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**ROSTER OF ADMINISTRATIVE AND SUPERVISORY STAFF**

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**Location:** CLOVIS ADULT EDUCATION, 1452 DAVID E. COOK WAY, CLOVIS, CA 93611

Complete this roster for all administrative and supervisory staff (full-time and part-time) currently employed.  
**Complete one chart per campus.**

NAME	JOB TITLE	YEAR EMPLOYED	HIGHEST EDUCATION	EXPERIENCE	NO.OF HOURS PER WEEK
<i>Sample: Jane Doe</i>	<b>Dean of Instruction</b>	<b>2008</b>	<b>MS/Ed Leadership</b>	<b>Instructor/10 yrs; Asst Dean/4 yrs; Dean of Instruction/6 yrs</b>	<b>40</b>
BARBARA HANSEN	GUIDANCE LEARNING DIRECTOR	2018	MS/SCIENCE EDUCATION, CLEAR ADMINISTRATIVE CREDENTIAL	INSTRUCTOR 20 YRS, GUIDANCE INSTRUCTIONAL SPECIALIST 3 YRS. GUIDANCE LEARNING DIRECTOR 13 YRS	40
COURTNEY MCMAHON	LEARNING DIRECTOR, CTE	2016	MS/ GUIDANCE AND COUNSELING	COUNSELING 7 YRS, ADMINISTRATION 6 YRS	40
CRYSTAL RODRIGUEZ	GUIDANCE LEARNING SPECIALIST	2012	MA/GUIDANCE AND COUNSELING	COUNSELING 12 YRS	40
GWEN ROSS	COORDINATOR NURSE EDUCATION	2007	BS-NURSING, RN	NURSING 40 YRS, CLASSROOM INSTRUCTOR 35 YRS	40
ED SCHMALZEL	PRINCIPAL	2013	MA/EDUCATION	COUNSELING 1 YR, ADMINISTRATION 18 YRS	40
RICKY TALLEY	CAREER PLACEMENT OFFICER	2012	MS/ORGANIZATION AND LEADERSHIP	INSTRUCTOR 7 YRS, PRINCIPAL 16 YRS, ADMINISTRATION 18 YRS	32
RUBY AMATON	CLERICAL SPECIALIST	2019	CTE CERTIFICATE	CLERICAL 2 YRS	24
DEJA BRIDGES	REGISTRATION SPECIALIST	2016	CITE CERTIFICATE	REGISTRATION SOCIALIST/CLERICAL 3 YRS	40
PAULA ESPINO	SCHOOL SECRETARY I	2016	HUMAN RESOURCES CERTIFICATE	INSTRUCTIONAL ASSISTANT/ SCHOOL SECRETARY 12 YRS	40

