

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

December 12, 2019

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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
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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>
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I. Administrative Actions

D. TRANSFER

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

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

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

The Human Resources Department is undergoing reorganization as a result of increased responsibilities and an ever-changing body of work. Human Resources has examined every facet of our responsibilities, by position, our budget and current work flow as part of this process. The addition of Business Plus, online evaluation systems, performance pay, Best and Brightest, recruitment, and the Clay County District Schools Police Department have all contributed to the need for reorganization, in order to provide efficient and effective service for all stakeholders. The revision of every job description within the department is part of that process. The job descriptions below have been reviewed and revised to reflect changes and updates in workflow, work responsibilities, efficiency, position responsibilities and required/desired qualifications that have occurred since the last revision.

- P-1.1.04 Assistant Superintendent for Human Resources
- P-1.1.21-I Director of Instructional Personnel
- P-1.1.30-I Director of Support Personnel
- P-1.1.20 Supervisor of Instructional Personnel
- P-1.1.19 Supervisor of Certified Teacher Placement

Job Locator: P-1.1.04

Assistant Superintendent for Human Resources

Position: Assistant Superintendent

Evaluated by: Superintendent

Job Description:

The Assistant Superintendent for Human Resources is directly responsible to the Superintendent of Schools, and works in collaboration with other members of the Superintendent's Cabinet. ~~This person serves in a line staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents.~~ This position serves to plan, organize, coordinate, supervise, implement, monitor and evaluate human resource functions for the school district. This includes the recruitment, selection, placement, fingerprint processing, drug testing, criminal histories, reappointment of employees, performance appraisal, personnel employment contracts, new employment orientation, employee discipline, investigations, grievances, compensation, retirement and leaves (FMLA, personal, sabbatical, etc.)

Responsibilities and duties of this position include:

1. Advise and consult with the Superintendent and the School Board on labor relations issues.
2. Recommend policies to the Superintendent relative to Human Resources and Labor Relation issues.
3. Direct the administration of negotiated union contracts.
4. Advise and assist school principals in the handling of personnel and labor problems.
5. Direct the administration of employee discipline, employee evaluation and employee assistance programs.
6. Assist in preparations, provide technical advice, and direct activities relative to collective bargaining.
7. Act as hearing officer for grievances and civil rights complaints.
8. Supervise all aspects of the selection, employment, and retirement/termination of employment.
9. Supervise the administration of employee wages and benefits, teacher, principal and educational leader certification, beginning teacher program, and budget.
10. Supervise the preparation of the Human Resources agenda for School Board approval and supervise the preparation and administration of the Comprehensive Plan and budget for the Division of Human Resources.
11. Supervise the administration and audit of records of all personnel.
12. Coordinate the development of employee job descriptions.
13. Prepare required reports and studies and perform other duties as may be requested by the Superintendent of Schools.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. **Five (5)** or more years of experience as a teacher and administrator.
3. Knowledge of Florida Statutes, State Board of Education Rules and Federal Civil Rights Laws.
4. Skills in supervision of personnel and human relations and in organization.

Desirable Qualifications:

1. Knowledge of employment processes related to equal employment opportunity, fair labor standards, Americans with Disabilities Act, and personnel records. Knowledge of Board policies and practices and procedures in personnel administration. Ability to direct and supervise personnel. Decision-making ability within the framework of district guidelines. Skills in writing, editing and publishing communications. Ability to promote positive working relationships with district and school-based administrator. Ability to develop relationships with bargaining agents. Skills in developing and organizing professional development programs. Knowledge of collective bargaining processes and contract maintenance. Knowledge of grievance procedures. Ability to interpret and implement collective bargaining agreements.
2. Background in labor negotiations and experience in school personnel administration.
3. Coursework in Law and an understanding of the impact and effect on Human Resources.

Revised: 10/10/85, 2/16/89, 2/15/90,
11/16/99, 2/15/2007, 2/20/14

Pending School Board Approval: 12/5/19

Job Locator: P-1.1.21-I

Director of Instructional Personnel Services

Position Grade: Director I

Evaluated by: Assistant Superintendent
for Human Resources

Job Description:

The Director of Instructional Personnel Services ~~directs the district's personnel functions for instructional and administrative personnel.~~ is responsible for guiding and managing the overall activities of Clay County District School's Human Resource instructional and administrative divisions. These responsibilities include managing HR services and policies along with programs affecting instructional and administrative employees. The Director will serve as an advocate who ensures all District and employee interactions are handled in a fair and consistent manner. Knowledge of federal and state statutes and rules governing instructional and administrative roles is vital to this position. Knowledge of Board policies and contract language is an expectation. Must have decision making ability within the district guidelines, skills in communication, and ability to develop relationships with all employees and bargaining units. This person is directly responsible to the Assistant Superintendent for Human Resources and serves in a staff relationship with other administrators in the division.

Responsibilities and duties of this position include:

1. Coordinate, supervise, monitor, and evaluate human resource functions of instructional/administrative divisions of the District, including recruitment, selection, placement, fingerprint processing, drug testing, criminal histories, reappointment of employees, performance appraisal, personnel contracts, new employment orientation, employee discipline, investigations, grievances, compensation, retirements and leaves.
2. Direct and create Recruitment Plan for certified and administrative personnel. Monitor critical employee classifications. Assists administrators in the recruiting and selection of applicants for instructional and administrative positions.
3. Coordinates minority recruitment and develops partnerships with minority organizations for the purpose of recruitment.
4. Supervises and assists principals with the teacher selection, interviewing, and screening processes.
5. Supervises and coordinates training for the Professional Orientation Program Pre-Employment orientation for instructional and administrative new hires.
6. Develops and coordinates Principles of Professional Conduct training for new hires, pre-employment and for school professional development trainings.
7. Develops and supervises programs related to the promotion of excellence in teaching such as Teacher of the Year and the Clay Assessment System.
8. ~~Supervises~~ Supports the Professional Development department in the supervision of the pre-interns and interns through SPRINT and serves as liaison to the University.
9. Supervises and evaluates the performance of Human Resources support staff to ensure the timely and accurate completion of all assigned tasks.
10. Coordinates ~~university intern~~ the Para2Pro program with St. Leo University and Clay County support staff. programs
11. Coordinates, with Professional Development, Clay County's Human Resources Management Development Program.
12. Assists in the preparation of the Human Resources Comprehensive Plan and budget and in policy development regarding instructional and administrative personnel.
13. Develops/Monitors/Updates and submits instructional and administrative evaluation templates to Florida Department of Education for approval.
14. Supervises the processes required for the certification of Instructional and Administrative Personnel and maintains certification records.
15. Serves as district contact for the implementation of master contract provisions for teachers.

