

Who to Call_Human Resource Services 2024-2025



Support Areas	Name (<i>Position</i>)	Contact Information (<i>email & phone</i>)
A		
Administrative Interns	Tracey Leon <i>Director of Certified Personnel</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net
Allotments & Staffing	Dr. Cheryl F. Wilson <i>Associate Superintendent</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net
Applicant Tracking	Phillip Hawley <i>HR Information Systems Manager</i> Tracey Leon <i>Director of Certified Personnel</i>	252-399-7700 Ext# 8633 phillip.hawley@wilsonschoolsnc.net 252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net
AESOP-Frontline Education	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
B		
Background Checks	Donielle Coe <i>Human Resources Clerk</i>	252-399-7700 Ext# 8622 donielle.coe@wilsonschoolsnc.net
Badges	Donielle Coe <i>Human Resources Clerk</i>	252-399-7700 Ext# 8622 donielle.coe@wilsonschoolsnc.net
Beginning Teachers (Elementary)	Amy Evans <i>Beginning Teacher Coordinator for Elementary, National Board and College Liaison, and Mentor Support</i>	252-399-7731 Ext# 8625 amy.evans@wilsonschoolsnc.net

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Beginning Teachers (Middle)	Tondia Best <i>Beginning Teacher Coordinator for Middle, Teacher of the Year (TOY) and Mentor Support</i>	252-399-7731 Ext# 8672 tondia.best@wilsonschoolsnc.net
Beginning Teachers (High)	Olinka Baker <i>Beginning Teachers Coordinator for High, Principal of the Year (POY) and Mentor Support</i>	252-399-7700 Ext# 8627 olinka.baker@wilsonschoolsnc.net
Benefits	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
Bullying (personnel)	Dr. Cheryl F. Wilson <i>Associate Superintendent</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
C		
Classified Staff	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
Coaching Contracts	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
College Intern Placements	Amy Evans <i>Beginning Teacher Coordinator for Elementary, National Board and College Liaison, and Mentor Support</i>	252-399-7731 Ext# 8625 amy.evans@wilsonschoolsnc.net
Contractual Agreements	Martha Cayton <i>Administrative Assistant</i>	252-399-7751 Ext# 8631 martha.cayton@wilsonschoolsnc.net

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Complaints (personnel)	Martha Cayton <i>Administrative Assistant</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 Ext# 8631 martha.cayton@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
D		
Discrimination (personnel)	Dr. Cheryl F. Wilson <i>Associate Superintendent</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
E		
edTPA	Tondia Best <i>Beginning Teacher Coordinator for Middle, Teacher of the Year (TOY) and Mentor Support</i>	252-399-7731 Ext# 8672 tondia.best@wilsonschoolsnc.net
Employment Contracts (Certified)	Tracey Leon <i>Director of Certified Personnel</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net
Employment Verification	Marcia Bonner <i>Licensure Specialist</i>	252-399-7700 Ext# 8624 marcia.bonner@wilsonschoolsnc.net
F		
FMLA	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net

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Frontline Education	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
G		
H		
Harassment (personnel)	Dr. Cheryl F. Wilson <i>Associate Superintendent</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Health Certificate	Donielle Coe <i>Human Resources Clerk</i>	252-399-7700 Ext # 8622 donielle.coe@wilsonschoolsnc.net
Health Insurance (State Health Plan)	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
I		
Internships (Special Areas)	Martha Cayton <i>Administrative Assistant</i>	252-399-7751 Ext# 8631 martha.cayton@wilsonschoolsnc.net
Investigations (Certified)	Tracey Leon <i>Director of Certified Personnel</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net

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Investigations (Classified)	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
J		
Job Descriptions	Phillip Hawley <i>Human Resource Information Systems Manager</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8633 phillip.hawley@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Job Postings	Phillip Hawley <i>HR Information Systems Manager</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8633 phillip.hawley@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
K		
L		
Leave of Absence	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
Licensure	Marcia Bonner <i>Licensure Specialist</i>	252-399-7700 Ext #8624 marcia.bonner@wilsonschoolsnc.net
LINQ Database Administrator	Phillip Hawley <i>Human Resource Information Systems Manager</i>	252-399-7700 Ext# 8633 phillip.hawley@wilsonschoolsnc.net
M		

