

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
November 3, 2022
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I. Administrative Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
PAYNE, AIREN NICOLE BAF COOR HEALTH & WELLNESS 12 MONTH	Business Affairs	Effective 2022-10-03 12 MONTH / Annual
ROBBINS, KRISTINA ROSE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2022-09-22 CAFETERI / Annual
WILLIAMS, DEVITA LATRICE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2022-10-06 CAFETERI / Annual

I. Administrative Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
BYRD, JAN LYNN AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2022-11-04 / redesignated from / TRN COOR. TRANSPORTATION / 12 MONTH
DAVIS, HOPE PATERSON LJH ASST PRINCIPAL JH 12 MO 12 MONTH	Lakeside Junior High	Effective 2022-10-17 / redesignated from / LJH ASST PRINCIPAL JH 11 MO / 11 MONTH
JAMES, DUSTIN M LJH PRINCIPAL, JUNIOR HIGH 12 MONTH	Lakeside Junior High	Effective 2022-10-17 / redesignated from / LJH ASST PRINCIPAL JH 12 MO / 12 MONTH
TAYLOR, ANN I TRN COOR. TRANSPORTATION 12 MONTH	Transportation	Effective 2022-11-04 / redesignated from / AREA MANAGER, TRANSPORTATION / 12 MONTH

I. Administrative Actions**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
IVEY, RODNEY F K12 ADMIN ON ASSIGNMENT - 12MO 12 MONTH	Lakeside Junior High	Effective 2022-10-17 /transfer from / LJH PRINCIPAL, JUNIOR HIGH

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ROBBINS, KRISTINA ROSE MBE CAFE ASSISTANT 4.75 HOURS 9 MON CA	Food & Nutrition Srvc	Effective 2022-09-21 RESIGNATION

I. Administrative Actions**F. SUPPLEMENT**

<u>Name/Assignment</u>	<u>Site</u>
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

O-1.1.70 - Chief Building Inspector

There have been legislative changes affecting the BCAIB licensure requirements since the last approved revisions on 12/10/2020. The current high-demand for licensed inspectors is making the search for qualified personnel much more challenging. Our current Building Official holds structural licenses so Code Enforcement has a strong desire for someone who is licensed in electrical, mechanical, and /or plumbing; this is under "desired qualifications". Our Building official has the ability to assist a qualified candidate to get their BCAIB "Provisional License" if they are not yet licensed.

Instructional Division - Administrative 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, all Administrative job descriptions within the Instructional Division have been carefully reviewed and revised.

I-1.1.06 Chief Academic Officer

I-1.1.10 Director of K-12 Academic Support Services

I-1.1.14 Director of Exceptional Student Education

I-1.1.16 Director of School Improvement, Professional Development and Assessment

S-1.1.35 Chief of Elementary Education

I-1.2.05 Supervisor of Mental Health and Wellness Services

I-1.2.09 Supervisor of Adult and Community Education

I-1.2.12 Supervisor of Federal Programs

I-1.2.13 Project Budget and Purchasing Coordinator

I-1.2.18 Supervisor of Instructional Resources

I-1.2.25 Supervisor of Exceptional Student Education

I-1.2.32 Supervisor of Career and Technical Education, Community and Business Partnerships

- I-1.2.33 Coordinator of School Choice and Charter Schools
- I-1.2.34 ESE (SEDNET) Supervisor
- I-1.2.35 Coordinator of Exceptional Student Education
- I-1.2.48 Coordinator of Nursing Services
- I-1.2.49 Coordinator of Student Engagement
- L-1.3.01 Principal
- L-1.3.02 Assistant/Vice Principal
- L-1.3.11 Administrator on Assignment
- I-1.4.05 Supervisor of Career and Technical Education, Program Implementation

Job Locator: O-1.1.70

Job Title: Chief Building Inspector

Position Grade: Coordinator I

Evaluated By: Building Official

Job Description:

The Chief Building Inspector is directly responsible to the Building Official.

Responsibilities and duties of this position include:

1. Provide assistance to the Building Official in the general administration of the Code Enforcement Department ~~and serves as administrator in charge of the Department when the Building Official is absent from the County.~~
2. Assist with the implementation of regulatory requirements pertaining to permitting, plan review, enforcement and inspection of projects indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other construction codes as required by State Law and Florida Building Code.
3. Assist in scheduling inspections.
4. Perform Florida Building Code Compliance inspections including building, mechanical, electrical, plumbing, sanitation, casualty, fire and relocatable, as appropriately certified by the state.
5. Develop and maintain the required records and database entry on all inspections.
6. Perform annual fire safety inspections per F.S. 1013.12.
7. Perform other duties as directed by the Building Official.

Required Qualifications:

- ~~1. Bachelor Degree; or have a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or have ten (10) years experience in building construction and a high school diploma or G.E.D.~~
2. Demonstrates four (4) years combined experience in the field of construction or a related field, building code inspection, or plans review. 468.609(2)(c)(1), F.S.; or a combination of postsecondary education in the field of construction, building experience which totals three (3) years, with at least one (1) year of such total being experience in construction, building code inspection, or plans review. 468.609(2)(c)(2), F.S.; or a combination of technical education in the field of construction or a related field and experience which totals three (3) years, with at least one (1) year of such total being experience in construction, building code inspection, or plans review. 468.609(2)(c)(3), F.S.
3. Must be State Certified as a Building Inspector under Chapter 468, and a Fire Safety Inspector per F.S. 633.081 (or be able to obtain a Fire Safety Inspector certification within a year).

4. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
5. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
6. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
7. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
8. Must possess excellent oral and written skills.
9. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. ~~Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.~~
2. Bachelor Degree; or have a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or have ten (10) years experience in building construction and a high school diploma or G.E.D.
3. State Certified as an Electrical, Mechanical, or Plumbing Inspector. Multiple Licenses preferred.
4. State Certified as a ~~Building Code Administrator, and/or~~ a Plans Examiner.

Approved: 02/15/2001

Revised: 04/19/2001

Revised: 01/20/2005

Revised: 02/10/2014

Revised: 12/10/2020

Revised: 11/03/2022

Job Locator: I-1.1.06

Title: Chief Academic Officer

Position Grade: Assistant Superintendent

Evaluated By: Superintendent

Job Description:

The Chief Academic Officer is directly responsible to the Superintendent of Schools. This person serves in a staff relationship with the other assistant superintendents.

Responsibilities and duties of this position include:

1. Provide leadership to the Chief of Elementary and ~~Chief of Secondary~~ Director of K-12 Academic Support Services pertaining to the direction of curriculum and instruction.
2. Provide direction and coordination for comprehensive planning and budgeting for the instructional division.
3. Supervise and evaluate the directors within the ~~Instructional Division~~ Academic Services Division.
4. Supervises ~~Directs~~ the tiering of school-based support and the work of instructional coaches in providing targeted instructional support.
5. Provide leadership development to build capacity in school-based administrators and aspiring leaders.
6. Supervises and facilitates professional development opportunities to support the implementation of curriculum and instructional priorities.
7. Provide overall supervision and coordination of all instructional programs; basic education PreK12; virtual education, career & technical education; ~~exceptional student education~~; and adult/community education.
8. Provide overall supervision and coordination of instructional resources; student services; and staff development.
9. Facilitate communication and planning efforts among district-level instructional administrators and local school administrators.
10. Assist the Superintendent in the evaluation of principals.
11. Promote and facilitate positive public relations for the instructional programs.
12. Assume responsibility for the implementation and evaluation of new instructional programs.
13. Assume responsibility for the implementation and evaluation of state and federal mandates/statutes.
14. Perform other duties as the Superintendent may assign.

Required Qualifications:

1. Rank II Florida Teaching Certificate showing certification in supervision and/or administration.
2. Five (5) years of successful experience in administration or supervision.
3. Demonstrated record of instructional leadership.
4. Appropriate communications and human relations skills.

Effective: 04/10/1986

Revised: 07/01/1994

Revised 12/19/1996

Revised: 11/16/2010

Revised: 04/04/2019

Revised: 11/03/2022

Job Locator: I-1.1.10

Title: Director of K-12 Academic Support Services

Position Grade: Director I

Evaluated by: ~~Assistant Superintendent for Instruction~~ Chief Academic Officer

Job Description:

The Director of K-12 Academic Support Services is responsible to the ~~Assistant Superintendent for Instruction~~ Chief Academic Officer for the administration and supervision of elementary and secondary school basic education programs and services.

Responsibilities and duties of this position include:

1. Direct the overall elementary and secondary education program including all K-12 remedial and summer programs.
2. Consult with principals regarding comprehensive planning and budgeting for the school-based programs and services ~~including counseling, guidance, discipline and Youth Resource Officers.~~
3. Comprehensive plan and budget for district-level aspects of ~~elementary and secondary education,~~ allocations, and pupil progression plan.
4. Assist principals, teachers, parents, students, and district administrators with state and federal initiatives and mandates involving education programs, academic requirements, pupil progression, student discipline and administrative policies, rules, equity and functions.
5. Assist in promoting positive public relations.
6. Oversee ~~charter school~~ DJJ academic support services as required by contract.
7. Work with school-based and district-level administration to finalize student projections and annual staff allocations.
8. Assist schools in the understanding of the state's accountability system and related reporting requirements.
9. ~~Prepare and manage~~ Provide support for the ~~two~~ district-wide hearing procedures officers as the superintendent's designee regarding suspension/expulsions appeals and other related areas.
10. Articulate students' education process in cooperation with ~~Exceptional Student Education and Career and Technical Education and charter schools.~~
11. Act as a role model and provide supervision for all staff working to enhance elementary and secondary programs and services.
12. Provide ~~supervision and support~~ for the Florida Youth Challenge Academy.
13. ~~Supervise all activities under~~ Provide support for the Coordinator of District Athletics as it relates to the Florida High School Activities Association.

14. Perform such other tasks and assume such other responsibilities as the ~~Assistant Superintendent for Instruction~~ Chief Academic Officer may assign.
15. Oversee all K-12 SPR/SPA/SPE requests
16. Complete and submit the yearly Florida Educational Act Update (FLDOE Equity Report).
17. Review and submit all Dual Enrollment contracts.
18. Implement and coordinate the District's compliance with Title IX regulations.

Required Qualifications:

1. Rank II or Master's Degree in Educational Leadership or Administration and Supervision.
2. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
3. Five (5) years successful experience in administration and supervision.

Approved: 02/20/2014

Revised: 11/03/2022

Job Locator: I-1.1.14

Title: Director of Exceptional Student Education (ESE)

Position Grade: Director I

Evaluated By: ~~Assistant Superintendent for Instruction~~ Chief of Elementary Education or Superintendent's Designee

Job Description:

The Director of Exceptional Student Education (ESE) is responsible to the ~~Assistant Superintendent for Instruction~~ Chief of Elementary Education or the Superintendent's Designee and serves in a staff relationship with other directors. The purpose of this position is to ensure that students with disabilities are provided a free and appropriate education with related services in accordance with federal, state, and local guidelines.

