

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
January 5, 2023
TABLE OF CONTENTS

I.	<u>Administrative Actions</u>	
	A. 2021-2022 Appointments	I-A, p. 1
	B. 2021-2022 Re-Appointments	I-B, p. 1
	C. 2021-2022 Redesignations	I-C, p. 1
	D. 2021-2022 Transfers	I-D, p. 1
	E. 2021-2022 Resignations, Retirements, Conclude Employment	I-E, p. 1
	F. 2021-2022 Supplements	I-F, p. 1
II.	<u>Job Descriptions and Supporting Documents</u>	
	A. Certificated	II-A, p. 1-26
III.	<u>Instructional Actions</u>	
	A. 2021-2022 Appointments	III-A, p. 1
	B. 2021-2022 Reappointments	III-B, p. 1
	C. 2021-2022 Redesignations	III-C, p. 1
	D. 2021-2022 Transfers	III-D, p. 1
	E. 2021-2022 Resignations/Retirements/Conclude Employment	III-E, p. 1
	F. 2021-2022 Supplements	III-F, p. 1
	G. 2021-2022 Pending Appointments	III-G, p. 1
	H. 2021-2022 Out of Field	III-H, p. 1
IV.	<u>Instructional Miscellaneous Actions</u>	
	A. 2021-2022 Summer School	IV-A. p. 1
	B. 2021-2022 Community Education	IV-B. p. 1
	C. 2021-2022 Adult Education	IV-C. p. 1
V.	<u>Instructional Substitute Teacher Actions</u>	
	A. 2021-2022 Substitute Teacher Approval (None)	V-A. p. 1
VI.	<u>Support Actions</u>	
	A. 2021-2022 Appointments	VI-A, p. 1-3
	B. 2021-2022 Reappointments	VI-B, p. 1
	C. 2021-2022 Redesignations	VI-C, p. 1
	D. 2021-2022 Transfers	VI-D, p. 1
	E. 2021-2022 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
	F. 2021-2022 Supplements	VI-F, p. 1

I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
------------------------	-------------	-----------------

I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
------------------------	-------------	-----------------

I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
------------------------	-------------	-----------------------------

I. Administrative Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
------------------------	-------------	-----------------

I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

Name/Assignment	Site	Effective/Action
GASID, RYAN TORIO AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2022-11-29 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	
------------------------	-------------	--

II. JOB DESCRIPTION ACTIONS

A. Certificated - Approve the following job descriptions:

REVISED:

Instructional Division - Certificated Job Descriptions

As a response to the OPPAGA Audit and in an effort to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. This month, the following Certificated job descriptions within the Instructional Division have been carefully reviewed and revised:

G-2.1.01	Classroom Teacher
I-2.1.16	Virtual School Teacher
I-2.1.26	International Baccalaureate (IB) Facilitator
I-2.2.14	Curriculum Specialist
I-2.2.50	Curriculum Coach
I-2.2.55	Science Coach
I-2.2.61	Professional Development Program Specialist
I-2.2.63	Professional Learning Facilitator
I-2.2.72	Distance Learning Specialist
I-2.3.07	Dean of School Culture
L-2.1.03	Media Specialist
P-2.2.43	Instructional Personnel Specialist

Job Locator: G-2.1.01

Title: Classroom Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal or Administrative Designee

Job Description:

The teacher is responsible directly to the principal for the instruction, supervision, and evaluation of students.

Responsibilities and duties of this position include:

1. Establish a safe, respectful and inclusive classroom climate conducive to learning, classroom management.
2. Demonstrate an interest in and a willingness to assist students inside and outside the classroom.
3. ~~Demonstrate personal enthusiasm and generate student enthusiasm.~~ Maintain a growth mindset toward student learning, teaching practice, and personal/collective professional development.
4. ~~Become alert to the physical needs of the students.~~ Demonstrate preparation of standards-based lessons in alignment with measures of student progress.
5. ~~Demonstrate preparation.~~ Demonstrate general knowledge of the subject area.
6. ~~Demonstrate general knowledge of the subject area.~~ Adapt instruction through a multi-tiered system of support to meet the learning needs of all students.
7. ~~Provide for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual deprivations).~~ Maintain a positive relationship and ongoing communication with students, families, colleagues, and supervisors.
8. ~~Exhibit good judgement with regard to personal feelings of colleagues, parents, and students.~~ Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
9. ~~Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.~~ Evaluate students' progress through a variety of informal and formal assessments on an ongoing basis to inform instruction.
10. ~~Evaluate students' progress and keep appropriate records.~~ Maintain and update appropriate documentation of student progress.
11. Perform other duties as requested by the Principal.

Required Qualifications:

1. Valid Florida Certificate.

2. Certified in-field for position.
3. When enrollment dictates ESOL Teacher must possess required bilingual skills.

Desired Qualifications:

1. Previous teaching experience.
2. Additional professional preparation beyond undergraduate degree.

Revised: 12/15/1994

Revised: 01/05/2023

Job Locator: I-2.1.16

Title: Virtual School Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: Supervisor of Instructional Support

Job Description:

The Virtual School teacher is responsible for the organization and implementation of an instructional program that results in students achieving academic success in accordance with [Clay Virtual Academy \(CVA\)](#), state and local policies and statutes.