16. Assists the Assistant Superintendent for Human Resources with coordination, supervision, and evaluation of procedures related to misconduct and violation of school board policy and the law, grievances related to violation of employee contract. Conducts investigations, interventions and training relevant to teacher discipline and teacher performance appraisal concerns.
17. Serve as a liaison to all appropriate outside organizations, agencies and individuals with oversight of District initiatives and activities in personnel recruitment and selection, employee retention, and equal employment opportunities. Represent the District with a positive and professional manner demonstrating a support for District goals and policies.
18. Direct and monitor the processing of leave request for all instructional/administrative employees in accordance with the law, employee contract, and school board policy.
19. Assist in the development of job descriptions and other personnel services programs that are mandated by state law and school district policy.
20. Serve as a resource and provide information to the Superintendent, Assistant Superintendent of Human Resources, and other district administration with regard to personnel resources.
21. Prepare required personnel reports and surveys.
22. Assist in the preparations of collective bargaining
23. Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, statute updates, and legal issues.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Extensive knowledge of District policies and views. Working knowledge of State Board rules and regulations. Knowledge of Florida certification requirements.
2. Five (5) years of successful administrative experience in an educational setting.
3. Knowledge of Florida Statutes and State Board of Education Rules.
4. Skills in human relations.

Desired Qualifications:

1. Experience in administration of personnel functions in an educational setting.
2. Experience in working with the Professional Orientation Program and the Clay Assessment System.

Effective: 7/01/93
 Revised: 6/15/93, 5/16/96, 10/16/2008, 10/18/10
 Revised: 2/10/14
 Pending School Board Approval: 12/12/19

Locator: P.1.1.30-I

Director of Support Personnel Services

Position Grade: Director I

Evaluated By: Asst. Supt. For Human Resources

Job Description:

Directs and oversees the provision of human resources services for the District's support personnel. Assumes overall responsibility for hiring of new support employees and for assisting existing employees and supervisors in all aspects of contract administration, including wage administration, salary schedule implementation and performance appraisals. This person is directly responsible to the Assistant Superintendent for Human Resources and serves in a staff relationship with other administrators in the Division.

Responsibilities and duties of this position include:

1. Supervises, monitor and evaluate the application process for support positions, including the administering and scoring of required tests, review of qualifications of candidates recommended by supervisors, review of criminal background checks and drug screening tests of candidates, and overall compliance by all parties with local, state and federal hiring policies.
2. Serves as primary contact for implementation of support personnel Master Contract.
3. Supervises the processing of support personnel appointments/reappointments, transfers, leaves of absence, resignations/retirements, terminations, discipline and other actions as appropriate.
4. Acts as key contact for all District personnel seeking information or assistance with retirement from the Florida Retirement System (FRS).
5. ~~Is~~ Responsible for assisting support employees and supervisors in the development of Professional Improvement Plans. Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
6. Assists in the handling of disciplinary actions involving support personnel, including interviewing employees, witnesses, students or others as necessary to make a recommendation regarding an investigation. Makes recommendations to the Assistant Superintendent for Human Resources regarding appropriate action in response to an incident or allegation.
7. Assists in preparation for labor contract negotiations.
8. Coordinates and supervises the maintenance of all support personnel files and records.
9. Acts as key contact for the District regarding claims of unemployment compensation. Responds to inquiries and attends hearings as appropriate.
10. Participates in the Human Resources Division comprehensive planning activities, including budget development, staffing recommendations, annual and long-range improvements and policy development related to support personnel.
11. Supervises and evaluates the performance of departmental staff to ensure the timely and accurate completion of all assigned tasks.
12. Performs other duties of a similar nature or level as requested.
13. Supervise and monitor support evaluations for the District.
14. Prepare required personnel reports and other materials related to personnel functions.
15. Assist and participate in the development and implementation of personnel policies and procedures, revising procedures as needed, to increase efficiency of the department's services; and ensure appropriate documentation is maintained and updated.
16. Assist with interpretation and implementation of applicable district, state, and federal policies, laws, and regulations, including union agreements and contract.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Five (5) years successful administrative experience in an educational setting.
3. Knowledge of Florida Statutes and State Board of Education Rules.
4. Skills in human relations.

Desired Qualifications:

1. Experience in administration of personnel functions in an educational setting.

Revised: 5/14/81, 7/14/83, 4/12/84, 12/13/84, 2/15/90,
3/26/93, 5/16/96, 10/16/2008, 2/10/14

Pending School Board Approval: 12/12/19

Job Locator: P-1.1.20

Supervisor of Instruct. Personnel Services

Position Grade: ~~Supervisor II~~ **Supervisor I**

Evaluated by: Dir. of Instructional Personnel Services

Job Description:

The Supervisor of Instructional Personnel Services is directly responsible to the Director of Instructional Personnel Services. Must have knowledge of federal and state statutes governing the employment process, including equal employment opportunity, fair labor standards, ADA, personnel records and District Board policy. Ability to direct and supervise personnel and make decisions within the framework of District guidelines. Ability to promote positive working relationships with district and school-based administrators. Ability to interpret and implement collective bargaining agreements. This person serves in a staff relationship with other administrators in the division.

Responsibilities and duties of this position include:

1. Supervises position control and pre-employment processes for teachers all instructional and administrative positions.
2. Responsible for all posting of and monitoring of open instructional/administrative positions through the online application system. Supervises and monitors vacancies and develops procedures for filling vacancies.
3. Supervises/Monitors and collaborates with Instructional Division on all school allocation use.
4. Supervises all employment status changes/additions for administrative and instructional personnel, including Adult and Community Education, supplements, Saturday School, Summer School, and other miscellaneous appointments.
5. Supervises setting of salary for all instructional/administrative employees and performs continual salary analysis, including the calculation and processing of performance pay.
6. Supervises and provides maintenance of onboarding of all instructional/administrative employees through the employee management system.
7. Supervises/monitors all instructional evaluation processes through the online evaluation system. Supervises and monitors all administrative evaluation processes.
8. Assists in validation of all instructional personnel student performance measures to determine instructional final evaluation scores.
9. Assist in the preparation of and supervision of the personnel recommendations for the school board agenda for school board action, as well as special reports requested by the superintendent and Board.
10. Serves as resource and provides information to the Superintendent, Assistant Superintendents, and other district administrators with regard to personnel resources.
11. Prepares required personnel reports and surveys for state and district purposes.
12. Participates in the development and implementation of personnel policies and procedures.
13. Supervises/Monitors fingerprinting compliance with state/federal mandates for all employees.
14. Directs the preparation of instructional and administrative sections of the Personnel Agenda and Reappointment Agenda for the School Board.
15. Implements Human Resources salary models for instructional personnel at the conclusion of collective bargaining.
16. Supervises and prepares all automated staff reports required by DOE.
17. Supervises the maintenance of all instructional and administrative personnel files and records.
18. Performs other such duties as requested by the Director of Instructional Personnel and the Assistant Superintendent for Human Resources.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Possess strong skills with ability to provide effective leadership, direction, and oversight for the operation of instructional/administrative personnel services
3. Three (3) years successful administrative experience in an educational setting.
4. Skills in human relations.

Desired Qualifications:

1. Experience in personnel work in an educational setting.
2. Versed in technology skills, communication skills, organization/detail orientated skills.

