

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

February 4, 2021

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I. Administrative Actions**A. APPOINTMENT**

Name/Assignment	Site	Contract
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I. Administrative Actions**B. RE-APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions**C. RE-DESIGNATION**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
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I. Administrative Actions**D. TRANSFER**

Name/Assignment	Site	Contract
OTIS, KELLY RENEE AES PRINCIPAL, ELEMENTARY 12 MONTH	Argyle Elementary	Effective 2021-01-14 /transfer from / DOE ASST PRINCIPAL EL 12 MO

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
CASIAS, RUTH A DIS ASST PRINCIPAL EL 12 MO 12 MONTH	Doctors Inlet Elementary	Effective 2021-03-31 RETIREMENT
WARD, ANGELA M AES PRINCIPAL, ELEMENTARY 12 MONTH	Argyle Elementary	Effective 2021-01-01 RESIGNATION

I. Administrative Actions**F. SUPPLEMENT**

Name/Assignment	Site	
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

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. Human Resources is implementing a strategic plan to review and revise all job descriptions every two (2) years.

This month, Business Affairs has carefully reviewed and revised each job description within their department.

B-1.1.03 - Assistant Superintendent for Business Affairs

B-1.1.26 - Coordinator of Internal Accounts

B-1.1.28 - Director of Finance

B-1.1.29 - Supervisor of Purchasing and Material Management

B-1.1.33 - Coordinator of Procurement/Buyer

B-1.1.41 - Coordinator of Accounts Payable

B-1.1.47 - Coordinator of Health Benefits

B-1.2.46 - Coordinator of Accounting Budget

B-1.4.01 - Coordinator of Payroll Activities

B-1.4.02 - Coordinator of Risk Management

B-1.4.04 - Coordinator of Property Control

Job Locator: B-1.1.03

Job Title: Assistant Superintendent for Business Affairs

Position Grade: Assistant Superintendent

Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Business Affairs is directly responsible to the Superintendent of Schools and works in collaboration with other members of the Superintendent's Cabinet. ~~This person serves in a line-staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents.~~ This position is responsible for the administration of the business affairs of the District in such a way to provide the best possible educational services with the financial resources available.

Responsibilities and duties of this position include:

1. Responsible for coordinating the business and financial affairs of the school district.
2. Ability to analyze, plan, and develop short and long-range plans and effectively organize and administer district Business Affairs Division.
3. Provides leadership, coordination, direct supervision and professional guidance over the department heads and their staff members who are responsible for the functions of Accounting, Auditing, Internal Accounts, Budget, Resource Allocation, Cash Management and Investments, Payroll, Purchasing, Property Records, Warehousing, Central Printing Services, Risk Management and Employee Benefits. ~~Supervise and evaluate the areas of Purchasing, Warehousing, Financial Records, Payroll, Accounts Payable, Property Control, Accounting, Auditing Risk Management, Insurance and School Food Service.~~
4. ~~Provide leadership and~~ Responsible for the coordination and development of the annual District Budget. Responsible for keeping the Superintendent and Cabinet informed as to current critical issues relating to funding. ~~for all aspects of work in the Division and at all levels for the budgeting process.~~
5. ~~Supervise the reporting~~ Responsible for the coordination of all financial data to meet requirements set by local, state and federal agencies.
6. ~~Work with auditors for district level and/or school auditing of financial records.~~ Responsible for planning, coordinating, analyzing and submitting the annual FTE student enrollment projections to the Department of Education.
7. ~~Establish procedures and guidelines for operations of Internal Accounts.~~
8. Work with auditors for district level and/or school auditing of financial records.
9. ~~Plan and conduct and investment/loan schedule for the school system's funds.~~ Manages the investment/loans of District funds in a prudent manner that ensures maximum returns.
10. Responsible for planning, coordinating, monitoring, evaluating and recommending improvement to the district's financial and business services, including policies, procedures and processes.
11. ~~Establish a positive public relations program with all aspects of the community as related to the financial management of the school system.~~
12. Responsible for administering the District Rental of Facilities program.

13. Responsible for administering the District's Insurance and Risk Management programs.
14. ~~Supervise salary modeling for collective bargaining.~~ Serves as the district's finance representative in bargaining activities with the labor organizations.
15. Review cost analysis of salary proposals.
16. Represent the Business/Finance functions at official school board meetings and workshops.
17. Provide responses to Board questions or concerns related to agenda items which involve potential financial impacts of various alternatives or policy decisions being considered.
18. Attends meetings of the Florida professional associations that provide training and legislation information when appropriate.
19. Perform other duties as may be requested by the Superintendent of Schools.