Responsibilities and duties of this position include:

1. Establish a positive environment in which students are encouraged to be actively engaged in the learning process.
2. Plan, prepare, and implement instructional activities to meet the needs of students with varying backgrounds, learning styles or special needs.
3. Identify, select, create, and modify instructional resources.
4. Use synchronous and asynchronous platforms to deliver instruction.
5. Be available to assist students via phone, computer, email, and instant messaging.
6. Assist in assessing changing curricular needs and develop plans for improvement.
7. Provide individual and/or small group instruction to meet student needs.
8. Meet course goals and contribute to the achievement of school-wide goals.
9. Evaluate student progress and demonstrate gains in student performance.
10. Maintain effective and efficient record keeping procedures.
11. Hold established office hours 5 days per week.
12. Communicate effectively and regularly, orally and in writing, with students, parents and other stakeholders and respond to any correspondence within 1 workday as evidenced in log.
13. Assist with screening, evaluating, and recommending interventions for students.
14. Complete reports, collect data, and provide information for monitoring of program and student performance.
15. Participate in school activities including, but not limited to team meetings, staff development, student outreach activities and events, home visits, presentations, and instructional tutoring.

16. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and maintaining current and timely records including weekly student/parent contact records.

17. Performs any other related duties as assigned.

Required Qualifications:

1. Valid Florida Professional Teaching Certificate in content area assigned; endorsements as required by Florida Department of Education.
- ~~2. Prior experience in a distance learning environment.~~
3. Strong oral and written communication skills.

Desired Qualifications:

1. ~~Previous teaching experience.~~ Prior experience in a distance learning environment.
2. Prior experience with Google Classroom and VSA/Educator. ~~Blackboard, and Wimba or Elluminate.~~

Approved: 04/21/2011

Revised: 01/05/2023

Job Locator: I-2.1.26

Title: International Baccalaureate (IB) Facilitator

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The facilitator is directly responsible reports directly to the principal. The facilitator collaborates with the Assistant Principal supporting the International Baccalaureate Diploma Programme (IBDP). Additionally, the facilitator coordinates with Instructional Coordinator/Counselor on Master Schedule for IB and with the International Baccalaureate Organization (IBO) World School Manager as needed, reporting findings back to the school community

Responsibilities and duties of this position include:

- ~~1. Provides articulation support to students and schools as students are identified in junior high school.~~
- ~~2. Develops and implements all testing schedules, pursuant to state and IB requirements.~~
- ~~3. Maintains high level of security for all testing documents pursuant state and IB requirements.~~
- ~~4. Coordinates purchase of equipment, supply and text needs for the program.~~
- ~~5. Serves as school liaison for the IB Boosters organization.~~
- ~~6. Represents IB at district functions and the Florida League of IB Schools.~~
- ~~7. Documents malpractice issues, disciplinary issues, and academic probation.~~
- ~~8. Serves as parent liaison for the IB program.~~
- ~~9. Conveys information to parents and feeder schools regarding the IB curriculum/program.~~
- ~~10. Performs other duties as assigned.~~
1. Work with the principal to ensure that teachers and administration are provided adequate professional development opportunities on and off campus and that they are aware of these opportunities.
2. Engage in regular PD and attend IBO Annual Conferences and Regional Network meetings.
3. Plan and deliver monthly meetings and professional learning opportunities for staff on aspects of the IBDP as part of the school's overall professional development plan.
4. Plan and deliver workshops for new teachers arriving at the school.
5. Keep a record of workshops and school visits.
6. Ensure that all teachers are suitably qualified and trained per IB requirements.

7. Conduct regular meetings with IB teachers.
8. Encourage regular dialogue among teachers about all aspects of teaching and learning in the school.
9. Ensure that the fundamentals of the Diploma Programme (DP) remain in constant focus in all work within the DP year's section of the school.
10. Set up systems for communication and collaboration among all staff members involved in implementing the programme.
11. Regularly update faculty and administration on IB matters related to the IB Diploma Programme and all new/revised IB Diploma Programme publications.
12. Conduct parent information sessions.
13. Circulate all relevant information received from the IBO.
14. Prepare and submit any documentation required for evaluation.
15. Ensure that all requirements and procedures set by the IBO concerning the programme are adhered to.
16. Respond to requests for information from the IBO.
17. Act as a liaison between the school and the IBO.
18. Record and distribute all IB publications, where necessary.
19. Contribute to the promotion and development of the IBDP both within and outside the school.
20. Ensure that appropriate textbooks and resources are made available.
21. Organize and moderate internal assessment according to the diploma criteria.
22. Participate with school leadership on curriculum and assessment within the school and the IBDP.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Three (3) years successful experience as an IB classroom teacher.
3. Ability to communicate and work well with others.

Desired Qualifications:

1. Previous teaching experience.
2. Additional professional preparation beyond undergraduate degree.

Approved: 04/21/2016

Reviewed 01/05/2023

Job Locator: I-2.2.14

Title: Curriculum Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Assigned Instructional Division Administrator

Job Description:

The Curriculum Specialist is directly responsible to the assigned Instructional Division Administrator.

Responsibilities and duties of this position include:

1. Serve in a staff relationship with other curriculum specialists in facilitating and coordinating specifically assigned curriculum areas.
2. Facilitate the development and implementation of the overall education curriculum program in conjunction with appropriate curricula and instructional materials adoptions.
3. Facilitate articulation through district curriculum/articulation meetings and teaching sharing sessions.
4. Assist with identifying instructional needs and implementing appropriate staff development and instructional support, including curriculum development activities.
5. Assist schools in the development and implementation of strategies to integrate various curricula.
6. Identify appropriate curriculum materials and demonstrate their use.
7. Assist with analyzing appropriate test results and facilitate planning for instruction in response to the data.
8. Assist teachers with instruction in the classroom when requested, including modeling effective teaching strategies at school sites and facilitating coaching cycles.
9. Provide support and coaching to teachers to improve their skill in teaching when requested.
10. Perform tasks and assume responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Five (5) years of successful experience in classroom teaching.
3. Ability to communicate and work well with others.

