

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
December 8, 2022
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
ALFANO, MEGAN RENEE LJH ASST PRINCIPAL JH 11 MO 11 MONTH	Lakeside Junior High	Effective 2022-11-14 11 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
COBURN, LAURIE S CHS ASST PRIN 11 MO SH 11 MONTH	Clay High	Effective 2022-10-30 / redesignated from / CHS ASST PRIN 12 MO SH / 12 MONTH
KING, BONNIE BISHOP CHS ASST PRIN 12 MO SH 12 MONTH	Clay High	Effective 2022-10-30 / redesignated from / CHS ASST PRIN 11 MO SH / 11 MONTH

I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
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I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ALFANO, MEGAN RENEE DEAN -SH 10 MONTH	Lakeside Junior High	Effective 2022-11-11 RESIGNATION
BISHOP, REBECCA CLAUDIA BAF COOR ACCOUNTING 12 MONTH	Business Affairs	Effective 2022-10-17 CONCLUDE EMPLOYMENT
MITCHELL, ELESIA J FNS COORDINATOR, FOOD NUT SER 12 MONTH	Food & Nutrition Srvc	Effective 2022-11-30 RETIREMENT

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

The Food and Nutrition Services Manager positions no longer require the applicant to complete a physical examination upon initial employment. The job descriptions listed below have been revised to remove this Required Qualification. Removal of the physical examination requirement aligns the job description with District administrative and other Food and Nutrition Services positions.

L-1.2.06 - Food and Nutrition Services Manager - Self Contained

L-1.2.19 - Food and Nutrition Services Manager - Satellite Base

L-1.2.21 - Food and Nutrition Services Manager - Satellite

L-1.2.23 - Food and Nutrition Services Manager - Manager Intern

L-1.2.53 - Food and Nutrition Services Manager Intern - High School Based

Job Locator: L-1.2.06

Title: Food and Nutrition Services Manager- Self Contained

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services & Principal

Job Description:

The Food & Nutrition Services Manager is directly responsible to the School Principal and Director of Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedure Manual.
8. Perform related as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
- ~~3. Pass physical examination upon initial employment.~~
4. Possess State of Florida Department of Health and Rehabilitative Services; Certified Professional Food Manager Certification.
5. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: L-1.2.19

Title: Food and Nutrition Services Manager - Satellite Base

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services & Principal

Job Description:

This employee is directly responsible to the Director of Food and Nutrition Services and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Base School and Satellite Food Service programs.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
5. Attend manager's meetings as requested and participate in Management Training sessions.
6. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure programs operate effectively.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
- ~~3. Pass physical examination upon initial employment.~~
4. Possess State of Florida; Department of Health & Rehabilitative Services; Certified Professional Food Manager Certification.
5. ~~If employed as a manager after July 1, 1991, m~~Must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Reviewed: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: L-1.2.21

Title: Food and Nutrition Services Manager - Satellite

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services & Principal

Job Description:

This employee is responsible to the Director of Food and Nutrition Services and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Satellite Food Service program.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure programs operate effectively.
8. Perform other duties as assigned.

Required Qualifications:

1. High School graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
- ~~3. Pass physical examination upon initial employment.~~
4. Possess State of Florida Department of Health and Rehabilitative Services; Certified Professional Food Manager Certification.
5. ~~If employed, as a manager, after July 1, 1991, m~~Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Reviewed: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: L-1.2.23

Title: Food and Nutrition Services Manager - Manager Intern

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food and Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of Food and Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotate among scheduled school locations to gain management skills and experience as directed by the Director of Food and Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the Food and Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the Food and Nutrition Services Manager or Director of School Food and Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
- ~~3. Pass physical examination upon initial employment.~~
4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.

5. Mobility for travel throughout Clay County.
6. Possess State of Florida Department of Health and Rehabilitative Services; Certified Professional Food Manager Certification within 6 months of hire.

Desired Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/1994

Revised: 07/18/1996

Revised:07/17/1997

Revised: 06/30/1999

Revised: 10/19/2006

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: L-1.2.53

Food and Nutrition Services Manager Intern, High School Based

Position Grade: Administrative Salary Schedule

Evaluated by: Food and Nutrition Services Director

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services. This school based position will be based at a high school that prepares over 1,000 lunches a day. Personnel in this position will participate in on-the-job training activities in the Food & Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of Food & Nutrition Services Manager by learning all aspects of a school food service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Gains management skills and experience as directed by the Director of Food & Nutrition Services and assumes a manager's responsibilities in the event the manager is not present.
3. Assists the Food & Nutrition Services Manager, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of food and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the Food & Nutrition Services Manager and/or the Director of Food & Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during the initial year of employment and successfully completes the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. ~~Pass physical examination upon initial employment.~~

4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
5. Possess State of Florida Department of Health and Rehabilitative Services; Certified Professional Food Manager Certification within 6 months of hire.

Desirable Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with a minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Board Approved: 03/03/2022

Revised: 12/08/2022

II. JOB DESCRIPTION ACTIONS

B. Certificated - Approve the following job descriptions:

REVISED:

Instructional Division - Certificated Job Descriptions

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

G-2.1.09	College and Career Coach
I-2.1.11	Athletic Director
I-2.1.25	AICE Facilitator
I-2.2.01	School Psychologist
I-2.2.13	CTE Specialist
I-2.2.15	Guidance Curriculum Specialist
I-2.2.18	Specialist/School Psychologist
I-2.2.20	Military Connected Student Support Specialist
I-2.2.21	Social Worker
I-2.2.24	Specialist Social Worker
I-2.2.31	ESE (SEDNET) Specialist
I-2.2.36	Specialist Title I
I-2.2.54	Math Coach
I-2.2.60	Title III Professional Development Program Specialist
I-2.2.69	Mental Health Counselor
L-2.1.08	Title I Teacher

Job Locator: G-2.1.09

Title: College and Career Coach

Position Grade: Teacher Salary Schedule

Evaluated By: ~~Director of Career and Technical Education~~ Supervisor

Job Description:

The College and Career Coach is directly responsible to the ~~Director of Career and Technical Education~~ Supervisor. The College and Career Coach will coordinate Career and Technical Education (CTE) Programs and academy initiatives. Responsibilities will include, working with the district office and administration, faculty, and stakeholders to plan, implement, and sustain activities within the Career and Technical Education (CTE) Programs and academies. This position will collaborate with parents, business and industry, post-secondary institutions, and community organizations to support students' transition to post-secondary education. In addition, the College and Career Coach will advocate for all students to meet graduation requirements. Coordinates and problem solves with stakeholders to increase graduation rates, college readiness rates, and acceleration participation and performance.

Responsibilities and duties of this position include:

1. Help in developing and sustaining ~~small learning communities~~ Career and Technical Education (CTE) Programs and academies.
2. Facilitate completion of action plan, calendar of events, and Program of Studies for Career and Technical Education (CTE) Programs and academies.
3. Work directly with outside agencies to create, promote, and maintain partnerships for Career and Technical Education (CTE) Programs and academies.
4. Monitor and Update scheduling of students for proper placement and ~~purity~~ in Career and Technical Education (CTE) Programs and academies.
5. Facilitate job shadowing, student internships, teacher externships, guest speakers, field trips, other engagements with learning outside of the classroom.
6. ~~Analyze student data and s~~ Serve on the school leadership team to analyze student data to align strategies with district initiatives ~~with the School Improvement Plan~~.
7. Create, promote and sustain business and community relationships (~~attend partnership council meetings and other meetings for networking and bringing in postsecondary, business, and community support~~).
8. ~~Coordinate the collection of proper documentation within each academy in preparation for the accreditation process.~~
9. ~~Coordinate and support project-based and integrated curricula with academy teams to impact student achievement.~~

10. Works with the administrator overseeing the graduation and acceleration rates. Tracks and predicts the graduation rate, and all modules to the High School Grading Component throughout the school year.
11. Work with school team ~~teachers and students~~ to increase attendance, reduce discipline problems, improve student achievement, and increase graduation rates.
12. Creates a database of all students in the current year's graduation cohort and tracks all graduation components.
13. Identifies potential for and tracks completion of accelerated coursework for all high school students.
14. Works with the School Counseling team to provide testing options for post secondary opportunities.
~~Tracks overall ACT/SAT registration and fee waiver distribution and usage.~~
15. Assist in proctoring, reporting and tracking of industry certifications.
16. ~~Coordinates with applicable stakeholders to improve graduation rates for all populations.~~
17. ~~Conducts an analysis focused on data for individual students and subgroups.~~
18. ~~Create, promote, and participate in professional development opportunities within the school and district.~~
19. Establish and maintain advisory boards for each Career and Technical Education (CTE) Program and academy.
20. Performs other duties as assigned.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Strong interpersonal and organizational skills, and the ability to communicate and work well with others.
3. Bachelor's Degree

Desired Qualifications:

1. Master's Degree
2. Three (3) years successful experience in CTE classroom teaching

Approved 02/02/2014

Revised: 03/02/2017

Revised: 12/08/2022

Job Locator: I-2.1.11

Title: Athletic Director

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The Athletic Director is responsible for reporting directly to the school principal for the implementation and monitoring of the overall athletic program of the school.

Responsibilities and duties of this position include:

1. Attend all Florida High School Athletic Association (FHSAA) meetings/trainings as well as all district or school meetings regarding school athletic programs per the Coordinator of District Athletics and Development and the FHSAA. (i.e., rules clinics, scheduling meetings, etc.).
2. Conduct the athletic program of the school in accordance with rules of the school, the district and the FHSAA.
3. Work in conjunction with school principal to coordinate and supervise athletic events. Assist in the supervision and monitoring of the athletic program.
4. ~~Coordinate supervision at home athletic events.~~ Promote and model good sportsmanship to all student athletes, coaches, parents, and community members through a sportsmanship plan.
5. ~~Assist the~~ Work cooperatively with school principal in the hiring and evaluation of athletic coaches, volunteers and athletic department stakeholders. ~~and the coaching staff.~~
6. Prepare an ongoing plan of facility improvements and repairs of the athletic facilities.
7. Oversee the inventory of athletic equipment and supplies, prepare bid specifications and purchase orders for athletic department expenditures.
8. Establish and maintain a cooperative working relationship with local recreational programs, ~~and junior high schools.~~, and local businesses and community partners.
9. ~~Maintain a cooperative working relationship with colleges and universities in the recruitment of student athletes.~~ Maintain a working knowledge of current National Collegiate Athletic Association (NCAA) rules and regulations and disseminate appropriate materials to coaches and student athletes.
10. Actively promote the athletic program of the school through various technology based communication platforms. ~~mediums and promote sportsmanship.~~
11. Help coordinate transportation for the athletic programs.

