Executive Director – Denise MacAllister, Ed.D. x5550
Administrator - Rachele Dale x5550
Executive Secretary I – Mary Ann Casey x5550

Debbie Bennett, M.A.
Coordinator/Elementary
x5546

Anaheim Hills
Canyon Rim
Crescent
Fairhaven
Handy
Linda Vista
McPherson
Nohl Canyon
Sycamore
Villa Park
West Orange

Annalisa Schwartz, M.A.
Coordinator
x5543

California
Cambridge
Chapman Hills
Esplanade
Fletcher
Jordan
La Veta
Olive
Panorama
Prospect
Taft

Bree Tippets, M.S.
Coordinator, PreK
x6202

PreK Program
Infant Program

Senior Secretary
Markel Hathcock

Andrew Granite, Ph.D.
Coordinator
x5548

Lampson
Serrano
Cerro Villa MS
Canyon HS
Villa Park HS

Adult Transition

- Secondary
- Community Day School (CDS)
- Vision Impaired:
Teachers: Kim Webb,
Dolores Hermosillo
VI Aide: Beth Albright
- Residential Treatment
Co-support

Julie Lucas, M.A.
Coordinator
x5549

Portola
Yorba
El Modena HS
Orange HS
Richland/Touchstones
Community Day School (CDS)

- Workability
- Independent Study

Residential Treatment Center
Support

Sara Beggs, M.A.
Coordinator/ Inclusive
Learning x5524

- Imperial Elementary
- Educational
Specialists/Reading
Support
 - **Donna Oblea** (SLP)
 - **Sarah Dalton**
(FastForWord)
- Educational
Specialist/Inclusive
Schooling
 - **Susan Greenwald**
 - **Kassy Makena**
 - **Amy Pullin-Diehl**

SPECIAL EDUCATION/SELPA

Continued 2 of 2

Karen Hanson, Ed.D
Coordinator
997-6171

Canyon Hills Elementary

- Health Services/LEA/MAA
Lead Nurse: **Linda Haase**
Staff Clerk: **Deanna Aguirre**
- Adapted Physical Education (APE)
- Occupational Therapy/Physical Therapy

Office Manager

Jean Maroney

Attendance/Health Clerk

Karyn Plascencia

Eric Salcedo, Psy. D.
Coordinator/Mental Health/Psych. Services
x4080

- **Running Springs Elementary**
- Mental Health
 - Psychologists
 - Counselors
- Psychologists
 - POSA – **Tracy Zaldivar**
- Behavior Programs: Canyon Rim, Handy, Cerro Villa MS, El Modena HS
- 504s
- Residential Treatment Centers - RTC Lead
- Private School /ISP Lead (each coordinator facilities SOR)
- Mental Health BSA
- District Retention Appeals Committee

John Erratt, Ph.D
Coordinator, Communicative Disorders
x5561

Autism Behavior/SUCSESS:

- **Palmyra SUCSESS**
- **Districtwide Autism Behavior Support**

Instructional Coach, **Jennifer Aguirre**
Autism BSAs and IAs

Palmyra Mild/Mod SpEd
Speech-Language Pathology
Michele Wright, SLP Lead
Joyce Berg, SLP/AAC/AT

Deaf/Hard of Hearing

- **Jamie Perry**, Teacher
- **Tiffany Berlin**, Teacher
- **Regina Nelson**, Teacher
 - Signing Aide
 - Out of District DHH

Private Schools (with Eric Salcedo)
IS Specialist, **Max Graupensberger**

Office Staff

- Office Manager - **Tylene Warner**
x5547 Bldg. E
- Sr. Secretary – **June Hanashiro**
x4080
- Sr. Secretary – **Katie Freitas**
x4080 Bldg. C

Accountant - **Ita Roman x5544 Bldg. F**

- Budget monitoring and tracking (includes categorical reporting to county, state, and federal agencies)

Budget Approval (review all incoming invoices from non-public agencies (NPA), non-public school (NPS), County Department of Education, and other providers.

