



Department of Human Resources Staffing
Dr. Monica Batiste, Executive Director
 678-301-6100 / fax: 678-301-6101

The **Department of Human Resources Staffing** is responsible for attracting, employing, and retaining highly effective teachers and support staff for Gwinnett County Public Schools. The department is committed to providing top quality and diverse applicant pools for all

positions in the district through active recruitment, selection, assignment, and retention of teachers, leaders, support staff, temporary personnel, and student interns. The department is responsible for the development and implementation of performance-based evaluation systems for all employee groups designed to make measurable, identifiable performance a significant portion of an employee's annual evaluation. The department directs the staff recruitment program, serves as the liaison between colleges and universities, and is responsible for student teacher placements and district job fairs. The department is also responsible for certification and licensure, accurate and timely submission of state data reporting, and the Title II-A (Advancing Educator Quality) grant. The department is organized in service delivery teams to support principals and program managers with key human resource needs.

Human Resources **Staffing Directors** provide leadership and strategic direction to the planning and implementation of human resources functions for assigned schools including employee recruitment, selection, retention, workforce development, performance management and certification. The directors ensure compliance with all federal, state, and local mandates involving employment, conduct comprehensive Internal investigations, maintain accurate personnel allotments, ensure that state certification and licensure requirements are met, assist in the adjudication of grievances and administrative complaints, advise and consult with administrators in the formal evaluation process, leverage technology to attain maximum performance, and provide ongoing professional learning to internal employees and principals on various human resources issues.



Tiffany Suggs
 Director
 678-301-6027
 Elementary Staffing



Dr. Leslie D. Lewis
 Director
 678-301-6027
 Elementary Staffing



Karen Phillips
 Director
 678-301-6027
 Elementary Staffing



Dr. Chris Carter
 Director
 678-301-6121
 Middle School Staffing



Ryan Vamplew
 Director
 678-301-6058
 High School Staffing



Mike Nelson
 Director (PT)
 678-301-6072
 Special Ed. Staffing



Keysha Robinson
 Director
 678-301-6195
 Special Ed. Staffing



Support Staffing
Susan Blanchard
 Director
 678-301-6082

The **Support Staffing Director** directs the planning and implementation of human resources functions for support staffing including employee recruitment, selection, retention, workforce development, performance management and certification. The director advises and consults with administrators in the formal evaluation process, leverages technology to attain maximum performance, and provides ongoing professional learning to internal employees and program managers on various human resources issues.



Data Reporting
Cheri Folds
 Director
 678-301-7258 /
 fax: 678-301-6117

The **Data Reporting** office acts as the primary data reporting liaison between the school system and the state Department of Education. This office works closely with local school administrators, advising them on accurately reporting FTE data and applying state funding formulas to maximize school allotments. In maximizing allotments, this office prepares, maintains, and distributes allotments based on enrollment projections and current allocation formulas. The Data Reporting office also is responsible for CCPI reporting based on job assignments within the district. This crucial report determines state funding for Training and Experience (T&E).