



<u>Topic/Subject</u>	<u>Additional Clarification</u>	<u>Personnel Assistant</u>	<u>Phone #</u>	<u>Office #</u>	<u>Personnel Administrator</u>
Address Changes	District-wide	Toni Powers	817.547.5756	PS Lobby	Suzy Compton Coordinator
Applicants	Assistant Principal Positions	Pam Worley	817.547.5711	222	David Bach Assistant Director
Applicants - Auxiliary	Auxiliary Positions (B&G/CN/Transportation)	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Applicants	Counselor Positions	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Applicants	Diagnosticians/Speech Pathologists/Nurses/LVN's	Billie Boles	817.547.5788	224	Suzy Compton Coordinator
Applicants	Paraprofessional Positions (secretary/clerical and educational aides)	Billie Boles	817.547.5788	224	Suzy Compton Coordinator
Applicants	Principals/Administrators	Lisa Vargas	817.547.5739	221-A	Richard Valenta Director
Applicants	Teachers-Elementary/Middle School Positions	Pam Worley	817.547.5711	222	David Bach Assistant Director
Applicants	Teachers-High School Positions	Lisa Vargas	817.547.5739	221-A	Richard Valenta Director
Applicants	Teachers-Special Ed Positions (All Level)	Billie Boles	817.547.5788	224	Suzy Compton Coordinator
Appraisals	Administrators/Teachers	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Appraisals	Non-Instructional Staff (secretary/clerical/EA's)	Toni Powers	817.547.5756	PS Lobby	Paige Curry Coordinator
Auxiliary Employees (B&G, CN, Transportation)	Applicant/Employee Questions and Concerns	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Badges (Employee)	Full-time and Substitute	Toni Powers	817.547.5756	PS Lobby	Suzy Compton Coordinator
Certification	District-wide	Jeannie Perkins	817.547.5705	227	Suzy Compton Paige Curry
Contracts	District-wide	Lisa Vargas	817.547.5739	221-A	Richard Valenta Director
Counselors	Applicant/Employee Questions and Concerns	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Employee Handbook/Policy & Procedures	Online Copy Available on BISD Website	Billie Boles	817.547.5788	224	Suzy Compton Coordinator
Employment Verification	District-wide	Toni Powers	817.547.5756	PS Lobby	Suzy Compton Coordinator
Family Medical Leave Act (FMLA)	District-wide	Gretta Bacon	817.547.5855	219	Paige Curry Coordinator
Job Fair	District-wide	Pam Worley	817.547.5711	222	David Bach Assistant Director



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Maternity/Adoption Leave	District-wide	Gretta Bacon	817.547.5855	219	Paige Curry Coordinator
Name Changes	Administrators/Teachers/ Paraprofessionals	Toni Powers	817.547.5756	PS Lobby	Suzy Compton Coordinator
Name Changes - Auxiliary	Auxiliary (B&G/CN/Transportation)	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
No Child Left Behind Act (NCLB)	District-wide	Jeannie Perkins	817.547.5705	227	David Bach Assistant Director
Observation Requests	Requests/Approvals (forms available online)	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
New Hire Processing	Administrators/Teachers/ Paraprofessionals	Jeannie Perkins	817.547.5705	227	Richard Valenta Director
Part-Time Processing	Grant Positions/Cafeteria Monitors/Other Part-Time Positions	Toni Powers	817.547.5756	PS Lobby	Suzy Compton Coordinator
Recruiting	Personnel Services	Pam Worley	817.547.5711	222	David Bach Assistant Director
Resignations	Administrators/Teachers/ Paraprofessionals	Lisa Vargas	817.547.5739	221-A	Richard Valenta Director
Retirement	District-wide	Lisa Vargas	817.547.5739	221-A	Richard Valenta Director
Retirement Luncheon	District-wide	Pam Worley	817.547.5711	222	David Bach Assistant Director
Service Pins	District-wide	Jeannie Perkins	817.547.5705	227	Suzy Compton Coordinator
Service Records	Administrators/Teachers/ Paraprofessionals	Lisa Vargas	817.547.5739	221-A	Richard Valenta Director
Service Records - Auxiliary	Auxiliary Employees (B&G/CN/Transportation)	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Staffing Projections	District-wide	Pam Worley	817.547.5711	222	David Bach Assistant Director
Student Teachers	District-wide	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Substitute Office	District-wide	Pat Bynum	817.547.5772	226	Suzy Compton Coordinator
Transfers	Administrators/Teachers/ Paraprofessionals	Billie Boles	817.547.5788	224	Suzy Compton Coordinator
Transfers - Auxiliary	Auxiliary Employees (B&G/CN/Transportation)	Eva Miranda	817.547.5720	220	Paige Curry Coordinator
Webmaster	Personnel Services	Billie Boles	817.547.5788	224	Suzy Compton Coordinator
Worker's Compensation	District-wide	Gretta Bacon	817.547.5855	219	Paige Curry Coordinator