

Human Resources

*Peromnia Grant
Asst. Superintendent
Human Resources*



Mission Statement

Through leadership, teamwork and personal assistance, the Division of Human Resources will assist in the employment of highly skilled personnel who are committed to providing opportunities for success and growth for the students of Volusia County.



Human Resources

IS the Initial Face of
Volusia County
Schools



Quick HR Facts

- Instructional Staff
- Support Staff
- District Support Staff
- District Administrators
- Substitute Teachers



HR Functions

- Hiring
- Application Assistance
- Employment Screening
- I-9 Forms
- Personnel Files



HR Functions

- Public Records Requests
- Job Records
- Leaves of Absence
- Charter Schools Job Records and Certification



HR Functions

- Certification
- Recertification
- Supplements
- Job Descriptions



HR Functions

- Human Resources Information System (HRIS)
- Placement of Displaced Employees
- Employee Transfer Requests
- Employee Transitioning Sessions



HR Functions

Performance Evaluations

- VSET
- VSEL
- AFSCME
- VESA
- Non-Bargaining Non-Instructional Employees



HR Functions

- MyPGS Technical Support
- Targeted Selection
- Principal Intern Program
- Leadership Academy
- School Visitations with Administrators



HR Functions

- Talent Management Module
- Training for New Assistant Principals and Leadership Teacher on Assignment's (TOA's)
- Peer Assistance Review (PAR) Program



HR Functions

- Equity and Diversity Plan
- Diversity Training
- Americans with Disabilities Act (ADA) for Students and Staff
- Staff Assessments
- National Girls and Women in Sports Day
- Complaints and Inquiries



HR Functions

- Verification of Work Experience
- Verification of Employment
- Re-Fingerprinting of Employees
- Subpoenas
- Advertisement Announcements
- Substitute Instructional Support



HR Functions

- Substitute Employee and Management System/Smart Find Express (SEMS/SFE) Website
- Substitute Training and Retention (STAR) Training
- New Employee Orientation



HR Functions

- Race to the Top Initiatives (RTTT)
- Pay for Performance
- Recruitment and Retention
- Instructional Transfer Fair
- Instructional Job Fair



HR Functions

- United Way Campaign
- United Negro College Fund (UNCF) Campaign
- Retirement Reception
- Florida Future Educators of America (FFEA)



HR Functions

- Virtual Human Resources Workshops for Support Staff
- Senior Intern Program
- Serve on Collective Bargaining Teams
- Liaison Between the Union and the District
- Conference with Employees and Non-Employees



Cost Savings Reductions

- Reduced the use of Consultants
- Reduced Instructional Recruitment Trips
- Eliminated Recruitment Support Staff
- Eliminated \$2,000 Signing Bonuses



Cost Savings Reductions

- Canceled Job Fair 2007-2008 and 2008-2009
- Canceled Professional Subscriptions
- Drastically Reduced Supply Orders
- Eliminated Printing the Substitute Newsletter



Cost Savings Reductions

- Eliminated contract with News-Journal and other Newspapers for Employment Advertising
- Reduced Out-of-County and In-County Travel
- Eliminated all ParaPro Assessments



Cost Savings Reductions

- Canceled Substitute Reception
- Retirement Reception Totally Sponsored by Donations
- Instructional Transfer Fair – Virtual
- Support Staff HR workshop – Virtual



Cost Savings Reductions

- Eliminated HR Satellite Office
- Eliminated In-House Fingerprinting
- Contracts – Now Printed at School Sites Electronically
- Certain Positions Reduced from 40 to 20 hours/12 to 11 months



Cost Savings Reductions

- Individuals Volunteered to Reduced from a 260-day to a 255-day Contract
- Tuition Reimbursement – Eliminated Fee Waivers
- Certification Renewal Notification is Electronic



Cost Savings Reductions

- Workshops for Substitutes were Reduced from Two to One Per Year
- Reduction of STAR Training Offering
- Drastically Reduced Conference Attendance
- Reduced postage
- Reduced Orientation Offerings to Twice a Month



Cost Savings Reductions

- Eliminated Orientation Offering on the Eastside
- Eliminated HR Switchboard Operator
- Reduced Event Offering of National Girls and Women in Sports Day to Every Other Year
- Reduced the Number of Certification Specialists



Cost Savings Reductions

2008 – 2009 School Year

- 20 Volunteers (unpaid) 104 Substitute Teaching Jobs
- 135 Substitutes (waived their salary) 398 Substitute Teaching Jobs



Cost Savings Reductions

2009 – 2013 School Year

- 4 Volunteers (unpaid) Completed 4 Substitute Teaching Jobs
- 27 Substitutes (waived their salary)
115 Substitute Teaching Jobs



HR Staff Reduction Analysis