Required Qualifications:

1. Master's Degree from accredited college or university in Accounting, Business Administration, or Finance. A CPA certification may be substituted for Master's Degree.
2. Leadership experience in public school administration, public school district administration, or leadership of other large, diverse organizations.
3. Minimum of five (5) years of supervisory experience with responsibilities related to the financial/business operations of a school district or comparable experience with substantial operating budgets.
4. ~~Minimum of five (5) years successful administrative experience with responsibilities related to the financial/business operations of a school district or comparable government experience with operating budgets in excess of \$150 million annually.~~
5. Skill in human relations and supervision of personnel.

Desired Qualifications:

1. Experience in preparing or reviewing GASB compliant annual financial statements.
2. Certified Public Account (CPA) designation
3. Experience in preparing or reviewing school district budgets according to DOE and TRIM requirements-
4. ~~Knowledge of the following: Florida Education Finance Program, Florida Statutes, State Board of Education Regulations, and Financial and Program Cost Accounting and Reporting for Florida Schools.~~ and the ability to understand and interpret applicable policies, state statutes, and federal guidelines, including Florida Statutes, Florida Education Finance Program, Capital Improvement Funding, governmental accounting principles, cost accounting systems, and School Board Policy.

Revised: 01/14/1992

Revised: 09/09/1997

Revised: 08/21/2012

Revised: 02/10/2014

Revised: 02/04/2021

Job Locator: B-1.1.26

Job Title: Coordinator of Internal Accounts

Position Grade: Coordinator 1

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

Provides administrative leadership for Internal Accounts in support of process accountability and safeguarding of internal funds by keeping the School Board in compliance with statutes and rules regarding school internal accounts and to assist school bookkeepers and principals with their financial responsibilities.

Responsibilities and duties of this position include:

1. Oversees and monitors the monthly and annual reconciliation of Internal Fund financial information for all schools and centers.
2. Develops and implements procedures manuals for accountability of internal funds and compliance with State and District rules, regulations and policies.
3. Provides guidance to schools on issues concerning policies, procedures and financial accountability.
4. Monitors to ensure compliance with Board Rules, Federal regulations, state regulations and good business practices relating to school funds.
5. Maintains and supports internal accounting software, develops and recommends modifications of existing systems to improve efficiency and effectiveness for all schools and centers.
6. Trains and assists bookkeepers in bookkeeping procedures and concepts relevant to Internal Funds.
7. Maintain a close working relationship with appropriate school personnel to ensure information exchange and coordination of efforts.
8. Conduct follow-up audits as directed by the Assistant Superintendent for Business Affairs to review compliance after deficiencies have been noted.
9. Communicate with principals, cost center supervisors and other employees regarding audit evaluations and recommendations.
10. Perform other duties as assigned by the Assistant Superintendent for Business Affairs.
11. Conduct and assist (including communicating with local law enforcement and state agencies) in investigations as to non-compliance with State and District rules, regulations and policies.
12. Prepare and submit Qualified Public Depository Reporting to state agency on an annual basis.
13. Consolidate 1099 tax information for all schools and centers on an annual basis.
14. Acts as the coordinator between school and center staff on required internal account audits by outside auditors.

Required Qualifications:

1. Bachelor's degree in Accounting or Business Administration, or a combination of education/training/experience which provides an equivalent background.
2. Knowledge of the following; The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies as they relate to Internal Accounts.
3. Minimum of five (5) years successful experience in School Board internal accounts school bookkeeping.
4. Demonstrated evidence of strong organization, and leadership skills.
5. Demonstrated ability to communicate in oral and written communication and work with a diverse group of people.
6. Knowledge of current financial software, internal accounts software and other applicable software.

Desired Qualifications:

1. Supervisory experience.
2. Experience in Clay County School Board internal accounts policies, procedures and software.

