

**CASSIA JT SCHOOL DISTRICT
CENTRAL OFFICE**

3650 Overland Avenue, Burley, ID

Phone: 208-878-6600

Fax: 208-878-4231

Special Services: 208-878-6627

OFFICE HOURS:

SCHOOL YEAR 7:30 a.m. to 4:30 p.m.

SUMMER 8:00 a.m. to 4:00

Dr. James Shank
Sandra Miller
Chris James
Ludean Henderson
Rodney Lind

Superintendent
Assistant Superintendent
Fiscal Manager
Special Services Director
Technology Director

GAIL GALLEGOS

Financial Specialist/Safety Coordinator

Direct Line 878-6623 Ext 112

Cell Phone 208-312-1597

- Finances
- Safety Coordinator
- Work Injuries / Workers Comp
- SBAA Accounts
- School Secretary Support
- Student Injuries
- FMLA Leave of Absence
- Classified Sick Leave Bank
- Advanced Opportunities Reporting
- District Safety Committee
- Threat Assessment Committee
- Safe Schools Administrator
- Notary Public

PAM TEETER

Board Clerk/Administrative Assistant

Direct Line 878-6623 ext 107

- Attendance
- PowerSchool
- School Calendar
- Student Data Survey & Reports
- Flyer/Student Handout Approval
- Policy Updates
- Instructional Hours Collection
- Instruction Calendar Creation
- DDRC
- Expulsions
- Elections
- ISEE Reporting
- Notary Public

DEBBIE CRITCHFIELD

Public Relations

Direct Line 878-6623 ext 116

- Internal and External Communications
- Media Contact
- District Web Page Administrator
- Facebook Administrator

DAWN HYMAS

Substitute Coordinator

Direct Line 878-6623 ext 101

- ReadySub Administrator
- Filling Substitute Positions
- Substitute Hiring
- Stedi Training
- Open Enrollment

NICOLE GEE

Human Resource Clerk
Direct Line 878-6623 Ext 117

- Human Resource Issues
- Vacancy Posting
- New Hire & Payroll Changes
- Retiree Benefits
- Staff ISEE Data
- Teacher Certifications & Contacts
- HR Webpage Maintenance
- Personal Leave of Absence
- Certified Sick Leave Bank
- Job Descriptions
- Personnel Files
- Evaluations
- Fingerprinting

SHERI SMITH

Accounts Payable Clerk
Direct Line 878-6623 Ext 103

- Accounts Payable
- Travel Claims
- Sales Tax
- 1099s
- Visa Transactions
- Employee Reimbursements
- Telephone & Fax Issues

MICHELLE KNOPP

Special Education Secretary
878-6627

- Special Education Budgets
- Special Education State and Federal Reporting
- Gifted & Talented Reporting
- Special Education Student Files
- Enrich Program Administration
- Special Education Testing Accommodations

KATHY MORRIS

Payroll Clerk
Direct Line 878-6623 ext 116

- Payroll, Payroll Questions
- KRONOS Administrator
- Health, Life, Dental Insurance
- Active Employee Benefits/Deductions
- W-2s
- Change of Address
- Direct Deposits
- Time Off (vacation, sick, personal)

PATRICIA VEGA

Curriculum Assistant
Direct Line 878-6623 ext 102

- Assistant to Asst Superintendent
- In-Service Training Set ups
- Testing & Test Revisions – District
- EOCA and DLA
- Testing Results – District
- Kindergarten Packets
- CSI Credits
- District Car Scheduling
- Board & Training Room Calendar Scheduling
- Drivers Education
- Purchasing
- Paper Orders
- Curriculum Ordering, Inventory, & Disbursement

GERALDINE VEGA

Special Services Medicaid Secretary
878-6627

- Para Pro Testing
- Deseret Industries Vouchers
- Medicaid Budgets
- Medicaid Billing