Approved: 5/16/96 Effective: 7/1/96

Revised: 10/16/2008

Pending School Board Approval: 12/12/2019

Job Locator: P-1.1.19
Supervisor of Certified Teacher Placement
Position Grade: ~~Supervisor III~~ Supervisor II
Evaluated by: Dir of Instructional Personnel

Job Description:

The Supervisor of Certified Teacher Placement is directly responsible to the Director of Instructional Personnel Services. Incumbent is responsible for certification for all instructional and administrative personnel requiring an extensive knowledge of federal and state statutes and rules. Ability to direct and supervise personnel and make decisions within the framework of District guidelines. This person serves in a staff relationship with other administrators in Human Resources.

Responsibilities and duties of this position include:

1. Supervises and conducts ~~assist the Director in~~ screening and evaluating the qualifications of instructional ~~applicants-~~ candidates who apply to Clay County via the online application system.
2. Supervise, monitor and evaluate teacher certification, re-certification and the out-of-field status of employees in the district.
3. Assist principals/ hiring supervisors in refining the search for qualified applicants.
4. ~~Assist in evaluating~~ Evaluates certification status of applicants and assist in monitoring the certification status of presently employed teachers.
5. ~~Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.~~ Professional Development department with determination of teachers in need of the Professional Competency Program (PEC) for professional certification requirement.
6. ~~Assist in~~ Supervises the certification and placement of summer school teachers.
7. Assist in the organization of recruitment activities for new teachers to Clay County including organizing recruitment materials and preparing required paperwork for the Director to participate in recruitment events. Clay County Recruitment Fair.
8. Facilitates training, with District and School Staff, on student information system requirements involving certification purposes.
9. Supervises certification verification involving transfer applications.
10. Maintains and tracks Out-of-Field (OOF) teachers' database, teacher OOF plans, parent communication, and statutory website notification, to ensure compliance with state/federal laws.
11. Assists with transcript reviews/evaluation for certification and advanced degree pay approval.
12. Maintains and updates database of instructional new hires.
13. Keep abreast of legal requirements and proposed changes in areas of responsibility, including personnel statutes and rules. Keep supervisor informed of pertinent changes affecting certification.
14. Participate in the development and implementation of personnel policies and procedures.
15. Serve as a resource and provide information to Superintendent, Assistant Superintendents, Director of Instructional Personnel with regard to personnel resources.
16. Work directly with auditor for compliance of state and federal statutes and rules. Prepare audit reports as requested.
17. Supervises awarding of district certification for Career & Technical education.
18. Assist in maintenance of personnel database and records.
19. ~~7. Assist in monitoring compliance with No Child Left Behind related to teacher certification.~~ Assist in presentation and organization of pre-employment meetings for new instructional staff.
20. Assist in verifying accuracy of personnel files and documents received after employment.
21. Other duties as deemed necessary by the Director or Assistant Superintendent.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, ~~Administration and Supervision or other appropriate administrative area.~~
2. Extensive knowledge of state statutes, rules and regulations regarding State of Florida certification requirements. Experience in evaluating transcripts for certification purposes.
2. Three (3) years successful teaching and administrative experience in an educational setting.
3. Skills in human relations

Desired Qualifications:

1. Experience in personnel work in an educational setting.
2. Training in educational research

Board Approved: 04/15/10

Pending School Board Approval: 12/12/2019

II. JOB DESCRIPTION ACTIONS

B. Support

Approve the following job descriptions:

REVISED:

The Human Resources Department is undergoing reorganization as a result of increased responsibilities and an ever-changing body of work. Human Resources has examined every facet of our responsibilities, by position, our budget and current work flow as part of this process. The addition of Business Plus, online evaluation systems, performance pay, Best and Brightest, recruitment, and the Clay County District Schools Police Department have all contributed to the need for reorganization, in order to provide efficient and effective service for all stakeholders. The revision of every job description within the department is part of that process. The job descriptions below have been reviewed and revised to reflect changes and updates in workflow, work responsibilities, efficiency, position responsibilities and required/desired qualifications that have occurred since the last revision.

C-3.5.01 Data Records Technician

C-3.5.02 Personnel Assistant

C-3.8.04(C) Administrative Secretary, Sr., Human Resources

Job Locator: C-3.5.01
Data Entry/Records Technician
Position Grade: Support Salary Schedule
Evaluated By: Assistant Superintendent for
Human Resources or designee

Job Description:

Inputs employee and personnel information into the system database to ensure all employee pre-employment, employment and personnel information is current and up-to-date. Performs a variety of other tasks, including but not limited to the electronic or otherwise updating of employment data cards information, reference materials, or departmental files/records.

Responsibilities and duties of this position include:

1. Sorts, scans, verifies readability, and files employment, pre-employment and personal employee data into the personnel database. Proofs printouts to ensure accuracy of input data and reports.
2. Maintains name and address changes in database for employees. Conducts fingerprinting and drug screening for all new employees/contractors/vendors as required. Notifies supervisor of results.
3. Performs basic clerical duties, including; sorts, cCollects and distributes department mail for administrative office departments.
4. Assists and updates employment data cards database in the instructional or support personnel department to ensure the accuracy of contracts, summer school information, Board action and reappointment letters.
5. Answers incoming phone calls and routes callers to appropriate department or personnel ~~May type and send requisitions for supplies or materials to the warehouse and records vendor numbers or other needed information on the requisitions.~~
6. Greets visitors, offers assistance, and directs them to appropriate department or personnel ~~Serves as a backup to the switchboard operator or departmental receptionist by answering calls and assisting callers with requested information.~~
7. Performs other duties of a comparable level/type.
8. Possesses a working knowledge of organization and programs of the School District.

Required Qualifications:

1. High school diploma or equivalent (GED)
2. One year data entry experience
3. Passing score on the Primary Skills Test

Board Approved: 5/20/93
Revised: 2/19/04, 8/17/06, 10/18/07, 2/19/09
Pending School Board Approval: 12/12/19

Job Locator: C-3.5.02

Personnel Assistant

Position Grade: Classified Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

To provide efficient and effective assistance and support non-instructional and instructional positions regarding the District's employment application process and onboarding employees. Ensuring complete and proper documentation for maintaining employee files for Board action and payroll purposes.

Responsibilities and duties of this position include:

1. Guides new hires through the on-boarding process to ensure timely completion of all required on-boarding paperwork, or other employment related requirements to ensure a smooth transition for all new hires. Responds to general questions regarding the employment application process; ~~s~~Schedules and processes new hires throughout the pre-employment process. Coordinates preparation of files to prepare and conducting pre-employment meetings with all new employees.
2. Sets up ~~Creates~~ and maintains confidential files; accurately enters employee information into appropriate databases records and completes employee information forms and enters information into the current database system. Creates and maintains permanent and confidential personnel files.
3. Ensures completion of application in order to determine minimum eligibility for employment. Verifies application documentation.
4. Assist with position tracking of non-instructional and instructional allocations, includes reviewing and posting job requirements, confirming open allocations, reviewing application for completeness and other similar tasks. ~~Tracks positions and post vacancies on the application system.~~
5. Creates and maintains Personnel Consent Agendas including new hires, resignations, retirements, reappointments for the monthly Board meeting.
6. Manages employee background checks by monitoring the fingerprinting website to include new employees, contractors, vendors, substitutes and the 5 year reprint list. Collects employment related fees.
7. Collects and prepares various personnel related items, such as, summer school applications, reappointments, and performance evaluations.
8. Prepares and processes applications and teacher certification information. Enrolls and records information for beginning teachers with the State DOE.
9. Keys personnel records (new appointments, transfers, resignations, retirements, summer school, etc.) Keys supplements, temporary adult labor, substitute records, miscellaneous after hours, etc. Keys salary changes, updates and/or corrections.
10. Distributes and maintains records for related employment information, such as, reappointment letters, contracts, physical examinations, agendas, credential files and verification of employment.
11. Schedules and tests clerical applicants for primary skills, 10 key test and Windows test as directed by the job descriptions.

