

SCHOOL DISTRICT OF PHILADELPHIA EDUCATION CENTER
 440 N. BROAD STREET
 PHILADELPHIA, PA 19130
 WWW.PHILA.K12.PA.US

DEPARTMENT NAME	EXTENSION	ROOM #
Accelerated Learning	215-400-4210	231
Accountability & Assessment	215-400-4250	211
Accounting Services	215-400-4520	321
Accounts Payable	215-400-4530	324
ACT 48	215-400-4280	257
Attendance and Truancy	215-400-4220	243
Auditing Services	215-400-4540	341
Building Management	215-400-8900	G1
Capitol Programs	215-400-4730	307
Charter Schools	215-400-4090	215
Chief Academic Office	215-400-4200	210
Chief Executive Office	215-400-4100	301
Chief Financial Office	215-400-4500	304
Chief Information Office	215-400-4400	401
Chief Operations Office	215-400-4300	201
City of Philadelphia Controller	215-400-8703	178
College and Career Awareness	215-400-4130	212
Communications & Community Relations	215-400-4040	102
Comprehensive Early Learning	215-400-4270	171
Comptroller	215-400-4520	322
Creative & Performing Arts	215-400-4240	230
Curriculum & Instruction	215-400-4210	215
Design & Construction	215-400-4730	372
Early Childhood Education	215-400-4270	271
Educational Equity	215-400-4250	217
Educational Technology	215-400-4420	402

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DEPARTMENT NAME	EXTENSION	ROOM #
Employee Records	215-400-4600 (opt. 7)	153
Environmental Management	215-400-4750	373
Even Start Program	215-400-4270	174
Facilities	215-400-4320	3
Facilities & School Operations	215-400-4310	315
Food Services	215-400-4360	331
General Counsel (Legal)	215-400-4120	313
Government Relations	215-400-4100	301
Grade & Space Planning	215-400-4740	374
Grants Development	215-400-4150	232
Head Start Program	215-400-4270	173
Health, Safety & Physical Education	215-400-4190	212
Home & School Council	215-400-4080	115
Human Resources (Employee Help Line)	215-400-HELP (4357)	1st floor
Human Resources (Main Number)	215-400-4600	111
Human Resources - HERBS/Substitute Services	215-400-7827	G3
Human Resources - HERBS/Substitute Services AESOP	1-800-942-3767	Automated System
Information Systems	215-400-4410	403
Information Technology Help Desk	215-400-5555	404
Inspector General	215-400-4030	1066
Instructional Media Technology	215-400-4040	102
Language, Culture & the Arts	215-400-4240	230
Leadership & Professional Development	215-400-4280	257
Mail Service (PONY)	215-492-5065	
Mailroom	215-400-6245	B8
Management & Budget	215-400-4510	340

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DEPARTMENT NAME	EXTENSION	ROOM #
Payroll	215-400-4490	G4
Phila. School Improvement Team (PSIT)	215-400-4730	371
Philadelphia Federation of Teachers (PFT Human Resources)	215-561-2113	175
Print Shop	215-400-4770	B6
Procurement	215-400-4380	310
Project U-Turn (Educational Options Programs/Multiple Pathways to Education)	215-400-6700	
PSTV Studio	215-400-4050	B024
Public School Retirement System (PSERS)	1-888-773-7748	
Real Property Management	215-400-4760	313
Research & Evaluation	215-400-4260	214
Retirement Association	215-400-8750	2nd Floor
Risk Management/Workman's Compensation	215-400-4590	325
School Safety - Administration	215-400-4710	224
School Police Operations - Dispatchers	215-400-6000	133
School Police Operations - Incident Report Desk	215-400-6100	133
School Police Operations- Investigation	215-400-6200	133
School Reform Commission	215-400-4010	101
SECURITY - FRONT DESK	215-400-8880	1st Floor
Shipping & Receiving	215-400-6438	123
Special Finance	215-400-4580	323
Specialized Services Administration	215-400-4170	206
Strategic Partnerships	215-400-4160	326
Student Placement	215-400-4290	114
Student Records	215-400-4780	153
Supplemental Education Services	215-400-4220	241
Systems Administration Unit (Advantage)	215-400-4560	302

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DEPARTMENT NAME	EXTENSION	ROOM #
Teaching Fellows	215-400-8687	112
Technology Services	215-400-4440	404
Telecommunications	215-400-4450	404
Title 1	215-400-4220	242
Transition and Alternative Education	215-400-4220	244
Transportation	215-400-4350	311
Treasury Operations	215-400-4550	303
Unemployment Services	215-400-4140	2nd Floor
Warehouse	215-400-4313	Basement