Desired Qualifications:

1. Master's Degree

Approved: 02/20/1997

Revised: 04/15/2004

Revised: 08/17/2006

Revised: 01/05/2023

Job Locator: I-2.2.50

Title: Curriculum Coach

Position Grade: Teacher Salary Schedule

Evaluated By: Assigned Instructional Division Administrator

Job Description:

The Curriculum Coach is responsible directly to the principal assigned administrator for managing core content instruction as specified in the ~~NGSSS/Common Core~~ Florida State Standards and related curriculum maps. The Curriculum Coach will be a mentor and staff development facilitator for Pre-K-12 and ESE teachers.

Responsibilities and duties of this position include:

1. Assist the classroom teacher in establishing a classroom environment conducive to learning.
2. Demonstrate knowledge of curriculum, assessments, research-based instructional practices, supplemental services and intervention strategies and programs.
3. Demonstrate knowledge of ~~the Response to Intervention Process~~ the implementation of a Multi-tiered System of Supports, including policies, procedures and practices.
4. Attend coaching institutes and other training and professional learning opportunities.
5. Model effective instruction at each grade level.
6. Collaborate with regular classroom, Title I and ESE teachers to implement the core and supplemental programs.
7. Align core curriculum instruction with appropriate materials, technology resources and assessments.
8. Assist teachers in implementing the appropriate time blocks for elementary and/or secondary instruction.
9. Assist teachers in assessing, analyzing data, grouping, and making informed instructional decisions about intervention strategies.
10. Provide demonstration lessons, coaching and inservice training.
11. Assist in identifying professional development needs.
12. Monitor student progress and collaborate with teachers to provide differentiated instruction.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate.
2. Certification: Elementary - Certified in Elementary Education; Secondary - Certified in Secondary Education or Middle School Education.

3. Endorsed or K-12 certified in the area of reading, or working toward that status by completing a minimum of two (2) reading endorsement competencies of sixty (60) inservice hours each, or six (6) semester hours of college coursework in reading per year. [FS 6A 6053(6) Comprehensive Reading-Based Plan].

Desired Qualifications:

1. Five years teaching experience.
2. Experience in Differentiated Instruction.
3. Experience in cross-curricular integration.
4. Experience in data analysis.

Approved: 06/16/2011

Revised: 07/21/2011

Revised: 01/05/2023

Job Locator: I-2.2.55

Title: Science Coach: (Grades K-12)

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The science coach is responsible directly to the principal for managing science instruction as specified by the ~~FCAT Next Generation Sunshine~~ [Florida](#) State Standards. The science coach will be a mentor, data manager, and staff development facilitator for K-12 standard curriculum and ESE teachers.

Responsibilities and duties of this position include:

1. Assist the classroom teacher in establishing a classroom environment conducive to mastery of grade level science standards.
2. Demonstrate knowledge of assessment, core science curriculum, and supplemental programs including remediation and enrichment.
3. Identify data collection instruments, design new instruments, and/or modify existing instruments to meet program needs.
4. Assist teachers with collection of data for progress monitoring.
5. Oversee progress monitoring by preparing data for analysis; ~~leading~~ [facilitating](#) the analysis and ~~interpretation process~~ [planning for instruction in response to the data.](#)
6. Model/demonstrate effective science instruction at each grade level.
7. Collaborate with ESE and Title I teachers to implement core science courses.
8. Align core science instruction with appropriate curriculum materials, assessment and technology.
9. Assist in identifying professional development needs.
10. Provide coaching and inservice training.
11. Work collaboratively with District Curriculum and Title I Specialists.
12. Monitor student progress and collaborate with teachers in providing differentiated instruction.
13. Attend workshops/in-services and other training opportunities.
14. ~~Tutor~~ [Provide small group instruction for](#) students on a limited basis.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.

2. Certification: Elementary - Certified in Elementary 1-6 or K-6; Secondary - Certified in Secondary or Middle School Education in an area of science.

Desired Qualifications:

1. Five years teaching experience with highly effective evaluations.
2. Experience in science instruction in the area of remediation and enrichment.
3. Experienced in technology.
4. Experience in data collection.

Effective: 08/20/2009

Revised: 01/05/2023

Job Locator: I-2.2.61

Title: Professional Development Program Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

The Professional Development Program Specialist is directly responsible to the Assigned Administrator. He/she serves in a staff relationship with other teachers.

Responsibilities and duties of this position include:

1. Provide inservice training, coaching and modeling to teachers in ~~mathematics, science, and/or other~~ academic curriculum and evidence-based instructional methods.
2. Assist classroom teachers with the selection of appropriate instructional practices based on student need. ~~math, science, and/or other academic curriculum materials.~~
3. ~~Develop workshops and instructional materials for teachers in mathematics, science, and/or other academic areas.~~
4. Design and facilitate professional learning experiences in alignment with the state professional learning standards.
5. Maintain such records and reports as are necessary to the successful execution of the job.
6. Perform such other tasks and assume such other responsibilities as the Assigned Administrator may assign.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Three years of successful teaching experience in Clay County.
3. Ability to communicate and work well with others.
4. Experience in the instructional area ~~teaching math, science, or other academic curricula and methods, whichever is applicable to the posted job.~~

Desired Qualifications:

1. Master's degree in related field ~~math, science, or other related curriculum areas.~~
2. Five years of successful teaching experience.
3. Demonstrated proficiency in integrating technology into the curriculum.

