

## Human Resources Department

HR Executive Director	Sue Holiday susan_holiday@charleston.k12.sc.us	937-6338	937-6344
Executive Director Administrative Assistant	Melanie DeHaven melanie_dehaven@charleston.k12.sc.us	937-6338	937-6344
HR Director of Employee Relations	Beverly Varnado beverly_varnado@charleston.k12.sc.us	937-6330	937-6344
Leave of Absence Administrator	Annette Heyward annette_heyward@charleston.k12.sc.us	937-6402	937-6344
HR Administrator	Vanessa Washington vanessa_washington@charleston.k12.sc.us	937-6334	937-6360
HR Systems Administrator/Personnel Action Supervisor	Krishinda Jenkins Krishinda_jenkins@charleston.k12.sc.us	937-6369	937-6360

## Teacher Employment

HR Teacher Employment Director	Bill Briggman bill_briggman@charleston.k12.sc.us	937-6575	937-6579
HR Teacher Employment Secretary	Shirel Smith Shirel_smith@charleston.k12.sc.us	937-6575	937-6579
HR Teacher Employment Supervisor	Scott Fitzpatrick Scott_fitzpatrick@charleston.k12.sc.us	937-6469	937-6579

Teacher Recruiters	Contact/Email	Phone	Fax
Teacher Recruitment, Certification, & PACE	Gail Tolbert gail_tolbert@charleston.k12.sc.us	937-6313	937-6383
Teacher Recruitment, Certification, & VIF	Virginia Everman virginia_everman@charleston.k12.sc.us	937-6380	937-6383
Teacher Recruitment, Certification, & Special Education	Kathleen Magliacane kathleen_magliacane@charleston.k12.sc.us	937-6324	937-6383

Applications	Contact/Email	Phone	Fax
*Cooper River Learning Community *High School Learning Community	Billie Jo Holmes billie-jo_holmes@charleston.k12.sc.us	937-6333	937-6383
* East Cooper & Cooper River Learning Community * Ashley River Learning Community * Middle School Learning Community	Beth Lyons beth_lyons@charleston.k12.sc.us	937-6309	937-6383
Substitute Teachers	Errol Young errol_young@charleston.k12.sc.us	937-6564	937-6370
PCS Technician	Blanche Knake blanche_knake@charleston.k12.sc.us	937-6331	937-6370

Teacher Evaluation	Contact/Email	Phone	Fax
ADEPT/STEP 123, Induction, Teacher Mentoring, and Highly Qualified	Lori Bates lori_bates@charleston.k12.sc.us	937-6574	937-6577
	Melissa Parrish melissa_parrish@charleston.k12.sc.us	937-6572	937-6577
Technician (ADEPT/STEP 123, Induction, Teacher Mentoring, and Highly Qualified)	Laurie Barfield laurie_barfield@charleston.k12.sc.us	937-6343	937-6577
Technician (Recertification)	Marie Barnes marie_barnes@charleston.k12.sc.us	937-6350	937-6577

## Classified/Administrative Hiring

HR Officer	Yvonne Marshall yvonne_marshall@charleston.k12.sc.us	937-6365	937-6360
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Applications	Contact/Email	Phone	Fax
Administrators	Lakeleia Robinson administratorjobs@charleston.k12.sc.us	937-6368	937-6351
Classified/Support Staff/Temporary	Sandra Quigley classifiedjobs@charleston.k12.sc.us	937-6342	937-6351
Technician (Administrator Salary Calculations)	Francie Fisk francie_fisk@charleston.k12.sc.us	937-6601	937-6351

<b>HR OPERATIONS</b>			
<b>Benefits</b>	<b>Contact/Email</b>	<b>Phone</b>	<b>Fax</b>
HR Operations Officer	Holly Maben holly_maben@charleston.k12.sc.us	937-6355	937-6370
*East Cooper & Peninsula Learning Community *Ashley River Learning Community	Cindy Horey cynthia_horey@charleston.k12.sc.us	937-6356	937-6370
*Cooper River Learning Community *Central Staff	Kathy Smalls kathleen_smalls@charleston.k12.sc.us	937-6359	937-6360
*Middle School Learning Community *High School Learning Community	Mable Jackson mable_jackson@charleston.k12.sc.us	937-6358	937-6360
Retirement & Supplemental Insurance	Mary Craven mary_craven@charleston.k12.sc.us	566-8196	566-7392
<b>Personnel Action</b>	<b>Contact/Email</b>	<b>Phone</b>	<b>Fax</b>
HR Systems Administrator/Personnel Action Supervisor	Krishinda Jenkins krishinda_jenkins@charleston.k12.sc.us	937-6369	937-6360
HR Receptionist/Past Employment Verifications	Gartiss Edwards gartiss_edwards@charleston.k12.sc.us	937-6328	937-6360
*East Cooper & Peninsula Learning Community *High School Learning Community (Lincoln, Wando, Charlestowne Academy, Murray Hill, Clark)	Jackie Boyd jackie_boyd@charleston.k12.sc.us	937-6367	937-6360
*Ashley River Learning Community *High School Learning Community (Military Magnet, Academic Magnet, St. John's, West Ashley)	Elva Wiggins elva_wiggins@charleston.k12.sc.us	937-6347	937-6360
*Cooper River Learning Community * Central Staff	Sarah Blue sarah_blue@charleston.k12.sc.us	937-6363	937-6370
*Middle School Learning Community *High School Learning Community (North Charleston, Garrett, School of the Arts, Stall, Burke, Baptist Hill)	Caudell Parson-Capers caudell_parson-capers@charleston.k12.sc.us	937-6364	937-6370
<b>Employee Service Forms Distribution</b> Substitute Teachers AND Substitute Food Service	Sarah (A-F) Jackie (G-L) Caudell (M-R) Elva (S-Z)		