Responsibilities and duties of this position include:

1. Provide leadership and assistance to staff of schools with exceptional education students.
2. Direct, plan, implement, evaluate and budget for district-wide and school-based programs for all exceptional students education programs.
3. Develop and monitor budgets for various sources of funding for the ESE program including IDEA, Part B and medicaid reimbursement as well as ensuring the schools have the appropriate funding for their ESE programs.
4. Ensure all exceptional student education students receive an appropriate education and their parents/guardians have been informed of the student's recommended educational placement and of their due process rights.
5. Develop, implement and monitor ~~and implement~~ a comprehensive program, including curriculum, to service all ~~exceptional~~ students with disabilities in the district.
6. Ensure adherence to federal and state regulations regarding the provision of services to students with disabilities and implementation of the "Special Policies and Procedures" document.
7. Monitor the quality of individual education plans (IEPs) for all exceptional students and analyze and provide direction regarding individual exceptional student needs.
8. Prepare and monitor all required district, state, and federal reports, projects, and proposals for exceptional student programs.
9. Recommend, supervise and evaluate exceptional student education personnel who serve on a county-wide or itinerant basis.
10. Assist principals in the selection of exceptional student education personnel.
11. Provide leadership and assistance to ~~building~~ school-based administrators with problem solving ~~issues~~ concerns regarding staff, ~~parents~~ families and/or students in ESE programs.

12. Solicits and listens to input from staff, schools, program advisory committees, parents and community.
13. Work closely with community and governmental agencies to coordinate services for students with disabilities.
14. Coordinates goal setting and planning processes within the ESE department, based on district vision and strategic directions aligned to the District Strategic Plan
15. ~~Prepare required district, state and federal reports, projects and proposals for exceptional student programs.~~ Serves and participates on the Academic Services team to collaborate and develop professional development for leaders and teachers focused on increasing student achievement.
16. Coordinates the development of Curriculum, Instruction, Assessment, and Improvement (CIAI) for all ESE programs.
17. Develop and monitor contractual arrangements with therapists, consultants and other providers, as well as multi-county agreements with other school districts.
18. Work closely with the Student Services Department in developing evaluation procedures for exceptional students.
19. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign ed.

Required Qualifications:

1. Master's degree from an accredited college or university.
2. ~~Valid Florida Educator's Certificate in Administration/Supervision, Educational Leadership or School Principal and in at least one (1) area of exceptionality.~~ Certifications and Licenses: Florida Department of Education certification in Administration and Supervision, Educational Leadership, or School Principal and one or more areas of exceptional student education.
3. Minimum of three (5) years successful teaching and/or administrative experience in exceptional student education.
4. ~~Five (5) years experience in teaching, supervising or administering exceptional student education.~~
5. ~~Strong written and verbal communication skills.~~

Desired Qualifications:

1. Doctoral degree in an accredited college or university.
2. Experience: Ten (10) years administrative work experience.

Revised: 05/14/1981

Revised: 05/08/1986

Revised: 07/01/1994

Revised: 11/16/1999

Revised: 02/10/2014

Revised: 11/03/2022

Job Locator: I-1.1.16

Title: Director of School Improvement, Professional Development, and Assessment

Position Grade: Director I

Evaluated By: ~~Assistant Superintendent for Instruction~~ Chief Academic Officer

Job Description:

The Director of School Improvement/Professional Development and Assessment is directly responsible to the ~~Assistant Superintendent for Instruction~~ Chief Academic Officer for the administration and supervision of professional learning for school improvement, ~~professional development and assessment~~.

Responsibilities and duties of this position include:

1. Provide leadership and direction in professional learning for school improvement based on federal, state and district guidelines.
2. Facilitate planning and implementation and monitoring of professional learning for school improvement at the district and school level based upon current student data.
3. Assist the ~~Assistant Superintendent for Instruction~~ Chief Academic Officer in the evaluation of school improvement implementation.
4. Promote and facilitate positive public relations for with the professional learning for school improvement process.
5. Administer and supervise the District's Master Inservice Plan and District Improvement Plan.
6. Provide instructional leadership, direction, and monitoring of the development and implementation of district and school level professional development plans that have a positive impact on student achievement.
7. Facilitate the district's Principal Preparation Program required training components.
8. Coordinate and conduct training in collaboration with local universities to assist aspiring leaders in attainment of their Master's Degree in Educational Leadership.
9. Hire, supervise and evaluate instructional specialists and coaches.
10. Coordinate the district's annual Summer Leadership Academy.
11. ~~Oversee~~ Contribute to the district's five-year accreditation process and renewal.
12. Write, implement and monitor the annual Title II Federal Grant.
13. Coordinate, provide and evaluate professional development to enhance teacher practices based on state and district initiatives.

14. Coordinate, provide and evaluate professional development to enhance instructional leadership based upon state and district initiatives. Maintain, schedule and monitor professional development activities throughout the district.
15. Supervise the inservice certification process in accordance with Florida Statutes and the State Board of Education regulations.
- ~~16. Provide administrative leadership in the District's development, administration and supervision for all K-12 student assessment, required by the United States Department of Education, Florida Department of Education, or the Clay County School Board.~~
- ~~17. Provide schools and the district with current K-12 testing data.~~
18. Supervise the tracking of the State of Florida required ESOL training for teachers, guidance counselors, and administrators.
19. Perform such other tasks and assume such responsibilities as the ~~Assistant Superintendent for Instruction~~ **Chief Academic Officer** may assign.

Required Qualifications:

1. Masters' Degree and valid Florida Educator's Certificate showing certification in Administration and Supervision or Educational Leadership.
2. Five (5) years of successful experience in administration and supervision.
3. Experience in delivery of professional development.

Desired Qualifications:

1. Demonstrated record of instructional leadership.

Approved: 03/20/1997

Revised: 02/19/2004

Revised: 02/16/2006

Revised: 01/16/2014

Revised: 05/17/2015

Revised: 11/03/2022

Job Locator: S-1.1.35

Title: Chief of Elementary Education

Position Grade: Assistant Superintendent

Evaluated By: Superintendent

Job Description:

Directs district's strategic plan efforts and systemic reform to improve student achievement and staff effectiveness in elementary schools within the district. Facilitates curriculum, instruction, and assessment support services; monitors student academic achievement, and provides support services to help schools achieve desired results. Ensures adequate resources are allocated to maximize student achievement. Represents the Superintendent in the operation of all elementary schools assigned in accordance with the mission, vision, strategic goals and objectives of the Clay County District Schools. Manages the day-to-day operations of the assigned schools. Serves as a member of the Superintendent's Staff.

Responsibilities and duties of this position include:

1. Leads, directs, and manages operations for all elementary schools in the district; recruits, selects, orients, trains, coaches, counsels, and disciplines staff. Plans, monitors, appraises, and reviews staff job contributions to planning, development, delivery, follow-up, and evaluation of school operations. ~~Evaluates the Principal of each assigned elementary school.~~ Assists the Superintendent with the evaluation of elementary principals.
2. Represents the Superintendent in school operations in assigned schools in accordance with mission, vision, strategic goals and objectives of the Clay County District Schools.
3. Leads performance review process in schools to determine causes of low performance and advises on necessary school improvement efforts.
4. Reviews and monitors School Improvement Plans (SIP) and budgets of assigned schools to strengthen and align feeder pattern programs and articulation. Leads and advises district and school Instructional Leadership Teams to support development and implementation of SIP strategies, plans and action items.
5. Develops the instructional leadership capacity of principals and school-based leadership teams utilizing performance data. Recommends candidates for principalship.
6. Communicates with internal and external stakeholders to enhance understanding of school needs, and district initiatives and priorities related to schools.
7. Keeps Board members, Superintendent, and Chief of Staff informed of school matters, as well as other potential problems or unusual events, through appropriate channels and responds to constituent issues on behalf of the Superintendent.
8. Assists principals and leadership teams in monitoring and maintaining compliance with district, state and federal mandates, policies and guidelines.

9. Performs other duties as assigned.

Required Qualifications:

1. Master's degree in an accredited college or university.
2. Experience: Five (5) years administrative work experience.
3. Certifications and Licenses: Florida Department of Education certification in Administration and Supervision or Education Leadership.

Approved: 06/23/2018

Revised: 11/03/2022

Job Locator: I-1.2.05

Title: Supervisor of Mental Health and Wellness Services

Position Grade: Supervisor I

Evaluated By: ~~Assistant Superintendent~~ Director of Climate and Culture or Superintendent Designee

Job Description:

The Supervisor of Mental Health and Wellness Services is responsible to ~~an Assistant Superintendent~~ the Director of Climate and Culture or designee as designated by the Superintendent for the development, implementation, and monitoring of mental health and wellness related services.

Responsibilities and duties of this position include:

1. Provide leadership and assistance with federal laws, state statutes, and state board rules regarding mental health and wellness support requirements for students in public education settings.
2. Supervise district staff in the scope of their work related to mental wellness such as social workers, school psychologists, school counselors, district specialists and mental health clinicians as determined by the ~~Assistant Superintendent~~ Director of Climate and Culture.
3. Develop and coordinate relationships with community partnerships including the execution of contracts and services.
4. Provide assistance in the implementation and evaluation of various department initiatives, such as district wide ~~social and emotional learning~~, life skills, bully prevention, suicide prevention, mental health services, crisis response, threat assessment, and attendance standards.
5. Provide guidance to instructional personnel for the implementation of procedures related to support and control of student mental wellness in the learning environment.
6. Maintain clinical oversight of all implemented mental health and student wellness programs.
7. Provide in-service and professional development activities to district and school staff on topics related to ~~social-emotional~~ life skills development, risk factors, signs and symptoms of mental health distress, and mentally healthy classroom learning environments.
8. Assist in the collection, preparation, and monitoring of required data for the district's strategic initiatives and superintendent's accountability measures.
9. Collaborate with parents, community agencies, school personnel, and others in the coordination of programs and services for students and student programming.
10. Provide support for the development and implementation of a comprehensive PreK-12 school counseling program.
11. Provide leadership and assistance for the development and expansion of social work and mental health internships.

12. Perform other duties as assigned by direct report.

Required Qualifications:

1. Current licensure as issued by the State of Florida as a clinical provider through mental health, social work, marriage and family, or clinical psychology. ~~or FDOE professional certification in school social work, school psychology, school counseling, or educational leadership.~~
2. Three years' experience in administration/supervision of related mental health and wellness services, ~~or five years' experience in administration/supervision in the provision of educational systems.~~
3. Knowledge of federal and state education laws and regulations.
4. Ability to lead problem solving teams from analysis and plan implementation to progress monitoring and plan completion.
5. Strong verbal and written communication skills.
6. Effective interpersonal and decision making skills.

Approved: 11/07/2019

Revised: 11/03/2022

Job Locator: I-I.2.09

Title: Supervisor of Adult and Community Education

Position Grade: Supervisor II

Evaluated By: Director Supervisor of Career and Technical Education

Job Description:

The Supervisor of Adult & Community Education is responsible for the supervision, curriculum design, development and continuous improvement of the Adult and Community Education Program. The supervisor collaborates with Career and Technical Education in meeting the district's Strategic Plan.