12. ~~Direct~~ Oversee and encourage the promotion, sale of tickets, and fundraising events of the athletic programs and assume responsibility for receipts and deposits of athletic funds with the school business office in accordance with established district and state procedures.
13. ~~Ensure coaches make the necessary arrangements for field and gym practices and handle the logistics for visiting teams if necessary.~~ Coordinate and maintain the athletic department's scheduling of athletic facilities for all athletic events and activities.
14. ~~Administer the athletic eligibility reports to the~~ Ensure that all student athletes that participate meet the requirements set forth by the FHSAA Florida High School Athletic Association and district to participate.
15. ~~Assist~~ Oversee each coach's in monitoring participants' progress program in for academics and school life and provide counseling and and provide guidance tutoring assistance where appropriate.
16. ~~Coordinate~~ Ensure the planning and organization of individual or school Booster Clubs, of aware award banquets/ceremonies, etc. for athletic teams.
17. Assist in the scheduling of all interscholastic contests, and preparing game contracts, and communication with officials and athletic trainers.
18. Coordinate and supervise all radio and television broadcasts, as well as the public address system operation at the various athletic events. all gameday operation plans of each athletic facility, which includes: public address announcer, gameday audio, and any other broadcast (optional).
19. Maintain a file of all athletic suspensions/expulsions; insurance documentation; physicals, and other required forms by the FHSAA.
20. Review and make recommendations to the school principal pertaining to athletic policies and disseminate the information to the coaches, parents and students.
21. Develop and monitor equity plans for the athletic programs as necessary.
22. Perform other such duties as requested by the school principal.

Required Qualifications:

1. Bachelor's degree or higher.
2. Valid Florida teacher's certificate.
3. Ability to perform the functions of the position.

Desired Qualifications:

1. Previous successful experience as a varsity head coach preferred.
2. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents, and the school staff.

3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, etc.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Approved: 04/17/2014

Revised: 12/08/2022

Job Locator: I-2.1.25

Title: AICE Facilitator

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The facilitator is directly responsible to the principal as a liaison between school, district staff, and regional managers for CIE/Cambridge and CIE/Cambridge in the United Kingdom and supports administration of all assessments for Advanced International Certificate of Education (AICE).

Responsibilities and duties of this position include:

1. ~~Attends all AICE/FLACS (Florida Association of AICE) meetings.~~ Coordinates, communicates and provides support to school leaders, instructors, and students in the implementation and progress of the AICE program.
2. ~~Develops and implements all testing schedules at the building level, pursuant to state and Cambridge governing board requirements.~~ Maintains knowledge of and adheres to all current Cambridge regulations and procedures.
3. ~~Provides classroom supports as needed for all AICE teachers.~~ Attends all AICE/FLACS (Florida Association of AICE) meetings.
4. ~~Maintains high level of security for all testing documents pursuant to CIE/Cambridge governing board requirements.~~ Develops and implements all testing schedules at the building level, pursuant to state and Cambridge governing board requirements.
5. ~~Trains proctors for all AICE assessments.~~ Provides classroom supports as needed for all AICE teachers.
6. ~~Follows state and CIE/Cambridge governing board requirements related to testing for AICE.~~ Monitors achievement of students in the AICE program and assists with support services where appropriate.
7. ~~Completes all required documentation for CIE/Cambridge governing board regarding AICE testing.~~ Assists in student scheduling process to ensure that Cambridge diploma requirements are met, in addition to the general high school diploma requirements.
8. ~~Conveys information to parents and feeder schools regarding the AICE curriculum/program.~~ Advises and assists students with academic development and program performance tracking.
9. ~~Performs other duties as assigned.~~ Maintains high level of security for all testing documents pursuant to CIE/Cambridge governing board requirements.
10. Follows state and CIE/Cambridge governing board requirements related to testing for AICE.
11. Completes all required documentation for CIE/Cambridge governing board regarding AICE testing.

12. Conveys information to parents and feeder schools regarding the AICE curriculum/program.
13. Assists in the recruiting of students to the program and manages the application process.
14. Utilizes current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level, job proficiency, current trends, and best practices relevant to the area of responsibility.
15. Performs other duties as assigned.

Required Qualifications:

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

Desired Qualifications:

1. Additional professional preparation beyond undergraduate degree.

Approved: 04/21/2016

Revised: 12/08/2022

Job Locator: I-2.2.01

Title: School Psychologist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of ~~Student Services~~ Climate and Culture

Job Description:

The School Psychologist is responsible to the Director of ~~Student Services~~ Climate and Culture and has a staff relationship with all other personnel. School psychologists apply expertise in mental health, learning, and behavior to help students succeed academically, socially, behaviorally, and emotionally. They partner with families, educators, and other professionals to create safe, healthy, and supportive learning environments for all students.

Responsibilities and duties of this position include:

1. Assist school related personnel in identifying children with learning differences ~~problems~~.
2. Review screening data and cumulative records of students to ~~determine~~ help identify appropriate testing which is needed.
3. Administer and score various psychological tests used to identify students that may qualify for various ESE services. ~~intellectually handicapped, learning disabled, emotionally maladjusted, socially maladjusted, or gifted teacher.~~
4. Interpret educational and psychological information to appropriate individuals concerning the appropriateness of educational programs for different types of children.
5. Prepare psychological reports interpreting test results, and giving appropriate recommendations concerning educational programs for students.
6. Work with school administrators, teachers, and parents in helping design educational programs to meet the needs of children. ~~ineligible for special programs.~~
7. ~~Work with teachers toward solution of management problems of children whose learning or adjustment disabilities interfere with classroom activities.~~
8. Design and/or create behavior support plans to assist general education teachers and parents.
9. Work with individual and/or small groups of children whose ~~social/emotional~~ disabilities interfere with classroom activity.
10. Explore means by which parents and school can more effectively work together to assist children.
11. Expedite referrals to other specialists and agencies when appropriate.
12. Assume responsibility as outlined by the Department of Education and Florida School Laws.
13. Consult with teachers or staff regarding MTSS interventions, academics, or behavior plans.

14. Participate in ESE meetings requiring a school psychologist such as eligibility meetings, re-evaluation meetings, manifestation meetings, and any other meetings requiring their skill set.
15. Consult with parents.
16. Maintain knowledge of updated curriculum and supplemental materials/education.
17. Participate in mental health training.
18. Assist in a crisis situation.
19. Perform other such duties as requested by the Director of ~~Student Services~~ Climate and Culture.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate showing certification as specialist in psychology.
2. Specialist or Doctoral Degree in School Psychology or related field.

Desired Qualifications:

- ~~1. Specialist or Doctoral Degree in School Psychology or related field.~~
2. Five (5) years psychological experience or equivalent.
3. Knowledge of curriculum including exceptional student education.
4. Knowledge of state/federal laws regarding students with disabilities.
5. Knowledge of general education MTSS procedures.

Revised: 08/27/1981

Revised: 05/13/1982

Revised: 01/18/1990

Revised: 08/17/2006

Revised: 12/08/2022

Job Locator: I-2.2.13

Title: CTE Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: ~~Director of Career & Technical Education~~ Supervisor

Job Description:

The Career and Technical Education (CTE) Specialist is directly responsible to the Career and Technical Education Supervisor.

Responsibilities and duties of this position include:

1. Facilitate curriculum development workshops in the summer and throughout the school year.
2. Provide oversight and coordination for Work Based Learning Opportunities ~~the Career Shadowing Program and Internship Program.~~
3. Assist in administering, reporting and tracking of industry certifications ~~the Florida Ready to Work Certification test.~~
4. ~~Train and assist teachers and guidance counselors in the use of FACTS.org, CHOICES and ePEP.~~ Help in developing and sustaining CTE Programs and academies.
5. Assist the CTE Supervisor ~~Director~~ with awareness and marketing of CTE programs and academies.
6. ~~Assist with the planning and implementation of the Annual Academy Expo.~~ Facilitate job shadowing, student internships, teacher externships, guest speakers, field trips, other engagements with learning outside of the classroom.
7. ~~Assist in the development and publication of the CTE newsletter.~~ Assist new CTE teachers to identify materials, and analyze data to ensure necessary support is provided to teachers.
8. Assist with locating and writing grants and other funding opportunities for CTE programs.
9. ~~Survey, recommend and assist in obtaining funding opportunities to appropriate schools, departments and district staff.~~
10. ~~Facilitate and coordinate the writing of grants with other district departments, schools and community agencies.~~
11. Develop and maintain current school and community demographics along with other important CTE data.
12. Assist the CTE Supervisor ~~Director~~, as assigned, with other career and technical education related responsibilities.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate in a Career and Technical Education Field.
2. Three years successful teaching in Career and Technical Education or three years school based experience in Career and Technical Education.

Approved: 01/17/2008

Revised: 04/17/2008

Revised: 12/08/2022

Job Locator: I-2.2.15

Title: Guidance School Counseling Curriculum Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Assigned ~~Instructional Division~~ Academic Services Administrator

Job Description:

The School Counseling Curriculum Specialist plans, develops, and coordinates comprehensive school counseling programs focused on student academic achievement, personal growth, and career development. Promotes effective and timely communication with district and school-based administrators, staff, and school counselors. The School Counseling Curriculum Specialist is directly responsible to the assigned ~~Instructional Division~~ Academic Services Administrator.

Responsibilities and duties of this position include:

1. Serve in a staff relationship with other curriculum specialists facilitating, coordinating, and integrating instructional best practices and content aligned across curriculum areas.
2. Support school counselors in the development and implementation of a comprehensive school counseling program to include Tiered instruction and support of the Florida school counseling standards.
3. Ensure the alignment of district initiatives and all professional development.
4. Coordinate scheduled professional development for school counselors in support of school counseling expectations and best practices for student supports and services at each level. ~~Facilitate the implementation of the social and emotional curriculum within the elementary literacy block.~~
5. Provide consultation and coaching for continuous improvement in student supports and services. ~~Assist secondary guidance school counselors in their understanding of high school graduation requirements and the school's academy options.~~
6. Coordinate with the Professional Development office to provide support for new school counselors.
7. Facilitate alignment of school counseling services across schools within each level to ensure consistency of service and student support. ~~Assist in monitoring of the district's local assessments.~~
8. Facilitate articulation among guidance school counselors, social workers and school psychologists through Professional Learning Communities. ~~Train, coordinate and oversee the Clay County Crisis Intervention Team.~~
9. Assist schools in the development and implementation of strategies to integrate various services. ~~Coordinate a district team to regularly monitor suicide data and student behavior data to identify additional student support services.~~
10. Assist school counselors with instruction in the classroom when requested, including modeling effective teaching strategies at school sites.