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Mandatory Improvement Plans (MIP)	Dr. Cheryl F. Wilson <i>Associate Superintendent</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Mentors	Amy Evans Tondia Best Olinka Baker <i>Beginning Teacher Coordinators</i>	252-399-7731 Ext# 8625 amy.evans@wilsonschoolsnc.net 252-399-7731 Ext# 8672 tondia.best@wilsonschools.net 252-399-7731 Ext# 8627 olinka.baker@wilsonschoolsnc.net
N		
Name and Address Changes	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
National Board Certification	Amy Evans <i>Beginning Teacher Coordinator for Elementary, National Board and College Liaison, and Mentor Support</i>	252-399-7731 Ext# 8625 amy.evans@wilsonschoolsnc.net
NCEES	Tracey Leon <i>Director of Certified Personnel</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net
New Hires (Certified)	Tracey Leon <i>Director of Certified Personnel</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net
New Hires (Classified)	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
O		

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Onboarding Process (Certified)	Tracey Leon <i>Director of Certified Personnel</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Onboarding Process (Classified)	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
P		
Personnel Matters	Martha Cayton <i>Administrative Assistant</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 Ext# 8631 martha.cayton@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Praxis Reimbursement	Marcia Bonner <i>Licensure Specialist</i>	252-399-7700 Ext #8624 marcia.bonner@wilsonschoolsnc.net
Principal of the Year Process	Olinka Baker <i>Beginning Teacher Coordinator for High School, Principal of the Year and Mentor Support</i>	252-399-7731 Ext# 8627 olinka.baker@wilsonschoolsnc.net
Q		
R		

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Recruitment	Tracey Leon <i>Director of Certified Personnel</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net 252-399-7700 Ext# 8638 claudia.spencer@wilsonschoolsnc.net
Resignations	Martha Cayton <i>Administrative Assistant</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7751 Ext# 8631 martha.cayton@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Retirement	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
S		
Salary	Dr. Cheryl F. Wilson <i>Associate Superintendent</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net
Staff Evaluations (Certified)	Tracey Leon <i>Director of Certified Personnel</i>	252-399-7700 Ext# 8618 tracey.leon@wilsonschoolsnc.net
Staff Evaluations (Classified)	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Staff Rosters	Phillip Hawley <i>HR Information Systems Manager</i> Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8633 phillip.hawley@wilsonschoolsnc.net 252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net

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Student Interns	Amy Evans <i>Beginning Teacher Coordinator for Elementary, National Board and College Liaison, and Mentor Support</i>	252-399-7731 Ext# 8625 amy.evans@wilsonschoolsnc.net
Substitutes	Claudia Spencer <i>Executive Director of Human Resources</i>	252-399-7700 Ext# 8628 claudia.spencer@wilsonschoolsnc.net
Supplemental Insurance	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
T		
Teacher of the Year Process	Tondia Best <i>Human Resource Coordinator for Middle School Beginning Teachers, Teacher of the Year and Mentor Support</i>	252-399-7731 Ext #8672 tondia.best@wilsonschoolsnc.net
Teacher Loan Forgiveness	Marcia Bonner <i>Licensure Specialist</i>	252-399-7700 Ext #8624 marcia.bonner@wilsonschoolsnc.net
Title IX	Dr. Cheryl F. Wilson <i>Associate Superintendent</i>	252-399-7751 cheryl.wilson@wilsonschoolsnc.net
Transcripts	Marcia Bonner <i>Licensure Specialist</i>	252-399-7700 Ext #8624 marcia.bonner@wilsonschoolsnc.net
Tuition Reimbursement	Olinka Baker <i>Human Resource Coordinator for High School Beginning Teachers, Principal of the Year and Mentor Support</i>	252-399-7731 Ext# 8625 olinka.baker@wilsonschoolsnc.net
U		

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Unemployment Claims	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
V		
Volunteers	Donielle Coe <i>Human Resources Clerk</i>	252-399-7700 Ext #8622 donielle.coe@wilsonschoolsnc.net
W		
Workers' Compensation	Wendy Daniel <i>Director of Benefits</i>	252-399-7700 Ext# 8636 wendy.daniel@wilsonschoolsnc.net
X		
Y		
Z		