12. Monitors employees on FMLA, year-long leave, military leave, ILOD, professional leave, extended leave . Post monthly annual leave accruals.
13. May Prepares and collects written verification of District position requirements to other employing institutions to assist in establishing pay, sick leave, contract status, and certification requirements.
14. FRS retirement liaison between employees and FRS. Assists retirees with preparation and processing of all pension and disability retirement applications, audits and DROP applications and extensions.
15. Prepares and maintain payroll files for all employees. Prepares and records salary change information including transfers, promotions, etc.
16. Processes Professional, temporary, coaching certificate applications, renewal and addition and name changes. Assists in monitoring Out of Field and DOE Certification.
17. Provides customer service to employees and applicants, providing information and responding to basic inquiries regarding the application process, employment, certification, compensation and/or other personnel related questions.
18. Performs other duties of a similar nature or level. All other duties as assigned by Supervisor.

Knowledge Skill and Abilities

1. Operating knowledge of computer programs and ability to effectively use technology in daily work, including email, word processing, spreadsheets, databases and other applicable programs.
2. Ability to accurately enter and maintain data in systems.
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
4. Ability to communicate effectively with a variety of audiences, orally or in writing.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Pass the clerical skills test.
3. A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

Board Approved: 5/20/93

Revised: 3/21/96, 8/17/06

Revised 6/28/18

Pending School Board Approval: 12/12/19

Job Locator: C-3.8.04(C)
Administrative Secretary, Sr., Human Resources (B31)
Position Grade: Support Salary Schedule: Confidential
Evaluated By: Assigned Administrator

Job Description:

Performs ~~broad and varied~~ varied, complex and intricate confidential, legal, and secretarial duties and activities in support of the Assistant Superintendent of Human Resources and clerical duties and other clerical responsibilities to relieve supervisor of administrative detail. This position requires highly advanced critical thinking skills, with the ability to interpret, disseminate, communicate and provide accurate information to the Assistant Superintendent of Human Resources and stakeholders.

Responsibilities and duties of this position include:

1. ~~Performs accounting duties to maintain accounts from various areas and performs routine budget and financial analyses. May enter budget information on computer, prepare financial booklets and distribute as required.~~ Establish working relationship with a panel of three psychologists/psychiatrists for employee Fitness For Duty examinations, as denoted in employee contracts. Responsible for correspondence, appointments, payments, reports. Liaison between employee and Family Medical Leave Personnel Assistant.
2. ~~May~~ Design forms, compile and verify data and make data revisions; prepares manuals/documents/reports including State/Federal agency or other organization reports. Distributes information and submission timelines, as required.
3. ~~Prepares support documentation to various Boards, committees, etc., prepares agenda items, schedules meeting, and provides minute dictation as required.~~ Responsible for advertisement for select administrative personnel via State of Florida and professional websites/publications, when applicable. Analyze and create spreadsheet denoting applicants' information. Schedule interviews with applicants.
4. Updates and processes related manuals, calendars, folders and notebooks.
5. ~~Composes routine correspondence and types and/or operates word processing equipment to produce reports, documents and letters.~~ Research, analyze, gather, coordinate, correlate data regarding Florida State Statutes, Florida Administrative Rules, U.S. Department of Labor, Florida Department of Education, etc. to assist the operations of the Human Resources Division
6. ~~May~~ Coordinate and process materials and documentation for disciplines and grievances. Attend all discipline and grievance meetings and serve as recording secretary.
7. ~~May~~ Assist the Assistant Superintendent with preparation of contract negotiation materials, including typing and revisions of proposals and contracts.
8. ~~May interpret salary schedules and union contract provisions on routine materials for employees and administrators; may maintain and distribute information on school attendance boundaries and respond to related questions from the public.~~ Supervise the annual publication of the Employee Handbook, CCEA Contract, CAS Manual, CSPA Contract, and Salary Schedule.
9. ~~Performs~~ Provide miscellaneous clerical and secretarial duties to Assistant Superintendent of Human Resources including typing, filing, such as, preparing vacancy posting for administrative positions, scheduling meeting/appointments/interviews. Establishes filing procedures and files information, opens and distributes mail, distribute meeting notices, answers phones, greets the public and provides assistance/information as required, etc.
10. ~~May prepare agreements and other legal documents as requested for School Board approval.~~ Investigate and prepare criminal history data to be reviewed by the Assistant Superintendent.
11. ~~Coordinates and prepares inventory requests for supplies and materials; prepares purchase orders.~~ Conduct the annual inventory for Human Resources Division and ~~May~~ maintain department inventory records.
12. Evaluates and initiates calls for service of department equipment.

132. ~~May initiate~~ Monitor and prepare payroll reports for department ~~the division~~ . and enter short term disability and sick leave information into the computer; develops and maintains employee leave form files, sign/in/out attendance, and payroll correction and certification forms. Monitor and enter annual and sick leave information. Prepare Payroll Reports (Payroll Certification, Time Audit Report and Time Sheet Time Off Report). Develop and maintain employee leave forms, comp forms, and flex time forms
- ~~13. Performs other duties of a similar nature or level.~~
14. Gather information and process requests for employees' subpoenas and public records requests.
15. Operate Florida Department of Education Termination Database.
16. Organize, schedule, and update all Job Descriptions for Clay County District Schools and post all current Job Descriptions to the website.
17. Recommend and apply model procedures and practices which enhance the efficiency of the Human Resources Division.
18. Answer and screen telephone calls from the public, district personnel, and Board members including determining the nature of the call, resolving and providing information as appropriate, and referring calls to the Assistant Superintendent and Human Resources Administrators, as required.
19. Perform miscellaneous clerical, secretarial and file management and recordkeeping duties.
20. Other duties as assigned by Assistant Superintendent of Human Resources.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
2. ~~Four five years related secretarial experience.~~ Requires a minimum of seven (7) years of administrative secretarial experience, preferably within a school district setting.
3. Pass the secretarial/clerical skills test.
- ~~54.~~ A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