11. Facilitate effective communication between school counselors and various district departments that impact school counseling services. ~~Provide training, support and coaching to guidance school counselors, social workers and psychologists.~~
12. ~~Collaborate and coordinate regular meetings with local hospitals, Clay County Sheriff's Department and other community mental health agencies.~~
13. Represent school counseling services within various district level committees and departments for professional advocacy and to ensure consistency of service and support for students.
14. Coordinates with district level leaders and personnel on student progression, acceleration, and recovery opportunities.
15. Perform tasks and assume responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Master's Degree and valid Florida Educator's Certificate in School Counseling, ~~Social Work or School Psychology.~~
2. Five (5) years successful experience in school counseling, ~~social work or school Psychology.~~
3. Ability to communicate and work well with others.

Desired Qualifications:

1. Skills in human relations and public relations.
2. Strong communications and presentation skills.
3. Demonstrates the ability to propose strategic supports and activities to address academic, behavioral, and social needs.

Approved: 03/20/2014

Revised: 12/08/2022

Job Locator: I-2.2.18

Title: Specialist/School Psychologist

Position Grade: Instructional Salary Schedule

Evaluated by: Director of ~~Student Services~~ Climate and Culture

Job Description:

The Specialist/School Psychologist is directly responsible to the Director of ~~Student Services~~. Climate and Culture.

Responsibilities and duties of this position include:

1. Assume the responsibilities listed under school psychologist.
2. Process orders from school psychologists - professional materials and testing supplies.
3. Assist in scheduling school psychologists to the schools.
4. Render professional assistance in procedures and guidelines for school psychologists.
5. Review school psychologists' reports when requested.
6. Serve as a contact person on issues to be addressed by Climate and Culture ~~student services~~ concerning school psychologists.
7. Assist in gathering data from potential school psychologists' staff and provide orientation experiences for new staff members.
8. Assist in planning and coordinating ~~inservice~~ professional development needs for school. Fill-in for school psychologist when necessary.
9. Provides guidance for the district where a school psychologists' knowledge is warranted.
10. Maintain county level referral logs.
11. Communicates any updates/changes of statutes to the school psychologists.
12. Perform other such duties as requested by the Director of ~~Student Services~~. Climate and Culture.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate showing certification in school psychology.
2. Specialist or Doctoral degree in school psychology or related field.

Desired Qualifications:

1. ~~Specialist or Doctoral degree in school psychology or related field.~~
2. Five (5) years psychological experience or equivalent.
3. In-depth knowledge concerning curriculum requirements for the broad field of education including exceptional student education.

Revised: 01/18/1990

Revised: 08/17/2006

Revised: 12/08/2022

Job Locator: I-2.2.20

Title: Military Connected Student Support Specialist

Position Grade: Instructional Salary Schedule

Evaluated By: ~~Supervisor of Student Services~~ Director of Climate and Culture or Supervisor of Mental Health and Wellness Services.

Job Description:

The Military Connected Student Support Specialist Position provides support and connects our military connected students with counseling services to military connected students; develops appropriate support, prevention, and intervention strategies; assesses student and family needs; provides case management; monitors student progress; and makes referrals.

Responsibilities and duties of this position include:

1. Develops and implements programs that increase military-dependent students' and family members' school engagement/involvement; develops and implements programs and support services for transitioning/mobile military connected students and families; assesses and monitors family and student progress and provides re-entry and follow up services for students as needed.
2. Conducts individual and group counseling in areas of crisis intervention, family intervention, problem solving/decision making, substance abuse, grief, and anger management.
3. Provides military connected families with information related to the needs of their children, and acts as a resource to parents/guardians by providing family support activities.
4. Serves as a liaison between the assigned school and military school liaison installations and military service providers; ~~acts as a member of the school crisis team and provides referral services for military connected students as needed.~~
5. Collaborates with school staff to help improve military-dependent students' personal/social and emotional adjustment and well-being; ~~provides consultation, training, and workshops to community groups and service clubs in the area of military connected family support.~~
6. Acts as a resource to administrators, guidance school counselors, teachers, and health services personnel at the assigned school regarding military connected students. ~~and assists with conducting staff development activities.~~
7. ~~Collaborates with grant contractors to develop appropriate support programs for military connected families, and provide ongoing professional development to increase the capacity of entire school staff to identify and meet the academic, personal/social, and emotional needs of military dependent students and families; meets monthly with grant contractors and other grant personnel to plan and develop interventions and receive additional training and support as needed.~~
8. ~~Attends training provided by grant contractors on the challenges facing military families, general military culture, and implementing and evaluating data-driven, comprehensive, developmental programming to address military connected student and family needs.~~

~~9. Keeps accurate records, collects and reports data to grant evaluators in a timely manner; maintains necessary records and reports ensuring confidentiality of students and their families.~~

10. Must keep accurate records, and collect and report data to Director of Climate and Culture or Supervisor of Mental Health and Wellness Services in a timely manner.

11. Performs any other related duties as assigned by the Director of Climate and Culture or Supervisor of Mental Health and Wellness Services ~~Grant Director or other appropriate administrator.~~

Required Qualifications:

1. Must possess a Master's degree in a Human Services field (i.e. counseling, social work, or psychology) and some experience providing crisis intervention, counseling, or substance abuse prevention/treatment for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

~~2. Must possess a demonstrated knowledge and understanding of therapeutic techniques for crisis intervention and referral resources.~~

3. Must possess excellent assessment, case management, crisis intervention, interpersonal, and communication skills.

4. Must possess the ability to conduct individual and group counseling sessions, assessments, workshops, and activities for military connected students and their families.

5. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

~~6. Must keep accurate records, and collect and report data to the grant evaluators in a timely manner.~~

~~7. Must be proficient in technology and Microsoft Office products.~~

~~8. Must have access to a vehicle and a valid driver's license.~~

Desired Qualifications:

1. Previous/current military affiliation preferred (i.e. military service, military spouse, or military dependent).

Approved: 11/20/2012

Revised: 12/08/2022

Job Locator: I-2.2.21

Title: Social Worker

Position Grade: Teacher Salary Schedule

Evaluated By: Supervisor of ~~Secondary Education~~ Mental Health and Wellness Services

Job Description:

The Social Worker is directly responsible to the Supervisor of ~~Secondary Education~~ Mental Health and Wellness Services.

Responsibilities and duties of this position include:

1. Provide professional knowledge and social work skills to help identify and resolve ~~social and emotional difficulties of children and youth which interfere with their~~ students' adjustment, attendance, and/or achievement in school.
2. Maintain knowledge and understanding of school laws, policies, and best practices regarding provision of services related to: compulsory attendance, child abuse/neglect, school entry/health requirements, exceptional student education, substance abuse, homelessness, discipline and other pertinent areas.
3. Accept all appropriate referrals through established intake procedures and respond to these requests as stated in school board policy.
4. Assist parents in a way that is compatible with the culture of the family, that supports, and enhances parental interest in ~~gaining a greater awareness and understanding of information regarding their~~ child~~'s~~ren(s) school placement, the school's operating procedures, and state and federal laws, and how to gain access to and effectively utilize appropriate education placement for students.
5. Complete written Social and Developmental History reports in a timely manner and communicate results to stakeholders to assist in determining appropriate educational placement for students.
6. Make home visitations to discuss student issues with parent/guardian and develop plans with parent/guardian and school staff for solutions. ~~to interview parents and facilitate the ESE procedures for students in need of special education, and upon request, serve on school staffings.~~
7. Assist the in on-going coordination between community agencies and the school system.
8. Seek to secure assistance for families who cannot provide the basic needs of food, clothing, and medical services.

9. Serve as consultant upon request of the principal concerning instances of child abuse, Florida Statute 282.041.
10. Maintain accurate records, logs, statistics, and reports for effective communication, documentation, accountability, and program evaluation.
11. Provide all activities appropriate for School Social Workers in a professional, ethical manner that is consistent with laws governing privacy and confidentiality of educational records, as well as best practices dictated by the National Association of Social Workers (NASW).
12. Attend all staff meetings and in-service training as needed for job enhancement and personal development.
13. Perform other such duties as requested by the Supervisor of ~~Secondary Education~~ Mental Health and Wellness Services.

Required Qualifications:

1. Master's Degree in Social Work and currently possess a valid Florida License as Licensed Clinical Social Worker, or Registered Clinical Social Work Intern, or currently possess or eligibility to receive a valid Florida Educator's Certificate showing certification in school social worker.

Desired Qualifications:

1. Working knowledge of Clay County communities and Florida School System.
2. Experience in school social work.

Effective: 08/08/1981

Revised: 01/18/1990

Revised: 08/17/2006

Revised: 08/18/2016

Revised: 12/08/2022

Job Locator: I-2.2.24

Title: Specialist Social Worker

Position Grade: Teachers Salary Schedule

Evaluated By: Supervisor of ~~Secondary Education~~ Mental Health and Wellness Services

Job Description:

The Specialist Social Worker is directly responsible to the Supervisor of ~~Secondary Education~~ Mental Health and Wellness Services.

Responsibilities and duties of this position include:

1. Assume the responsibilities listed under the social worker job description.
2. Render professional assistance on establishing procedures and guidelines for social workers (including ~~scheduling to schools~~; reviewing referrals and processing orders for professional materials).
3. Serve as a contact person on issues concerning social workers and provide orientation experiences for new staff members and interns.
4. Assist in planning and coordinating ~~in-service needs~~ group and individual staff development projects for social workers.
5. Collect and distribute meeting minutes to the social work team for all staff meetings.
6. Ensure that all required trainings for social workers are completed and documented.
7. Assist in the filing of petitions with courts relative to truancy; and make recommendations regarding attendance referrals to relevant and appropriate agencies or officials. ~~DCF, state attendance office, and courts.~~
8. ~~Assist in collecting and compiling Fall Student Survey.~~
9. Assist in coordinating child abuse and neglect procedures, missing students' procedures, home school program, and driver's license legislation.
10. ~~Assist in delivering letters of recommended expulsion when requested.~~
11. Assist in compiling monthly and annual attendance data for reporting purposes, and coordinate all attendance data collection in the Clay County school system.
12. ~~Assist in coordinating issuance of certification of exemption on an annual basis - F.S. 232.06-11.~~
Perform other such duties as requested by the Supervisor of ~~Secondary Education~~ Mental Health and Wellness Services.

Required Qualifications:

1. Master's Degree in Social Work and currently possess a valid Florida License as Licensed Clinical Social Worker, or Registered Clinical Social Worker, or currently possess or eligibility to receive a valid Florida Educator's Certificate showing certification in school social worker.
2. Working knowledge of Clay County communities and Florida School System.

