



Baltimore County Public Schools

Raising the bar, Closing gaps, Preparing for our future.

Team BCPS Contact Information

Who Do I Contact Regarding...	Office Information	Resources
Employment Verification	<p><i>Current Employees</i> Office of Payroll 443-809-4240 or <i>Former Certificated Employees</i> Office of Certification 443-809-4147 or 443-809-5768</p>	<ul style="list-style-type: none"> • Verification of Income/Employment • Mortgage Verifications • Verification of Teaching Experience • Teacher Loan Forgiveness and Requests
Change of Name and/or Address	<p>Office of Payroll 443-809-4240</p>	Form
Tax or Direct Deposit Forms	<p>Office of Payroll 443-809-4240</p>	Forms
Leave Information (Hours)	<p>Office of Payroll 443-809-4240</p>	<p>Leave Verification Hours (Personal, Vacation, etc.)</p> <p>SICK Leave Bank Information Contact your union.</p>
Tech Support Needs (i.e. BCPS credential issues)	<p>Help Desk 443-809-4672</p>	Technology Support Request Form
One-Card (Badge) Issues	<p><i>New Employees</i> Badges@bcps.org</p> <p><i>Current Employees</i> Department of School Safety 443-809-4360</p>	<p>A One-card (badge) is provided to new employees to BCPS during Orientation (<i>Badges and Benefits</i>).</p> <p>Fact Sheet</p>
Professional Development	<p>Department of Organizational Development 443-809-0363 or Department of Employee Training and Development</p>	<p>Teacher Development</p> <p>Leadership Development</p>
FMLA	<p>Office of Employee Absence and Risk Management 443-809-4133</p>	<p>FMLA Information</p> <p>Leaves of Absences</p>
Retiree Information (New Hire Pension Enrollments, Service and Disability Retirements, 403b and 457b Plans)	<p>Office of Retirement 443-809-8949</p>	Retirement Resources



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Benefit Changes (Active and Retiree Benefits)	Office of Benefits 443-809-8943	Benefits Enrollment Forms Retiree Benefits
ADA Accommodations	Office of Equal Employment Opportunity 443-809-8937	Forms and Procedure Submit a Request
House Bill 486 Forms	<i>Former Employees</i> Office of Employment Dispute Resolution 443-809-8936	Email spetty2@bcps.org
EEO Complaints	Office of Equal Employment Opportunity 443-809-8937	Forms and Procedures Submit a Complaint
Workers' Compensation	Office of Employee Absence and Risk Management 443-809-4133	Process and Forms
Employee Absence Process (Integrated Disability Management (IDM) Program and Employee Attendance Monitoring Program (EAMP))	Office of Employee Absence and Risk Management 443-809-4133	IDM Process and Procedures EAMP Process and Procedures
Reasonable Suspicion	Office of Employee Absence and Risk Management 443-809-2724	Reasonable Suspicion Checklist Policy 4101- Drug Free Workplace
Employee Assistance Program	Confidential Voicemail 410-887-5414	EAP Telephone Consultation Resources Mental Health Resources Self-Care Resources
Tuition and License Reimbursement	Office of Certification 443-809-4147 Or 443-809-5768	Forms
Growth Chart	Office of Certification 443-809-4147 or 443-809-5768	"How to Read Your ESS Growth Chart" Guide



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<p>Job Openings (Vacancies, application/position updates)</p>	<p>Office of Staffing 443-809-7874 See below for specific position contact information.</p>	<p>Frontline (Application Site)</p> <p>Teaching Positions Information</p> <p>Leadership Positions (School-Based and Central Office)</p> <p>Support Positions</p>
<p>Office of Temporary Services Contact Information</p>		
<p>Laura V. Lough Supervisor 443-809-8952</p> <p><i>Substitute Administrators, Substitute Teachers, Miscellaneous Pay Rates. School-Based Summer Programs, ADA Accommodations, Unemployment, Maryland Healthy Working Families Act</i></p>		
<p>EAST ZONE</p>	<p>CENTRAL ZONE</p>	<p>WEST ZONE</p>
<p>Kelly Hammond HR Analyst 443-809-8952 <i>Contractual Employees School-Based Summer Program</i></p>	<p>Hope Fields HR Analyst 443-809-8954 <i>Coaches Student Workers</i></p>	<p>ShaunaKay Gordon HR Analyst 443-809-8952 <i>Educational Options Programs School-Based Summer Programs</i></p>
<p><i>Long-Term Substitutes, Additional Assistants, Kindergarten Assistants, Lunchroom Assistants</i></p>		
<p>Lateisha Mason Administrative Secretary 443-809-8954 <i>Application and Onboarding Assistance All general temporary and substitute inquiries</i></p>		
<p>Substitutes (Daily and Long-Term Substitute Teachers, Nurses, Administrators, and Paraeducators)</p>	<p>Office of Temporary Services 443-809-8954</p>	<p>Hiring Groups and Process</p> <p>SmartFind Log-In</p> <p>Application</p> <p>Summer Program Hiring</p>



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SmartFindExpress Help Desk	Monday through Friday 6:00 a.m.–4:45 p.m. 443-992-4210, Option 2	Substitute Teacher & Nurse Information
Kelly Education	443-992-4210	BCPS and Kelly Education Information
Office of Staffing Contact Information		
EAST ZONE	CENTRAL ZONE	WEST ZONE
<p>Sally Barbieri Human Resources Officer 443-809-4605 <i>Elementary</i></p> <p>Countywide <i>Occupational Therapists, Physical Therapists, Speech/Language Pathologists</i></p>	<p>Shawn Stahl Human Resources Officer 443-809-4152 <i>Elementary</i></p> <p>Countywide <i>Art, Dance, Health Education, Library Media, Music, and Physical Education</i></p>	<p>Andrea Johnson Human Resources Officer 443-809-6008 <i>Elementary</i></p> <p>Countywide <i>School Social Workers</i></p>
<p>Chloe Duncan Human Resources Officer 443-809-4146 <i>Middle and High</i></p> <p>Countywide <i>School Psychologist</i></p>	<p>Susan Stansbury Human Resources Officer 443-809-4453 <i>Middle and High</i></p> <p>Countywide <i>ESOL and World Languages</i></p>	<p>Wendy Gigler Human Resources Officer 443-809-6009 <i>Middle and High</i></p> <p>Countywide <i>JROTC and School Nurses</i></p>
<p>Chekesha Smith Supervisor 443-809-7870 <i>Office Professionals</i></p>		
<p>Roshonda Anthony HR Analyst 443-809-7872</p>	<p>Nichelle Gibbs HR Analyst 443-809-7872 <i>Construction and Improvement, Logistics, and Transportation Non-School-Based Summer Programs</i></p>	<p>Terrence Powell HR Analyst 443-809-7872 <i>Facilities Operations & Grounds Non-School-Based Summer Programs</i></p>



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<p><u>Jessica Ey</u> HR Analyst 443-809-7872 <i>Food Services & Maintenance Non-School-Based Summer Programs</i></p>	<p><u>Ashley Pescrille</u> HR Analyst 443-809-7872 <i>Paraeducators</i></p>	<p><u>TiErra Johnson</u> HR Analyst 443-809-7872</p>
Recruitment Events		<u>Teacher Recruitment Events</u>
Resigning or Retiring	<u>Contact</u>	<u>Form</u>