Responsibilities and duties of this position include:

1. Supervise programs in the area of Adult Education, Community Education, and other county-wide PSAV/Community Education post-secondary Career and Technical Programs.
2. Facilitate articulation of all levels of Adult and Community Education programs with outside agencies.
3. Serve as contact person for the business community relevant to supervised programs.
4. Promote, communicate and review progress towards meeting departmental goals.
5. Represent the district at state and local meetings related to supervised programs.
6. Develop and manage departmental budget priorities and annual budget.
7. Assist in the development, preparation, implementation and evaluation of all state and federal projects.
8. Advocate, facilitate and monitor the alignment of curriculum, instruction, assessment and improvement in the accomplishment of department and district goals.
9. Represent Adult & Community Education on cross-functional teams.
10. Provide recommendations for staffing model.
11. Interpret impact of federal and state legislation and state board rules as it relates to Adult and Community Education programs and students.
- ~~12. Monitor performance-based indicators relevant to program visibility.~~
13. Develop and implement new programs as appropriate.
14. Assist in the recruitment, selection, evaluation, orientation and induction of supervised instructors and staff as appropriate.
15. Communicate performance-based program data and provide recommendations for adjustments to instructional methodology relevant to the continuous improvement and instructional programs.
- ~~16. Monitor customer satisfaction results as determined by ongoing feedback.~~

17. Develop and monitor program processes and services based on the needs of students, teachers, staff, families, and the community.
18. Perform such tasks and responsibilities as the Director of ~~Career and Technical Education~~ K-12 Academic Support Services may assign.
19. Serve as Principal of Florida Youth Challenge on Camp Blanding.

Required Qualifications:

1. Valid Florida Educator's Certificate with certification in Administration/Supervision, Educational Leadership or School Principal (Master's Degree).
2. Skills in oral and written communication.
3. Curriculum writing skills.

Approved: 04/10/1989

Revised: 05/25/1993

Revised: 07/01/1994

Revised: 11/22/1994

Revised: 12/15/1994

Revised: 11/16/1999

Revised: 02/10/2014

Revised: 11/03/2022

Job Locator: I-1.2.12

Title: Supervisor of Federal Programs

Position Grade: Supervisor II

Evaluated By: Chief Academic Officer

Job Description:

To provide facilitation, leadership and coordination in development, implementation, evaluation and maintenance of federal and state grants by supporting school and district instructional priorities to increase student achievement for all students. ~~Coordinates the work of state and federal grants for the Clay County School District.~~ Assure that grant funds are allocated and managed to maximize student achievement. Provide technical support to district staff and schools in regard to best practices in the use of grant funds. Ensure that services are provided as required by the grant without gaps or overlap. Responsible to the Chief Academic Officer and serves in a staff relationship with the Chief of Elementary ~~and Secondary Education,~~ the Director of K12 Academic Support Services, Directors, Supervisors, and Coordinators.

Responsibilities and duties of the position include:

1. Responsible for writing and submitting the state and federal grant applications.
2. Supervise the execution of the state and federal grants.
3. Provide technical assistance to all schools and departments within the district that receive funds or services from state and federal grants.
4. Guide school based administration in planning, budgeting and managing state and federal grant funds.
5. Responsible for all Florida Department of Education reporting in regard to state and federal grants.
6. Coordinate comprehensive planning and budgeting of district and school based state and federal grant funds.
7. Monitor purchasing, monthly expenditures, and compliance of state and federal grants.
8. Maintain knowledge of State and Federal Legislation and the impact of such legislation on state and federal grants.
9. Perform other duties as assigned by the Chief Academic Officer.

Required Qualifications:

1. ~~Master's Degree.~~ Master's degree from an accredited college or university.
2. Five (5) years administrative work experience.
3. ~~Florida Department of Education certification in Administration.~~ Certifications and Licenses: Florida Department of Education certification in Administration and Supervision or Education Leadership.

Desired Qualifications:

1. Certification and/or experience in grants management
2. Successful experience managing compliance of federal grants.

Approved: 04/04/2019

Revised: 11/03/2022

Job Locator: I-1.2.13

Title: Project Budget and Purchasing Coordinator

Position Grade: Coordinator II

Evaluated By: ~~Assistant Superintendent for Instruction~~ Chief Academic Officer

Job Description:

The Project Budget and Purchasing Coordinator is directly responsible to the ~~Assistant Superintendent for Instruction~~ Chief Academic Officer for the coordination and monitoring of the financial management of grants (e.g., budget preparation, budget adjustments, expenditures, etc.) ~~for the purpose of complying~~ to comply with all program and funding guidelines of awarding organizations.

Responsibilities and duties of this position include but are not limited to:

1. Ensure compliance with the rules and regulations administered by the grantor.
2. Work with department staff members in the preparation and timely submission of grant applications and reports.
3. Develop, adjust, and monitor associated budgets.
4. Monitor, prepare, and submit reports on the financial status of grant-funded programs as required by the grantor.
5. Participate in audits of grant expenditures and program activities by federal and state agencies as necessary.
6. Assist department staff when determining allowable staff, materials, and activities based on grant applications, guidelines, and allocated budgets.
7. Track and approve grant-funded requisitions based on knowledge of grant requirements and budget allocations.
8. Maintain current knowledge of state and federal issues relating to grants.
9. Serve as a liaison for departments on issues regarding grants.
10. Participate in meetings, workshops, and seminars ~~for the purpose of conveying~~ to convey, and/or gathering information required to perform functions.
11. Serve as a liaison between the Instructional Division and Business Affairs ~~in regards to~~ regarding special project funds, grants, and other district funding sources for allowable budgetary expenditures, staffing, materials, and activities.
12. Other related duties consistent with the job description ~~and assignment~~ as assigned by the Chief Academic Officer.

Required Qualifications:

1. Graduation from an accredited college with a Bachelor's Degree in Accounting, Finance, Business, or a related field or an equivalent combination of training and experience.
2. Minimum of two to three years of related experience in budgets, accounting, and/or finance in the public sector.
3. Minimum of two to three years of federal and state grant monitoring, reporting, and management.

Desired Qualifications:

1. Experience in an educational setting.
2. Job-related experience with increasing levels of responsibility.

Approved: 05/07/2015

Revised: 11/03/2022

Job Locator: I-1.2.18

Title: Supervisor of Instructional Resources

Position Grade: Supervisor II

Evaluated By: ~~Director of K-12 Academic Support Services~~ Chief Academic Officer

Job Description:

The Supervisor of Instructional Resources is directly responsible to the ~~Director of K-12 Academic Support Services~~ Chief Academic Officer for the coordinating on and supervision of support areas assigned to the Instructional Resources Department.

Responsibilities and duties of this position include:

1. Supervise s the overall Instructional Resources Department ~~and all assigned personnel, including annual performance appraisals of assigned personnel and recommendations for appropriate employment action.~~
2. ~~Supervise the planning and development of the district's digital convergence in all K-12 schools.~~
3. Assist s in the comprehensive planning and budgeting for district-level aspects of the Department of Instructional Resources.
4. Administer s the instructional materials categorical allocations, purchases, and inventories for all schools and departments within the district. Negotiate s contracts when necessary.
5. ~~Track legislation related to instructional resources, digital convergence, and curriculum.~~ Maintains current knowledge of district, state, and federal laws, regulations, and policies affecting curriculum, instructional materials, library media, and software.
6. Coordinates department policies with federal, state, and district guidelines.
7. Organize s and coordinate s all instructional materials adoption processes ~~for the Clay County District Schools to assure compatibility with district goals and objectives.~~
8. Supervises all district-level supplemental materials requests and monitors school-based requests through an online system to ensure district, state, and federal laws, regulations, and policies are followed.
9. Supervises and organizes all requests for reconsideration or review of instructional materials, including library media.
10. Coordinate s and supervise s all digital curricula and related technology support.
11. Communicate s and coordinate s technology support needs with Information Services.
12. Supervises and provides professional direction and assistance in the operation of district-level media services, including the acquisition and processing of media materials, for school media centers.

13. Manages the acquisition, delivery, and collection of instructional materials related to the district's dual enrollment process.
14. Participates in state-level events for instructional materials and media services.
15. Prepares or supervises all reports required to be filed with appropriate education agencies in connection with assigned programs.
16. ~~Perform~~s ~~such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction or the Director of K-12 Academic Support Services~~ duties as assigned by the Chief Academic Officer or Superintendent ~~may assign.~~

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Master's Degree in Educational Leadership, Curriculum and Instruction, or Administration and Supervision.
3. Five (5) or more years as a certified school-based employee.

Desired Qualifications:

1. One (1) or more years in of instructional technology experience.
2. Two (2) or more years in school-based administration.

Approved: 03/20/1997

Revised: 06/23/1997

Revised: 02/17/2011

Revised: 01/16/2014

Revised: 03/24/2015

Revised: 07/21/2016

Revised: 11/03/2022

Job Locator: 1-1.2.25

Title: Supervisor of Exceptional Student Education (ESE)

Position Grade: Supervisor II

Evaluated By: Director of Exceptional Student Education

Job Description:

The Supervisor of Exceptional Student Education is responsible to the Director of Exceptional Student Education and serves in a staff relationship with other supervisors. The purpose of this position is to ensure that students with disabilities are provided a free and appropriate education with related services in accordance with federal, state, and local guidelines.

Responsibilities and duties of this position include:

1. Provide leadership and assistance with federal laws, state statutes, and state board rules regarding gifted students and students who ~~are disabled~~ have disabilities as identified under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
2. ~~Coordinate~~ Supervise the Office of Civil Rights (OCR) investigations and Florida Department of Education investigations of parent complaints.
3. ~~Coordinate the development and implementation of the District's Multi-tiered System of Supports (MTSS), sometimes referred to as Response to Intervention (RTI).~~
4. Supervise the preparation of required district, state, and federal reports, including development of the District's Special Programs and Procedures (SP&P) document.
5. Assist in the selection, supervision, and evaluation of assigned instructional and support staff.
6. Assist with and monitor the allocation of resources to schools for the provision of ESE services, including services to both charter and eligible private schools.
7. Provide support to principals for school-based programs and services.
8. Assist in planning and implementing professional development activities which support district and department initiatives.
9. Assist the Director in ~~coordinating~~ supervising the operation of the ESE department.
10. Facilitate and coordinate communication between ~~parents~~ families, community agencies, and the district.
11. Perform other duties as assigned by the Director of Exceptional Student Education.

Required Qualifications:

1. Master's degree from an accredited college or university.

2. ~~Currently possess, or eligible to receive a valid Florida Educator's Certificate, with certification in Administration and Supervision, Education Leadership, or School Principal.~~ Certifications and Licenses: Florida Department of Education certification in Administration and Supervision, Educational Leadership, School Principal, and/ or one or more areas of exceptional student education
3. Minimum of five (5) years of successful classroom experience in Exceptional Student Education.
4. ~~Strong verbal and written communication skills.~~
5. Effective interpersonal skills.

Desired Qualifications:

1. School-based administrative experience.
2. Advanced training beyond Master's Degree.
3. Skills in human/public relations.
4. In-depth knowledge of federal and state special education laws and regulations.

Effective: 07/01/1993

Revised: 06/23/1998

Revised: 04/17/2008

Revised: 02/10/2014

Revised: 11/03/2022

Job Locator: I-1.2.32

Title: Supervisor of Career and Technical Education, Community and Business Partnerships

Position Grade: Supervisor I

Evaluated By: ~~Chief of Secondary Education~~ Chief Academic Officer

Job Description:

The Supervisor of Career & Technical Education, Community and Business Partnerships is responsible to the Chief Academic Officer of ~~Secondary Education~~.