Desired Qualifications:

1. Master's degree in Administration/Supervision, or experience in supervision.

Effective: 08/08/1981

Revised: 01/18/1990

Revised: 08/18/2016

Revised: 12/08/2022

Job Locator: I-2.2.31

ESE (SEDNET) Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: ~~Director of ESE~~ Superintendent's Designee

Job Description:

The ESE-SEDNET Specialist is directly responsible to the ~~Director of Exceptional Student Education, Clay County Schools~~ Superintendent's Designee. He/she serves in a staff relationship with other ESE Specialists and ESE Teachers.

Responsibilities and duties of this position include:

1. Promote and facilitate parent involvement in the network and local systems of care.
2. Plan and organize individual and group counseling sessions.
3. ~~Chair Child Family Staffing (CFS) and Family Services Planning Team (FSPT) counties as assigned.~~
4. ~~Provide direct case management for eligible students as designated by CFS and FSPT.~~
5. ~~Provide technical assistance for referrals as needed.~~
6. ~~Receive and review all referrals for children/adolescents who are eligible for services.~~
7. ~~Ensure that CFS and FSPT meetings are scheduled and necessary personnel invited.~~
8. ~~Ensure that the plan developed for each eligible student is implemented and reviewed as required.~~
9. Facilitate interagency collaboration and provide resources to parents, school personnel, and community representatives regarding services for students with or at risk of emotional and behavioral disturbance.
10. Provide direct support to departments and schools in specific areas of program expertise.
11. ~~Attend IEP meetings, upon request, of students who are at-risk or have social/emotional disabilities to provide support and resources to staff and families.~~
12. Attend SEDNET inservice professional development trainings and project work days sponsored by the Florida Department of Education.
13. As appropriate, review restraint and seclusion data, dropout and graduation rates, discipline rates and other data as related to the outcomes of students with E/BD.
14. Provide technical assistance and training in areas identified as needing improvement.
15. Complete all services identified in the schedule of deliverables quarterly and complete reporting in the tracking system.

16. Perform such other duties and assume other responsibilities as the ~~Director of Exceptional Student Education may assign~~ ed by the Superintendent's Designee.

Required Qualifications:

1. Knowledge of experience in programming and planning for the educational and/or mental health needs of students with or at risk of emotional or behavioral disability.
2. Currently possess, or eligible to receive a valid Florida Educator's Certificate in a child related field (Special Education, Guidance and Counseling, Social Work or Psychology).
3. Effective interpersonal skills.
4. Strong verbal and written communication skills.
5. A minimum of three (3) years of experience in education, mental health treatment, and/or residential services for emotionally/behaviorally disabled students.

Desired Qualifications:

1. Master's Degree in Education, Guidance and Counseling, Social Work, or Psychology.
2. Experience collaborating with agency and community personnel.
- ~~3. Familiarity with case management procedures and skills.~~
4. Experience with automated management of data.

Effective: 08/17/1989

Revised: 08/17/2006

Revised: 02/10/2014

Revised: 12/08/2022

Job Locator : I-2.2.36

Title: Specialist Title I ~~Title I, Part A Program Specialist~~

Position Grade: Teacher Salary Schedule

Evaluated By: Supervisor of Elementary Education ~~Federal Programs~~

Job Description:

The Title I, Part A Program Specialist is directly responsible to the ~~Supervisor of Elementary Education/Title I Project Facilitator:~~ Supervisor of Federal Programs.

Responsibilities and duties of this position include:

1. ~~Provide technical assistance to all Title I Schools.~~ Assume major responsibility for preparation of the Title I, Part A application, amendments, compliance, monitoring, and final reports.
2. ~~Monitor compliance with the Clay County Title I Part A Project (TIPA) state guidelines, and federal regulations.~~ Provide technical assistance to all schools receiving Title I, Part A funds, including but not limited to the Comprehensive Needs Assessment, School Improvement Plan development, budget development, and evaluation of the Title I program.
3. ~~Assume major responsibility for preparation of the TIPA Project, Parent Involvement Plan and Parent Advisory Council meetings.~~ Monitor monthly expenditure reports and purchases made with Title I, Part A funds.
4. ~~Assume major responsibility for TIPA Project amendments and reports.~~ Prepare and conduct professional development to meet identified needs of teachers, staff, school-based leadership, and district staff in regard to Title I, Part A funded projects and parent and family engagement.
5. ~~Make on-site visits bi-weekly to each Title I approved educational agency.~~ Work in a collaborative relationship with other instructional specialists and district staff.
6. ~~Prepare and conduct professional development to meet identified needs of Title I staff, teachers, and Title I parents.~~ Participate in FDOE sponsored calls and attend Federal Program conferences and trainings.
7. ~~Monitor monthly expenditure reports and the purchasing of instructional materials and equipment.~~ Perform other duties as assigned by the Supervisor of Federal Programs.
8. ~~Coordinate Title I school based technology initiatives including planning, installation, monitoring and professional development needs.~~
9. ~~Perform other duties as assigned by the Evaluator.~~

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Elementary Education and/or Administration.

2. Minimum of three (3) years experience teaching educationally disadvantaged children.
3. Knowledge of computer technology.

Desired Qualifications:

1. ~~Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Reading.~~ Master's Degree in Educational Leadership.
2. ~~Advanced training in Educational Leadership.~~ Leadership experience such as team leader, grade-level chair, coach, professional development and/or School Improvement efforts.
3. Skillful with all Google Suite Applications.

Effective: 06/21/1990

Revised: 11/16/1999

Revised: 08/17/2006

Revised: 05/07/2015

Revised 12/08/2022

Job Locator: 1-2.2.54

Title: Math Coach

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

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

2. Certification: Elementary - Certified in Elementary 1-6 or Elementary K-6; Secondary - Certified in Math 5-9 or Middle Grades Math 6-12.

Desired Qualifications:

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

Approved: 04/20/2007

Revised: 08/17/2006

Revised: 08/20/2009

Revised: 12/08/2022

Job Locator: I-2.2.60

Title: Title III Professional Development English Speakers of Other Languages (ESOL) Program Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Supervisor of Reading/Language Arts Federal Programs

Job Description:

The Title III Professional Development ESOL Program Specialist is directly responsible to the ESOL Supervisor of Federal Programs. He/she serves in a staff relationship with other teachers.

Responsibilities and duties of this position include:

1. Assist classroom teachers with the selection of appropriate academic curriculum for English Language Learners (ELL students). Manage all facets of the ESOL Program including, but not limited to, assessing students for the ESOL program, creating ELL plans, management of ELL folders, the annual audit, organization of the WIDA/ACCESS test, exiting students from the ESOL program, and oversight of the district ELL plan.
2. ~~Model effective teaching practices for ELL students.~~ Plan and conduct professional development for school based staff that support the ESOL program, ELL students and their parents/guardians including but not limited to administrators, teachers, classroom assistants, guidance counselors, and data entry staff.
3. ~~Provide instructional support to ESOL classroom assistants.~~ Manage all facets of the online learning programs that support English Language Acquisition of ELL students.
4. ~~Plan and conduct professional development for ESOL teachers and assistants.~~ Work in a collaborative relationship with other district level curriculum specialists in supporting the ESOL program and ELL students.
5. ~~Plan and conduct parental involvement activities/training for ELL parents.~~ Assist in developing the District ELL Plan, and the Title III, Language Instruction for English Learners and Immigrant Grant.
6. ~~Coordinate and conduct quarterly ELL Parent Leadership Council meetings.~~ Attend appropriate Title III conferences, participate in FDOE sponsored calls that pertain to the ESOL program and ELL students.
7. ~~Assist in planning ESOL Parent Nights.~~ Work in a collaborative relationship with the CCDS state reporting team to ensure all survey data is accurate and submitted on time.
8. ~~Update and maintain the LEA ESOL website.~~ the CCDS website with relevant information regarding the ESOL program.
9. ~~Design and distribute quarterly ESOL newsletter.~~ Perform other duties as requested by the Supervisor of Federal Programs.
10. ~~Assist in creating the ESOL climate survey and in reviewing survey data in order to make sound instructional decisions regarding ELL students.~~

- ~~11. Assist other specialists in tasks that impact ELL students.~~
- ~~12. Attend appropriate Title III conferences for updates.~~
- ~~13. Monitor compliance of schools in relation to state and federal ESOL regulations.~~
- ~~14. Assist in writing the District ELL Plan and Immigrant Grant.~~
- ~~15. Represent the district on monthly conference calls with the SALA office.~~
- ~~16. Perform such other tasks and assume such other responsibilities as the Supervisor of Reading/ELA/VPK/ESOL.~~

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate with ESOL endorsement and/or certification or ability to add within two (2) years.
2. Three years of successful teaching experience.
3. ~~Ability to communicate effectively in both spoken and written form.~~ Working knowledge of the Meta Consent Decree, legislation governing ESOL programs and compliance.
4. ~~Ability to work well with others.~~

Desired Qualifications:

1. Master's degree in related curriculum areas.
2. Five years of successful teaching experience.
3. ~~Demonstrated proficiency in integrating technology into the curriculum.~~
4. Experience working with ELL students and ESOL programs.

Effective: 07/19/2012

Revised: 05/07/2015

Revised: 12/08/2022

Job Locator: I-2.2.69

Title: Mental Health Counselor Clinician

Position Grade: Teacher Salary Schedule

Evaluated By: Principal or the Supervisor of Mental Health and Wellness Services

Job Description:

The Mental Health Counselor Clinician serves in a staff relationship with other instructional personnel and assists in the coordination and provision of services for students. The Mental Health Counselor Clinician is directly responsible to the Principal or the Supervisor of Mental Health and Wellness Services.

Responsibilities and duties of this position include:

1. Assist with the design, implementation, and follow-up of mental health supports for students to ameliorate behavioral and social problems.
2. Actively assist in the development of the individual educational programs for ESE students.
3. Participate as a team member in the evaluation of and planning for student progress.
4. Plan, organize and lead structured individual and group counseling sessions.
5. Develop and implement treatment plans based on clinical experience and knowledge.
6. Assist other professionals with student crisis intervention. Collaborate with staff to develop deescalation strategies.
7. Plan and confer with classroom teachers and school staff concerning any behavioral, social, or personal problems affecting the students.
8. Plan and conduct programs designed to improve family and school staff understanding and knowledge of behavioral, social, and mental health needs of students.
9. Assist in the development and provision of parent education programs.
10. Prepare and maintain all required treatment records and reports and maintain confidentiality of student records.
11. Assist families in locating and obtaining appropriate community resources.
12. Assist with other duties and responsibilities, as assigned by the principal or the Supervisor of Mental Health and Wellness Services.

Required Qualifications:

1. Currently possess a valid Florida License as a Mental Health Counselor, Licensed Clinical Social Worker, Registered Mental Health Counselor Intern, or Registered Clinical Social Worker Intern.

2. At least three (3) years of successful experience in providing mental health counseling to students with significant emotional/ ~~and~~ behavioral disabilities.
3. Effective interpersonal skills.

