

# AUTOMATED CONTRACT MANAGEMENT FOR SCHOOL SYSTEMS

## *Success Story: Echols County Schools*

Like many school systems, Echols County used to manage teacher contracts the “old school” way. “Our process of managing contracts was with pen and paper along with having to be in person because they required a notary,” says Mandee Davis, who works in Personnel & Planning at Echols. “The contracted employees had to drive to the Board office for this process which made it more inconvenient,” She says.

When Echols was ready to do away with paper contracts and the headaches that came with them, they turned to Clear Concepts for help. In about 5 weeks, the system was built out and customized to Echols’ needs.

While Echols is only using one contract, the system supports different contracts for different types of employees – teachers, administrators, 49%, ROTC, etc. It is completely secure and adheres to electronic signature requirements. “Now, with the electronic version the employees can sign their contract online wherever they have access to the internet,” Davis says. Everyone involved has benefited from the new, streamlined process.

*If you are interested in implementing the No Touch HR Automated Contract Management System at your district, contact Roshanna Griffin at 404-835-7428 or [rgriffin@clearconcepts.net](mailto:rgriffin@clearconcepts.net)*



I would definitely recommend Clear Concepts for automating teacher contracts. The process was easy to learn and beneficial to all parties involved!

**-Mandee Davis, Echols County Board of Education**

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ROUTE TO  
APPROPRIATE  
PARTIES FOR  
SIGNATURE

EASILY TRACK  
STATUS OF  
ALL  
CONTRACTS

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