4. Experience in designing and facilitating adult learning.

Effective: 01/17/1991

Revised: 11/19/1992

Revised: 06/15/1993

Revised: 07/15/1993

Revised: 09/15/1994

Revised: 10/19/1995

Revised: 06/19/1997

Revised: 09/09/1997

Revised: 06/20/2002

Revised: 08/15/2002

Revised: 08/17/2006

Revised: 03/20/2014

Revised: 01/05/2023

Job Locator: I-2.2.63

Title: Professional Learning Facilitator

Position Grade: Teacher Salary Schedule Schedule

**Evaluated By: Director of School Improvement, Professional Development and Assessment
Professional Learning**

Job Description:

The Professional Learning Facilitator works with district staff, building administrators, teachers and a variety of committees for the purpose of identifying professional learning needs and providing professional learning services within the district. The Professional Learning Facilitator will be a mentor and staff development facilitator.

Responsibilities and duties of this position include:

1. Assist the classroom teacher in establishing the classroom environment.
2. Demonstrate knowledge of assessments, the core programs, and best evidence-based practices in teaching and learning.
3. Determines the most appropriate instructional method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques.
4. Serves as a resource to ~~the Curriculum and Instruction~~ district departments and schools and advises/supports Instructional Supervisors and Principals with developing in-service programs.
5. Assist teachers in assessing, analyzing data, grouping, and making informed instructional decisions.
6. Provide professional development through demonstration lessons, coaching, in-service training, professional learning communities and lesson study groups.
7. Assist in identifying professional development needs.
8. Monitor student progress and collaborate with teachers in providing differentiated instruction.
9. Assists with the leadership and coordination of the division's Professional Development Council and major initiatives to include the District Inservice days.
10. Designs and presents staff development sessions in alignment with the state professional learning standards to different employee groups covering specific areas such as leadership development, instructional best practices, and school improvement initiatives.
11. Provide training, technical assistance and support for the collection and use of school-based data to develop and evaluate the success of each training session, studies follow-up evaluations, prepares related reports, and recommends improvements.

12. Provide training and technical assistance in the use of technology to advertise, register and maintain a database containing records of professional development initiatives.
13. Assist schools in identifying and accessing professional literature, training materials, and training opportunities.
14. Assists the Director with the overall evaluation of the department's programs and services.
15. Models non-discriminatory practices in all activities.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Submit data to demonstrate at least three (3) years of success in improving student performance on state administered tests and/or district benchmark testing.

Desired Qualifications:

1. Five years teaching experience.
2. Strong interpersonal and leadership skills to work with administration as well as teachers.
3. Strong verbal and written communication skills.
4. Experience in data analysis.

Approved: 06/01/2017

Revised: 01/05/2023

Job Locator: I-2.2.72

Title: ~~Distance Learning~~ Instructional Resources Specialist

Position Grade: Teacher Salary Schedule

Evaluated by: Supervisor of Instructional ~~Support Services~~ Resources

Job Description:

The ~~Distance Learning~~ Instructional Resources Specialist is directly responsible to the Supervisor of Instructional ~~Support Services~~ Resources. She/he They works collaboratively with the district's Informational Technology Services Department, Library Media, and Virtual School resource vendors, and other relevant contacts.

Responsibilities and duties of this position include:

1. Assists Supervisor in new program development core curricula acquisition.
2. ~~Researches, develops and implements K-12 virtual school curricula.~~ Facilitate the development and implementation of the overall education curriculum program in conjunction with appropriate curricula and instructional materials adoptions.
3. Coordinates delivery of digital curriculum via the District's learning management system.
4. ~~Assists Supervisor with awareness and marketing of virtual school programs.~~ Assist with identifying instructional needs and implementing appropriate staff development and instructional support.
5. ~~Maintains District instructional television, videoconferencing, and online/ distance learning equipment.~~ Assist with analyzing appropriate data.
6. Troubleshoots and corrects equipment related issues related to the access of online curricula materials.
7. ~~Assists Supervisor in scheduling and course access for virtual programs.~~
8. Coordinates, Trains trains, and supports virtual school contacts, implementation of digital and print content users digital core curricula.
9. Serves as the technology contact for students, parents and virtual school instructors.
10. Provides input to their Supervisor regarding comprehensive planning, district procedures, grant applications and funding sources.
11. Performs other various duties of a similar level or nature as assigned.

Required Qualifications:

1. Currently possess a valid Florida Educator's certificate showing certification in Educational Media, Instructional Technology or other related field.
2. A minimum of three years experience in educational technology related to online course development, instructional television and/or videoconferencing and web casting, or a combination of previous

education/training/experience which provides for an equivalent background necessary to perform the work.

3. Computer literate with knowledge of ~~Blackboard~~ [Google Suites](#).

Desired Qualifications:

1. Experience in technology integration.
2. Experience in distance learning course development.

Approved: 12/14/2006

Revised: 02/17/2011

[Revised: 01/05/2023](#)

Job Locator Number: I-2.3.07

Title: Dean of School Culture

Teacher Salary Schedule: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The Dean of School Culture is directly responsible to the school principal. He/She will serve in a staff relationship with other assistant administrators in the school. The primary function is to bridge the student-faculty relationship through research-based techniques and strategies. The Dean of School Culture will act as the proxy for the school principal in disciplinary matters.