Desired Qualifications:

1. Graduate work beyond the Master's level.
2. Florida Educator's Certificate in Psychology, School Social Work or School Counseling.

Effective: 05/21/1992

Revised: 11/16/1999

Revised: 08/17/2006

Revised: 05/20/2014

Revised: 06/28/2018

Revised: 12/08/2022

Job Locator: L-2.1.08

Title: Title I Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The Title I Teacher is responsible directly to the principal and serves in a staff relationship with other teachers.
Depending on the individual needs of each Title I School, responsibilities and duties will vary.

Responsibilities and duties of this position include:

1. ~~Establish a classroom climate conducive to learning-classroom management.~~ Evaluate various data sets to determine where Title I, Part A funded supports will bring about the greatest return on investment.
2. ~~Demonstrate an interest in and a willingness to assist students inside and outside the classroom.~~ Manage the small group instruction program and practice at Title I, Part A funded schools. This includes evaluating student needs, collaborating with classroom teachers, scheduling student groups, assessing progress and providing instruction to students.
3. ~~Demonstrate personal enthusiasm and generate student enthusiasm.~~ Develop professional learning experiences for individual teachers, grade level groups, and the whole faculty.
4. ~~Become alert to the physical needs of the students.~~ Manage positive behavior programs.
5. ~~Demonstrate preparation.~~ Provide side-by-side coaching, mentoring, modeling of best-practices, and planning for teachers.
6. ~~Demonstrate general knowledge of the subject area.~~ Serve in a collaborative relationship with the Title I Lead to manage parent and family engagement events.
7. ~~Provide for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual deprivations).~~ Exhibit good judgment with regard to confidentiality and personal feelings of colleagues, parents, and students.
8. ~~Exhibit good judgment with regard to personal feelings of colleagues, parents, and students.~~
9. ~~Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.~~
10. ~~Evaluate student's progress and keep appropriate records.~~
11. ~~Provide coordination with L.E.A. teachers as required by Federal and State Regulations.~~
12. ~~Provide necessary data and reports as needed by the Title I Specialist to comply with Federal and State Regulations.~~
13. Perform other duties as requested by the Principal.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Minimum of three (3) years experience teaching.
3. Meet county and state requirements for an in-field position.

Desired Qualifications:

1. ~~Previous teaching experience. Minimum of three (3) years experience~~ Master's Degree in related curriculum areas.
2. Reading and/or ESOL Endorsed/Certified.
3. Strong skills in Google Suite Applications.
4. Work history in a Title I, Part A supported school.
5. ~~Additional professional preparation beyond undergraduate degree.~~

Revised: 06/19/2003

Revised: 08/17/2006

Revised: 12/08/2022

II. JOB DESCRIPTION ACTIONS

C. Support - Approve the following job descriptions:

REVISED:

The current Required Qualification of a minimum of 2 years of law enforcement experience is limiting the number of qualified applicants for the position of Police Officer and School Resource Officer. By updating the Required Qualification for experience, the Clay County District Schools Police Department and the Office of Safety and Security would be better able to fill these positions.

- C-3.1.23 Police Officer
- C-3.1.24 School Resource Officer

Job Locator: C-3.1.23

Title: Police Officer

Position Grade: Miscellaneous Salary Schedule

Evaluated By: 1st Line Supervisor

Job Description:

Under the direction of a 1st Line Supervisor, this position is tasked to ensure that the Clay County District Schools Police Department provides high-quality and ethical police services to the citizens of Clay County and to the employees and students of the School District. District Police Officers ensure the enforcement of local, county and state laws, preservation of public order, protection of life and the prevention, detection or investigation of crime.

Responsibilities and duties of this position include:

1. Able to successfully perform various law enforcement essential job functions in a wide variety of school settings, situations and circumstances.
2. Must be able to work effectively with other law enforcement and non-law enforcement personnel to include faculty, staff, students and the general public during periods of high, medium and low stress situations.
3. Must be able to perform law enforcement job functions during emergency situations, inclement weather, and other unsafe situations.
4. Able to follow directions from supervisors and ranking officers.
5. Able to work effectively and communicate with supervisors, peers, students, District staff and citizens.
6. Must be able to think critically, collect and analyze information, draw conclusions and make effective decisions.
7. Must be able to maintain a high state of tactical and technical expertise.
8. Maintaining the highest personal and professional standards is a must.
9. Must be able to conduct field investigations, field interviews and police interrogations.
10. Must be able to perform to required standards in conformance with the rules, standard operating procedures, and policies of the police department and the District.
11. Possess comprehensive knowledge of and the ability to interpret the Florida State Statutes, Federal Laws, Local Ordinances and District Policies.
12. Able to follow verbal and written instructions.
13. Able to write, review and comprehend written reports.
14. Able to use various technical equipment such as but not limited to personal desktop computers, laptops, radios, etc.

15. Able to support and uphold the vision for security of the Clay County School District and the vision for the Clay County School District Police Department.
16. Able to work collaboratively and professionally with the Districts Safety and Emergency Management Department.

Required Qualifications:

1. Must have a U.S. High School diploma; U.S. General Education Development (GED) or equivalent.
2. Must be at least 21 years of age.
3. Must possess and maintain a Florida Law Enforcement Certification in accordance with FSS 943.13.
4. ~~Minimum of 2 years experience in~~ Law enforcement experience as a sworn officer at the local, state or federal level.
5. Must possess and maintain a valid Florida Driver's License.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

Desired Qualifications:

1. Prior experience in a K12 or Higher Learning Environment.
2. Prior experience as a School Resource Officer.
3. Thorough Knowledge and Experience in School Campus Threat Assessments.
4. ICS Training in the 100, 200, 300, 400 & 700 series.
5. Crisis Intervention Certification.
6. School Resource Officer Certification.
7. CPR Certification
8. Minimum of 2 years experience in law enforcement as a sworn officer at the local, state or federal level.

Physical Requirements:

1. Ability to walk, run, climb, crawl, twist, squat, stand or sit for extended periods of time.
2. Work in inclement weather.

3. Overtime work including evenings, weekends and athletic events as assigned by Chief to provide maximum security coverage is required.
4. Incumbent may spend extended periods of time patrolling and investigating crimes on District property, both in automobiles and on foot.
5. Incumbent may be required to physically restrain parties involved in a conflict.
6. In extreme cases, the incumbent may be exposed to violent and/or armed confrontations.
7. Physical ability test is required yearly.
8. This position may involve routine exposure to blood and body fluids.
9. Regular attendance is required for this position.
10. Ability to lift at least 50 pounds.

Approved: 03/07/2019

Revised: 12/08/2022

Job Locator: C-3.1.24

Title: School Resource Officer

Position Grade: Miscellaneous Salary Schedule

Evaluated By: 1st Line Supervisor

Job Description:

Under the direction of a 1st Line Supervisor, this position is tasked to ensure that the Clay County District Schools Police Department provides high-quality and ethical police services to the citizens of Clay County and to the employees and students of the School District. School Resource Officers ensure the enforcement of local, county and state laws, preservation of public order, protection of life and the prevention, detection or investigation of crime.

Responsibilities and duties of this position include:

1. Able to successfully perform various law enforcement essential job functions in a wide variety of school settings, situations and circumstances.
2. Must be able to work effectively with other law enforcement and non-law enforcement personnel to include faculty, staff, students and the general public during periods of high, medium and low stress situations.
3. Must be able to perform law enforcement job functions during emergency situations, inclement weather, and other unsafe situations.
4. Able to follow directions from supervisors and ranking officers.
5. Able to work effectively and communicate with supervisors, peers, students, District staff and citizens.
6. Must be able to think critically, collect and analyze information, draw conclusions and make effective decisions.
7. Must be able to maintain a high state of tactical and technical expertise.
8. Maintaining the highest personal and professional standards is a must.
9. Must be able to conduct field investigations, field interviews and police interrogations.
10. Must be able to perform to required standards in conformance with the rules, standard operating procedures, and policies of the police department and the District.
11. Possess comprehensive knowledge of and the ability to interpret the Florida State Statutes, Federal Laws, Local Ordinances and District Policies.
12. Able to follow verbal and written instructions.
13. Able to write, review and comprehend written reports.

14. Able to use various technical equipment, such as but not limited to personal desktop computers, laptops, radios, etc.
15. Able to support and uphold the vision for security of the Clay County School District and the vision for the Clay County School District Police Department.
16. Able to work collaboratively and professionally with the District's Safety and Emergency Management Department.

Required Qualifications:

1. Must have a U.S. High School diploma; U.S. General Education Development (GED) or equivalent.
2. Must be at least 21 years of age.
3. Must possess and maintain a Florida Law Enforcement Certification in accordance with FSS 943.13.
4. ~~Minimum of 2 years experience in~~ Law enforcement experience as a sworn officer at the local, state or federal level.
5. Must possess and maintain a valid Florida Driver's License.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

Desired Qualifications:

1. Prior experience in a K12 or Higher Learning Environment.
2. Prior experience as a School Resource Officer.
3. Thorough Knowledge and Experience in School Campus Threat Assessments.
4. ICS Training in the 100, 200, 300, 400 & 700 series.
5. Crisis Intervention Certification.
6. School Resource Officer Certification.
7. CPR Certification
8. Minimum of 2 years experience in law enforcement as a sworn officer at the local, state or federal level.

Physical Requirements:

1. Ability to walk, run, climb, crawl, twist, squat, stand or sit for extended periods of time.
2. Work in inclement weather.
3. Overtime work including evenings, weekends and athletic events as assigned by the Chief to provide maximum security coverage is required.
4. Incumbent may spend extended periods of time patrolling and investigating crimes on District property, both in automobiles and on foot.
5. Incumbent may be required to physically restrain parties involved in a conflict.
6. In extreme cases, the incumbent may be exposed to violent and/or armed confrontations.
7. Physical abilities test is required yearly.
8. This position may involve routine exposure to blood and body fluids.
9. Regular attendance is required for this position.
10. Ability to lift at least 50 pounds.