Tech Support Specialist -**Sara Monroy x4584**

- CASEMIS
- Monitor and Assist Teachers/case managers w/SEIS
- Coordinate transportation services as required by IEP

EDUCATIONAL SERVICES DIVISION

K-12 CURRICULUM, INSTRUCTION, CTE/ROP, INDUCTION AND GATE

Administrative Director – Cathleen Corella	x5452
K-12 Curriculum, Instruction, CTE and GATE	
Executive Secretary I – Maria Vicencio	x5466
District Textbook Technician – Michelle Deibner	x4062

- AVID
- New Course Adoptions
- New Course Outlines
- Course Descriptions/Curriculum Guides
- District Curriculum Council
- GATE Referrals/Assessments
- GATE Community Advisory Committee (CAC)
- New Course Approvals
- CTE STEM Grant Facilitation (ESCAPE/CaMSP/CTEIG)
- Elementary Music/Integrated Arts Wheel Facilitation (VAPA)
- K-12 Professional Development
- K-12 Curriculum Development
- Secondary Department Chairs
- Textbooks/Instructional Materials
- Williams Settlement Reports
- UCOP Course Approvals
- Pathway to Biliteracy

Elementary Music/Integrated Arts (VAPA) Teachers & Instructional Aides

- Mio Hirako, *Band*
- Vanessa Trevino, *Orchestra*
- Ebunoluwa Agboola, *Music*
- Lissa Slay, *Theater*
- Judy Long, *Instr. Aide*
- Jacob Hamilton, *Band*
- Vacant, *Orchestra*
- Vacant, *Theater*
- Stephanie Anaya, *Art*
- Adele Doran, *Instr. Aide*
- Walter Wagner, *Band*
- Justin Wong, *Orchestra*
- Vacant, *Music*
- Tessa Okstad, *Art*
- Sabrina Supler, *Instr. Asst.*
- Catherine Olsen, *Band*
- Evelyn Lee, *Orchestra*
- Emily Craig, *General Music*
- Suzanne Fowler, *Art*
- Kelley Herbeck, *Instr. Aide*

K-12 Academic Content Design – Lisa Green, Administrator **x5436**

TOSA, STEM/Elementary Science – Julie Roney	714.289.7264
TOSA, MTSS & Elementary AVID – Dee Petersen	x5723
Instructional Specialist, Elementary Mathematics – Paul Flores	x4202
Instructional Specialist, Elementary Mathematics – Kathy Lloyd	x5725
Instructional specialist, Secondary Mathematics – Marie LaCassa	x5536

- Accelerated Math Course (AMC)
- Report Card Schedule/Committees
- Co-teaching Model
- Write From the Beginning
- Elementary AVID
- Textbook Adoptions
- K-12 Professional Development
- K-12 Curriculum Development
- Progress Monitoring
- Next Generation Science Standards District Committee
- CAST (Collaborative Academic Support Team)
- Collaboration Cycle for Effective Instruction
- K-12 Essential Mapping & Standards Alignment
- Multi-Tiered System of Support (MTSS) (Rtl²)
- Academic Content and Performance Standards
- Research & Analysis of 21st Century Teaching & Learning
- 21st Century Parent Professional Development
- Math Intervention/Support (Math 180, TTM, Redbird, Math Solutions)

Instructional Specialist and MTSS Teachers

- Jennifer Beall
- Courtney Castro
- Amy Carlson
- Suzanne Kent
- Carol Beaumont
- Shannon Starkweather
- Brooke Walker
- Tracy Arriola

K-12 CURRICULUM, INSTRUCTION, CTE/ROP, INDUCTION AND GATE

Continued 2 of 3

Career Technical Education/ROP/K-12 STEM – Kathleen Boyd, Coordinator	x5464
Senior Secretary – Doreen Kearns	x5451
Staff/School Clerk – Mary Esparza	x5394
CTE/ROP Specialist – Terri Nii	x5463
Information Systems Specialist, CTE/ROP – Freddy Aguilar	x4548

- K-12 STEM Facilitation/Implementation
- CTE (Career Technical Education) & ROP (Regional Occupational Program) Pathways
- Monitoring of Career Technical Student Organizations (CTSOs)
- K-12 CTE/STEM Professional Development
- County/Regional CTE/ROP Liaison
- CTE/STEM Grant Applications
- District CTE Advisory Committee
- College and Career Pathway Design
- Career Pathway Trust Programs
- Curriculum Integration
- Dual Enrollment Opportunities
- Perkins Program

Induction – Julie McNealy, Coordinator	x5527
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TOSA, Induction Program – Lauren Hunsberger-Gonzales	x5528
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- Induction Program
 - OUSD Regular/Special Education/Administrative
 - Out of District/Private School Candidates
- Teacher Credentialing
 - Clear Single/Multiple Subject
 - Clear Education Specialists
 - Clear Administrative Services
 - Autism Spectrum Disorder Added Authorization
 - CTE (Career Technical Education)
- Verification Process for Teachers in Specialized Settings (VPSS)
- Peer Assistance Review (PAR)
- K-12 Professional Development
- Staff Evaluation Reporting System (SERS)
- Coordination of IHE Partnerships for student teacher placements
- Unit Design / Universal Design for Learning
- Site Administrator Training
- Slice of Orange (District Orientation)