Responsibilities and duties of this position include:

1. Maintain standards of appropriate student conduct through fair and equitable enforcement of the Clay County District Schools Code of Conduct.
2. Develop and foster positive public relations, effective conferencing and communication with parents, students, and teachers.
3. Assist leadership in the development and implementation of strategies designed to promote a positive learning environment.
4. Conduct faculty/staff meetings as needed to meet the school's disciplinary needs.
5. Maintain clear and effective records for all disciplinary data.
6. Ensure compliance with established rules, and laws in the daily operations of the school.
7. Ensure compliance with ESE requirements during disciplinary actions.
8. Provide leadership by participating in professional development activities and encouraging the professional development of all faculty and staff.
9. Perform other duties as assigned by the Principal.

Required Qualifications:

1. Valid teaching certificate.
2. Three years of successful teaching experience.
3. Excellent communication skills, both verbal and written, and strong interpersonal skills with students, parents, colleagues, and community members.
4. Ability to motivate diverse students and cultivate a strong culture of achievement.
5. Demonstrated use of data to inform behavior management practices.

6. Consistently collaborates with colleagues and commits to learning from others.
7. Enthusiasm and openness to continuous feedback and coaching.
8. A belief that all students should be held to high academic and behavioral standards.
9. Genuine interest in family engagement, and ability to communicate effectively with parents.
10. Personal alignment to the core values of Clay County District Schools.

Desired Qualifications:

1. Five years of successful teaching experience

Approved: 06/07/2018

Reviewed: 01/05/2023

Job Locator: L-2.1.03

Title: Media Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The Media Specialist is directly responsible to the School Principal for coordinating, organizing, and facilitating the selection, purchasing, integration, organization, and sharing of resources and tools (digital, print, and equipment) in the Media Center to support transformational teaching and learning.

Responsibilities and duties of this position include

- ~~1. Coordinates, organizes, and facilitates the selection, purchasing, integration, organization, and sharing of resources and tools (digital, print, and equipment) in the Media Center to support transformational teaching and learning.~~
- ~~2. Provides flexible spaces that promote inquiry, creativity, collaboration, and community.~~ Works collaboratively with the Media Technical Assistant to build a safe, friendly and engaging environment.
- ~~3. Partners with educators and district staff to design and deliver evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and the active use of media and technology.~~ Designs and implements a yearly Collection Development Plan to evaluate the collection for needed purchases and inventory completion.
- ~~4. Encourages and facilitates students to become increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration and authentic, real-world problem-solving.~~ Evaluates, selects, and acquires materials and equipment to support the curriculum and varied interests and abilities of the community served with input from all stakeholders.
- ~~5. Leads in the integration, organization, and sharing of district digital resources and tools to support transformational teaching and learning and develop the digital curation skills of others at their school site.~~ Promotes literacy and the enjoyment of reading, viewing, and listening.
- ~~6. Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, copyright, fair use, technology competencies, etc.).~~ Provides flexible spaces that promote inquiry, creativity, collaboration, and community.
- ~~7. Provides and advocates for equitable access to connectivity, digital devices, information, resources, programming, and services in the Media Center in support of the district's strategic vision.~~ Partners with educators and district staff to design and deliver evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and the active use of media and technology.
- ~~8. Leverages an understanding of school and community needs to identify and invest in digital resources to support student learning based on district objectives.~~ Encourages and facilitates students to become

increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration, and authentic, real-world problem-solving.

9. ~~Cultivates partnerships within the school and local community (families and caregivers, non-profit organizations, government agencies, public and high education libraries, businesses, etc.) to promote engagement and a lifelong learning process.~~ Leads professional learning to cultivate a broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, copyright, fair use, technology competencies, etc.).
10. ~~Cultivates partnerships within the school and local community (families and caregivers, non-profit organizations, government agencies, public and higher education libraries, businesses, etc.) to promote engagement and a lifelong learning process.~~
11. ~~Participates in setting the school's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.~~ Teaches, encourages and promotes staff and student reading, data privacy, critical thinking, information literacy, digital citizenship, copyright, fair use, and technology competencies through their instruction and role as educational leaders.
12. ~~Maintains such records and reports as are necessary to the successful execution of the job.~~ Participates in setting the school's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.
13. ~~Performs other duties as assigned by the Principal or his/her Designee.~~ Maintains such records and reports as are necessary for the successful execution of the job.
14. Ensures that Media Center materials adhere to state statutory requirements (i.e., Florida House Bill (HB) 7, House Bill 1467, etc.)
15. Performs other duties as assigned by the Principal or his/her Designee.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Educational Media Specialist (grades PK-12) Florida Educator's Certificate.
2. Ability to collaborate and maintain effective working relationships with co-workers and students.
3. Leadership and organizational qualities.

Desired Qualifications:

1. Master's Degree (or higher) in instructional media, library and information science, instructional technology, or related education field.
2. Three (3) years of successful teaching experience in literacy instruction and the utilization of instructional technology in the classroom.

3. Evidence of recommended District/Industry certifications and professional growth by ~~participation~~ participating in activities such as ~~in-service~~ in-service training, workshops, meetings, college coursework, and professional organizations.

