

2024-2025
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3-21-2025

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HISD SAVINGS AND RETIREMENT OFFICE (4400 West 18th St. Houston, TX 77092) (HMWESC)

— Jessica Serrano, Senior Retirement Counselor, JESSICA.SERRANO@houstonisd.org, 713-695-5561
 —Nakia Webb, Retirement Programs Administrator, NWEBB2@houstonisd.org, 713-695-5561
 —Destiny York, Unemployment Administrator, DESTINY.YORK@houstonisd.org, 713-695-5561

HISD TV (See Communications Office)

HUMAN RESOURCES (1W)

Main Line 713-556-7400
 HR Website: www.HoustonISD.org/HR Online HR Forms: www.HoustonISD.org/HRHelp

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HR DATA & BUSINESS SOLUTIONS

HR Data & Business Solutions, Main Line..... 713-556-7328
 HR Data & Business Solutions, Email HRIS@HoustonISD.org
 Matthew Sawyer, Sr. Exec Dir of HR Data & Bus Solutions, Matthew.Sawyer@HoustonISD.org 713-556-7328
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 — Shakeyra Ross, HRIS Analyst 2, Shakeyra.Ross@HoustonISD.org 713-556-7328
 — Karen Thomas, Director of HR Data Analytics, Karen.Thomas@HoustonISD.org 713-556-7328

EMPLOYEE RELATIONS

Employee Relations, Main Line (Discrimination Claims, Grievances, Misconduct, Performance) 713-556-7333
 Employee Relations, Fax..... 713-556-7318
 Employee Relations, Email..... EmployeeRelations@HoustonISD.org
 Background Checks/Fingerprinting, Main Line..... 713-556-7491
 Background Checks/Fingerprinting, Email..... Fingerprinting@HoustonISD.org
 Title IX (Gender Discrimination, Sexual Harassment), Main Line..... 713-556-7313
 Title IX (Gender Discrimination, Sexual Harassment), Email TitleIXComplaints@HoustonISD.org
 Non-Teacher Appraisal System, Email..... NTAS@HoustonISD.org
 Marcy Baez, Executive Director - Employee Relations, Marcy.Baez@HoustonISD.org 713-556-7333
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 — LaTandra Taylor, Senior Employee Relations Analyst, LaTandra.Taylor@houstonisd.org via TEAMS
 — Breanna Turner, Coordinator 2, Employee Relations, Breanna.Turner@HoustonISD.org 713-556-7315

EMPLOYEE SERVICES

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 Employee Services, Email..... EmployeeServices@HoustonISD.org
 Outgoing Service Records, Main Line (*See Compensation for 'incoming') 713-556-7356
 Outgoing Service Records, Email (*See Compensation for 'incoming') EmployeeServices@HoustonISD.org
 ONLINE HR FORMS (Internal): www.HoustonISD.org/HREmployeeHelp
 Carolyn Lewis, Executive Director of Employee Services, CLEWIS1@HoustonISD.org 713-556-7400
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 — Ra'Kisha Stewart Woodard, Employee Services Specialist 2, EmployeeServices@HoustonISD.org... 713-556-7400

LEAVE ADMINISTRATION/FML (EXTENDED LEAVES OF ABSENCE & SUPPLEMENTAL SICK LEAVE BANK, ADA ACCOMMODATIONS)

Leave Administration/ADA Accommodations, Main Line..... 713-556-6590
 Leave Administration, Email LeaveAdministration@HoustonISD.org
 ADA Accommodations, Email..... ADA@HoustonISD.org
 Sabrina Ikhimokpa, Director of Leave Administration, SIKHIMOK@HoustonISD.org 713-556-6590
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 — Sheila Jenkins, Leave Administration Analyst 2, Sheila.Jenkins@HoustonISD.org 713-556-6590
 — Gladell Jones, Leave Administration Analyst 2, Gladell.Jones@HoustonISD.org 713-556-6590
 — Ashley McGee, Leave Administration Analyst 1, Ashley.McGee@HoustonISD.org 713-556-6590

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 — Victoria Real-Ronquillo, Director 1 Prog.Mgr., VICTORIA.REALRONQUILLO@houstonisd.org, 713-556-6960

TALENT ACQUISITION (RECRUITMENT & SELECTION, JOB CLASSIFICATIONS, JOB DESCRIPTIONS, JOB TITLES, JOB POSTINGS ON EXTERNAL CAREER BOARDS, H-1B & J-1 VISA SUPPORT (INTERNATIONAL EMPLOYEE ELIGIBILITY))