Responsibilities and duties of this position include:

1. Assist the Superintendent and ~~Chief of Secondary Education~~ Senior Staff with building community and business partnerships to strengthen the school district and the community at large.
2. Serve as district liaison on local area committees that serve the interest of the school system and the business community.
3. Coordinate with local, state and federal agencies to enhance ~~e~~Career and ~~t~~Technical ~~e~~Education in Clay County.
4. Provide leadership in developing and maintaining public awareness and support the development, operation and evaluation of the Career and Technical Education programs and academies.
5. Assist principals in the selection, supervision, and evaluation of Career and Technical Education personnel.
6. Administration of Career and Technical Education programs based on identifiable needs.
7. ~~Develop a comprehensive plan for the district-wide budget for Career and Technical Education.~~
8. ~~Consult with principals in the comprehensive planning and budgeting for school-based Career and Technical Education programs.~~
9. Develop plans, schedules, and guidelines for the implementation of Career and Technical Education programs and specifications for facilities.
10. ~~Develop, and implement the strategies for Career and Technical Education personnel in-service activities~~ coordinate, and implement professional development activities for Career and Technical Education teachers and staff.
11. ~~Develop, and implement, and evaluate Career and Technical Education programs for handicapped students~~ underserved populations.
12. ~~Supervise~~ Assist in the preparation of required district, state and federal reports, and projects and develop and supervise proposals for Career and Technical Education.
13. ~~Supervise the county-wide Survey 5 data collection for Career and Technical Education.~~

- ~~14. Develop and implement the Carl Perkins and other federal projects.~~
15. Serve as liaison with the Workforce agencies to support regional Workforce needs.
16. ~~Manage the publication of the CTE newsletter.~~ Create awareness for Career and Technical Education through social media and publications.
17. Perform other tasks and assume such other responsibilities as the Chief of ~~Secondary Education~~ Academic Officer may assign.

Required Qualifications:

1. Possess a Florida Educator's Certificate in Career and Technical Education subject area.
2. ~~Five~~ Three years experience in teaching, administration or supervision of Career and Technical Education.
3. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.

Desired Qualifications:

1. Valid Florida Educator's Certificate as Director of Vocational Education.
2. Experience in supervising or administering Career and Technical Education programs.

Revised: 05/08/1986

Revised: 06/21/1990

Revised: 07/01/1994

Revised: 08/17/1995

Revised: 11/16/1999

Revised: 02/20/2003

Revised: 02/19/2004

Revised: 02/16/2006

Revised: 03/19/2013

Revised: 02/10/2014

Revised: 06/29/2017

Revised: 11/03/2022

Job Locator: I-1.2.33

Title: Coordinator of School Choice and Charter Schools

Position Grade: Coordinator I

Evaluated By: Director of ~~School Choice, and Leadership Development~~ School Improvement, Professional Development and Assessment

Job Description:

Designs, implements, and coordinates the district plan for choice schools; includes site visits, needs based data analysis, development of schools of choice, and program design and marketing. The Coordinator of School Choice and Charter Schools is directly responsible to the Superintendent of Schools. This person serves in a staff relationship with senior staff and other administrators. In addition, this person coordinates all of the work related to charter schools, FLDOE's K-12 Family Empowerment Scholarship Program, and Controlled Open Enrollment.

Responsibilities and duties of this position include:

1. Provides leadership, vision and strategic planning for all district School Choice programs.
2. Recognizes people who may be of critical importance to the achievement of one's objectives and involves them to get their input.
3. Develops and facilitates the execution of strategic plans collaboratively with stakeholders throughout the organization.
4. Communicates policies, rules and procedures governing the district's school choice options to the public. Prepares reports and makes presentations to the administration, School Board and the community regarding school choice and pupil placement.
5. Develops an annual timeline and implementation plan for school choice enrollment.
6. Develops communication tools for parents and public, to raise awareness and facilitate enrollment within choice schools.
7. Leads the effort to ensure that school choice programs are sustained and operate with fidelity.
8. Provides technical assistance with program implementation to Principals and others in leadership roles within school choice programs.
9. Assists school level personnel to develop and successfully integrate aligned standards based curriculum with the programmatic focus of the school choice curriculum.
10. Administers, directs and manages all charter programming.
11. Supervises the charter school application and renewal processes for the school district.
12. Serves as the charter school liaison between the district, prospective charter applicants, charter principals and governing boards and the community at large.

13. Monitors the compliance of charter schools with all state and district protocols for school operations, curriculum, instruction, assessment, school improvement, finance, health, safety and reporting requirements.
14. Prepares recommendations to the Superintendent and School Board for charter school renewals, non-renewals, or termination including all documentation.
15. Assists with the analysis of accountable data for the evaluation and reporting of student achievement in charter schools.
16. Oversees and manages the development, implementation and refinement of quality assurance systems, processes and protocols.
17. Manages the development of a comprehensive system to ensure school compliance with contractual obligations and state and federal law.
18. Develops and delivers recommendations to the Superintendent and Board of Education about decisions and policies that apply to charter schools.
19. Oversees the refinement and project management of the District charter renewal process to ensure thorough and thoughtful recommendations are forwarded to the Superintendent and Board of Education.
20. Acts as a liaison with the District legal department to address legal issues related to charter schools.
21. Supports contract development and negotiations with charter schools.
22. Serves as the FLDOE and the district's point of contact for the Family Empowerment Scholarship.
23. Supervises the enrollment and withdrawal of Family Empowerment Scholarship students in the student information system and works with Information Services to report the data to the state.
24. Serves as the FLDOE and the district's point of contact for Controlled Open Enrollment.
25. Develops and facilitates the execution of Controlled Open Enrollment.
26. Manages the School Choice webpage

Required Qualifications:

1. Bachelor's degree from an accredited college or university; in Education or closely related field; **AND** and professional experience in progressively responsible academic leadership and/or administration.
2. Ability to analyze problems and to guide and develop solutions.
3. Skilled in use of technology tools for productivity, organization and communication.
4. Ability to work collaboratively with key internal and external leaders, partners, community stakeholders and sponsors.

Desired Qualifications:

1. Five (5) Years teaching experience.
2. Ability to communicate effectively with the public.
3. Knowledge of best practices in education and leadership.

Approved: 06/29/2017

Revised: 11/03/2022

Job Locator: I-1.2.34

Title: ESE (SEDNET) Supervisor

Position Grade: Supervisor I

Evaluated by: ~~Assistant Superintendent~~ Director of Climate and Culture

Job Description:

The Supervisor of SEDNET is responsible for the supervision, development and continuous improvement of the SEDNET Region 4 discretionary project. He/she is responsible to the ~~Assistant Superintendent~~ Director of Climate and Culture. The Supervisor works closely with outside agency staff to provide wraparound services to eligible students.

Responsibilities and duties of this position include:

1. Provide leadership as a liaison for information gathering, analysis and dissemination to identify issues, patterns and gaps in comprehensive systems of care critical to eligible students in the three county area (Clay, Duval and Nassau).
2. Plan and budget for region-wide SEDNET grants and contracts to support the mental health needs of community students in the three county area (Clay, Duval and Nassau).
3. Develop and deliver products and training that support best practice and increase mental health and social services for students.
4. Facilitate interagency collaboration and provide resource and referral services to parents, school personnel, and community representatives regarding services for students with or at risk of emotional and behavioral disabilities.
5. Supervise activities required by the Florida Department of Education (FLDOE) for monitoring, tracking and evaluation purposes.
6. Attend SEDNET ~~in-service~~ professional development trainings and project work days sponsored by FLDOE.
7. Provide direct support to departments and schools in specific areas of program expertise.
8. Develop and monitor program processes and services based on needs of students, teachers, staff, families, and the community.
9. Prepare and manage contracts, grants, agreements and pilot studies.
10. Develop policies and procedures utilizing interventions to serve students with behavioral and mental health issues to ensure their success in their community including their educational settings in Duval, Clay and Nassau counties.
11. Oversee the collection of data.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate and/or licensure in a child-related field (e.g., counseling, social work, psychology).
2. Master's Degree.
3. Three (3) years experience in leadership at the school level.
4. Skills in human relations.

Desired Qualifications:

1. Master's degree in ~~Emotionally Handicapped~~ Special Education, or a related area (i.e., ~~Special Education~~, Guidance and Counseling, Social Work, or Psychology).
2. Experience in grant writing.
3. Experience with automated management of data.
4. Ability to supervise and direct.

Approved: 06/29/2017

Revised: 11/03/2022

Job Locator: I-1.2.35

Title: Coordinator of Exceptional Student Education (ESE)

Position Grade: Coordinator I

Evaluated By: Director of Exceptional Student Education and ~~Student Services~~

Job Description:

The Coordinator of Exceptional Student Education (ESE) is responsible to the Director of Exceptional Student Education and ~~Student Services~~ for the implementation and monitoring of PreK - 12 exceptional student education programs and related accountability measures. The purpose of this position is to ensure that students with disabilities are provided a free and appropriate education with related services in accordance with federal, state, and local guidelines.

Responsibilities and duties of this position include:

1. Provides leadership and assistance with federal laws, state statutes, and state board rules regarding students who are gifted and students who ~~are disabled~~ have disabilities as identified under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
2. Assists in the collection, preparation, and monitoring of required district data for the district's LEA Profile and FTE.
3. Provides guidance to instructional personnel for the implementation of procedures listed in the district's Special Programs and Procedures (SP&P) and Admissions and Placement (A&P) manuals.
4. Assists with required revisions to the SP&P and A&P manuals.
5. Collaborates with Florida Bureau of Exceptional Education program specialists to implement monitoring activities, assist in dispute resolution cases, and to provide data/input for the SP&P manual.
6. Monitors the compliance/quality of ~~i~~ndividual ~~e~~ducation ~~p~~lans (IEPs) for all exceptional education students.
7. Serves as an LEA/ESE Designee at IEP/~~Student Services~~ Team meetings.
8. Assists the ~~Student Services (SS) department~~ Exceptional Student Education and Climate & Culture departments in developing and monitoring procedures for initial evaluations.
9. Provides support to instructional personnel and administrators for ESE school-based programs and services.
10. Provides in-service and professional development activities to ESE and ~~SS instructional personnel~~.
11. Collaborates with ~~parents~~ families, community agencies, school personnel, and others in the coordination of programs and services for students with disabilities.
12. Assists in the provision of support and resources to ~~parents~~ families, charter schools, private schools, and community members.

13. Performs other duties as assigned by the Director of Exceptional Student Education.

Required Qualifications:

1. Currently possess, or eligible to receive a valid Florida Educator's Certificate.
2. Master's Degree in Exceptional Student Education or Education Leadership.
3. Minimum of five (5) years of successful classroom experience in Exceptional Student Education.
4. Extensive knowledge of federal and state ~~special education~~ exceptional students instruction laws and regulations.
5. Ability to lead problem-solving teams from analysis to plan implementation.
6. ~~Strong verbal and written communication skills.~~
7. Effective interpersonal and decision-making skills.

Desired Qualifications:

1. Experience: 5 years administrative work experience.

Approved: 06/29/2017

Revised: 11/03/2022

Job Locator: I-1.2.48

Title: Coordinator of Nursing Services

Position Grade: Coordinator I

Evaluated By: ~~Assistant Superintendent~~ Director of Climate and Culture

Job Description:

The Coordinator of Nursing Services is responsible to ~~an Assistant Superintendent~~ the Director of Climate and Culture as designated by the Superintendent for the coordination and supervision of all professional nursing services to students enrolled in the School District of Clay County in accordance with Clay County's Procedures and Policies regarding School Health Services and Health Services Manual for Medically Complex Students; provides supervision of medical services; assists in the implementation of the health services program, including emergency care of students and other such duties as may be assigned by the ~~Assistant Superintendent~~ Director of Climate and Culture or designee.