Revised: 11/16/1999

Revised: 02/20/2003

Revised: 04/05/2018

Revised: 01/05/2023

Job Locator: P-2.2.43

Title: Instructional Personnel Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of Instructional Personnel or Designee

Job Description:

The Instructional Personnel Specialist is directly responsible to the Director of Instructional Personnel Services or designee.

Responsibilities and duties of this position include:

1. Assist in screening and evaluating the qualifications of instructional applicants who apply to Clay County via the online application system.
2. ~~Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.~~
3. Present training to new teachers when appropriate.
4. Evaluate certification status of applicants and assist in monitoring the certification status of presently employed teachers.
5. Assist in recruitment of new teachers to Clay County including organizing recruitment materials and preparing required paperwork to participate in recruitment events.
6. ~~Assist in monitoring compliance with No Child Left Behind related to teacher certification.~~
7. Assist in presentation and organization of pre-employment meetings for new hires.
8. Assist in verifying accuracy of personnel files materials received after employment.
9. Work in partnership with post secondary institutions to coordinate the activities of paraprofessional-to-teacher education programs.
10. Assist with the coordination and implementation of state and local employee recognition programs.
11. Other duties as deemed necessary by the Director or designee.

Required Qualifications:

1. Bachelor's degree.
2. Currently possess or eligibility to receive a valid Florida Educator's Certificate in at least one academic coverage.
3. Five (5) years of successful teaching experience, ~~three of which must be in Clay County.~~

4. Has demonstrated supervision leadership skills through serving as a directing teacher, department head, peer teacher, ~~grade chairperson~~, or other educational leadership positions.
5. Ability to effectively communicate and work cooperatively with others.
6. ~~Be willing to become trained by the Dept. of Education in Florida Certification rules.~~

Desired Qualifications:

1. Master's degree.
2. Experience as a facilitator/presenter for professional learning activities ~~inservice-workshops/training~~.
3. ~~Training in educational research.~~
4. Certified in Educational Leadership/Administration-Supervision.
5. Three (3) years of teaching experience in Clay County.

Approved: 02/16/2006

Revised: 08/17/2006

Revised: 01/05/2023

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ADAMS, MELANNIE LEAH SBJ TEACHER, SC, SECOND GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2022-11-18 10 MONTH / Instructional Probationary Annual
BAEZ, JOSELYN MARIE MRE TEACHER, SC, KINDERGARTEN 10 MONTH	Mcrae Elementary	Effective 2022-11-18 10 MONTH / Instructional Probationary Annual
BAKER, LILLIAN GRACE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Exceptional Student Education	Effective 2022-12-06 10 MONTH / Instructional Probationary Annual
BANKS, LINZY SCOTT OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2022-12-08 10 MONTH / Instructional Probationary Annual
HARVEY, BROOKE DOWNS KHH COUNSELOR, SH 11 MO 11 MONTH	Keystone Heights High School	Effective 2022-12-02 11 MONTH / Instructional Probationary Annual
KUHL, CANDACE J ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Exceptional Student Education	Effective 2022-11-28 10 MONTH / Instructional Probationary Annual
LOGSDON, CHELSEA NOELLE OLJ TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Junior High School	Effective 2022-11-28 10 MONTH / Instructional Probationary Annual
SANDERS, ALLISON JAMES KHE VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights Elementary	Effective 2022-12-08 10 MONTH / Instructional Probationary Annual
WALKER, VALERIE ANN MRE TEACHER, SC, FIFTH GR 10 MONTH	Mcrae Elementary	Effective 2022-11-29 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
--	------------------------	-------------	-----------------

III. Instructional Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
--	------------------------	-------------	-------------------------

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
STARLING, DEIDRE ELAINE ESE BEHAVIOR SITE COACH 10 MONTH	Keystone Heights Elementary	Effective 2022-11-28 /transfer from / KHE VE SELF- CONTAINED-EBD