NAME	JOB TITLE	YEAR EMPLOYED	HIGHEST EDUCATION	EXPERIENCE	NO.OF HOURS PER WEEK
TIFFANY GONZALES	STUDENT ACTIVITIES SPECIALIST	2018	HIGH SCHOOL DIPLOMA	INSTRUCTIONAL ASSISTANT STUDENT ACTIVITIES SPECIALIST 3 YRS	29
KELSEY JONES	CLERICAL SPECIALIST I	2019	BA	CLERICAL 4 YRS	27.5
SONJA HERNANDEZ	INSTRUCTIONAL ASSISTANT	2018	BA/MA	INSTRUCTIONAL ASSISTANT TEACHER 25 YRS	22.5
JOANN VERDUZCO	STUDENT ACTIVITIES SPECIALIST	2015	HIGH SCHOOL DIPLOMA	STUDENT ACTIVITIES SPECIALIST CLERICAL 12 YRS	40
MARCUS TERRAZAS	STUDENT ACTIVITIES SPECIALIST	1999	HIGH SCHOOL DIPLOMA	INSTRUCTIONAL ASSISTANT STUDENT ACTIVITIES SPECIALIST 18 YRS	38.4
AMY LADD	CLERICAL SPECIALIST I	2014	HIGH SCHOOL DIPLOMA	CLERICAL 32 YRS	27
MARY MAYORGA	PROGRAM ASSISTANT	2016	BA	REGISTRAR/ATTENDANCE CLERICAL/PROGRAM ASSISTANT 12 YRS	40
KELLY PETERSON	PROGRAM SPECIALIST	2003	BS	HUMAN RESOURCES/PROGRAM SPECIALIST 15 YRS	40
JOSIE GALLEGOS	SCHOOL SECRETARY I	2001	CTE CERTIFICATE	SCHOOL SECRETARY/CLERICAL 28 YRS	40
KEVEN HADDIX	SCHOOL SECRETARY I	1992	BS	SCHOOL SECRETARY/CLERICAL 42 YRS	40
LISA STRONG	CLERICAL SPECIALIST I	2018	CTE CERTIFICATE	CLERICAL 1 YR	29.5
DEBBIE SICKLER	CLERICAL SPECIALIST I	2019	CTE CERTIFICATE	CLERICAL 8 YRS	25
MORGAN SMITH	INSTRUCTIONAL ASSISTANT	2016	CTE CERTIFICATE	INSTRUCTIONAL ASSISTANT/CLERICAL 3 YRS	29.5
PAT BROWN	SCHOOL SECRETARY I	1997	BA	SCHOOL SECRETARY I/CLERICAL 50 YRS	40

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MELISSA DIXON	ADMINISTRATIVE SECRETARY I	2008	CTE CERTIFICATE	ADMINISTRATIVE SECRETARY /CLERICAL 10 YRS	40
KENDRA PETERSON	INSTRUCTIONAL ASSISTANT	2016	CTE CERTIFICATE	INSTRUCTIONAL ASSISTANT/CLERICAL 9 YRS	22
FRANCINE QUENGA	CLERICAL SPECIALIST I	2009	CTE CERTIFICATE	CLERICAL 12 YRS	25
CASANDRA CARLOS	CLERICAL SPECIALIST I	2018	BA	CLERICAL 3 YRS	29
HEATHER FLEMING-CERVANTES	CLERICAL SPECIALIST I	2019	HIGH SCHOOL DIPLOMA	CLERICAL 5 YRS	29
HECTOR GUZMAN	TECHNOLOGY SUPPORT SPECIALIST 4	2005	HIGH SCHOOL DIPLOMA VOCATIONAL CERTIFICATE	TECHNOLOGY SPECIALIST 22 YRS	22
TERRIE IKEDA	FINANCIAL ANALYST	2008	AA	FINANCIAL ANALYST/STUDENT BODY ACCOUNT CLERK 16 YRS	40
VIRGINIA MATHEWS	DATA CONTROL SPECIALIST	1996	AA	DATA CONTROL SPECIALIST 22 YRS	40
JOSHUA PEREZ	TECHNOLOGY SUPPORT SPECIALIST 1	2012	HIGH SCHOOL DEPLOMA	TECHNOLOGY SPECIALIST 7 YRS	40
JAYLENE PHILLIPS	OFFICE SUPERVISOR	2015	AA	OFFICE SUPERVISOR/CLERICAL 25 YRS	40
JANICE PURCELL	STUDENT SERVICES SPECIALIST	1997	AA	STUDENT SERVICES SPECIALIST 18 YRS	40
ADRIAN ROSALES	PLANT SUPERVISOR	2015	HIGH SCHOOL DIPLOMA	CUSTODIAL 11 YRS	40
ALBERTO PICHARDO	CUSTODIAN II	2017	HIGH SCHOOL DIPLOMA	CUSTODIAL 7 YRS	40
MAI YANG	CUSTODIAN I	2016	CTE CERTIFICATE	CUSTODIAL 10 YRS	40
MARK GASSETT	CUSTODIAN I	2013	CERTIFICATE OF COMPLETION HIGH SCHOOL	CUSTODIAL 6 YRS	15