K-12 CURRICULUM, INSTRUCTION, CTE/ROP, CTIP AND GATE

Continued 3 of 3

21st Century Innovation & Instructional Design – Laura Kresl, Coordinator	x5658
TOSA, 21st Century STEM & Arts Integration – Jennifer Cardenas	x4598

- Elementary Visual & Performing Arts (VAPA) Program
- STEM & Arts Integration
- GATE Assessment/Implementation
- Differentiation for Advanced Learners
- AVID (Secondary)
- Next Generation Science Standards (NGSS) District Implementation
- Next Generation Science Standards (NGSS) District Professional Development
- Secondary Course Outlines
- STEM Grant Facilitation (ESCAPE)
- History-Social Science Standards District Professional Development/ Implementation
- Exposition of the Arts
- K-12 Professional Development
- K-12 Curriculum Development
- K-12 Essential Mapping & Standards Alignment
- Research & Analysis of 21st Century Teaching & Learning

21st Century Teaching & Virtual Learning – Nicole Van Wilgen Moore, Coordinator x5717

- OrangeLive! Online Classes
 - Online Teacher Facilitation
 - Power School Learning
 - Blended/Distance Learning
 - Online Meet and Greet
- Online Curriculum Resources – eTextbooks
- Online Original Credit Health Course Pilot
- Online Summer School Program
- Credit Recovery
- Online K-12 Curriculum Development
- Online K-12 Professional Development
- Intervention/Acceleration Program Design
- Accelerated Math Course (AMC)
- Digital Portfolios
- Facilitation of ELA/ELD Textbook Adoption and Course Outlines
- APEX Learning Software
- Plato Learning Software
- Naviance Implementation
- iLead
- Coordination of K-12 Library Staff and Programs
 - Follett Destiny Software
 - OverDrive – eBooks and AudioBook Library

EDUCATIONAL SERVICES DIVISION

ACCOUNTABILITY AND SPECIAL PROGRAMS DEPARTMENT

Administrative Director – Elena Rodriguez	x5405
Executive Secretary I – Libbie Baker (Title I/LCFF - Centralized/Title VI)	x5405
Categorical Program Technician – TBD (Title II/ Title III/LCFF – Sites)	x5405

Federal Programs and Services

- Title I, Title II, Title III, and Title VI
- Consolidated Application for all state and federal funding (CONAPP)
- Every Student Succeeds Act (ESSA)
 - Comprehensive and Targeted Schools Support
 - Alternative Supports / Go Out and Learn (GOAL)
- Private School participation in Federal Programs

State Programs and Services

- Local Control Funding Formula, (LCFF), Local Control Accountability Plan and Development (LCAP)
- Federal Program Monitoring (FPM)
- Single Plan for Student Achievement (SPSA)/School Site Council (SSC)
- After School Education and Safety Program (ASES)
- District English Learner Advisory Committee (DELAC/Title I DAC)

English Learner Support - Coordinator – Amber Tatch – x4543

Language Assessment Center (LAC)

Martha Rivas, Secretary x4536

- English Language Proficiency Assessment for California (ELPAC)
 - Parent Notification
- EL Data Management and Reporting (ELPAC, LTEL, RFEP)
- ELD Curriculum, Assessment, Planning and Accountability
- Instructional Strategies to support ELL (GLAD, Thinking Maps, Path to Proficiency)
- ELA / ELD State Standards and Academic Language Professional Development
- EL Instructional Support and Intervention Programs (Read 180 and System 44, AVID Excel)
- Resource Teacher Support
- Elementary and Secondary EL Advisors
- Title III Programs and Funding
- AL Mentors (Secondary Title I sites)

Instructional Specialists

Misty Campos	x4514
Antoinette Coe	x4537
Kelly Devine	x5415
Kristi Dorf	x5416
Jennifer Koons	x5416

LAC Testing Staff

Gloria Montoya	x4538
Dolores Santana	x4540
Lourdes Zamarripa	x4541

ACCOUNTABILITY AND SPECIAL PROGRAMS DEPARTMENT

Continued 2 of 2

Learning Support Services, Coordinator – Sandra Schaffer

x4535

Title I and At-Risk Student Support

- Parent Training and Engagement
- DELAC – District English Learners Advisory Committee
- Community Outreach and Liaisons
- AVID Excel
- Accountability and Special Programs support
- After School Education and Safety (ASES) Program
- Alternative Supports – Go Out And Learn (GOAL)
- Dual Immersion/Mandarin Immersion Program
- School Climate Survey