Board Approved: 5/20/93

Revised: 3/21/96, 6/19/97, 1/19/06,

Pending School Board Approval: 12/12/2019

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
0.5	BASSETT, JENNIFER HUBBARD TBE TEACHER, MUSIC, ELEM SPECIAL	THUNDERBOLT ELE	Effective 2019-10-28 SPECIAL / Instructional Probationary Annual
	CAVINS, SHARON MCCALL RVE TEACHER, SC, FOURTH GR 10 MONTH	RIDGEVIEW ELEME	Effective 2019-10-22 10 MONTH / Instructional Probationary Annual
	DAVIS, KRISTIN MARIE CEB MEDIA SPECIALIST, ELEM 10 MONTH	CHARLES E. BENN	Effective 2019-10-30 10 MONTH / Instructional Probationary Annual
	NUSSBAUM, LOUIS BARRY SPC COUNSELOR, ELEM 10 MONTH	SWIMMING PEN CR	Effective 2019-10-25 10 MONTH / Instructional Probationary Annual
	PENDERGRASS, RIZALYN DOMALANTA POE TEACHER, AUTISM SPECTR DIS 10 MONTH	PLANTATION OAKS	Effective 2019-11-07 10 MONTH / Instructional Probationary Annual
	PEREZ, CRISTINA PES TEACHER, SC, SECOND GR 10 MONTH	PATERSON ELEMEN	Effective 2019-11-06 10 MONTH / Instructional Probationary Annual
	PRITTS, SARA ANN FRANCIS TES TEACHER, SC, KINDERGARTEN 10 MONTH	TYNES ELEMENTAR	Effective 2019-10-21 10 MONTH / Instructional Probationary Annual
	SADO, LAUREN LAYNA FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	FLEMING ISLAND	Effective 2019-10-28 10 MONTH / Instructional Probationary Annual
	SCHULTZ, HOLLI K OHS TEACHER, SCIENCE, SH 10 MONTH	OAKLEAF HIGH SC	Effective 2019-11-04 10 MONTH / Instructional Probationary Annual
	STRICKLAND, KIMBERLY ANNE OPH TEACHER, VE/INCLUSION (OOF) 10 MONTH	ORANGE PARK HIG	Effective 2019-10-21 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>
BASSETT, JENNIFER HUBBARD TBE TEACHER, MUSIC, ELEM 10 MONTH	THUNDERBOLT ELE	Effective 2019-11-04 / redesignated from / TBE TEACHER, MUSIC, ELEM / SPECIAL
GONZALEZ, JENNA LEA RVE TEACHER, SC, SECOND GR 10 MONTH	RIDGEVIEW ELEME	Effective 2019-11-06 / redesignated from / RVE TEACHER, SC, SECOND GR Out of field / 10 MONTH
LEE, JENNY ELISABETH FIE TEACHER, PRE-KDGD/ASD ESE (OOF) 10 MONTH	FLEMING ISLAND	Effective 2019-11-01 /transfer from / FIE TEACHER, AUTISM SPECTR DIS / 10 MONTH

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
CARTER, AMBER LEIGH POE TEACHER, SC, FOURTH GR 10 MONTH	PLANTATION OAKS	Effective 2019-11-05 /transfer from / BOTTOM QUARTILE
CARTER, AMBER LEIGH POE TEACHER, SC, FOURTH GR 10 MONTH	PLANTATION OAKS	Effective 2019-11-05 /transfer from / CEB TEACHER, SC, SIXTH GR
HINKLE, WENDY MORGAN LAJ TEACHER, MATHEMATICS, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-11-12 /transfer from / BOTTOM QUARTILE
HINKLE, WENDY MORGAN LAJ TEACHER, MATHEMATICS, JH 10 MONTH	LAKE ASBURY JUN	Effective 2019-11-12 /transfer from / CEB TEACHER, CURRICULUM COACH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	BRAZELTON, ROBIN RUTHELAINÉ CHS TEACHER, MUSIC, SH 10 MONTH	CLAY HIGH	Effective 2019-12-31 RESIGNATION
	ELLER, JACKELYN G CEB TEACHER, SC, THIRD GR 10 MONTH	CHARLES E. BENN	Effective 2019-10-11 RESIGNATION
	ENGELMAN, AMANDA ERIN WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	WILKINSON JUNIO	Effective 2019-10-15 RESIGNATION
	FRAZIER, ERIKA N CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2019-10-07 RESIGNATION
	GALE, JOHN E ESE TEACHER, SPEECH CLINICIAN 10 MONTH	CHARLES E. BENN	Effective 2019-11-22 RETIREMENT
0.8	HELLMAN, CAROLINE LEE OVE IN SCHOOL SUSPENSION 9 MON SU	OAKLEAF VILLAGE	Effective 2019-09-25 RESIGNATION
	HESTERMAN, DONNA LEE CHS TEACHER, SCIENCE, SH 10 MONTH	CLAY HIGH	Effective 2019-12-06 RESIGNATION
	JONES, JILL M CHS TEACHER, MATHEMATICS, SR 10 MONTH	CLAY HIGH	Effective 2019-10-28 RESIGNATION
0.5	REID, MARTHA FRANKLIN TBE TEACHER, MUSIC, ELEM SPECIAL	THUNDERBOLT ELE	Effective 2019-11-01 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
0.3	BAKER, DANIEL J MHS SENIOR CLASS SPONSOR SUPPLEME	MIDDLEBURG HIGH	Resignation
	BAKER, DANIEL J MHS SOCCER HEAD SH SUPPLEME	MIDDLEBURG HIGH	Resignation
	BAKER, DANIEL J MHS TRACK ASST SH SUPPLEME	MIDDLEBURG HIGH	Resignation
0.5	BAKER, SARAH A MHS SENIOR CLASS SPONSOR SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	BOONE, KELLY RAE MHS SENIOR CLASS SPONSOR SUPPLEME	MIDDLEBURG HIGH	Appointment
	BRAZELTON, ROBIN RUTHELAIN CHS CHORAL DIRECTOR SH/JH SUPPLEME	CLAY HIGH	Resignation
0.5	BROWN, KYLE OLIVER MHS CROSS COUNTRY HD SH SUPPLEME	MIDDLEBURG HIGH	Appointment
	BROWN, KYLE OLIVER MHS SOCCER HEAD JV SUPPLEME	MIDDLEBURG HIGH	Appointment
	BURT, JERRY RICHARD MHS SOCCER HEAD JV SUPPLEME	MIDDLEBURG HIGH	Resignation
	BURT, JERRY RICHARD MHS SOCCER HEAD SH SUPPLEME	MIDDLEBURG HIGH	Appointment
0.5	CRAWFORD, JAMES B CHS FOOTBALL HD JV 25% SUPPLEME	CLAY HIGH	Appointment
0.5	CRAWFORD, JAMES B CHS FOOTBALL HD JV 75% SUPPLEME	CLAY HIGH	Appointment
	GORDON, JASMINE MARIE OPJ DRAMA JH SUPPLEME	ORANGE PARK JUN	Appointment
	HESTERMAN, DONNA LEE CHS DEPT HEAD (6-10) SUPPLEME	CLAY HIGH	Resignation
	JACQMEIN, BENJAMIN F CHS BASKETBALL ASST SH SUPPLEME	BANNERMAN LEARN	Appointment
	JACQMEIN, BENJAMIN F CHS FOOTBALL ASST HS 25% SUPPLEME	BANNERMAN LEARN	Appointment
	JACQMEIN, BENJAMIN F CHS FOOTBALL ASST SH 75% SUPPLEME	BANNERMAN LEARN	Appointment
	KRABILL, MATTHEW SCOTT LAJ FOOTBALL ASST JH 75% SUPPLEME	LAKE ASBURY JUN	Appointment
	MARTIN, CRAIG EDWARD	MIDDLEBURG HIGH	Resignation