Approved: 05/22/2019

Revised: 12/08/2022

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ADAMS, JENNIFER MARY ESE TEACHER OCCUPATION THERAPI 10 MONTH	Swimming Pen Creek Elem	Effective 2022-11-07 10 MONTH / Instructional Probationary Annual
	ALLARD-SOUTER, CASSANDRA SBJ TEACHER, SC, SIXTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2022-10-17 10 MONTH / Instructional Probationary Annual
	BAGG, JUDY MARIE ESE TEACHER, HEARING IMPAIRED 10 MONTH	Middleburg High	Effective 2022-10-24 10 MONTH / Instructional Probationary Annual
	BURR, SANDRA LADAWN DOE TEACHER, SCIENCE RESOURCE 10 MONTH	Discovery Oaks Elementary	Effective 2022-10-24 10 MONTH / Instructional Probationary Annual
	CHUNG-DAVIS, MONICA ALLYSON KERI WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2022-10-21 10 MONTH / Instructional Probationary Annual
	CREWS, MARLENE LYNN LES TEACHER, SC, SIXTH GR 10 MONTH	Lakeside Elementary	Effective 2022-10-24 10 MONTH / Instructional Probationary Annual
	EXFERD, MADISON RUTH LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2022-10-19 10 MONTH / Instructional Probationary Annual
	FERRO, RACHAEL MARIE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2022-11-02 10 MONTH / Instructional Probationary Annual
	FIELD, ERICA CONDON OLJ TEACHER, READING, JH 10 MONTH	Oakleaf Junior High School	Effective 2022-10-03 10 MONTH / Instructional Probationary Annual
	FULMER, RICHARD SEAN KHH TEACHER, INDUSTRIAL ED 10 MONTH	Keystone Heights High School	Effective 2022-11-09 10 MONTH / Instructional Probationary Annual
	GONZALEZ, VINCENT OWEN CHS TEACHER, BUSINESS ED 10 MONTH	Clay High	Effective 2022-10-31 10 MONTH / Instructional Probationary Annual
0.6	HOROWITZ, SHIRA ESE TEACHER, SPEECH CLINICIAN SPECIAL	Exceptional Student Education	Effective 2022-11-14 SPECIAL / Instructional Probationary Annual
	HOUSH, KAELA MCKENZIE LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2022-10-17 10 MONTH / Instructional Probationary Annual
	JOHNSON, CAITLIN ADELE LAJ VE SELF-CONTAINED-EBD 10 MONTH	Lake Asbury Junior High School	Effective 2022-10-24 10 MONTH / Instructional Probationary Annual
	JONES, AMY LYNN GREGORY GPE TEACHER, SC, FIFTH GR 10 MONTH	Grove Park Elementary	Effective 2022-10-19 10 MONTH / Instructional Probationary Annual
	JONES, DAEJAH AIMEE AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2022-11-14 10 MONTH / Instructional Probationary Annual
	LEVINE, BRANSHONDA CHARMESE	CLIMATE AND CULTURE	Effective 2022-11-14 10 MONTH / Instructional

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	STS STUD SERV PSYCH 10 MO 10 MONTH		Probationary Annual
	LOSCO, PAULA LYNN RVE TEACHER, SC, FIFTH GR 10 MONTH	Ridgeview Elementary	Effective 2022-10-31 10 MONTH / Annual
	MATOS, DAMARIS JAQUELINE OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2022-10-25 10 MONTH / Instructional Probationary Annual
	NAFT, GILBERT LES TEACHER, SC, FOURTH GR 10 MONTH	Lakeside Elementary	Effective 2022-10-18 10 MONTH / Instructional Probationary Annual
	NGUYEN, JESSICA THANH THAO CGE TEACHER, SC, THIRD GR 10 MONTH	Coppergate Elementary	Effective 2022-10-17 10 MONTH / Instructional Probationary Annual
0.5	RAMSEY, LAURA LUCENTE ESE TEACHER, SPEECH CLINICIAN SPECIAL	Orange Park Jr High	Effective 2022-10-18 SPECIAL / Instructional Probationary Annual
	SLOAN, KATHRYN SHANNON OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2022-11-09 10 MONTH / Instructional Probationary Annual
	WILLIAMS, FELICIA LANETTE OPJ COUNSELOR, JH 10 MONTH 10 MONTH	Orange Park Jr High	Effective 2022-11-09 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Effective/Action
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III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BOWLIN, YVONNE LEE MHS TEACHER, SUPP FACIL 10 MONTH	Middleburg High	Effective 2022-10-18 /transfer from / CHE TEACHER, SC, FIFTH GR
CANNON, AMY MEHAFFEY DEAN -SH 10 MONTH	Orange Park High	Effective 2023-01-05 /transfer from / OPH TEACHER, MATHEMATICS, SR
KELLER, RODNEY SCOTT CVA TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2023-01-04 /transfer from / CHS TEACHER, SOC STUD, SH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	BARNETT, ALEXANDRIA SHAY POE TEACHER, PRE-KDG/ASD ESE 10 MONTH	Plantation Oaks Elementary	Effective 2022-11-04 RESIGNATION
	DEVIA PAZ, ADOLFO OPJ TEACHER, FOREIGN LANG, JH 10 MONTH	Orange Park Jr High	Effective 2022-11-11 RESIGNATION
	ENDLICH, ALISON E MRE TEACHER, SC, KINDERGARTEN 10 MONTH	Mcrae Elementary	Effective 2022-10-21 RESIGNATION
	FIELD, ERICA CONDON OLJ TEACHER, READING, JH 10 MONTH	Oakleaf Junior High School	Effective 2022-10-07 RESIGNATION
	GOKEE, MARYBETH MRE TEACHER, SC, FIFTH GR 10 MONTH	Mcrae Elementary	Effective 2022-10-21 CONCLUDE EMPLOYMENT
	HALL, BRITTANY MONIQUE WES TEACHER, SC, FOURTH GR 10 MONTH	Wilkinson Elementary	Effective 2022-11-11 RESIGNATION
	HERMES, CARI LYNN ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Exceptional Student Education	Effective 2022-10-17 RESIGNATION
	IOVINO, ROBERT DIS TEACHER, SC, SIXTH GR 10 MONTH	Doctors Inlet Elementary	Effective 2022-11-10 CONCLUDE EMPLOYMENT
	LUKE, LONDON ALEXANDER OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2022-11-02 CONCLUDE EMPLOYMENT
0.9	NGUYEN, JESSICA THANH THAO MCE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2022-10-14 RESIGNATION
	NIEVES, BRIANNA CHRISTINA CGE TEACHER, SC, FIRST GR 10 MONTH	Coppergate Elementary	Effective 2022-11-03 CONCLUDE EMPLOYMENT
	ORTIZ, JASMYNE LYNN GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2022-11-10 RESIGNATION
	PATTERSON, MARI TRISHAUN GPE TEACHER, TITLE I, ELEM 10 MONTH	Grove Park Elementary	Effective 2022-10-21 RESIGNATION
0.9	REID, BAILEY HARRIS MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2022-10-14 RESIGNATION
	ROWE, EMILY C CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2022-10-17 RESIGNATION
	WESTBERRY, MELISSA SUE RHS TEACHER, FAMILY/CONSUMER 10 MONTH	Ridgeview High School	Effective 2022-10-28 RESIGNATION