- Title VI Native American Program – **Oryden Gould**

x4419

Title I Instructional Specialists

- | | | | | |
|------------------|------------------------|--------------------|-----------------|--------------------|
| • Kelly Acosta | • Sandra Bergeron | • Kristeena Ellson | • Lori Jennings | • Christine Taylor |
| • Debbie Ashmore | • Christina Bletterman | • Mary Helmer | • Dana Johnston | • Laura Urquhart |
| • Carrie Bauer | | • | • Mary Hinton | |

Teacher on Special Assignment (TOSA) – Vacant

x6143

LCFF Family Engagement

- School Smarts
- Parent Involvement and Family Engagement Program
- Mobile Pantry

Teacher on Special Assignment (TOSA) – Patricia Chavez

x5403

- Alternative Supports – GOAL (Go Out and Learn)
- English Learner Instructional support
- Newcomer Support K-12

EDUCATIONAL SERVICES DIVISION

STUDENT & COMMUNITY SERVICES

Executive Director – Ed Howard	x5424
Executive Secretary I – Mary King	x5424
Facilities Use/Athletics Staff Assistant – Pamala Smith	x5411
Coordinator - Sheldon Glass M.A.	x5424
Coordinator, Foster Youth, McKinney-Vento, At-Risk Youth, Kristine Nelson, M.A.	
District Registrar - Carolyn Stringfellow	x5424
Staff Assistant - Sergio Gonzalez	x5424
Staff Assistant - Consuelo Martinez	x5424

Attendance	Emergency Operations Center (EOC)	
ACCESS Referrals/Approvals	Parent/Pupil Handbook	
Child Abuse Reporting	Reporting Expulsion Hearings	
District/School Security	Comprehensive Safe School Plans	
Investigations	Emergency Response to Schools	
District Facilities Usage	Athletic Program	
School Activities	School Connectedness	
Coordinator - Sheldon Glass M.A.		x5424
Attendance	Emergency Response to Schools	
Disciplinary Guidelines	Truancy Interventions	
D.A. Meetings/Case Filings	Canine Detection Services	
District/School Security	Public Safety Liaison	
Court Documents/Custody Papers	Gang Reduction Intervention Partnership (GRIP)	
Student Placement Hearings	Residence Verifications	
School Attendance Review Board (SARB)	Student Welfare	
Investigations		
Coordinator, Foster Youth, McKinney-Vento, At-Risk Youth—Kristine Nelson, M.A.		x5424
Foster Youth Liaison & Intervention	At-Risk Youth & Interventions	
McKinney-Vento Liaison & Interventions	Student Welfare	
Psychologist - Ben Figueroa		x5424
Public Safety Liaison	Student Welfare	
School Attendance Review Board (SARB)	Student and Parent Information	
Emergency Welfare Checks	Crisis Response	
District Registrar – Carolyn Stringfellow		x5424
Pupil Transcripts	Pupil Records	
Inter-district Transfers	Pupil Subpoenas	
Caregiver Affidavit Forms	Megan's Law	
Facilities Use/Athletics Staff Assistant – Pamala Smith		
District Facilities Usage	Athletic Programs	
School Activities	School Connectedness	
SCS Staff Assistants – Sergio Garcia, Consuela Martinez		
EOC Readiness	Attendance	Open Enrollment
Truancy Intervention	Process Intra District Transfers	Monitor Open Enrollment
Title IX	Foster Youth/Homeless	

EDUCATIONAL SERVICES DIVISION

INFORMATION AND EDUCATIONAL TECHNOLOGY

Administrative Director – Christina Lin x4550
Executive Secretary I – Lori Elsasser x4550
Office Manager – Sandra Putt x4586
Staff Clerk – Marissa Ray x4550

Director Information Technology - Tam Nguyen x4550

Department General Line x4550

License (Microsoft, Adobe, Etc.)
Technology Purchasing Support
Department Support
Equipment Tracking

Network and System Manager – Joshua Holmes x4599

User Support Manager – David Lane x5430

User Support Supervisor – Victor Aguirre x4561

Network Technicians - Nathan Cox, Jason Orban, Lee Co, Tan T. Nguyen x4550

Application Management	Network Equipment (routers, switches, wireless access
Anti-Virus	points
Backups	Shared Drive (S - Drive)
Informacast Intercom/Bells Server	SPAM Filter
	Security Cameras Network Connectivity

