



HUMAN RESOURCES DEPARTMENT

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Human Resources Director
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NCEES (PDPs/Observations)
Principal/Teacher of the Year
TA to Teacher Program
Position Control/Allocations
Recruitment/Retention
University Student Interns/Field Experiences
Teaching Fellows
Transfer/Reassignment of Employees

Employee Investigations/Reprimands
Applicant Tracking System/Vacancies
NCID
UID
Future Teacher Scholarship
NCDPI Share File Reports

Avonda Pierce

Licensure/Human Resources Specialist
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Ext. 24014

Licensure Processes (Initial and Renewal)
Applicant Tracking/Hiring Process/Background Checks
Volunteer Coaching Applications
Employee Contracts
Employee Intent Letters
HRMS Management
Substitute Teacher Applications/Background Checks/Board Action

Belinda Green

Fiscal Specialist
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Ext. 24037

TalentEd New Hire On-Boarding/Forms
Employee Portal
Employment Experience Verification
Smart Find Express Absence Management/Sub Calling System
TACS
Applicant Tracking
New Hire Setup (AS400)
HR/Finance Admin
Substitute Teacher Application/On Boarding Process

Connie Cox

Health Benefits Representative (HBR)
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Health & Supplement Insurances
Retirement
Disability Income Plan
Workers Compensation
FMLA and Paid Parental Leave
Leaves of Absence
Unemployment Insurance
Employee Portal