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ACREE, CHAD D ROE TEACHER, SC, SIXTH GR 10 MONTH	Rideout Elementary	Effective 2022-12-21 RESIGNATION
ACREE, JENNIFER L ROE TEACHER, SC, SIXTH GR 10 MONTH	Rideout Elementary	Effective 2022-12-21 RESIGNATION
BOYD, BRADLEY JASON CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2022-11-28 CONCLUDE EMPLOYMENT
BOYD, MELISSA BETHANN CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2022-12-14 RESIGNATION
BRADFORD, NAOMI F INSTRUCTIONAL - CWL 10 MO LNG TRM	Orange Park High	Effective 2022-11-24 RETIREMENT
CHUNG-DAVIS, MONICA ALLYSON KERI WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2022-12-09 CONCLUDE EMPLOYMENT
CLARK, DEZEREE LATOYA OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2022-12-02 RESIGNATION
COLON ALMODOVAR, YAMILETTE MAYRIM OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2022-12-06 RESIGNATION
DAEHNE, DREW ALEXANDER OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2022-11-28 RESIGNATION
FRIZZI, SARAH ELIZABETH OPH TEACHER, HEALTH SCIENCE ED 10 MONTH	Orange Park High	Effective 2022-12-09 RESIGNATION
HENTISH, SIMONE ANE FIE COUNSELOR, ELEM 10 MONTH	Fleming Island Elementary	Effective 2022-12-02 RESIGNATION
HILL, KYLIE A DOE MEDIA SPECIALIST, ELEM 10 MONTH	Discovery Oaks Elementary	Effective 2022-12-19 RESIGNATION
JOHNSON, KAREN MARIE ESE TEACHER, HOSP/HOMEBND 10 MONTH	Exceptional Student Education	Effective 2022-12-09 RESIGNATION
PISTORIUS, NICOLE HELEN RVE TEACHER, ART, ELEM 10 MONTH	Ridgeview Elementary	Effective 2022-12-16 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	CALLOWAY-MCCRAY, DEIDRE LYNNET AES PEER TEACHER SUPPLEME	Argyle Elementary	Appointment
	CHANDLER, TRAAVIS T FIH BASKETBALL ASST SH SUPPLEME	Fleming Island High School	Appointment
	GILLENWATERS, TODD M KHH TENNIS HD SH SUPPLEME	Keystone Heights High School	Resignation
	HARVEY, BRADLEY SCOTT KHH FLAG FOOTBALL HD SH/JH SUPPLEME	Keystone Heights High School	Appointment
0.5	HODGDEN, JEANNE M TBE DEPT HD (3-5) SUPPLEME	Thunderbolt Elementary	Appointment
	JOSEY JR, GARY L FIH BASKETBALL ASST SH SUPPLEME	Fleming Island High School	Resignation
	LYBARGER, TARA JUSTINE KHH WRESTLING ASST SH SUPPLEME	Mcrae Elementary	Appointment
	MACDOUGALL, CAROL M CHS SWIMMING HD SH SUPPLEME	Clay High	Appointment
0.5	REID, BAILEY HARRIS MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	REID, BAILEY HARRIS MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	RICHARDS, JAMES ODALE WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Resignation
	SPRINGS, DAMENYUM FIH FOOTBALL HD HS 25% SUPPLEME	Fleming Island High School	Resignation
	WALKER, EDDIE C RHS BASKETBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
0.5	WALKER, WILLIE DEANDRA OHS FOOTBALL ASST HS 25% SUPPLEME	Oakleaf High School	Appointment
0.5	WALKER, WILLIE DEANDRA OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
0.1	WEEKS, WILLIAM ALVIN CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment

III. INSTRUCTIONAL ACTIONS 2022-2023

G. PENDING APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
NONE				

III. INSTRUCTIONAL ACTIONS 2022-2023

H. OUT OF FIELD

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
------------------	-------------------	-------------	----------------	--------------------

NONE

IV. INSTRUCTIONAL 2022-2023

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
NONE		

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2022-2023

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	BLANCHETT, KIMBERLY JO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	BLAYLOCK JR, RICHARD L OPH CUSTODIAN 12 MO SU	Orange Park High	Effective 2022-12-05 12 MO SU / Annual
	BROWN, HEATHER ANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	CAGLE, COLTON MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2022-11-15 12 MO SU / Annual
	CHAPMAN, CODY ROBERT TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	CORREA, MARTHA YAZMIN OVE CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf Village Elementary	Effective 2022-11-28 9 MON CA / Annual
	CORTEZ, MARIA DE JESUS TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
0.9	CUELLAR, STEPHANIE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2022-11-28 9 MON SU / Annual
	DARROW, DAWNA GEANNE WJH CAFE ASSISTANT 3.75 HOURS 9 MON CA	Wilkinson Jr High	Effective 2022-11-28 9 MON CA / Annual
	DOCI, VERONIKE GPE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Grove Park Elementary	Effective 2022-11-28 9 MON CA / Annual
	EVANS, APRIL MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
0.9	FELLS, CORA SHANELLE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2022-11-16 9 MON SU / Annual
	GOODSON, JOSHUA D TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	GORALCZYK, JOSHUA PATRICK MNT HVAC TECH 12 MO SU	Division of Support Srvc	Effective 2022-12-05 12 MO SU / Annual
	HERRINGTON, ANNA FAHR LJH CAFE ASSISTANT 3 HOURS 9 MON CA	Lakeside Junior High	Effective 2022-12-06 9 MON CA / Annual
	HICKS, AMBER RENEE MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2022-12-01 9 MON CA / Annual
0.9	ISENBERG, KENNETH CHARLES MCE BEHAVIORAL HEALTH	Montclair Elementary	Effective 2022-12-02 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 9 MON SU		
	JACOBS, BRITTANY MICHELLE CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Clay High	Effective 2022-11-17 9 MON CA / Annual
0.9	JEAN BAPTISTE, AMANDA LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2022-11-18 9 MON SU / Annual
	KOLOSKY, PATRICIA IRENE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	MICHAEL, DAVID SCOTT TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	MIRACLE, CATRINA RENEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
0.9	PALAGYI, LAURA LEE KATHERIN SLE GENERAL HEALTH ASSISTA 9 MON SU	Shadowlawn Elementary	Effective 2022-12-06 9 MON SU / Annual
	PARKER, RANDY CLAYWELL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
0.9	RHODES, JOSHUA JAMES OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2022-11-29 9 MON SU / Annual
	RODGERS, RYAN CLARK RVE CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2022-11-28 12 MO SU / Annual
	RODRIGUEZ SICKLER, MAYRA MEMIJE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
0.9	ROYALTY, HANNAH R OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2022-11-15 9 MON SU / Annual
0.9	SANTIAGO, ANGELA D MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2022-11-02 9 MON SU / Annual
0.7	SCOTT, SHANNON PEARL RUTH WEC IN SCHOOL SUSPENSION 9 MON SU	W.E. Cherry Elementary	Effective 2022-11-16 9 MON SU / Annual
	SIERRA CRUZ, KARINA ROSIBEL POE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Plantation Oaks Elementary	Effective 2022-12-01 9 MON CA / Annual
0.9	TOMACELLI, KAREN NICOLE MHS GENERAL HEALTH ASSISTA	Middleburg High	Effective 2022-12-06 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
0.6	VAUGHN, ROSALYN D OHS CHILD CARE ASSISTANT 9 MON SU	Oakleaf High School	Effective 2022-12-07 9 MON SU / limited
	VAZQUEZ SANCHEZ, ERIC TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-05 TRANSPOR / Annual
	VIDAL, RAUL ANTONIO TRN ROUTING DISPATCHER 12 MO SU	Transportation	Effective 2022-11-28 12 MO SU / Annual
	VILLAMOR, NINO LARIOSIA PES CAFE ASSISTANT 6.25 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2022-11-28 9 MON CA / Annual
	VILLAR, SARAH NICOLE OVE ST RECORD SEC 12 MO 12 MO SU	Oakleaf Village Elementary	Effective 2022-12-05 12 MO SU / Annual
	WITZKE, PAULA MICHELLE PES CAFE ASSISTANT 6 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2022-11-28 9 MON CA / Annual