Approved: 02/10/2014

Revised: 05/07/2015

Revised: 06/07/2018

Revised: 04/04/2019

Reviewed: 02/04/2021

Job Locator: B-1.1.28

Job Title: Director of Finance

Position Grade: Director I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Director of Finance is responsible for directing the operation of accounting and budgeting. This position serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Supervises the daily operations of the accounting department to ensure that records are accurate for the preparation of all financial and management reporting.
2. Supervises the daily operations of the Accounts Payable department to maintain and implement accounts payable policies and procedures in accordance with District Goals and School Board Policies.
3. Coordinates, monitors and evaluates internal controls, systems and procedures related to the accounting function to help ensure the effective, efficient and appropriate utilization of district resources.
4. Coordinates the preparation of monthly and annual financial reports to meet the requirements of the laws of the State of Florida and rules of Florida State agencies.
5. Assists the Assistant Superintendent for Business Affairs in the development, preparation, and submission of the annual budget in the format required by the Florida Department of Education.
6. Advises divisions and departments of budget policies and procedures and assists in the maintenance of proper budget controls, monitoring and management of the district's budget.
7. Develops and implements new procedures to ensure compliance with governmental accounting standards (State and Federal).
8. Conducts fiscal impact analyses and revenue and expenditure forecasting.
9. Supervises the receipt and deposit of all funds.
10. Conducts analysis and balancing of assets and liability accounts.
11. Supervises the accounting for federal programs and food services.
12. Supervises the preparation of the School Program Cost Report.
13. Acts as the coordinator between school board staff and federal/state agency personnel on required audits other than the audits of school internal accounts.
14. Coordinates cash management, investment opportunities and determines daily cash needs.
15. Prepares a variety of complex, periodic reports, trend analysis and other statistical data.
16. Attends meeting of the Florida professional associations that provide training and legislative information when appropriate.
17. Analyzes bond issues for timely dispensation and refund of monies.

18. Disburses charter school funds and monitors charter school budgets and financial reports to ensure fiscal stability and compliance.
19. ~~Initiates draws for Federal cash advance requests of the school district.~~
20. Exports the files to process the bi-monthly ACH transactions for all employee direct deposit paychecks, as well as, for various payroll liabilities
21. Performs other duties requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Accounting and/or Business Administration.
2. Five (5) years experience in accounting and/or auditing.
3. Knowledge of laws and rules pertaining to School/Governmental Accounting.

Desired Qualifications:

1. Certified Public Accountant.
2. Experience in school financial management or accounting/auditing.
3. Knowledge of Business Software Applications.

Revised: 02/09/1984

Revised: 12/13/1984

Revised: 01/21/1993

Revised: 04/15/1993

Revised: 05/15/2003

Revised: 02/19/2004

Revised: 03/18/2004

Revised: 02/10/2014

Revised: 02/23/2016

Revised: 05/03/2018

Revised: 02/04/2021

Job Locator: B-1.1.29

Job Title: Supervisor of Purchasing and Material Management

Position Grade: Supervisor II

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

Directs the District's Purchasing and Materials Management (Print Center and Property Control) processes and performance.

Responsibilities and duties of this position include:

1. Administer bidding process and contracts for vendor performance/compliance within established limits (e.g.) prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc. for the purpose of securing items and or services within budget and in compliance with regulatory requirements.
2. Develop bid tabulations and make recommendations to the Superintendent for School Board action related to bid contracts.
3. Advise district personnel regarding needed products or services and assist with development of product/service specifications and available sources.
4. Supervise the maintenance of bid contracts, state contracts purchasing and files.
5. Establish and maintain procedures to ensure District purchases are in compliance with current local, state, and Federal regulations.
6. Supervise the process for professional negotiations for selection of consultants including assistance with development of the resulting contract.
7. Supervise the development and implementation of policies, standards and procedures for district Purchasing and Materials Management.
8. Establish the criteria for the selection, indoctrination, performance and development of Department personnel.
9. Assist with preparation of Purchasing and Material Management's annual budget for review.
10. Assist other personnel in areas of mutual concern and perform other such duties as requested by the Assistant Superintendent for Business Affairs.
11. Supervises personnel in the Purchasing Department, Property Control Department, and the Print Center.
12. Resolve issues pertaining to Purchasing, Property Control, and the Print Center for Schools and Departments.
13. Handle and maintain store purchasing cards.

14. Assists with Buyer and Purchasing Assistant tasks.
15. Supervises the Contract Review Process for District Agreements.
16. Collaborates with Departments regarding Contract/Agreement needs and requirements.
17. Collaborates with School Board Attorney regarding elements of a contract and business law within the framework of School Board policies and State Board of Education regulations.
18. Interface with other agencies for cooperative bid process.
19. Demonstrates proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
20. Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
21. Perform the duties as assigned by the Assistant Superintendent of Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Business Administration or Related Area and/or five (5) years experience in governmental purchasing and materials management within an educational system.
2. Must hold a current certification as Certified Public Purchasing Buyer (C.P.P.B.)
3. Knowledge of the following: Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and School Board Policies.
4. Experience in Contract Development and Negotiations
5. Knowledge of Business Software Application.

