

Human Resources

Reports to **Superintendent**

Our demographics

Chief Operations Officer: Lydia Quinn **Years in position:** 2017 **In district:** Since 1-89 **In education:** 1989

Staff: Chiffon Davis, Receptionist/Records Clerk (416-8937)

Beverly Gilliam, Human Resources Coordinator II (416-8935)

Sharon Williams, Benefits Coordinator II (416-8838)

Vanessa Ragle, Benefits Coordinator II (416-8829)

Jessica Robinson, Human Resources Coordinator I (416-8869)

Bree Melton, Administrative Assistant (416-8843)

Location: 300 S. Catawba Street, Lancaster, SC 29720

Our focus

Our Human Resources team is dedicated to (1) advancing student achievement by recruiting, employing and retaining quality educators and staff for Lancaster County School District and (2) providing exemplary customer service to other stakeholders using advanced technology and additional readily available resources.

Our functions

- **Chief Operations Officer:**
 - Provides for the recruitment, selection, retention and training, orientation and evaluation of professional and non-professional staff
 - Maintains programs of ADEPT/SAFE-T and STARTS
 - Serve as superintendents designee as Title IX Coordinator
 - Conduct background investigations and handle all personnel conflicts and grievances
 - Assists with the allocation of the district and school budgets that primarily consists of 88% of salaries
 - Manages federal, state and district required reports for human resources
 - Communicate employee matters to School Board of Trustees during Board Executive Sessions
 - Collaborate with Superintendent and Lancaster County School District attorney in prevention and resolution of legal matters
 - Serve as superintendent's designee in worker's compensation and unemployment hearings

- Oversee the review, approval and distribution of requested Sick Bank Days
- Oversee the Student Loan Program, teacher certification and certificate renewal process
- Assist the superintendent in presenting a balanced district budget
- Lead the implementation initiatives of and supervise the Applitrack online application system, electronic Aesop substitute system, electronic SafeSchools Training Program and electronic annual distribution of over 1,000 employment contracts
- Assist in the reduction of unemployment benefits and worker's compensation claims
- Oversee the placement of student teacher candidates and interns
- Establish teacher recruitment partnerships with public and private colleges and universities
- Serve as liaison for Employee Assistance Program (EAP)
- Supervise the Employee Benefits/Open and Annual Enrollment process for over 1,600 employees
- Supervise District's New Hire Orientation Program
- Supervise District's South Carolina Accreditation Compliance process
- Forecast staffing needs and assist with establishing new hire compensation guidelines
- Serve as liaison between placement agencies, hiring managers, and job applicants
- Mitigate risks through improved processes on employee hiring, promotions and terminations

Note: *All other duties assigned by the Superintendent*

- **Administrative Assistant to Human Resources Director:**

- Unemployment claims and appeals
- MOU/Coaching Supplements Issuance/Playoffs
- Issue/Revise Employment Contracts (backup)
- Verification of Employment Requests (c/o Loans)
- Universal Name Change Requests

Note: *All other duties assigned by the Director of Human Resources*

- **Benefits Coordinator I and II:**

- Annual/Open Enrollment
- Employee leave (personal, sick, military, bereavement, etc.)
- Family Medical Leave Act (FMLA)
- Retirement/TERI
- Dental/Medical/Health Benefits

- Disability
- Death Benefits
- W-4
- Payroll Deductions
- 403b Providers

Note: *All other duties assigned by the Director of Human Resources*

- **Human Resources Coordinator I:**

- Certified Renewal Request
- Sick Leave Bank Committee Process
- State Department of Education Name Change Request
- Aesop Substitute Application Process
- Process Student Loan Forgiveness Requests

Note: *All other duties assigned by the Director of Human Resources*

- **Human Resources Coordinator II:**

- School Board Meetings
- Certified Application Process
- Non-certified (Classified, 29-hour, Grant, Afterschool, etc.) Application Process
- Completes PACE/ABCTE Confirmation of Employment
- Certified/Classified Letters of Intent Notices
- Certificate Change Request
- Verification of Teacher Experience Requests
- Letters of Employment or Agreement
- Issue/Revise Employment Contracts (Certified, Administrative, Professional) (Primary)

Note: *All other duties assigned by the Director of Human Resources*

- **Receptionist/Records Clerk:**

- Recordkeeping
- Provides courtesy, professional and timely services to those who contact the Human Resources Department in person and/or via phone.

Note: *All other duties assigned by the Director of Human Resources*

Our department strengths

- **Technological Advancement:** The following technological advances were made to further meet the growing needs of applicants, employees, and other stakeholders:
 - 2012 – Implemented an online application system (AppliTrack)
 - 2013 – Implemented online substitution system (AESOP)
 - 2015 – Implemented electronic distribution of employment contracts
 - 2016 – Implemented an online training system (SafeSchools)
- **Restructured Benefits:** Partnered with outside insurance management group to offer quality personal service for all employees. Together, we assist with new hire orientations and annual and open enrollment to ensure all employees are provided timely information to aide in making informed decisions regarding their benefit options.
- **Data Organization and Record Keeping:** All records are assessable and maintained in a professional manner.
- **Mentoring through STARTS program:** Provides assistance to first-year teachers.
- **Provide pertinent data to all district personnel:** Completes requested information in a timely and efficient manner for over 1,600 employees.
- **Available to provide assistance to all employees:** Staff remains willing to assist others via phone, email and in person.