Responsibilities and duties of this position include:

1. Oversee the school-based completion of health room records, screenings, and keeping records on students being referred to the health room and services to students.
2. Supports and coordinates all school-based medical services performed by direct-hire nurses or health assistant staff.
3. Coordinates the implementation of the Annual School Health Services Plan and completion of data for Annual Report.
4. Provides and monitors when needed at the school level physician ordered nursing care, treatments, procedures and medications to designated students, which may include medically complex students.
5. Supports medically complex procedures when necessary at the school level within the scope of Florida Registered Nurse licensure, including but not limited to catheterization, tracheal suctioning, postural drainage, gastrostomy feedings, and nursing assessment.
6. Provides supervision, coordination, and/or consultation to RN, LPN and other staff who provide medical services to students (including student's physician).
7. Assists in the establishment of a cumulative health record and nursing care plan on appropriate students and documentation of health problems identified, medical procedures or corrective measures.
8. Assists school-based staff and a child's physician in the development of specific individualized nursing care plans for exceptional students or 504 plans as needed.
9. Assists in providing staff awareness regarding health related instruction, including but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
10. Serves as a core member of the district-based teams assigned to complete Threat Assessments and Crisis Response.

11. Participates in workshops and training sessions as required.
12. Provides other duties of a similar nature or level.
13. Liaison with state and local agencies to ensure medical continuity for students.

Required Qualifications:

1. Must be licensed as a Florida State Licensed Registered Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
2. Must be certified in CPR and maintain certification during employment.
3. Must possess current certification in First Aid prior to employment, and must maintain certification while employed.
4. Five (5) years of successful experience in the supervision of clinical nursing programming for children and youth.
5. Ability to lead problem solving teams from analysis to plan implementation.
6. Strong verbal and written communication skills.
7. Effective interpersonal and decision making skills.

Approved: 06/28/2018

Revised: 11/03/2022

Job Locator: I-1.2.49

Title: Coordinator of Student Engagement

Position Grade: Coordinator I

Evaluated By: ~~Assistant Superintendent~~ Director of Climate and Culture

Job Description:

This position supports the ~~Assistant Superintendent~~ Director of Climate and Culture (or other Superintendent designee) in such a way as to supplement and complement the student conduct program of the district and initiatives anchored in positive behavior supports. The Coordinator of Student Engagement is responsible to the ~~Assistant Superintendent~~ Director of Climate and Culture and serves in a staff relationship with other instructional specialist employees.

Responsibilities and duties of this position include:

1. Assist in the planning, training, implementation, and evaluation of the district's comprehensive program of positive behavior interventions and supports (PBIS), restorative practices, and classroom behavior management.
2. Conduct and document disciplinary district-wide reviews in accordance with school board policy.
3. Assist in the development of administrative guidelines and policies related to student conduct.
4. Keep well informed about current trends in programs and services for at-risk students.
5. Work with principals to monitor reporting procedures and make recommendations regarding discipline referral forms (school-based and county office).
6. Assist in the preparation of required reports and maintain all appropriate records related to the discipline and safety of students.
7. Collaborates with parents, community agencies, school personnel, and other district department leads in the coordination of programs and services for students and student programming.
8. Coordinate the annual revisions to the Code of Student Conduct.
9. Perform other duties and tasks as assigned by the ~~Assistant Superintendent~~ Director of Climate and Culture, ~~Assistant Superintendent for Instruction~~ Chief Academic Officer, and the Superintendent.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Five (5) years of successful instruction and/or administrative experience.
3. Working knowledge of District ESE Discipline Procedures.

Desired Qualifications:

1. Advanced training beyond the degree required for certification.
2. Skills in human/public relations.
3. In-depth knowledge of secondary discipline.

Approved: 06/28/2018

Revised: 11/03/2022

Job Locator: L-1.3.01

Title: Principal

Position Grade: Principal

Evaluated By: Superintendent, Chief Academic Officer, Chief of Elementary, or Director of K-12 Academic Support Services

Job Description:

The School Principal is responsible to the Superintendent of Schools.

Responsibilities and duties of this position include:

1. Ensure compliance with established rules, and laws in the daily operation of the school.
2. Develop and foster good public relations, efficient school volunteer/partnership programs, effective conferencing and communications with parents, students, and teachers.
3. Coordinate and monitor the curricular program of the school to maximize student learning; conduct faculty/staff meetings as needed to meet student instructional needs; implement ~~the Sunshine State Standards~~ as established by the Florida Department of Education.
4. Coordinate school advisory council activities and implement a school improvement plan.
5. Coordinate efficient utilization of school facilities and ~~insure~~ ensure proper security, maintenance and cleanliness of the campus.
6. Be responsible for the timely and accurate submission of all required school records/reports and the accurate entry of information into the district database.
7. Provide leadership by participating in professional development activities and encouraging the professional development of instructional support and administrative staff including training to accurately report FTE participation, student performance, teacher appraisal, school safety, and discipline data.
8. Be responsible for effective business management operations, the development of a school budget and efficient cost accounting.
9. Maintain standards of appropriate student conduct through fair and equitable enforcement of the Clay County District Schools Code of Student Conduct.
10. Be responsible for faithfully and effectively implementing school/district personnel procedures including: interviewing, hiring, evaluating school staff and coordinating ~~the Teacher Induction Programs~~, and administering master contracts.
11. Coordinate supervision of extra-curricular activities and duty assignments.
12. Provide a safe learning environment through preparation and implementation of emergency evacuation plans, fire drills, etc.

13. Be responsible for implementing programs designed to meet the needs of special student populations (Ex. ESE, Title I, [504s](#), Drop Out Prevention, etc.).
14. Assure that the school meets all State and Southern Association of Schools and Colleges accreditation standards.
15. Be responsible for proper receipt and accounting of all school board property and maintaining an accurate property inventory.
16. Provide for the purchase of appropriate textbooks, equipment and other instructional materials necessary to meet the needs of the students.
17. Serve on district wide committees when requested.
18. Be responsible for the development and implementation of a school technology plan.
19. Be responsible for the performance of all personnel employed by the School Board and assigned to the school site.
- ~~20. Provide for the development of an individual Teacher Training Plan for each teacher assigned to school.~~
21. Provide leadership for the implementation of the ~~Florida Code of Ethics and Principles of Professional Conduct~~ [for the Education Profession](#).
22. Provide leadership in the implementation of the ~~Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT)~~, [district and state assessments](#) and other tests designed and adopted to measure student achievement.
23. Communicate effectively, both orally and in writing, with parents, staff, students and community.
24. Maintain visibility and accessibility on the school campus.
25. Serve as coach/mentor to Assistant Principals, new Principals or others who are preparing for School Principal certification.
26. Provide leadership for all stakeholders in the development of school beliefs, vision, mission, and goals and align them with the district mission, school improvement, and curriculum.
27. Perform other duties as assigned by the Superintendent consistent with the goals and objectives of the position.

Required Qualifications:

1. Eligible to receive, or holds (a) Valid Florida Certification as School Principal or (b) Educational Leadership, accompanied with verification of completion of district/state Principal Preparation Program.
2. Masters Degree.

3. Completed Clay County Candidate Preparation Phase Screening and Training requirements as required by current Clay County Human Resources Management Development (HRMD) Plan or have completed a program with similar requirements.
4. Three years of successful teaching experience.
5. A minimum of two years successful school-based administrative experience.
6. Eligible to receive, or holds a valid certificate in Educational Leadership, has at least two (2) years of school-based administrative experience and is recommended by the Superintendent for a Principalship position at a school requiring unique leadership skills.

Revised: 12/14/1995

Revised: 10/21/1999

Revised: 05/16/2000

Revised: 02/24/2005

Revised: 12/18/2008

Revised: 11/03/2022

Job Locator: L-1.3.02

Title: Assistant/Vice Principal

Position Grade: Assistant Principal

Evaluated By: Principal

Job Description:

The assistant/vice principal is directly responsible to the school principal. He/she serves in a staff relationship with other assistant administrators in the school.

Responsibilities and duties of this position include:

1. Assume all administrative duties in absence of the principal.
2. Assist in fulfilling any duties outlined on the principal's job description and delegated by the principal.

Required Qualifications:

1. Valid Florida Educator's Certificate in Educational Leadership, School Administration, School Administration/Supervision, or School Principal.
2. Masters Degree.
3. Completed the Candidate Preparation Phase of the Human Resources Management Development (HRMD) Plan or have completed a program with similar requirements.
4. Three years of successful teaching experience.

Desired Qualifications:

1. Five years of successful teaching experience.
2. Previous leadership experiences such as team leader, department head, SAC member, committee chairperson, etc.

Revised: 04/20/1989

Revised: 12/14/1995

Revised: 11/03/2022

Job Locator L-1.3.11**Title: Administrator on Assignment****Position Grade: Determined by Allocation****Evaluated By: Assigned Administrator****Job Description:**

The primary responsibilities of this position are to provide training, transition and/or project support to a permanent administrative position. In most cases, this position will be temporary in duration and allocated with specific beginning and ending dates. The Administrator on Assignment is directly responsible to the assigned supervisor and serves in the same staff relationship as that established in the permanent administrative position this Assignment supports.

Responsibilities and duties of this position include:

1. Provide training, orientation and introduction for the new administrator.
2. Complete and/or organize projects in process so that workflow and service provision are not interrupted by administrative transition.
3. Assist in prioritizing pending projects, objectives and commitments.
4. Assume responsibilities for development, implementation, completion, evaluation and follow-up of special projects as assigned.
5. Perform other duties as assigned by the supervisor.

Required/Desired Qualifications:

1. The required and desirable qualifications of this position may be found on the job description of either:
1) the permanent administrative position it is allocated to support; or 2) the permanent administrative position to which the person was assigned immediately prior to his redesignation as an Administrator on Assignment.

Approved: 01/15/1998

Reviewed: 02/10/2014

Reviewed: 11/03/2022

Job Locator: I-1.4.05

Title: Supervisor of Career and Technical Education, Program Implementation

Position Grade: Supervisor I

Evaluated By: ~~Chief of Secondary Schools~~ Chief Academic Officer

Job Description:

The Supervisor of Career and Technical Education, Program Implementation is responsible to the Chief of ~~Secondary Education~~ Academic Officer.

Responsibilities and duties of this position include:

1. Plan the development of new Career and Technical Education (CTE) programs and academies based on comprehensive local needs assessments and regional workforce needs.
2. Work with evaluate and monitor new and existing Career and Technical Education (CTE) programs and academies to ensure implementation of plans program quality and sustainability.
3. ~~Evaluates and monitors new and existing academies and CTE programs to ensure program quality and sustainability.~~
4. ~~Plan the development of new career and technical education (CTE) academies.~~
5. Administer the Carl Perkins Grant and other state and federal grants.
6. Attend appropriate local, regional, and state meetings to further the cause of career and technical education;
7. Work with local, regional, and state governmental and civic organizations to further the cause of CTE.
8. Assist the CTE Supervisor of Community and Business Partnerships with awareness and marketing of CTE programs and academies.
9. ~~Assist the CTE Supervisor of Community and Business Partnerships with budgeting and resource allocation.~~ Develop a comprehensive plan for the district-wide budget for Career and Technical Education.
10. Assist the CTE Supervisor of Community and Business Partnerships with the Workforce agencies to support regional Workforce activities ~~budgeting and resource allocations.~~
11. ~~Assist the CTE Supervisor of Community and Business Partnerships with writing and administering workforce development grants.~~
12. Develop. ~~Coordinate~~ and implement professional development activities for Career and Technical Education teachers and staff.
13. ~~Assist in the development of the comprehensive planning for CTE academy expansion.~~

14. ~~Coordinate with school administrators and CTE teachers to determine program and personnel needs.~~
Assist principals in the selection, supervision, and evaluation of Career and Technical education personnel.
15. ~~Assist the CTE Supervisor of Community and Business Partnerships, as assigned, with other career and technical education related responsibilities.~~
16. Coordinate the Industry Certification process for CTE programs as it plays a part in school grades, funding and college credit.
17. Coordinate reporting to DOE for all CTE programs and activities.
18. Perform other tasks and assume such other responsibilities as the Chief Academic Officer may assign.