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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	WILHELM, AMANDA MICHELLE TES TEACHER, SC, SIXTH GR 10 MONTH	Tynes Elementary	Effective 2022-11-17 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	AGUILAR, DAVID MICHAEL WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	AGUILAR, DAVID MICHAEL WJH FOOTBALL ASST JH 75% SUPPLEME	Wilkinson Jr High	Appointment
0.5	ALTWATER, ALLISON GAIL LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
	ALVARADO, JESSI KENNETH MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Appointment
0.5	AUSTIN, KELSIE WOODS RVE DEPT HEAD (11-16) SUPPLEME	Ridgeview Elementary	Appointment
0.5	AUSTIN, KELSIE WOODS RVE DISCRETIONARY SUPPLEME	Ridgeview Elementary	Appointment
	BILLINGS, CHRISTOPHER MICHAEL WEC SAFETY PATROL SUPPLEME	W.E. Cherry Elementary	Appointment
	BISHOP, DAVID HAROLD CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Resignation
	BONNETTE, MORGAN DANIELLE WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Resignation
0.5	BURGHART, JEROD KEITH MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
0.5	BYRD, KATINA DENISE TES DOD ACADEMIC CH, STEM SUPPLEME	Tynes Elementary	Appointment
	CALCIANO, BETH ANNE LES ESE INTERVENTION FAC. SUPPLEME	Lakeside Elementary	Appointment
	CESSNA, KRISTI VICTORIA RHS VOLLEYBALL HD JV SUPPLEME	Ridgeview High School	Appointment
0.3	CONLEY, ANGELA RUTH WEC DEPT HEAD (11-16) SUPPLEME	W.E. Cherry Elementary	Appointment
	CONLEY, ANGELA RUTH WEC SAFETY PATROL SUPPLEME	W.E. Cherry Elementary	Resignation
	CORDEL, STACY LEIGH WEC DEPT HD (3-5) SUPPLEME	W.E. Cherry Elementary	Appointment
	DETORO, MARK ANDREW OHS WRESTLING HD SH SUPPLEME	Oakleaf High School	Appointment
	DOUKMAK, MELISSA CHASE RVE SAFETY PATROL SUPPLEME	Ridgeview Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	EALEY, BETH NYKISHA TES DOD ACADEMIC CH, STEM SUPPLEME	Tynes Elementary	Appointment
0.5	FORKUM, MEREDITH ADRIENNE MHS VOLLEYBALL HD SH SUPPLEME	Middleburg High	Appointment
	FOX, LUKE WILLIAM FIH SOCCER HEAD JV SUPPLEME	Clay High	Appointment
0.5	FRANCISCO, KRISTEN MARIE LAE DEPT HEAD 17-20 SUPPLEME	Lake Asbury Elementary	Appointment
0.5	GLAZENER, SYDNEY M CHS SENIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	GODWIN, JENNIFER JOYCE GPE ESE INTERVENTION FAC. SUPPLEME	Grove Park Elementary	Appointment
	GOETZMAN, SHAUN LOUIS KHH WRESTLING HD SH SUPPLEME	Keystone Heights High School	Appointment
	HARVEY, DIANE P OHS PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
0.5	HOWARD-WILLIAMS, CATHY DENISE AES DOD ACADEMIC CH, STEM SUPPLEME	Argyle Elementary	Appointment
	IVEY, JOHN S GCJ WRESTLING HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	JERNIGAN, KELLY L LES ESE INTERVENTION FAC. SUPPLEME	Lakeside Elementary	Resignation
	JOYNER, STEPHEN JEFFREY OHS FLAG FOOTBALL HD SH/JH SUPPLEME	Oakleaf High School	Appointment
0.5	KIRKLAND, KASSANDRA MARIE MHS VOLLEYBALL ASST SH SUPPLEME	Middleburg High	Appointment
0.5	LAFONT, LAUREN ASHLEY CHS ANNUAL STAFF SH SUPPLEME	Clay High	Appointment
	LIZZA, MARCANGELO FIH WRESTLING ASST SH SUPPLEME	Fleming Island High School	Appointment
0.5	LYONS, LINDA F RVE DEPT HEAD (11-16 SUPPLEME	Ridgeview Elementary	Appointment
0.5	LYONS, LINDA F RVE DISCRETIONARY SUPPLEME	Ridgeview Elementary	Appointment
	MARSHALL, DARRIUS DEON CURRIE OPJ FOOTBALL ASST JH 25%	Orange Park Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	MARSHALL, DARRIUS DEON CURRIE OPJ FOOTBALL ASST JH 75% SUPPLEME	Orange Park Jr High	Appointment
	MARTIN, GREGORY WILLIAM OHS SOCCER HEAD JV SUPPLEME	Oakleaf High School	Appointment
	MCCORD, AMY C SPC PEER TEACHER SUPPLEME	Swimming Pen Creek Elem	Appointment
	MCRAE, KATELYN RVE SAFETY PATROL SUPPLEME	Ridgeview Elementary	Resignation
0.5	MILLER, HEATHER D LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
	MILLER, TYLER ALLAN MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Resignation
0.3	MINZENMAYER, EMILY LYNN WEC DEPT HEAD (11-16) SUPPLEME	W.E. Cherry Elementary	Appointment
	MOORE, JEFFREY R OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	MOORE, JEFFREY R OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Resignation
0.5	NEBESNYK, HEIDI RENE MCE TT1 SUP ED SUPPLEME	Montclair Elementary	Appointment
	NEWELL, MICHELLE LYNN RHS SWIMMING HD SH SUPPLEME	Ridgeview High School	Appointment
0.5	PARSONS, VIRGINIA A KHE DOD ACADEMIC CH, STEM SUPPLEME	Keystone Heights Elementary	Appointment
	PATTON, NICOLE MARIA LAJ PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	PREWITT, CARRIE A MHS VOLLEYBALL HD SH SUPPLEME	Middleburg High	Appointment
0.5	PUGH, MELISSA ANN MCE TT1 SUP ED SUPPLEME	Montclair Elementary	Appointment
0.5	RAYBECK, CARRIE A PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	REPPER, NICHOLAS LEIGH ROE DEPT HEAD (11-16) SUPPLEME	Rideout Elementary	Appointment
	RICHARDSON, ASANTE MEKHI OPJ BASKETBALL HD JH SUPPLEME	Orange Park Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	RUCKERSFELDT, JORDAN DANIELLE SBJ PEER TEACHER SUPPLEME	S. Bryan Jennings Elementary	Appointment
0.5	RUNDIO, JORDAN MARIE MHS VOLLEYBALL ASST SH SUPPLEME	Wilkinson Elementary	Appointment
0.5	SCAMAHORN, ERIC W KHE DOD ACADEMIC CH, STEM SUPPLEME	Keystone Heights Elementary	Appointment
	SCHOENFELD, CONNIE JO RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
0.5	SESSIONS, NATALIE LYNN CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
	SHANNON, TRACY LEE PES PEER TEACHER SUPPLEME	Robert M. Paterson Elementary	Appointment
0.3	SMALENSKI, HOLLISAN L WEC DEPT HEAD (11-16) SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	SNOW, MATTHEW R MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	SNOW, MATTHEW R MRE PEER TEACHER SUPPLEME	Mcrae Elementary	Appointment
0.5	SPEER, KATHARINE VOGT CHS ANNUAL STAFF SH SUPPLEME	Clay High	Appointment
0.3	SWEAT, OLIVIA S CHS SENIOR CLASS SPONSOR SUPPLEME	Clay High	Resignation
0.5	TERMER, MYLINDA ELIZABETH LAE DEPT HEAD 17-20 SUPPLEME	Lake Asbury Elementary	Appointment
	TOBIAS, KAITLYNN MARIE LAE ELEM PERF/PROD SUPPLEME	Lake Asbury Elementary	Appointment
0.5	TORRES, SANDRA MATILDE MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	TURNER, JAIDEN DEANDRE RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	TURNER, JAIDEN DEANDRE RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	WALLACE II, JOEL T OPH CROSS COUNTRY HD SH SUPPLEME	Orange Park High	Appointment
0.5	WEAVER, GAYLE H CVA DEPT HEAD (6-10) SUPPLEME	Clay Virtual Academy	Appointment
0.5	WEEKS, WILLIAM ALVIN	Clay High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	CHS SENIOR CLASS SPONSOR SUPPLEME		
0.5	WILLIAMS, VANESSA MARIA AES DOD ACADEMIC CH, STEM SUPPLEME	Argyle 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

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

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>
0.9	AGUIAR CHIRINOS, JENNY AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2022-10-06 9 MON SU / Annual
	BOLAND, SCOTLAND MICHAEL MNT ELECTRONICS TECH 12 MO SU	Division of Support Svcs	Effective 2022-10-18 12 MO SU / Annual
0.9	BRAMAN, KRISTEN MARIE POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2022-10-20 9 MON SU / Annual
	BROWN, EBONY CHANELLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-14 TRANSPOR / Annual
	BRUGGNER, KHARMA A OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-11-14 9 MON CA / Annual
0.9	BURTON, KARRIE JO KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2022-10-24 9 MON SU / Annual
	BURTON, SHANELL EMERALD OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-10-19 9 MON CA / Annual
	BYRD, EZEKIEL ALEXANDER SPC CUSTODIAN 12 MO SU	Swimming Pen Creek Elem	Effective 2022-11-03 12 MO SU / Annual
	CADET, VALERIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-14 TRANSPOR / Annual
	CALDWELL, ALICIAN MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-24 TRANSPOR / Annual
	CHAMBLESS, KATHLEEN ELIZABETH RHS MEDIA TECHNICAL ASST 10 MONTH	Ridgeview High School	Effective 2022-11-14 10 MONTH / Annual
0.9	DEVERATURDA, FANY ROSALES RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2022-10-11 9 MON SU / Annual
	EDWARDS, TINA MARIE OHS CAFE ASSISTANT 7.5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-11-14 9 MON CA / Annual
0.9	FLEMENS, VICTORIA CATHERINE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2022-10-18 9 MON SU / Annual
0.9	FORD, ALICIA MICHELE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2022-11-02 9 MON SU / Annual
0.8	GODFREY, CARRIE ANNESLEE OVE GENERIC CLASSROOM	Oakleaf Village Elementary	Effective 2022-11-09 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ASSISTAN 9 MON SU		
0.8	GOMES, JENNIFER JOAN LAJ IN SCHOOL SUSPENSION 9 MON SU	Lake Asbury Junior High School	Effective 2022-10-18 9 MON SU / Annual
	GREEN, CHERRY MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-07 TRANSPOR / Annual
0.9	HALL, MADISON AMAYA BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2022-11-02 9 MON SU / Annual
	HARKINS, JERMAINE BAF WAREHOUSER 12 MO SU	Business Affairs	Effective 2022-10-24 12 MO SU / Annual
0.9	HAYDEN, BRANDI M MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2022-11-09 9 MON SU / Annual
	JOHNSON, CARSON RILEY TRN ROUTING DISPATCHER 12 MO SU	Transportation	Effective 2022-10-10 12 MO SU / Annual
	JONES BROWNING, CYNTHIA DAWN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-20 TRANSPOR / Annual
0.9	KELLY, TERRA ASHLEY LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2022-10-11 9 MON SU / Annual
0.9	LOFTUS, ASHELY LYNN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2022-10-11 9 MON SU / Annual
	LOUIS CION, MARIE B LJH CUSTODIAN 12 MO SU	Lakeside Junior High	Effective 2022-10-31 12 MO SU / Annual
	MARTINEZ, ALYSSA MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual
0.9	MATUSCHKE, ALISHIA RENEE KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2022-10-20 9 MON SU / Annual
	MCDAID, ERIN M DOE MEDIA TECHNICAL ASST 10 MONTH	Discovery Oaks Elementary	Effective 2022-11-01 10 MONTH / Annual
	MCDANIEL, VALORIE L OPH CAFE ASSISTANT 5 HOURS 9 MON CA	Orange Park High	Effective 2022-10-10 9 MON CA / Annual
	MELECIO LOPEZ, AIDA IRIS OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-10-24 9 MON CA / Annual
	MENDOZA, FLOR DEL PILAR TRN BUS DRIVER	Transportation	Effective 2022-10-24 TRANSPOR / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRANSPOR		
0.8	MESSER, VALARIE NICOLE SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. Bryan Jennings Elementary	Effective 2022-10-05 9 MON SU / Annual
0.2	MESSER, VALARIE NICOLE SBJ TITLE I ASSISTANT 9 MON SU	S. Bryan Jennings Elementary	Effective 2022-10-05 9 MON SU / Annual
0.9	NIEVES, KELVIN GERALDO OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2022-10-10 9 MON SU / Annual
0.9	PARMETER, BRITTANY N RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2022-10-21 9 MON SU / Annual
	POLANCO, DULCE M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual
	POWERS, KARLA ANN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual
0.9	PULLUM, AMANDA JEAN WES GENERAL ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2022-11-02 9 MON SU / Annual
	REESE, CIERRA ANGEL MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2022-11-14 12 MO SU / Annual
	RIVERA, IRENE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-14 TRANSPOR / Annual
	ROVIRA, ANA M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual
	RYAN III, GLENN WOOTEN MNT HEAVY EQUIP OPERATOR 12 MO SU	Division of Support Svcs	Effective 2022-10-17 12 MO SU / Annual
	SHIPLEY, AMY JEAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual
	SIMONS, MICHELE TEREZA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-15 TRANSPOR / Annual
	SMITH, LENORA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual
0.9	STELLY, TAMMY LYNN RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2022-10-27 9 MON SU / Annual
	TERRY, MALLORY DANESE CGE SCHOOL SECRETARY 10 MONTH 10 MONTH	Coppergate Elementary	Effective 2022-11-09 10 MONTH / Annual
0.4	VAN GUNDY, BRENDA CARMEN WES TITLE I ASSISTANT	Wilkinson Elementary	Effective 2022-11-03 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
0.9	WILLIAMS, ALYSSA MARIE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2022-10-21 9 MON SU / Annual
	WISSEMAN, NANCY ELAINE MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2022-10-27 9 MON CA / Annual
	YARBROUGH, JONATHAN BRYAN SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-10-31 12 MO SU / Annual
	ZAYAS, ANTHONY PHILLIP TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-10-31 TRANSPOR / Annual

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	
	CURRY JR, ROBERT L SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	12 MO SU / AC Safety and Security
	GREEN, CAROL SUE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	JUDD, HOLLY MICHELE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	9 MON SU / Multi-Year Conditional
0.9	MONTESDEOCA, LIZA DEL CARMEN OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	9 MON SU / Multi-Year Conditional
0.9	O BRIEN, SABRA SHYANNE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	SAXON, PAMELA A KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Multi-Year Conditional
	SPENCER, TAMMY L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	TYSON, JEFFREY TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
0.9	WARFLE, CAROL L OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	9 MON SU / Annual