IS Specialists x4357(HELP)

Help Desk and Call Routing

Freddy Aguilar, Iman Diaz, Max Graupensberger, Kelly Meraz, Nick Marini, Tan Nguyen, Dewayne Watson, Kathy Young

- Computer Support
- Bell Schedule Support
- Network Support Tier 1
- Computer Image Creation
- MyOUSD Management
- Phone & Voicemail Support
- User Account Creation/Support
- Mobile Device Management
- Tech Refresh Management
- Login Connectivity Issues
- Blue Bear Support
- Google Domain
- Aeries Support Tier 1
- O365/MS Office
- Special Ed. Tech Support

Site Based Technology Support (A Team) x4357

Brian Baker, Damian Bois, Yeo Kim, Chris Minucci, Jacob Morales, Richard Moreno, Mary Rosas, Cheri Slack, Rocky Ramirez IV, Luke Thibodeau, TBD

- Site Technology Support
- Software Installation
- Mobile Device Support
- HP Pinter/Xerox Support
- SBAC Technical Support
- CTE Tech Support

EDUCATIONAL AND INFORMATION TECHNOLOGY

Continued 2 of 3

CALPADS & Data Reporting Supervisor – Chris Keeler **x4551**

Aeries	CBEDS
CALPADS	Direct Certification
Data Integration	Jaspersoft

Aeries Support Team – Michelle Esparza, Ana Resendiz, Aniela Flores **x4551**

Aeries.net	CALPADS
Aeries	Fitness Test
Teacher, Student and Parent Portal	School Messenger

QSS/QCC Support – Kerri Pinches and Michelle Camacho **x5555**

QSS/QCC – New Users, Reports, Training, Support, Jaspersoft

Website Support – Hana Brake **x5421** **Audio Visual – Suzan Grab** **x5422**

Crystal Reports	Board Meetings
OUSD Portal	Public Access Channel
School Webpages	Photographer
OUSD Website	Videographer
OUSD Social Networks Management	

Computer Repair – Craig Hofflund **x4583**

Hardware Troubleshooting & Repair
District Meeting Tech Support
Warranties

Coordinator, Educational Technology – Randy Kolset **x4110**

Office Manager – Sandra Putt **x4586**
• Login and Account Assistance **x4357(help)**

Educational Technology & Academic Measurement Instructional Specialists

Christina Baroldi, Erin Rosselli, Jon Ruffridge **x4110**

Educational Technology Instructional Specialists

Dana Encheff, Jean Cazeau, Abigal Mann, Richard Ireland, Karen Meier, Lance Wren **x4110**

Instruction Programs Supported:

- 1:1/BYOD Initiative
- BlackBoard Collaborate
- Chrome Applications
- Digital Citizen
- Discovery Education
- eBadge
- eDrawing
- eTraining
- eTraining
- Site Professional Development
- Genius Bar
- Go Sign Me Up
- Google Apps for Education G Suite
- Powerschool Learning
- iDevice
- iTeach
- iLearn
- iPads
- iPilot
- IOS Applications
- Online Blended Instr.
- Office 365 Application
- Softchalk
- Study Mate/Respondus
- Technology Festival
- Virtual Training
- Windows Application

EDUCATIONAL AND INFORMATION TECHNOLOGY

Continued 3 of 3

Coordinator, Student Assessment and Educational Measurement

Jennifer Bourgeois, Ph.D.

x5457

Office Manager – Sandra Putt

TOSA Student Assessment and Educational Measurement – TBD

x5457

Instructional Specialists – Christina Baroldi, Erin Rosselli, Jon Ruffridge

Staff/School Clerk – Marissa Ray

x5457

- School Accountability Report Cards (SARC)
- Civil Rights Report
- EADMS/MMARS/Inspect item bank
- Data Management Committee
- Training/Troubleshooting
- National and State Assessments Analysis
- CHSPE (California HS Proficiency Exam)
- Physical Fitness Testing (PFT)
- National Assessment of Education Progress (NAEP)
- Local Assessments (SRI/SMI)
- SAT/AP/PSAT
- NCSC (National Center & State Collaborative) Alternate Assessment
- Standardized Testing & Reporting (CAASPP)
 - Smarter Balanced Assessment Consortium (SBAC)
 - California Alternate Performance Assessment (CAPA)
 - California Modified Assessment – Science
 - California Standards Test – Science