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	MHS CROSS COUNTRY HD SH SUPPLEME		
0.5	MCCALLISTER, MICHAEL SCOTT CHS FOOTBALL HD JV 25% SUPPLEME	CLAY HIGH	Appointment
0.5	MCCALLISTER, MICHAEL SCOTT CHS FOOTBALL HD JV 75% SUPPLEME	CLAY HIGH	Appointment
0.5	REID, MARTHA FRANKLIN TBE ELEM PERF/PROD SUPPLEME	THUNDERBOLT ELE	Resignation
0.5	YANCEY, KENNETH EARL MHS CROSS COUNTRY HD SH SUPPLEME	MIDDLEBURG HIGH	Appointment
	YELDELL, AMY FALKENSTIN KHH TRACK HD SH SUPPLEME	KEYSTONE HEIGHT	Resignation

III. INSTRUCTIONAL ACTIONS 2019-2020

G. PENDING APPOINTMENTS

Name/Assignment

Location

Effective

NONE

III. INSTRUCTIONAL ACTIONS 2019-2020

H. OUT OF FIELD

<u>Name</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Site</u>	<u>Effective</u>
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NONE

IV. INSTRUCTIONAL 2019-2020

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.8	ALEQUIN, JENNIFER ANN OVE IN SCHOOL SUSPENSION 9 MON SU	OAKLEAF VILLAGE	Effective 2019-10-23 9 MON SU / Annual
	ALZURIN, MARKILA L CHS REGISTERED NURSE 10 MONTH	CLAY HIGH	Effective 2019-11-05 10 MONTH / Annual
0.9	BAXLEY, STACY K CHS GENERAL ASSISTANT 9 MON SU	CLAY HIGH	Effective 2019-09-11 9 MON SU / Annual
0.9	BISHOP, ALLISON LEAH MCE BEHAVIORAL HEALTH ASST 9 MON SU	MONTCLAIR ELEME	Effective 2019-10-15 9 MON SU / Annual
0.9	BRADSHAW, JENNIFER J SLE GENERAL ASSISTANT 9 MON SU	SHADOWLAWN ELEM	Effective 2019-10-28 9 MON SU / Annual
0.8	COBBS, CASSANDRA E BLC COMPUTER LAB ASSISTANT 9 MON SU	BANNERMAN LEARN	Effective 2019-10-21 9 MON SU / Annual
0.9	COLLAMATI, BRIANNA R MHS GENERAL HEALTH ASSISTA 9 MON SU	MIDDLEBURG HIGH	Effective 2019-11-05 9 MON SU / Annual
0.9	COSTON, KATHERINE MORGAN RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-11-04 9 MON SU / Annual
0.9	CRUZEN, CORY MICHAEL ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2019-10-22 9 MON SU / Annual
0.9	DISMUKE, LI FENITY M CGE BEHAVIORAL HEALTH ASST 9 MON SU	COPPERGATE ELEM	Effective 2019-10-07 9 MON SU / Annual
	DUBLIN, THOMAS ALLEN TRN MECHANIC 12 MO SU	TRANSPORTATION	Effective 2019-11-05 12 MO SU / Annual
	DUNLAP, THOMAS A SCHOOL RESOURCE OFFICER 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2019-11-01 12 MO SU / Annual
	FLAGG, SAMUEL L PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2019-10-28 12 MO SU / Annual
	GARDNER, ROBERT C OPH CUSTODIAN 12 MO SU	ORANGE PARK HIG	Effective 2019-10-22 12 MO SU / Annual
	HALL, CYNTHIA JEAN TRN ROUTING SPECIALIST 12 MO SU	TRANSPORTATION	Effective 2019-10-21 12 MO SU / Annual
0.9	HARRIS, TAMMY LYNN LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2019-11-13 9 MON SU / Annual
	HARTIN, KEVIN MICHAEL MNT ELECTRICAL TECH ASST	SUPPORT SVC-MAI	Effective 2019-10-17 12 MO SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	12 MO SU		
0.9	HEYMANOWSKI, ERIK R POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2019-10-21 9 MON SU / Annual
0.8	HICKS, JACLYN K LAE GENERIC CLASSROOM ASSISTAN 9 MON SU	LAKE ASBURY ELE	Effective 2019-10-15 9 MON SU / Annual
0.9	HOOKS, ANASTACIA D LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2019-11-12 9 MON SU / Annual
	JOHNSON, ALLYSON R OHS SCHOOL SECRETARY/ST SER 12 MO SU	OAKLEAF HIGH SC	Effective 2019-08-16 12 MO SU / Annual
	KEIFER, SUSANN LYNN MHS CAFE ASSISTANT 3 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2019-10-16 9 MON CA / Annual
	KESTING, DAWN LEIGH AES CUSTODIAN 12 MO SU	ARGYLE ELEMENTA	Effective 2019-10-11 12 MO SU / Annual
	KINKTON, ROBERT JOSEPH TRN MECHANIC 12 MO SU	TRANSPORTATION	Effective 2019-10-15 12 MO SU / Annual
	KNOFF, HEATHER NICOLE CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	CLAY HIGH	Effective 2019-10-23 9 MON CA / Annual
0.9	KUSHNAK, KATIE LYNN FIE GENERAL HEALTH ASSISTA 9 MON SU	FLEMING ISLAND	Effective 2019-10-08 9 MON SU / Annual
0.8	LOPEZ, YOLANDITA M CGE ESOL CLASSROOM ASSISTANT 9 MON SU	COPPERGATE ELEM	Effective 2019-10-29 9 MON SU / Annual
0.9	MARTINEZ, CASEY C KHE BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	Effective 2019-10-09 9 MON SU / Annual
	MOORE, MARY E SLE CUSTODIAN 12 MO SU	SHADOWLAWN ELEM	Effective 2019-10-29 12 MO SU / Annual
0.9	PATTERSON, CHARMAINE J RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-11-04 9 MON SU / Annual
0.9	PFALZER-HEYMANOWSKI, BERNADETT POE GENERAL ASSISTANT 9 MON SU	PLANTATION OAKS	Effective 2019-10-21 9 MON SU / Annual
0.9	POWERS, KANDIS L POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2019-11-08 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	PRICE, LANE MARION TES GENERAL ASSISTANT 9 MON SU	TYNES ELEMENTAR	Effective 2019-11-04 9 MON SU / limited
	PUCKETT, HEATHER NICOLE CHE CAFE ASSISTANT 3.5 HOURS 9 MON CA	CLAY HILL ELEME	Effective 2019-11-04 9 MON CA / Annual
	RODRIGUEZ GONZALEZ, CELIMAR POE CAFE ASSISTANT 3 HOURS 9 MON CA	PLANTATION OAKS	Effective 2019-10-11 9 MON CA / Annual
0.9	ROUPE, VIRGINIA O POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2019-11-06 9 MON SU / Annual
	THOMPSON, CAROLINA JOANNE STS SEDNET CASE MANAGER 11 MONTH	STUDENT SERVICE	Effective 2019-10-07 11 MONTH / limited
0.9	TONEY, APRIL LYNN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY JUN	Effective 2019-10-18 9 MON SU / Annual
0.9	TROUGHTON, MELANIE SUZANNE POE GENERAL ASSISTANT 9 MON SU	PLANTATION OAKS	Effective 2019-10-18 9 MON SU / Annual
0.9	TURNER, AARON KYLE OVE GENERAL HEALTH ASSISTA 9 MON SU	OAKLEAF VILLAGE	Effective 2019-10-22 9 MON SU / Annual
0.9	VINSON, RILEY K MRE CLASSROOM ASSISTANT PREK 9 MON SU	MCRAE ELEMENTAR	Effective 2019-10-28 9 MON SU / Annual
	WOOD, TESSA ANN GCJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	GREEN COVE SPRI	Effective 2019-10-22 9 MON CA / Annual
	YORK, BETHANY A GCJ CAFE ASSISTANT 3 HOURS 9 MON CA	GREEN COVE SPRI	Effective 2019-10-24 9 MON CA / Annual
0.8	ZAYAS, EVENILDA POE ESOL CLASSROOM ASSISTANT 9 MON SU	PLANTATION OAKS	Effective 2019-10-10 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	CARTER, BRITNEY L KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	9 MON SU / Annual
0.9	CLAVERE, ZOE RENEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	9 MON SU / Annual
0.9	GRIER, JORDAE RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	9 MON SU / 3rd year annual, support
0.9	JONES-KEETON, LA TANYA M WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. CHERRY ELE	9 MON SU / Multi-Year Conditional
0.9	LOPEZ, LIZA M WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	9 MON SU / Multi-Year Conditional
0.9	MAHAFFEY, GIGI P KHE BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	9 MON SU / Multi-Year Conditional
0.9	PAWLOWSKI, INES L SPC BEHAVIORAL HEALTH ASST 9 MON SU	SWIMMING PEN CR	9 MON SU / Multi-Year Conditional
0.9	SMYK, NICHOLAS HARRY OPH BEHAVIORAL HEALTH ASST 9 MON SU	ORANGE PARK HIG	9 MON SU / Multi-Year Conditional
0.9	STEINER, REBEKAH LYNN TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	9 MON SU / Annual
0.9	WINTER, FAITH E TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	9 MON SU / Annual

VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous
0.9	HELMEY, JANNA L POE GENERAL HEALTH ASSISTA 9 MON SU	PLANTATION OAKS	Effective 2019-10-07 / redesignated from / AES GENERAL ASSISTANT / 9 MON SU
0.9	HOLCOMB, BRANDI CHANTEL MRE GENERAL ASSISTANT 9 MON SU	MCRAE ELEMENTAR	Effective 2019-10-21 / redesignated from / MRE BEHAVIORAL HEALTH ASST / 9 MON SU
0.9	RIVERA, LUCY ORBELLO AES GENERAL ASSISTANT 9 MON SU	ARGYLE ELEMENTA	Effective 2019-10-07 / redesignated from / AES GENERAL HEALTH ASSISTA / 9 MON SU
0.9	WRIGHT, LORETTA L MRE BEHAVIORAL HEALTH ASST 9 MON SU	MCRAE ELEMENTAR	Effective 2019-10-21 / redesignated from / MRE GENERAL ASSISTANT / 9 MON SU

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	BOYLES, APRIL DAWN MHS BEHAVIORAL HEALTH ASST 9 MON SU	MIDDLEBURG HIGH	Effective 2019-10-28 /transfer from / MHS CAFE ASSISTANT 5 HOURS
	CASTRO, MARIA E RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2019-10-24 /transfer from / RHS CAFE ASSISTANT 3.25 HOURS
	CATHERMAN, SHARON L CGE PRINCIPAL SECRETARY CONFIDEN	COPPERGATE ELEM	Effective 2019-10-22 /transfer from / CGE MEDIA TECHNICAL ASST
	DASHER, RANDALL L PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2019-10-30 /transfer from / SLE CUSTODIAN
	DE JESUS, MILAGROS OLJ CAFE ASSISTANT 7 HOURS 9 MON CA	OAKLEAF JUNIOR	Effective 2019-11-04 /transfer from / OHS CAFE ASSISTANT 5 HOURS
	DRAGO, KAREN ELAINE MHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2019-10-09 /transfer from / MHS CAFE ASSISTANT 3.75 HOURS
	GRIFFIN, ALLISON CLAIRE MHS CAFE ASSISTANT 5 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2019-10-30 /transfer from / MHS CAFE ASSISTANT 4 HOURS
	HALE, CYNTHIA ELLEN CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	CLAY HIGH	Effective 2019-10-01 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS
0.8	HAWKINS, CHRISTINA M OVE HEALTH ASSISTANT 9 MON SU	OAKLEAF VILLAGE	Effective 2019-11-12 /transfer from / OVE GENERAL HEALTH ASSISTA
	HUGHES, ERICA M CGE MEDIA TECHNICAL ASST 10 MONTH	COPPERGATE ELEM	Effective 2019-11-04 /transfer from / CGE IN SCHOOL SUSPENSION
0.9	KING, LOCKE C BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2019-11-06 /transfer from / LAJ BEHAVIORAL HEALTH ASST
	LIFERIDGE-SIMMONS, TITIESHWA M OVE SCHOOL SEC ADMINISTRATION 10 MONTH	OAKLEAF VILLAGE	Effective 2019-10-28 /transfer from / OVE HEALTH ASSISTANT
0.9	MILAM, MICHAILA GRACE RVE GENERAL HEALTH ASSISTA 9 MON SU	RIDGEVIEW ELEME	Effective 2019-10-23 /transfer from / RVE BEHAVIORAL HEALTH ASST
0.9	ONDISH, ROBYN LYNN MHS BEHAVIORAL HEALTH ASST 9 MON SU	MIDDLEBURG HIGH	Effective 2019-10-28 /transfer from / MHS CAFE ASSISTANT 6.5 HOURS
	PHELPS, DOUGLAS J MNT CARPENTER ASSISTANT 12 MO SU	SUPPORT SVC-MAI	Effective 2019-11-01 /transfer from / WEC HEAD CUSTODIAN
	PIERCE, MATTHEW P WEC HEAD CUSTODIAN 12 MO SU	ARGYLE ELEMENTA	Effective 2019-11-15 /transfer from / AES HEAD CUSTODIAN

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	RINALDO, JENNIFER LYNN RHS CAFE ASSISTANT 6 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2019-10-02 /transfer from / RHS CAFE ASSISTANT 3.5 HOURS
0.4	RIVERS, KIMBERLEY E GPE MEDIA TECHNICAL ASST 10 MONTH	GROVE PARK ELEM	Effective 2019-10-14 /transfer from / MCE CAFE ASSISTANT 5.25 HOURS
0.6	RIVERS, KIMBERLEY E MCE MEDIA TECHNICAL ASST 10 MONTH	GROVE PARK ELEM	Effective 2019-10-14 /transfer from / MCE CAFE ASSISTANT 5.25 HOURS
	ROBINSON, VAN E SBJ IN SCHOOL SUSPENSION 9 MON SU	S. BRYAN JENNIN	Effective 2019-10-14 /transfer from / BLC COMPUTER LAB ASSISTANT
	SOLOMON, DAVID C MNT GENERAL MAINT WORKER 12 MO SU	SUPPORT SVC-MAI	Effective 2019-10-21 /transfer from / OPJ CUSTODIAN
0.9	ZEIGLER, LAURIE ANN RVE BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW ELEME	Effective 2019-11-04 /transfer from / RVE GENERAL HEALTH ASSISTA