VI. Support Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
ALEQUIN, JENNIFER ANN OHS SCHOOL SECRETARY/ST SER 12 MO SU	Oakleaf High School	Effective 2022-09-18 / redesignated from / OHS SCHOOL SECRETARY/ST SER / 12 MO SU
HERNANDEZ-ORTIZ, MARIA D GPE CAFE ASSISTANT 7 HOURS 9 MON CA	Grove Park Elementary	EFFECTIVE 2021-08-09 TRANSFER FROM OHS CAFE ASST 5 HOURS
NUCCIO, SARA ROSE GPE CAFE ASSISTANT 5 HOURS 9 MON CA	Grove Park Elementary	Effective 2022-11-07 / redesignated from / GPE CAFE ASSISTANT 3 HOURS / 9 MON CA
SANTIAGO FIGUEROA, LIOMARYS GPE CAFE ASSISTANT 6.5 HOURS 9 MON CA	Grove Park Elementary	Effective 2022-11-07 / redesignated from / GPE CAFE ASSISTANT 5.75 HOURS / 9 MON CA

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	BECK, DAWN RENE OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2022-11-08 /transfer from / TRN BUS DRIVER
0.9	BILLINGS, SAMANTHA ALEXANDRA WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2022-10-17 /transfer from / WEC GENERAL ASSISTANT
	CRUZ, YVETTE OHS SCHOOL SECRETARY 12 MONTH 12 MO SU	Oakleaf Village Elementary	Effective 2023-01-23 /transfer from / OVE SECRETARY 11 MO
	DAVIS, SHYKELA MARIE ROE CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2022-10-29 /transfer from / MNT CUSTODIAN
	DEVERATURDA, RAUL JORGE CHS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Clay High	Effective 2022-10-24 /transfer from / CHS CUSTODIAN
	FLYNN, KATHI RHS TESTING/ADMIN SUPPORT ASST 10 MONTH	Ridgeview High School	Effective 2022-10-24 /transfer from / RHS MEDIA TECHNICAL ASST
	GARCIA, EDMA L ITS DATA SERVICES ASSISTANT 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2022-11-14 /transfer from / ROE ST RECORD SEC 12 MO
0.9	JOHNSON, COLLEEN ELIZABETH MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2022-10-10 /transfer from / MHS GENERAL HEALTH ASSISTA
0.9	MCKEE, ANNA MARIE ROE GENERAL ASSISTANT 9 MON SU	Rideout Elementary	Effective 2022-11-01 /transfer from / ROE GENERAL HEALTH ASSISTA
0.9	O SHIELDS, MICAH L ROE GENERAL HEALTH ASSISTA 9 MON SU	Rideout Elementary	Effective 2022-11-01 /transfer from / LAJ BEHAVIORAL HEALTH ASST
	PAZIUK, JENNIFER J BAF PAYROLL ASSISTANT 12 MO SU	Business Affairs	Effective 2022-10-24 /transfer from / DOE MEDIA TECHNICAL ASST
	RICHARDSON, MICHAEL TRN MECHANIC 12 MO SU	Transportation	Effective 2022-10-04 /transfer from / TRN BUS DRIVER
	SWANSON, JAMEE D POE ST RECORD SEC 12 MO 12 MO SU	Plantation Oaks Elementary	Effective 2023-01-03 /transfer from / POE GENERAL ASSISTANT
	WISSEMAN, ROBERT WAYNE RVE HEAD CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2022-11-15 /transfer from / RVE CUSTODIAN
	ZAYAS, DENISE E SED ACCOUNTING SUPPORT ASST 12 MO SU	SEDNET	Effective 2022-11-15 /transfer from / OPJ BOOKKEEPER

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
0.9	AGUILAR, REBECCA LELAURIN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2022-10-26 CONCLUDE EMPLOYMENT
	ARRO, EDNA D OLJ CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf Junior High School	Effective 2022-12-02 RESIGNATION
	BANGI, MARTHA SUE TRN ESE ASST/BUS MONITOR LNG TRM	Transportation	Effective 2022-10-21 RESIGNATION
	BARBER, HEATHER OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-09-30 RESIGNATION
	BENOIT, KATHERINE MARY TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-21 RETIREMENT
	BROWN, BENJAMMIN LAZACCHAEUS MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2022-10-21 CONCLUDE EMPLOYMENT
	BROWN, ROY GRALIN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-28 RESIGNATION
	BUCKMAN, RHONDA DE VORAH AES REGISTERED NURSE 10 MONTH	Argyle Elementary	Effective 2022-10-21 RESIGNATION
	CADDELL, JOHNNIE M POE CAFE ASSISTANT 5.5 HOURS LNG TRM	Plantation Oaks Elementary	Effective 2022-10-05 RESIGNATION
	CASTANO, ANSELMO MNT HVAC TECH 12 MO SU	Division of Support Svcs	Effective 2022-10-21 RESIGNATION
	COLITZAS, SUSAN L TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-12-21 RETIREMENT
	CUELLAR, STEPHANIE PES CAFE ASSISTANT 6 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2022-10-21 CONCLUDE EMPLOYMENT
	EDWARDS, TINA MARIE OHS CAFE ASSISTANT 7.5 HOURS 9 MON CA	Oakleaf High School	Effective 2022-11-14 RESIGNATION
	FELLS, CORA SHANELLE PES CAFE ASSISTANT 6.25 HOURS 9 MON CA	Middleburg High	Effective 2022-10-25 RESIGNATION
	GOSLEE, JULIE ANNE ITS DATA SERVICES ASSISTANT 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2022-11-04 RESIGNATION
	GROSSGLASS, VERNICE M SED ACCOUNTING SUPPORT ASST 12 MO SU	SEDNET	Effective 2022-11-04 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	JACOBS, BRITTANY MICHELLE LAJ CAFE ASSISTANT 3.75 HOURS 9 MON CA	Lake Asbury Junior High School	Effective 2022-11-04 CONCLUDE EMPLOYMENT
	JADRO, JEFFREY J SPC CUSTODIAN 12 MO SU	Swimming Pen Creek Elem	Effective 2022-09-23 RESIGNATION
0.9	JAMES, JESSICA LINDSEY OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2022-10-27 RESIGNATION
	JOHNSON, CARSON RILEY TRN ROUTING DISPATCHER 12 MO SU	Transportation	Effective 2022-11-03 RESIGNATION
	KELLUM, JOHN JR MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2022-12-30 RETIREMENT
	KENNEDY, DOUGLAS CHRISTOPHE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-10-28 RESIGNATION
	KNOFF, HEATHER NICOLE CHS CAFE ASSISTANT 5 HOURS 9 MON CA	Clay High	Effective 2022-11-01 RESIGNATION
0.9	LEWIS, LYRIC TAGENI JIBRI MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2022-10-25 RESIGNATION
	MALLEY II, ROBERT WILSON SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2022-11-24 RESIGNATION
	MITCHELL, ASHLEY L CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Coppergate Elementary	Effective 2022-10-31 RESIGNATION
	MYERS, PHILIP A FIH CUSTODIAN 12 MO SU	Fleming Island High School	Effective 2022-11-28 RESIGNATION
0.9	O STEEN, JUDY D WES GENERAL ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2022-10-20 RESIGNATION
	PALLADINO, DANIEL T RVE HEAD CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2022-10-25 RESIGNATION
0.9	PARMETER, BRITTANY N RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2022-11-04 RESIGNATION
	QUINTANA, EMILIO OPH CUSTODIAN 12 MO SU	Orange Park High	Effective 2022-10-25 RESIGNATION
	RODRIGUEZ, STEPHANIE OVE CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf Village Elementary	Effective 2022-10-07 CONCLUDE EMPLOYMENT
0.9	SANTIAGO, ANGELA D	Mcrae Elementary	Effective 2022-10-14

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	MRE BEHAVIORAL HEALTH ASST 9 MON SU		RESIGNATION
	SCOBLE, CINDY LOUISE WES CAFE ASSISTANT 3 HOURS 9 MON CA	Wilkinson Elementary	Effective 2022-11-04 RESIGNATION
0.9	SCOTT, JEANNIE A SLE GENERAL HEALTH ASSISTA LNG TRM	Shadowlawn Elementary	Effective 2022-11-11 RESIGNATION
	SHIELDS, JAMES FRANKLIN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-21 RESIGNATION
	SIGLEY, CHARLES LEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-10-19 RETIREMENT
	SMITH, DORETHA ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-11-02 RESIGNATION
	SMITH, KATELYNN ASHLEY CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Clay High	Effective 2022-10-13 RESIGNATION
	STALLWORTH, KARIN CORA MCE CAFE ASSISTANT 4.5 HOURS 9 MON CA	Montclair Elementary	Effective 2022-10-13 CONCLUDE EMPLOYMENT
0.9	SUTTON, TRACY J TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-01-15 RESIGNATION
	TOMLINSON, HAYLEY LYNNE WJH CAFE ASSISTANT 3.75 HOURS LNG TRM	Wilkinson Jr High	Effective 2022-10-10 RESIGNATION
	ULYSSE, AROUL SUPPORT - CWL 12 M0 LNG TRM	Charles E. Bennett Elementary	Effective 2022-10-14 CONCLUDE EMPLOYMENT
	VAZQUEZ SANCHEZ, ERIC RHS CUSTODIAN 12 MO SU	Transportation	Effective 2022-11-01 RESIGNATION
	WARD, SHELLY J TRN BUS DRIVER TRANSPOR	Transportation	Effective 2022-11-11 RESIGNATION
0.9	WARNER, JOSIE ANN MARIE WJH BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Jr High	Effective 2022-11-18 RESIGNATION
	WILLETTE, ANTHONY CASAS TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2022-11-09 RESIGNATION
	WISSEMAN, NANCY ELAINE MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2022-10-28 RESIGNATION
	WOODARD, MICHAEL W	Division of Support Svcs	Effective 2022-10-27

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
MNT PLUMBER 12 MO SU		RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	ALVAREZ, LEAVY J KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights Elementary	Appointment
	ALVAREZ, LEAVY J KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights Elementary	Appointment
	DAVIS, DENZELL CHS BASKETBALL ASST SH SUPPLEME	Clay High	Appointment
	DEHART, TYLER SCOTT OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	DEHART, TYLER SCOTT OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment
	DEHART, TYLER SCOTT OPH WRESTLING ASST SH SUPPLEME	Orange Park High	Appointment
	JOHNSON, COLLEEN ELIZABETH MHS SOFTBALL FP HD JV SUPPLEME	Middleburg High	Appointment
0.5	MICKENS, CHARLES HERBERT MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
	MICKENS, CHARLES HERBERT MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment