

**MASTER PLAN for SCECG © FOR SCHOOL DISTRICTS  
2019-2020 SCHOOL YEAR  
STUDENT CENTERED EDUCATION CONSULTING GROUP  
DIVISION OF RECRUITMENT AND EMPLOYMENT OF  
EDUCATORS**

**Student Centered Education Consulting Group (SCECG)** is an educational consulting firm which has seasoned, veteran, experienced, highly successful South Carolina superintendents, school and district administrators, business and personnel administrators, teachers and instructional specialists available to assist school districts across the state. The goal of SCECG is to offer top quality services to South Carolina districts to enable districts and schools to better serve their students and communities. The services are designed to meet the specific needs of districts through research and study and are based on the administrators' experience and expertise in leading schools and districts in South Carolina. Our consultants were employed as educators in the public schools and districts for many years and continue to keep up with issues at all levels that affect the public schools. SCECG can offer practical, common sense training, consultation, advice and recommendations to schools and districts. Our strengths are our consultants, our employees and our commitment and our passion to make a difference for school districts across the state. We are truly student centered and we deliver on our promises.

SCECG has established a Division of Recruitment and Employment of Educators within the Company which will be responsible for recruiting and employing top quality educators who will be placed in South Carolina School Districts.

SCECG will recruit and hire educational personnel to be placed in the school districts and will contract with school districts to place these educators into vacant positions. SCECG provides a proactive, comprehensive approach to hire and place educators who meet or exceed expectations.

In partnership with our clients, we recruit the very best educators who possess the skills, experience, and passion essential to advancing the district's mission, aspirations and goals and providing the best education possible. We identify and recruit top talent by using our relationships with educators, Schools of Education across the state and CERRA by advertising using electronic and print media.

## **PROCESS TO EMPLOY EDUCATORS TO BE PLACED IN SCHOOL DISTRICTS**

SCECG meets with representatives of the school district.

The School District contracts with Student Centered Education Consulting Group (SCECG) and signs the **GENERAL STAFFING MANAGEMENT AGREEMENT FOR PURCHASED-SERVICE TEACHERS, PROFESSIONAL EDUCATORS, ADMINISTRATORS AND STAFF ©**

### **STUDENT CENTERED EDUCATION CONSULTING GROUP 2019-2020**

The School District provides a list of vacant positions to SCECG   Reference       **Student Centered Education Consulting Group Positions to be Filled**

SCECG advertises for employees

SCECG meets with the prospective employees who have completed the application and all required employment forms.

SCECG employs the individual following the approved process, background checks and completes all required documents. **SCECG** requires the candidate to sign an at will agreement for employment.   Reference       **SCECG AT-WILL EMPLOYMENT AGREEMENT(c)**

SCECG meets with the SCECG employee and the SCECG employee completes all required payroll forms.

SCECG assigns the SCECG employee to the district

## **STUDENT CENTERED EDUCATION CONSULTING GROUP INFORMATION FOR PROSPECTIVE EMPLOYEES**

### **PROSPECTIVE EMPLOYEES MUST**

Make written application to SCECG by completing **Student Centered Education Consulting Group APPLICATION**

Have at least 2 individuals to complete the appropriate reference form and submit to  
Cathy C. McMillan  
311 Wilkins Road  
Campobello, SC 29322

### **ONBOARDING TASKS FOR INDIVIDUALS TO BE EMPLOYED BY SCECG**

Sign the **Student-Centered Education Consulting Group AT-WILL AGREEMENT**

Sign the **Student-Centered Education Consulting Group PERSONNEL GOALS AND STAFF CONDUCT**

### **PAYROLL ENROLLMENT CHECKLIST**

INDIVIDUALS TO BE EMPLOYED BY SCECG WILL COMPLETE

A W-4 FORM

AUTHORITY FOR RELEASE OF INFORMATION FORM BACKGROUND CHECK

EMPLOYMENT ELIGIBILITY VERIFICATION I-9 AND PROVIDE A COPY OF THE DRIVERS LICENSE  
AND SOCIAL SECURITY CARD

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION AND PROVIDE A VOIDED CHECK

### **Individuals who were employed by the School District or State Agency**

Any individual who was previously employed by a school district or state agency is responsible for working with the Benefits Coordinator / Administrator to complete all of the necessary paperwork to be separated from the school district / agency. The individual is responsible for working with the appropriate person in the school district or state agency to complete all required documentation for health and dental insurance, retirement, and all optional insurances (life, long term care, long term disability, HSA, etc.) and /or deductions.