Required Qualifications:

1. Currently possess, or eligible eligibility to receive a valid Florida Educator's Certificate in a Career and Technical Education subject area.
2. Three years successful teaching in Career and Technical Education, or three years school-based experience in Career and Technical Education.
3. ~~Master's Degree in Education Leadership.~~ Valid Florida Educator's Certificate in Administration and Supervision of Educational Leadership.

Desired Qualifications:

1. Valid Florida Educator's Certificate as Director of Vocational Education.
2. Experience in supervising or administering Career and Technical Education programs.

Approved: 05/17/2007

Revised: 06/13/2013

Revised: 02/10/2014

Revised: 06/29/2017

Revised: 11/03/2022

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BOYD, BRADLEY JASON CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2022-10-13 10 MONTH / Instructional Probationary Annual
BROWNSTEIN, JENNIFER ANN OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2022-09-19 10 MONTH / Instructional Probationary Annual
CHAPARRO AMAYA, CRISTIAN DAVID CHS TEACHER, FOREIGN LANG, SH 10 MONTH	Clay High	Effective 2022-09-26 10 MONTH / Instructional Probationary Annual
CHARTIER, AUSTIN ALEXANDER LJH VE SELF-CONTAINED-ASD 10 MONTH	Lakeside Junior High	Effective 2022-09-20 10 MONTH / Instructional Probationary Annual
COLLIER, MEGHANN JOSEPHINE RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	Effective 2022-10-11 10 MONTH / Annual
COX, RANDI LAUREN DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	Effective 2022-09-21 10 MONTH / Instructional Probationary Annual
DELPHA, KIMBERLY CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2022-10-11 10 MONTH / Annual
DRIGGERS, JORDAN THOMAS LAJ VE SELF-CONTAINED-EBD 10 MONTH	Lake Asbury Junior High School	Effective 2022-09-20 10 MONTH / Instructional Probationary Annual
FITE, KRISTEN MARIE POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2022-10-14 10 MONTH / Instructional Probationary Annual
FORAN, HAYLEY NICOLE OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	Effective 2022-09-21 10 MONTH / Instructional Probationary Annual
FOX, LUKE WILLIAM CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2022-10-03 10 MONTH / Annual
GAITHER, JENNIFER PATRICE HILL SPC MENTAL HEALTH COUNS 10 MO 10 MONTH	Swimming Pen Creek Elem	Effective 2022-10-03 10 MONTH / Instructional Probationary Annual
GERBER, CHARLES FREDRICK CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2022-09-27 10 MONTH / Instructional Probationary Annual
HARRIS, JACLYN MICHELLE LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	Effective 2022-09-26 10 MONTH / Instructional Probationary Annual
HARRISON, CRYSTAL ELAINE DIS TEACHER, SC, FIRST GR 10 MONTH	Doctors Inlet Elementary	Effective 2022-09-19 10 MONTH / Instructional Probationary Annual
JOSI, NAZARET GARCIA LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2022-10-03 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LAKE, CHRISTEL CLAUDINE RHS VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	Effective 2022-09-26 10 MONTH / Annual
MESTAS, DAVID BRADFORD OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2022-10-03 10 MONTH / Instructional Probationary Annual
ONTIVEROS, JOHANNA QUINTERO AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	Effective 2022-10-04 10 MONTH / Instructional Probationary Annual
RACE, JASON EARL OHS TEACHER, ROTC/MILITARY SH 11 MONTH	Oakleaf High School	Effective 2022-10-13 11 MONTH / Instructional Probationary Annual
RYKALSKY, CAROL ANN MCE TEACHER, TITLE I, ELEM 10 MONTH	Montclair Elementary	Effective 2022-10-10 10 MONTH / Instructional Probationary Annual
TICHINEL, BRANDY RENE CHE TEACHER, SC, SIXTH GR 10 MONTH	Clay Hill Elementary	Effective 2022-10-11 10 MONTH / Annual
WELCH, JOHNAISHA LESLIE OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	Effective 2022-09-23 10 MONTH / Instructional Probationary Annual
WILKERSON, ASHLI MARIE ESE STAFFING SPECIALIST 10 MO 10 MONTH	Exceptional Student Education	Effective 2022-10-04 10 MONTH / Instructional Probationary Annual
WILLIAMS, KAYLEE SMITH MRE TEACHER, VE/INCLUSION 10 MONTH	Mcrae Elementary	Effective 2022-10-06 10 MONTH / Annual
WOODSON, MADISON FAITH LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	Effective 2022-09-23 10 MONTH / Instructional Probationary Annual

III. Instructional Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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III. Instructional Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
	COCHUYT, CAROL JEAN CVA CURR SPEC 12 MO 12 MONTH	Clay Virtual Academy	Effective 2022-09-26 / redesignated from / CVA TEACHER, SOC STUD, SH / 10 MONTH
0.8	MCDANIELS-STOFFA, COLEEN CAROL STS STUD SERV PSYCH 12 MO INSTRUCT	CLIMATE AND CULTURE	Effective 2022-09-19 / redesignated from / STS STUD SERV PSYCH 12 MO / INSTRUCT

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
JOHNSTON, JENNIFER GARDNER OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	Oakleaf Junior High School	Effective 2022-10-10 /transfer from / LJH COUNSELOR, JH 10 MONTH
PETERSON, CHRISTOPHER RYAN LJH TEACHER, SP DE PE 10 MONTH	Lakeside Junior High	Effective 2022-10-07 /transfer from / LAE TEACHER, SP DE PE
SOHL, PAGE ALISON SIP CURRICULUM COACH/TRAINER 10 MONTH	Oakleaf High School	Effective 2023-05-25 /transfer from / OHS TEACHER, VE/INCLUSION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	BLAIR, MARANDIA OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	Effective 2022-10-07 RESIGNATION
0.9	CHARTIER, AUSTIN ALEXANDER LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2022-09-19 RESIGNATION
	CRAWFORD, JAMES B CHS TEACHER, BUSINESS ED 10 MONTH	Clay High	Effective 2022-10-03 RESIGNATION
	DAVIS, GINA MARIE CHE TEACHER, SC, SIXTH GR 10 MONTH	Clay Hill Elementary	Effective 2022-10-04 RESIGNATION
	DONES, ASHLEY M SBJ TEACHER, SC, SECOND GR LNG TRM	S. Bryan Jennings Elementary	Effective 2022-10-07 RESIGNATION
	DRIGGERS, JORDAN THOMAS LAJ VE SELF-CONTAINED-EBD 10 MONTH	Lake Asbury Junior High School	Effective 2022-10-07 RESIGNATION
	HILL, JUDITH M LES TEACHER, SC, SIXTH GR 10 MONTH	Lakeside Elementary	Effective 2022-10-17 RETIREMENT
	JONES, RONNI NICOLE CGE TEACHER, SC, THIRD GR 10 MONTH	Coppergate Elementary	Effective 2022-09-26 RESIGNATION
	JOSI, NAZARET GARCIA LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2022-10-06 RESIGNATION
0.9	LAKE, CHRISTEL CLAUDINE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2022-09-23 RESIGNATION
	MESTAS, DAVID BRADFORD OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2022-10-07 RESIGNATION
	NELSON, BRIAN PAUL CEB TEACHER, CURRICULUM COACH 10 MONTH	Charles E. Bennett Elementary	Effective 2022-09-22 RESIGNATION
	NEWBERN, ALEXIS LEANN CHE TEACHER, SC, FIRST GR 10 MONTH	Clay Hill Elementary	Effective 2022-10-14 RESIGNATION
	RALEIGH, LAURIE MARIE RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	Effective 2022-09-22 RESIGNATION
	SENER, ELIZABETH SUZANNE CVA TEACHER, COMBINATION, EL 10 MONTH	Clay Virtual Academy	Effective 2022-09-30 RESIGNATION
	SHAW, THERESA LYNETTE INSTRUCTIONAL - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2022-09-23 RESIGNATION
	TREADWAY, CHRISTINA KAY WES VE SELF-CONTAINED-LI	Wilkinson Elementary	Effective 2022-10-07 RESIGNATION

III. Instructional Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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10 MONTH