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.9	AMBURGEY, JILL L LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
	KOKENY, MICHAEL B SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	12 MO SU / AC Safety and Security

VI. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous
SCHUSTER-HELWIG, JOAN MARGARET SUPPORT - CWL 12 M0 12 MO SU	COUNTY-WIDE LEAVE	Effective 2022-11-24 / redesignated from / OPH CUSTODIAN / 12 MO SU

VI. Support Actions

D. TRANSFER

Name/Assignment	Site	Previous
HUPP, LINDSAY MARIE MHS PRINCIPAL SECRETARY CONFIDEN	Middleburg High	Effective 2023-03-01 /transfer from / MHS SCHOOL SECRETARY 12 MONTH
JOHNSON, SHELTON ARNEZ MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2022-12-01 /transfer from / SUPPORT - CWL 12 MO
MORGAN, KRISTA MARIE CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Coppergate Elementary	Effective 2022-11-28 /transfer from / CGE CAFE ASSISTANT 3.75 HOURS
RIVERS, KIMBERLEY E ROE ST RECORD SEC 12 MO 12 MO SU	Rideout Elementary	Effective 2022-12-12 /transfer from / MCE MEDIA TECHNICAL ASST
THOMPSON, GLENDA LEE CHS CAFE ASSISTANT 6.5 HOURS 9 MON CA	Clay High	Effective 2022-11-17 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	ALVARADO, LINDA LOU LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2022-12-02 RESIGNATION
	BEACH, CAROL ANN MHS PRINCIPAL SECRETARY CONFIDEN	Middleburg High	Effective 2023-02-28 RETIREMENT
	BROWN, EBONY CHANELLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-01 RESIGNATION
	BURKES, HENRY L MHS CUSTODIAN 12 MO SU	Middleburg High	Effective 2022-12-09 RESIGNATION
0.9	BURKSTRAND, SOPHIA KRISTINE WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2022-12-21 RESIGNATION
0.9	FLEMENS, VICTORIA CATHERINE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-11-18 RESIGNATION
0.8	GOMES, JENNIFER JOAN LAJ IN SCHOOL SUSPENSION 9 MON SU	Lake Asbury Junior High School	Effective 2022-11-18 RESIGNATION
	HICKS, AMBER RENEE MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2022-12-05 RESIGNATION
	HILL, KYLIE A DOE MEDIA SPECIALIST, ELEM 10 MONTH	Oakleaf Village Elementary	Effective 2022-12-19 RESIGNATION
	JONES BROWNING, CYNTHIA DAWN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-17 RESIGNATION
0.9	KELLY, TERRA ASHLEY LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2022-12-01 RESIGNATION
	MCCULLERS, MARGARET KATRINIA WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2022-12-21 RESIGNATION
0.9	NEWMANS, DEBRA J RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2022-12-21 RETIREMENT
0.9	NUNNERY, KELLY L OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	Effective 2022-11-29 RESIGNATION
0.9	O STEEN, SHANNON HARTLEY LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2022-11-30 RESIGNATION
	OLIVER, TRACI MARIE	Swimming Pen Creek Elem	Effective 2022-11-11

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	SPC CAFE ASSISTANT 5.5 HOURS 9 MON CA		RESIGNATION
	PALMER, LATONIA JANEICE RVE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Ridgeview Elementary	Effective 2022-12-09 RESIGNATION
	ROCK, PATRICIA SOWELL CHS CAFE ASSISTANT 5 HOURS 9 MON CA	Clay High	Effective 2022-11-11 RESIGNATION
	SIMONS, MICHELE TEREZA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-28 RESIGNATION
0.9	STRICKLAND, TABETHA A KHE GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights Elementary	Effective 2022-12-21 RESIGNATION
	TRIPLETT, REBECCA J FYA ADMINISTRATIVE SUP ASST 12 MO SU	FL Youth Challenge Academy	Effective 2022-12-30 RESIGNATION
0.9	WEST, REBECCA CAMILLE LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2022-12-07 RESIGNATION

VI. Support Actions**F. SUPPLEMENT**

Name/Assignment	Site	Previous
BEGUE, EMILY DAWN KHH TENNIS HD SH SUPPLEME	Keystone Heights High School	Appointment
MENSIE, SHANAE LATRYL OHS TRACK HD SH SUPPLEME	Oakleaf High School	Appointment