



Jason Martinez

Mr. Martinez was born and raised in San Antonio. Both parents and many family members are graduates from Edgewood High School. He began his schooling in the Edgewood ISD attending Winston Elementary and Brentwood Middle School and later graduating from Business Careers High School. He obtained his Bachelors of Science in Business/Accounting from the University of Phoenix San Antonio in May 2012. After high school he worked in banking, tax preparation, and customer service before joining Edgewood ISD's Accounting Department in August 2012 as an Accounting Clerk. Since June 2013 he has been working as the district's Payroll Supervisor. After joining Edgewood ISD, he has received his certification from Texas Association of School Business Officials as a Certified Texas School Business Official, CTSBO, and has been a member of Alamo Area Association of School Business Officials, AAASBO.

CONTACT INFORMATION:

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Professionalism Accountability Communication (P.A.C.)

+ Payroll Supervisor

The Payroll Supervisor is responsible for supervising, overseeing and performing functions to ensure accurate, complete and timely processing and distribution of payroll and related reports. By accomplishing the goal of timely and accurately processing payroll, our employees can feel rest assured and focus on the objectives of the district and focus on the scholars.

+ What is Important to Me



Detail-oriented



Organized



Punctual



Team Effort



Accountability



Vision Statement

For every child, success in life.

Edgewood Proud!



A few of my roles and responsibilities

- Supervise and coordinate work activities of the payroll specialists
- Review, balance and process monthly and bi-weekly payrolls
- Provide needed assistance and training to employees and staff
- Review and approve all calculations for employees on leave, returning, and resignations
- Prepare and submit required monthly, quarterly, and annual reports to government entities

Proudly serving Edgewood since 2012.

Mission Statement

Edgewood ISD provides an exceptional learning experience that engages, empowers, and prepares students to compete and reach their highest potential in an ever-changing world.