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	ADAMS, LAURA ASHLEY CHS PEER TEACHER SUPPLEME	Clay High	Appointment
	ANDERSON, CHARLES R WJH TRACK ASST JH SUPPLEME	Wilkinson Jr High	Resignation
	ANDERSON, CHARLES R WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Appointment
0.1	ANDRADE, MICHELLE C MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
	BARTON, DONNA M POE DOD ACADEMIC CH, STEM SUPPLEME	Plantation Oaks Elementary	Appointment
	BEAVER, JIMMIE C MCE DOD ACADEMIC CH, STEM SUPPLEME	Montclair Elementary	Appointment
	BEHNKEN, MARIA BECHHOLD LAJ DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Junior High School	Appointment
	BILELLO, ROBYN ELYSE WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	BRITT, SAMANTHA LEE RHS ANNUAL STAFF SH SUPPLEME	Ridgeview High School	Appointment
0.5	BROOKINS-KIRK, RASHAUNDRA DIONNE OPH CHEERLEADING VARSITY SUPPLEME	Orange Park High	Resignation
	BUCKLIN, SARA SOTOLONGO OLJ PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
0.5	BUONOPANE, KAREN MICHELLE RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
0.5	CAMBRON, CHRISTOPHER TODD ELE TRACK ELEM COOR SUPPLEME	Rideout Elementary	Appointment
	CAMPBELL, ROBIN MARIE WJH PEER TEACHER SUPPLEME	Wilkinson Jr High	Appointment
	CARNES, SHERMAN B KHH DOD ACADEMIC CH, STEM SUPPLEME	Keystone Heights High School	Appointment
	CHARBONNEAU, CARLA A ROE PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
	COBBERT, PAUL JAMES FIH WRESTLING HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	CORBY, LYNN ANN LAE DOD ACADEMIC CH, STEM	Lake Asbury Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	CORLESS, BRYAN JOSEPH LES DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Elementary	Appointment
0.5	COSTON, KATHERINE MORGAN RHS DEPT HEAD 21+ SUPPLEME	Ridgeview High School	Appointment
	COWHERD, STANLEY WALKER SLE DOD ACADEMIC CH, STEM SUPPLEME	Shadowlawn Elementary	Appointment
0.1	CREWS, REBECCA LADAWN OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
	DE MEDICI, LERIN MCKENZIE CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
	DEMARCO, MARY ELLEN OPH DOD ACADEMIC CH, STEM SUPPLEME	Orange Park High	Appointment
	DJAVAHERI, STEVEN A MHS DOD ACADEMIC CH, STEM SUPPLEME	Middleburg High	Appointment
0.5	DOUGHTY, STEVEN PAUL WJH DRAMA JH SUPPLEME	Wilkinson Jr High	Appointment
	EATON, DAKOTA EUGENE WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Resignation
	EATON, DAKOTA EUGENE WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Appointment
	FORTSON, ROBERT C CHS DOD ACADEMIC CH, STEM SUPPLEME	Clay High	Appointment
	FOWLER, BRENDA M KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
	GARCIA, ROBERT WILLIAM OPH TRACK HD SH SUPPLEME	Orange Park High	Appointment
	GARLAND JR, TOMMY L OPJ FOOTBALL ASST JH 25% SUPPLEME	Orange Park Jr High	Appointment
	GARLAND JR, TOMMY L OPJ FOOTBALL ASST JH 75% SUPPLEME	Orange Park Jr High	Appointment
	GELLER, TARA LEE STS PEER TEACHER SUPPLEME	CLIMATE AND CULTURE	Appointment
0.5	GOULET, BRIANNA MARIE GPE DOD ACADEMIC CH, STEM SUPPLEME	Grove Park Elementary	Appointment
	GRAHAM, PAULA MARIE CEB PEER TEACHER SUPPLEME	Charles E. Bennett Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	GRIGGS JR, UNDRE FIH DOD ACADEMIC CH, STEM SUPPLEME	Fleming Island High School	Appointment
	GUESS, CARLI ELIZABETH DIS PEER TEACHER SUPPLEME	Doctors Inlet Elementary	Appointment
	HAIR, GLENN P OPJ DOD ACADEMIC CH, STEM SUPPLEME	Orange Park Jr High	Appointment
0.5	HANLIN, ANITA LYNN DIS DOD ACADEMIC CH, STEM SUPPLEME	Doctors Inlet Elementary	Appointment
	HARVEY, BRADLEY SCOTT KHH BASKETBALL ASST SH SUPPLEME	Keystone Heights High School	Appointment
	HAWKINS, KAREN MARIE ROE DOD ACADEMIC CH, STEM SUPPLEME	Rideout Elementary	Appointment
	HAWKINS, KIMBERLY A CVA TECH COACH SEC SUPPLEME	Oakleaf High School	Appointment
0.1	HAYES, TRAVIS ANDREW OLJ (.128) SIXTH PERIOD SUPPLEME	Oakleaf Junior High School	Appointment
	HINTON, BRITTNEY LEANN WJH DISCRETIONARY SUPPLEME	Wilkinson Jr High	Appointment
	HOLDREN, BRANDEN KYLE RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	HOLDREN, BRANDEN KYLE RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
0.5	HOWINGTON, ELBA MARGARITA FIH DOD ACADEMIC CH, STEM SUPPLEME	Fleming Island High School	Appointment
	JACKSON, JAMES SHURRADE OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	JACKSON, JAMES SHURRADE OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Resignation
	LEININGER, VICTORIA A WES DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Elementary	Appointment
0.1	LEPORATI, CYNTHIA G OHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
	LINTON, CHRISTOPHER LARRY MBE DOD ACADEMIC CH, STEM SUPPLEME	Middleburg Elementary	Appointment
	LIVELY, PAMELA DAWN OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	LONGO, MICHELE MARIE	Discovery Oaks Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	DOE DOD ACADEMIC CH, STEM SUPPLEME		
	MARTIN, ALEATHA ERICA OPJ PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
	MARTIN, ALEATHA ERICA OPJ TITLE 1 SUP ED SUPPLEME	Orange Park Jr High	Appointment
	MAULONI, JASON ANTHONY RHS BASEBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
	MCCORD, AMY C SPC PEER TEACHER SUPPLEME	Swimming Pen Creek Elem	Appointment
	MCEARL, CHARLENE CRYSTAL CEB PEER TEACHER SUPPLEME	Charles E. Bennett Elementary	Appointment
	MCKENZIE, NEIL WILLIAM ELE DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment
0.5	MILLER, HEATHER D LAE DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Elementary	Appointment
	MILLER, TRACI MICHELLE AES PEER TEACHER SUPPLEME	Argyle Elementary	Appointment
	MILLER, TYLER ALLAN RHS BASKETBALL HD SH SUPPLEME	Middleburg High	Appointment
	MOORE, JEFFREY R OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	MOORE, JEFFREY R OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment
0.5	MORELAND, LAURA LEA DIS DOD ACADEMIC CH, STEM SUPPLEME	Doctors Inlet Elementary	Appointment
	MULVANEY, ALEXANDER IAN OPH BASEBALL ASST SH SUPPLEME	Orange Park High	Appointment
	NEIDERMEIER, SHIRLEY MINCH WEC DOD ACADEMIC CH, STEM SUPPLEME	W.E. Cherry Elementary	Appointment
2.0	NELSON, KATHRYN WEC PEER TEACHER SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	NORTON, LEAH JILL SPC DOD ACADEMIC CH, STEM SUPPLEME	Swimming Pen Creek Elem	Appointment
0.1	O STEEN, BOY E OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
	PEREZ, CYBEL CRISTINA OHS NATIONA HONOR SOCIETY	Oakleaf High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	POE III, JOHN D OHS DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf High School	Appointment
	POPE, MYLON D WJH DISCRETIONARY SUPPLEME	Wilkinson Jr High	Resignation
	RASCH, TRACIE LEHMANN OLJ DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf Junior High School	Appointment
	RAUTH, KIMBER LEE OPE DOD ACADEMIC CH, STEM SUPPLEME	Orange Park Elementary	Appointment
	RICHARD, DANIEL PAUL LJH BASEBALL HEAD JH SUPPLEME	Lakeside Junior High	Appointment
	RICHARD, DANIEL PAUL OHS BASEBALL JV HD SH SUPPLEME	Lakeside Junior High	Resignation
	RICHARDS, JAMES ODALE WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	RICHARDS, JAMES ODALE WJH FOOTBALL ASST JH 75% SUPPLEME	Wilkinson Jr High	Appointment
	ROVNAK, PAULA JEAN TBE DOD ACADEMIC CH, STEM SUPPLEME	Thunderbolt Elementary	Appointment
	SCHAUS, ROBIN ANN OVE DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf Village Elementary	Appointment
	SENER, ELIZABETH SUZANNE CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Resignation
0.5	SHOREMOUNT, PAUL D WJH DRAMA JH SUPPLEME	Wilkinson Jr High	Appointment
	SMITH, ERICK WAYNE WJH DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Jr High	Appointment
	SMITH, HANNAH MARIE FIH VOLLEYBALL ASST SH SUPPLEME	Fleming Island High School	Appointment
	SNOW, MATTHEW R MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	STRICKLAND, KIMBERLY ANNE OPH PEER TEACHER SUPPLEME	Orange Park High	Appointment
	THOMPSON, ROBERT CASEY RHS SOFTBALL FP HD SH SUPPLEME	Middleburg High	Resignation
	THRASHER, JAMES O LJH FOOTBALL ASST JH 25% SUPPLEME	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	THRASHER, JAMES O LJH FOOTBALL ASST JH 75% SUPPLEME	Lakeside Junior High	Appointment
	TOBLER, SHANTAL D LAJ BASKETBALL HD JH SUPPLEME	Clay High	Appointment
	TORRES, SANDRA MATILDE MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
0.5	VAN DE WATER, REBECCA LYNN SPC DOD ACADEMIC CH, STEM SUPPLEME	Swimming Pen Creek Elem	Appointment
	WHITIN, ANITA MARIE CGE DOD ACADEMIC CH, STEM SUPPLEME	Coppergate Elementary	Appointment
	WILLIAMS, VANESSA MARIA INST APPLICATION FACILITATOR SUPPLEME	Argyle Elementary	Appointment
0.5	WINE, MEGHAN R GPE DOD ACADEMIC CH, STEM SUPPLEME	Grove Park Elementary	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>
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NONE				
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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>
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NONE				
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IV. INSTRUCTIONAL 2022-2023

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ADIPIETRO, SHANNON LYNN RVE CAFE ASSISTANT 3 HOURS 9 MON CA	Ridgeview Elementary	Effective 2022-09-23 9 MON CA / Annual
0.9	AGUILAR, REBECCA LELAURIN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2022-09-19 9 MON SU / Annual
	BLANFORD, MARIA T CEB TITLE I ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2022-09-19 9 MON SU / Annual
	BROWN, BENJAMMIN LAZACCHAEUS MNT CUSTODIAN 12 MO SU	Division of Support Srvcs	Effective 2022-09-20 12 MO SU / Annual
0.9	BROWN, HANNAH MARIA ELIZABETH WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2022-10-03 9 MON SU / Annual
	BUSSEY, BREIAL PHENIQUE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-09-15 TRANSPOR / Annual
	COLEMAN, PEGGY J KHH CAFE ASSISTANT 5.5 HOURS 9 MON CA	Keystone Heights High School	Effective 2022-09-15 9 MON CA / Annual
0.9	CRANE, LESLIE LEA RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2022-09-20 9 MON SU / Annual
	DARIUS, GUERLINE ROMELUS CHS CUSTODIAN 12 MO SU	Clay High	Effective 2022-09-26 12 MO SU / Annual
	FRANKLIN, SHAUNI PILAR TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-09-15 TRANSPOR / Annual
	GANN, ASHLEE M FPC ACCOUNTING ASSISTANT 12 MO SU	Division Of Support Services	Effective 2022-09-19 12 MO SU / Annual
	GOMES, JENNIFER JOAN POE TEACHER, SC, SIXTH GR 10 MONTH	Lake Asbury Junior High School	Effective 2022-09-02 10 MONTH / Instructional Probationary Annual
	GRIEVER, SCOTT AARON MNT ELECTRICAL TECH 12 MO SU	Division of Support Srvcs	Effective 2022-10-03 12 MO SU / Annual
	HALL, ADAM DAVID SLE CUSTODIAN 12 MO SU	Shadowlawn Elementary	Effective 2022-09-14 12 MO SU / Annual
	HANANDEH, AYAH NAYEF ALI OVE CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf Village Elementary	Effective 2022-09-15 9 MON CA / Annual
	HARGROVE, STEPHEN WAYNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-10-05 TRANSPOR / Annual
0.9	HARRIS, TAMMY LYNN	Argyle Elementary	Effective 2022-09-15