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	ALFORD, FANNIE DERING LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	Effective 2019-10-23 RESIGNATION
	BAILEY, ROSE MARY CGE CUSTODIAN 12 MO SU	COPPERGATE ELEM	Effective 2019-10-16 RESIGNATION
0.8	BALL, MARCUS STEPHEN OHS IN SCHOOL SUSPENSION 9 MON SU	OAKLEAF HIGH SC	Effective 2019-09-30 RESIGNATION
0.9	BARTH, SHAUNA ALIA MHS BEHAVIORAL HEALTH ASST 9 MON SU	MIDDLEBURG HIGH	Effective 2019-09-16 CONCLUDE EMPLOYMENT
	BROUSE, LAURIE ANN SCHOOL RESOURCE OFFICER 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2019-10-29 RESIGNATION
	CANAVAN, RUBY ANNA CGE PRINCIPAL SECRETARY CONFIDEN	COPPERGATE ELEM	Effective 2019-10-14 RESIGNATION
	COOPER, MIRANDA HORTON OHS CAFE ASSISTANT 4 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-09-26 RESIGNATION
	CRAVEN, AMANDA LYNNE CEB CAFE ASSISTANT 6.75 HOURS 9 MON CA	CHARLES E. BENN	Effective 2019-10-11 RESIGNATION
0.9	CREEL, CARIN J TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	Effective 2019-10-18 CONCLUDE EMPLOYMENT
	DINKLA, LAURA CHRISTINE GCJ CAFE ASSISTANT 4 HOURS 9 MON CA	GREEN COVE SPRI	Effective 2019-10-22 RESIGNATION
0.9	FENDLER JR, LAWRENCE B RHS GENERAL HEALTH ASSISTA 9 MON SU	RIDGEVIEW HIGH	Effective 2019-09-25 RESIGNATION
	FOSTER, BRANDI S PES REGISTERED NURSE 10 MONTH	PATERSON ELEMEN	Effective 2020-01-06 RESIGNATION
	GIDHARRY, PETER OVE CUSTODIAN 12 MO SU	OAKLEAF VILLAGE	Effective 2019-10-31 RESIGNATION
	HARRELL, JENNIFER M POE CAFE ASSISTANT 6 HOURS 9 MON CA	PLANTATION OAKS	Effective 2019-11-01 CONCLUDE EMPLOYMENT
	HENDERSON, KARLA L PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2019-10-18 RESIGNATION
0.9	HICKMAN, ROBIN L LAE BEHAVIORAL HEALTH ASST 9 MON SU	LAKE ASBURY ELE	Effective 2019-10-02 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	HIGGINBOTHAM, JENNIFER LEIGH OLJ ST RECORD SEC 12 MO 12 MO SU	OAKLEAF JUNIOR	Effective 2019-11-04 RESIGNATION
	HOGAN, MICHELLE A OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	ORANGE PARK JUN	Effective 2019-10-24 RESIGNATION
	JEAN LOUIS, ROSE D PES CAFE ASSISTANT 3.75 HOURS 9 MON CA	PATERSON ELEMEN	Effective 2019-10-30 RESIGNATION
0.9	JOHNSON, LAKESHIA T TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	Effective 2019-11-11 RESIGNATION
0.8	LEVALLEY, REGINA MARIE MBE TITLE I ASSISTANT 9 MON SU	MIDDLEBURG ELEM	Effective 2019-10-07 RESIGNATION
	LIND, CHERI R TES SECRETARY 11 MO 11 MONTH	TYNES ELEMENTAR	Effective 2019-12-18 RESIGNATION
0.9	LORETO, MARGAUX C POE BEHAVIORAL HEALTH ASST LNG TRM	PLANTATION OAKS	Effective 2019-10-17 RESIGNATION
0.9	MASON, TAMARA DAWN POE GENERAL ASSISTANT 9 MON SU	PLANTATION OAKS	Effective 2019-11-04 RESIGNATION
0.9	MAURIL, GERTRIDE LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2019-10-14 CONCLUDE EMPLOYMENT
0.8	MCINNISLOPEZ, DARA JOMARI PES HEALTH ASSISTANT 9 MON SU	PATERSON ELEMEN	Effective 2020-01-07 RESIGNATION
	MORGAN, MICHELLE LYNN LAJ CAFE ASSISTANT 5.25 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2019-10-10 RESIGNATION
	OWENS, LORI MARIE MRE CAFE ASSISTANT 4.25 HOURS 9 MON CA	TRANSPORTATION	Effective 2019-09-26 RESIGNATION
0.9	PETTEWAY, QUARCENA ALICE MHS GENERAL HEALTH ASSISTA 9 MON SU	MIDDLEBURG HIGH	Effective 2019-10-03 CONCLUDE EMPLOYMENT
	POTEETE, JOANN HOBBS MBE CAFE ASSISTANT 4.5 HOURS 9 MON CA	MIDDLEBURG ELEM	Effective 2019-10-17 RESIGNATION
	RIVAS, ERICKA NINOSKA RHS CAFE ASSISTANT 6 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2019-09-12 RESIGNATION
0.4	ROBERTS, GREGORY SCOTT OLJ COMPUTER LAB	OAKLEAF JUNIOR	Effective 2019-11-08 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	ASSISTANT 9 MON SU		
0.9	THOMAS, LANELL DONLEY SLE GENERAL ASSISTANT 9 MON SU	SHADOWLAWN ELEM	Effective 2019-10-11 RESIGNATION
	TIMMS, SHANNON I CHE CAFE ASSISTANT 3.5 HOURS 9 MON CA	CLAY HILL ELEME	Effective 2019-10-25 RESIGNATION
0.8	TONDER, JENNIFER A RVE GENERIC CLASSROOM ASSISTAN 9 MON SU	RIDGEVIEW ELEME	Effective 2019-10-31 RESIGNATION
	VALLEJO, LISA MARIE MHS LICENSED PRAC NURSE 9 MON SU	MIDDLEBURG HIGH	Effective 2019-10-18 RESIGNATION
	VAUGHN, ROSALYN D POE CUSTODIAN 12 MO SU	PLANTATION OAKS	Effective 2019-12-02 RESIGNATION
	WERRE, BETHANN K ESE ACCOUNTING SUPPORT ASST 12 MO SU	EXCEPTIONAL STU	Effective 2019-10-31 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	
BROWN SR, THOMAS LEE OHS TRACK HD SH SUPPLEME	SCHOOL POLICE DEPARTMENT	
POWELL, ARINTON D OHS TRACK ASST SH SUPPLEME	OAKLEAF HIGH SC	Appointment