Talent Acquisition, Main Line..... 713-556-7373
 Talent Acquisition, Email HISDTalentAcquisition@HoustonISD.org
 H-1B & J-1 VISA Support, Main Line..... 713-556-7408
 H-1B & J-1 VISA Support, Email VISA@HoustonISD.org
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 — Andreina Savelli, International Recruitment Coordinator 2, Andreina.Savelli@HoustonISD.org 713-556-7381

COMPENSATION (CONFLICTS OF INTEREST, CONTRACTS, JOB DESCRIPTIONS, POSITION CLASSIFICATIONS AND STIPENDS)

Compensation, Main Line 713-556-7323
 Compensation, Email..... CompensationDept@HoustonISD.org
 Incoming Service Records, Email (*See Employee Services for 'outgoing') ServiceRecords@HoustonISD.org
 Stipends, Email..... Stipends@HoustonISD.org
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TALENT MANAGEMENT *Central Office (1SW)*

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 Talent Management, Email TalentManagement@HoustonISD.org
 Substitute Teacher, Main Line 713-556-7823
 Substitute Teacher, Email..... SubstituteTeacher@HoustonISD.org
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 — Erin Reed, Talent Coordinator 2, EREED6@HoustonISD.org 713-556-1932
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 — Keverlyn Walker, Senior Employee Relations Analyst, Keverlyn.Walker@HoustonISD.orgvia TEAMS

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Fax.....	713-556-6015
IT DATA AND BUSINESS SOLUTIONS (3NW)	
TBD, IT Director.....	713-556-7182
—TBA, Administrative Assistant,	713-556-7182
APPLICATIONS	
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FINANCE/OPERATIONS PORTFOLIO	
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BI/FINANCE	
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STUDENT MANAGEMENT SYSTEMS/CHANCERY (3NW)	
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Fax.....	713-556-8870
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POWER UP	
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IT QUALITY	
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—TBD, Executive Administrative Asst.	713-556-6996

SCHOOL CHOICE PERFORMANCE

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—Miranda Perez, Magnet Program Specialist, MIRANDA.PEREZ@houstonisd.org	713-556-7104
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—Fabiola Delgado, Administrative Assistant, FDELGAD1@houstonisd.org	713-556-7104
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—Willie Spencer, Sr. Manager of Charter Campuses, WSPENCE1@houstonisd.org	713-556-7285
—Maria Gutierrez, Sr. Student Information Rep., MGUTIER1@houstonisd.org	713-556-7285
—Exley Warren, Sr. Manager of Community Partnerships (Also See Miles Ahead Scholars), EXLEY.WARREN@houstonisd.org	713-556-8902
—Clarissa Giddings, Principal of On Time Grad, CGIDDING@houstonisd.org	713-926-4528

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Jacklynn Jack, Coordinator 1, JACKLYNN.JACK@houstonisd.org	713-556-7122

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—Myeshia Davis, Administrative Assistant II	713-967-5227

JUNIOR ROTC UNITS

—Austin High School, Senior Army Instructor	713-924-1600
—Bellaire High School, Senior Army Instructor	713-295-3704
—Chavez High School, Senior Army Instructor	713-495-6950
—Furr High School, Senior Army Instructor	713-675-1118
—Heights High School, Senior Army Instructor	713-865-4400
—Houston MSTC High School, Senior Army Instructor	713-696-0200
—Kashmere High School, Senior Army Instructor	713-636-6400
—Lamar High School, Senior Army Instructor	713-522-5960
—Law and Justice High School, Senior Army Instructor	713-867-5100
—Madison High School, Senior Naval Science Instructor	713-433-9801

—Milby High School, Senior Army Instructor.....	713-928-7401
—North Forest High School, Senior Naval Science Instructor	713-696-4300
—Northside High School, Senior Army Instructor.....	713-226-4900
—Scarborough High School, Senior Army Instructor	713-613-2200
—Sharpstown High School, Senior Army Instructor	713-771-7215
—Sterling High School, Senior Naval Science Instructor	713-991-0510
—Waltrip High School, Senior Army Instructor.....	713-688-1361
—Washington High School, Senior Naval Science Instructor	713-696-6600
—Westbury High School, Senior Aeronautical Science Instructor	713-723-6015
—Westside High School, Senior Army Instructor	281-920-8000
—Wheatley High School, Senior Army Instructor	713-671-3900
—Wisdom High School, Senior Army Instructor	713-787-1754
—Worthing High School, Senior Naval Science Instructor	713-733-3433
—Yates High School, Senior Army Instructor.....	713-748-8886

K-12 MATH AND SCIENCE CURRICULUM PROFESSIONAL DEVELOPMENT 2W

ELEMENTARY

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SECONDARY

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