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	AES BEHAVIORAL HEALTH ASST 9 MON SU		9 MON SU / Annual
	HOUGHTON, THERESA LYNN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-03 TRANSPOR / Annual
	HUBBARD, KRISTIN KIMBERLY KHE MEDIA TECHNICAL ASST 10 MONTH	Keystone Heights Elementary	Effective 2022-09-16 10 MONTH / Annual
	KENNY, CHRISTINA L DIS CAFE ASSISTANT 3.25 HOURS 9 MON CA	Doctors Inlet Elementary	Effective 2022-09-21 9 MON CA / Annual
0.9	LABERIS, SEAN CHRISTOPHER OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2022-09-20 9 MON SU / Annual
0.9	LUCAS, AMANDA FAY OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2022-09-15 9 MON SU / Annual
0.9	MALONE, GLORIA GIOVANI POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-10-03 9 MON SU / Annual
0.9	MCCLELLAN, LAUREN KAY LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2022-10-06 9 MON SU / Annual
	MCCOOL, DONNA S BAF PAYROLL ASSISTANT 12 MO SU	Business Affairs	Effective 2022-09-20 12 MO SU / Annual
	MOLINARO, BRIANA JUSTINE CHE CUSTODIAN 12 MO SU	Clay Hill Elementary	Effective 2022-09-21 12 MO SU / Annual
0.9	MOORE, MARY E RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2022-09-19 9 MON SU / Annual
	MOORE, MARY E RHS TEACHER ESE APP TECH 10 MONTH	Ridgeview High School	Effective 2022-08-02 10 MONTH / Annual
0.9	MURPHY, MARISSA MICHELLE ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2022-09-16 9 MON SU / Annual
	MURRELL, NATERRA YEVETTE MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2022-09-15 12 MO SU / Annual
0.9	MUSICK, DIANA LYNN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-09-19 9 MON SU / Annual
0.9	NUNNERY, KELLY L OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	Effective 2022-09-21 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	PURVIS, MARY JOANNE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-09-15 TRANSPOR / Annual
0.9	QUINONES, JASMIN CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2022-09-19 9 MON SU / Annual
	RENO, ANTHONY JOSEPH SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-09-15 12 MO SU / AC Safety and Security
	RICHARDSON, MICHAEL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-09-15 TRANSPOR / Annual
	ROBINSON JR, SCOTTY LEE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-09-15 12 MO SU / AC Safety and Security
	ROMERO, ADALBER OVE CAFE ASSISTANT 6.75 HOURS 9 MON CA	Oakleaf Village Elementary	Effective 2022-09-22 9 MON CA / Annual
0.9	SHEFFIELD, ANNEKE GEOFANI POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2022-10-03 9 MON SU / Annual
	SMITH, DORETHA ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-09-15 TRANSPOR / Annual
	SMITH, MARLENE CHRISTINA GCJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	Green Cove Springs Junior High	Effective 2022-09-16 9 MON CA / Annual
0.9	SPEAR, RACHEL KAITLIN CHS GENERAL HEALTH ASSISTA 9 MON SU	Clay High	Effective 2022-10-06 9 MON SU / Annual
0.9	STALEY, TAYLOR JUSTINA SLE BEHAVIORAL HEALTH ASST 9 MON SU	Shadowlawn Elementary	Effective 2022-09-16 9 MON SU / Annual
	STALLWORTH, KARIN CORA MCE CAFE ASSISTANT 4.5 HOURS 9 MON CA	Montclair Elementary	Effective 2022-09-12 9 MON CA / Annual
	STEWART, RENITA GRANT BAF ADM SECT SR 12 MO SU	Business Affairs	Effective 2022-09-20 12 MO SU / Annual
0.8	SUPERALES, CATHERINE ROA TES ESOL CLASSROOM ASSISTANT 9 MON SU	Tynes Elementary	Effective 2022-09-14 9 MON SU / Annual
	TIRADO, SUSANA ACE ADMINSTRATIVE SUPPORT ASST 12 MO SU	Adult/Community Education	Effective 2022-09-15 12 MO SU / Annual
	TOOMEY, MELINDA JEAN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-09-15 TRANSPOR / Annual
0.9	VOMERO, CHRISTOPHER	Lakeside Junior High	Effective 2022-09-27

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	LOUIS LJH BEHAVIORAL HEALTH ASST 9 MON SU		9 MON SU / Annual
0.9	ZULHAIDA, FITRI POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-09-27 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	BARBER, KALISHA RENEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	BATESON, JENNIFER LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	BELDA JR, DONALD VINCENT TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	BOASE, DIANNA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	BRADLEY, LORI BETH TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	BROWN, SAQUANA NIREE' TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	CLAY, GEORGE S TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	CLYMER, WANDA GAIL TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	DANIELS, LISA R FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	DETWYLER, KENNETH P BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	9 MON SU / Multi-Year Conditional
	DONALDSON, ANGELA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	FOX, ALICHA LYNN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	GREEN, REBECCA MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HALL, TAMSIN R TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	HARRIS, CASSIDIE L FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	HATCHER, JESSECA KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / Multi-Year Conditional
	HINGSON-GREEN, DAWN M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	HIRSCH, LISA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.9	HOLT, MELISSA ANN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
	JOHNSON, DAVID L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	JOHNSON, JEANNETTA JACQUETTA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	LEE, ROBERT E TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
0.9	MAFFETT, WILLIAM TAFT AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	9 MON SU / Multi-Year Conditional
	MCFARLAND, GLORIA MARY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MCGLAMERY, KEVIN DAVID TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	MELTON, WINONA LEONA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MERCHAN, LESLIE VANESSA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	MILLER MARTELLE, TRICIA MICHEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	9 MON SU / Annual
	MOCK, BRENDA LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	O KEEFE, KAREN MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PADGETT, MICHELLE L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PAPA, MILTIADH TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
0.9	POMEROY, CHEYENNE DAKOTA ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	9 MON SU / Annual
0.9	ROBERTS, TABITHA L ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	9 MON SU / Multi-Year Conditional
	SHIELDS, JAMES FRANKLIN TRN BUS DRIVER	Transportation	TRANSPOR / 3rd year annual, support

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	TRANSPOR		
	TAYLOR, KRISTEN BLAIR TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	TRAHAN, PATRICIA M FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
	TRIPP, VALERIE J TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	TUCKER, BRIAN ALLEN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	WARREN, LORI MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	WEISKITTEL, ELISABETH MANUELA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual

VI. Support Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

D. TRANSFER

Name/Assignment	Site	Previous
BRADSHAW, RHONDA JEAN OHS PRINCIPAL SECRETARY CONFIDEN	Oakleaf High School	Effective 2022-12-01 /transfer from / OHS SCHOOL SECRETARY/ST SER
BURCHFIELD, DONNA MARIE MBE CAFE ASSISTANT 4.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2022-09-22 /transfer from / MBE CAFE ASSISTANT 5.75 HOURS
EDDY, DUANE KENTON MNT LEAD HVAC TECHNICIAN 12 MO SU	Division of Support Svcs	Effective 2022-09-21 /transfer from / CAFE/KITCHEN EQUIP TECH
FOSBENNER, SAUNDRA PETERSEN BAF ACCOUNTING ASSISTANT 12 MO SU	Business Affairs	Effective 2022-09-24 /transfer from / BAF PAYROLL ASSISTANT
GEOGHAGAN, TIMOTHY A SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-09-30 /transfer from / SCHOOL RESOURCE OFFICER
GEOGHAGAN, TIMOTHY JOHN SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-09-30 /transfer from / SCHOOL RESOURCE OFFICER
HALL, JEANETTE L DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2022-10-05 /transfer from / ROE CUSTODIAN
MOSLEY, JESSICA NICHOLE DIS CUSTODIAN 12 MO SU	Doctors Inlet Elementary	Effective 2022-10-01 /transfer from / LJH CUSTODIAN
ROBINSON JR, SCOTTY LEE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-09-30 /transfer from / SCHOOL RESOURCE OFFICER
RYSAK, NANCY JANE BAF POSITION CONTROL/ALLOC SP CONFIDEN	Business Affairs	Effective 2022-09-13 /transfer from / BAF POSITION CONTROL/ALLOC SP
RYSAK, NANCY JANE BAF POSITION CONTROL/ALLOC SP CONFIDEN	Business Affairs	Effective 2022-09-18 /transfer from / BAF POSITION CONTROL/ALLOC SP
STRICKLAND, JEREMY WAYNE MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2022-09-24 /transfer from / DOE CUSTODIAN
VELASQUEZ, MARYINA D MHS LICENSED PRAC NURSE 10 MONTH	Grove Park Elementary	Effective 2022-10-17 /transfer from / GPE CAFE ASSISTANT 5.5 HOURS
WOOLWINE, LAURIE C K12 ADMINISTRATIVE SECRETARY CONFIDEN	Oakleaf High School	Effective 2022-12-01 /transfer from / OHS PRINCIPAL SECRETARY

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	BATES, EVELYN MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2022-09-08 RESIGNATION
0.9	DEL ALTO, BRITTANY RENAE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2022-09-30 RESIGNATION
	DIXON, TERESA JO RHS TESTING/ADMIN SUPPORT ASST 10 MONTH	Ridgeview High School	Effective 2022-10-21 RETIREMENT
0.9	DUVERGE, CARVIN JUNIOR MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2022-10-05 RESIGNATION
	EVERETT, RHONDA OHS SCHOOL SECRETARY 12 MONTH 12 MO SU	Oakleaf High School	Effective 2023-01-20 RETIREMENT
	GANN, KIMBERLIE SUE CGE SCHOOL SECRETARY 10 MONTH 10 MONTH	Coppergate Elementary	Effective 2022-09-23 CONCLUDE EMPLOYMENT
	GOMES, JENNIFER JOAN POE TEACHER, SC, SIXTH GR 10 MONTH	Lake Asbury Junior High School	Effective 2022-09-16 RESIGNATION
	GUGLIOTTA, DONNAMARIE IOLA POE ST RECORD SEC 12 MO 12 MO SU	Plantation Oaks Elementary	Effective 2022-12-30 RETIREMENT
	HYATT, HEATHER LYNN CHS CAFE ASSISTANT 4.5 HOURS 9 MON CA	Clay High	Effective 2022-09-26 CONCLUDE EMPLOYMENT
	ISAAC, SUZE SEME OHS CAFE ASSISTANT 4 HOURS 9 MON CA	Oakleaf High School	Effective 2022-09-23 RESIGNATION
0.8	KEEGAN, TAYLOR BROOKE LAJ IN SCHOOL SUSPENSION 9 MON SU	Lake Asbury Junior High School	Effective 2022-09-20 RESIGNATION
0.6	LARKIN, SHELAGH LOUISE FNS ADMINISTRATIVE SUP ASST 12 MO SU	Food & Nutrition Srvc	Effective 2022-10-28 RESIGNATION
	MABRY, WILLIAM A TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-14 RESIGNATION
0.9	MAHAFFEY, GIGI P KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2022-09-23 RESIGNATION
0.9	MALONE, GLORIA GIOVANI POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-09-21 RESIGNATION
	MOORE, MARY E	Ridgeview High School	Effective 2022-09-16

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	RHS TEACHER ESE APP TECH 10 MONTH		RESIGNATION
	MURRELL, NATERRA YEVETTE MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2022-10-07 CONCLUDE EMPLOYMENT
0.9	MUSICK, DIANA LYNN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-10-10 RESIGNATION
0.9	PARMETER, BRITTANY N MHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2022-10-05 RESIGNATION
	RICHARDSON, STEPHANIE RENEE MHS REGISTERED NURSE 10 MONTH	Middleburg High	Effective 2022-09-16 RESIGNATION
0.8	SANTILLAN, TANIA ELIZABETH OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	Oakleaf Village Elementary	Effective 2022-09-23 RESIGNATION
	SAUNDERS, MARKIDA ERENA LEE OHS CAFE ASSISTANT 7.5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-10-06 CONCLUDE EMPLOYMENT
0.9	TILLQUIST, BRITTANY M KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2022-10-21 RESIGNATION
0.8	WING, TIFFANY NICOLE STS HEALTH ASSISTANT 9 MON SU	CLIMATE AND CULTURE	Effective 2022-09-30 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	COOK, KELLY J KHH WEIGHTLIFTING HD JH SUPPLEME	Keystone Heights High School	Appointment
	POWELL, NICHOLE CARTER OPH CHEERLEADING VARSITY SUPPLEME	Orange Park High	Appointment
0.3	REID, BAILEY HARRIS MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.3	REID, BAILEY HARRIS MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	TALLEY, LANDAN GERROD OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	TALLEY, LANDAN GERROD OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment