

Human Resources & Federal Programs Team

Executive Director of
Human Resources and Federal Programs

Sheila Wallace

(252) 462-2489

swallace@ncpschools.net

Department Meetings

Cabinet Meetings

Present Personnel Reports to Board

Personnel Issues

Manage HR Policies & Processes

Interview Process

Manage HR Contracts

Manage Employee Handbook

Manage Partnerships (Intern Approvals, etc.)

NELA Placements

Manage Allotment Process

Recruitment/Job Fairs

Unemployment Hearings

Investigations

Calendar Committee

Grant Writing

Reference Verifications (District Level Admins)

Director of Human Resources	Beginner Teacher Director	Director of Federal Programs	Parent Coordinator
Alvin “Roy” Henderson (252) 459-5220 <i>arhenderson@ncpschools.net</i>	Sylvia Anthony-McGeachy (252) 459-5220 <i>smanthony-mcgeachy@ncpschools.net</i>	Janet Morris (252) 459-5220 <i>jjmorris@ncpschools.net</i>	Michelle Royster (252) 462-2851 <i>mwroyster@ncpschools.net</i>
<hr/> Manage National Board Process & Renewals	<hr/> Beginner Teacher Program	<hr/> Manage budgets for all Title I Schools	<hr/> Manage District level parent events
Manage NCEES & Evaluations	Manage BT’s & Mentors	Manage all Federal Grants (Competitive & Non-Competitive)	Facilitate parenting partners
Manages Job Fair Research, Registration & Summary Data	Attend District, Regional, and State level meetings	Attend District & State Level meetings	Manage the District’s resource center
Manage Annual HR Celebrations	Assists w/Job Fair Recruitments	Manage CCIP portal (Federal applications)	Actively seek grants and community partners to support parent needs
Attend District, Regional and State level meetings as appropriate	Manages “PERKS”	Stay abreast of all Federal laws, guidelines & restrictions and keep all stakeholders informed	Works closely with the District’s Communications Department planning and supporting parents’ needs
Unemployment Verifications	CEU’s	Manage Parent Involvement Activities	
i-Dashboards		Manages McKinney -Vento Grant & Foster Care	
Investigations		Assists w/Job Fairs	

<p>Benefits Specialist</p> <p>Carie Craft (252) 462-2531 <i>clcraft@ncpschools.net</i></p> <hr/> <p>Employee Benefits (Including Retirements)</p> <p>Leave of Absence (LOA)</p> <p>Processes FMLA/EMLA</p> <p>Processes short-term disability claims</p> <p>Name and Address Changes</p>	<p>Licensure Specialist</p> <p>Natalie Robinson (252) 462-2859 <i>nrobinson</i> <i>@ncpschools.net</i></p> <hr/> <p>Licensure</p> <p>Certified Employee Verifications</p> <p>HRMS - Certified Employees</p> <p>Assists w/Job Fair Recruitment</p> <p>Employee File Scanning</p>	<p>HR Generalist</p> <p>Brittany Barnes (252) 462-2529 <i>bfbarnes@ncpschools.net</i></p> <hr/> <p>Worker's Compensation Claims</p> <p>BIB Checks & Approvals for Employees</p> <p>New Hire Orientation</p> <p>Assists w/Job Fair Recruitments</p> <p>Loan Forgiveness</p> <p>Records request</p>	<p>HR Generalist</p> <p>Britney Stewart (252) 462-2532 <i>brstewart</i> <i>@ncpschools.net</i></p> <hr/> <p>Back -up for New Hire Onboarding for All Employees</p> <p>HRMS-Classified Employees</p> <p>Employee File Scanning</p> <p>Back-up for ID Badges</p> <p>Back up for BIB Checks & Approval for Volunteers & Chaperones</p> <p>Classified Employee Verifications</p> <p>Records request</p>
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Administrative Assistant	Office Assistant Clerk(PT)	HR Assistant Clerk (PT)	Kelly Education
<p>Lisa McDanel (252) 462-2852 <i>lmdanel@ncpschools.net</i></p> <hr/>	<p>Diana Cyrus (252) 459-5220 <i>dcyrus@ncpschools.net</i></p> <hr/>	<p>Linda Wells (252) 459-5220 <i>lbwells@ncpschools.net</i></p> <hr/>	<p>Denise Fazio (252) 462-2521 <i>DENF172@kellyservices.com</i></p> <hr/>
<p>Personnel Board Reports</p> <p>Employee Action Forms</p> <p>Budget Transactions</p> <p>Purchase Orders</p> <p>Maintains Vacancy List (Applitrack)</p> <p>Maintains HR Website</p> <p>Manages Documentation for Hiring Process</p> <p>Employee File Scanning</p> <p>Manages all calendars</p> <p>Supply Inventory</p>	<p>Office Clerk for Central Office</p> <p>Greet & Assist Visitors</p> <p>Manage incoming phone calls</p> <p>All Mail Distribution</p> <p>Manages mail meter</p> <p>Back up for ID Badges</p>	<p>Manages ID Badges</p> <p>Office Clerk for Central Office</p> <p>Greet & Assist Visitors</p> <p>Manage incoming phone calls</p> <p>All Mail Distribution</p> <p>Manages mail meter</p>	<p>Substitute Recruitment</p> <p>Substitute Hiring & Onboarding</p> <p>Substitute Training</p> <p>Substitute Management</p> <p>Substitute Time Tracking & Reporting</p> <p>Substitute Compensation</p>

<p>Federal Programs Assistant</p> <p>LeighAnn Evans (252) 459-5220 <i>levans@ncpschools.net</i></p> <hr/>	<p>McKinney-Vento Assistant (PT)</p> <p>Adriana Javier (252) 459-5220 <i>ahavier@ncpschools.net</i></p> <hr/>	<p>Retirement Specialists (PT)</p> <p>Terry Whitley (252) 459-5220 <i>tjwhitley@ncpschools.net</i></p> <hr/>
<p>Manage the process of keying, tracking, filing and closing all PO's</p> <p>Assist with troubleshooting any inaccuracies with Purchases</p> <p>Train Title I Bookkeepers and assist them as needed</p> <p>Maintains immaculate record keeping and proficient with Excel and Google Docs</p> <p>Manages inventory</p> <p>Assist in completing Federal reports & documents</p>	<p>Manage all spreadsheets that list the McKinney-Vento students</p> <p>Complete reports in PowerSchool</p> <p>Maintains the inventory of supplies and materials for the Homeless students</p> <p>Works closely with the District's social workers to order supplies and materials for Homeless students</p>	<p>Manages benefits for all retirees</p> <p>Facilitates retirement sessions for interested employees monthly</p> <p>Assist employees that are retiring with the process</p>

Families in Transition Liaison (PT)

Elizabeth Jenkins
efjenkins@ncpschools.net

**Assists with homeless student
identification, school enrollment, and
support services**

**Provides guidance and awareness of the
McKinney-Vento Act**

**Helps homeless students and their
families gain access to needed services
throughout the community**

Mentor Support (PT)

Salinder Broady
sebroady@ncpschools.net

Meets with BT mentors

Facilitates BT mentor meetings

**Provides professional learning
opportunities for mentors**

Provides mentor support