Desired Qualifications:

1. Skill in Human Relations
2. Supervisory experience in local school and/or district level purchasing and material management.
3. Skill in written and oral communication.

Effective: 07/14/1983

Revised: 04/24/1984

Revised: 12/13/1984

Revised: 07/01/1993

Revised: 04/15/2004

Revised: 05/19/2005

Revised: 02/10/2014

Revised: 03/20/2014

Revised: 02/23/2016

Revised: 05/19/2016

Revised: 05/03/2018

Revised: 02/04/2021

Job Locator: B-1.1.33

Job Title: Coordinator of Procurement/Buyer

Position Grade: Coordinator II

Evaluated By: Supervisor of Purchasing and Material Management

Job Description:

The Coordinator of Procurement is directly responsible to the Supervisor of Purchasing and Material Management. This person serves in a staff relationship with other administrators. This person performs advanced, specialized duties pertaining to the procurement of materials, supplies, equipment and/or services. ~~Work includes duties pertaining to the formal bidding process such as assisting in the writing of specifications, issuing bid invitations and attending and tabulating bid openings.~~

Responsibilities and duties of this position include:

1. Reviews and processes requisitions, confers with school and departmental personnel as needed. Oversees the daily purchasing functions for commodities and/or services.
2. ~~Secures prices from vendors and obtains written quotations when required.~~ Develops and maintains systems to track documents and purchasing data for reporting, auditing and/or records request.
3. ~~Reviews all bid documents for compliance with piggyback option.~~ Assists with the development of Request for Proposals, Invitation to Bid, and Request for Quotations procedures and processes.
4. Performs statistical analyses to determine district needs for new term contracts and implements same to satisfy those needs.
5. ~~Develops~~ Reviews and edits all bid/RFP documents and reviews specifications for clarity and compliance with Board policy, Federal, State and local regulations; assists bid openings, assists requesting department in evaluation of bids/RFPs and reviews rationale for rejection/acceptance of bid/RFP.
6. Reviews, edits and compiles Board agenda materials prior to submission to Supervisor.
7. ~~Mediates payment/invoice problems or~~ minor contract or purchasing disputes between requesting department and vendor.
8. Assists with Purchasing and Accounts Payable issues.
9. Confers with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations.
10. Participate in staff development and training sessions to maintain a competitive purchasing edge to support the needs of the District.
11. Coordinate training sessions of District Procurement Procedures.
12. Coordinates with vendors for Charter Bus Master Agreement and communicates with District Personnel regarding eligibility.

13. Performs other related work as required: assigned by the Assistant Superintendent of Business Affairs and/or the Administrator.

Required Qualifications:

1. Must have a Bachelor's Degree from an accredited college or university with business courses or a related field and Purchasing Certification, CPPO, CPM and/or CPPB.
2. Minimum of three (3) years experience in governmental purchasing or related field.
3. Knowledge of the following: Florida Statutes, State Board of Education Regulations, Financial and Program Cost Account and Reporting for Florida School and School Board policies.
4. Proficient in Word and Excel.

Desired Qualifications:

1. Experience in local school and/or district level purchasing/accounting regulation.
2. Knowledge of ~~TERMS~~ and/or other ERP systems.

Approved: 06/21/2007

Revised: 09/17/2007

Revised: 02/10/2014

Revised: 05/03/2018

Revised: 02/04/2021

Job Locator: B-1.1.41

Job Title: Coordinator of Accounts Payable

Position Grade: Coordinator I

Evaluated by: Director of Finance

Job Description:

The Coordinator is directly responsible to the Director of Finance. This person serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator, Coordinator of Insurance Activities, and Coordinator of Procurement.

Responsibilities and duties of this position include:

1. Coordinates Accounts Payable and assists with processing of processes Construction Payments and Travel.
2. Reconciles P-card statements for all departments and schools and prepares corresponding journal entries to record payment.
3. Coordinates and processes payment of vendor invoices through District's E-card system.
4. Coordinates Accounts Payable procedures and processes with all schools and centers.
5. Supervises Accounts Payable personnel and assists in evaluations.
6. Mediates payment/invoice problems or disputes between requesting department and vendor.
7. Assists with the hiring and training of Accounts Payable personnel.
8. Executes monthly Florida Retirement System and child support garnishment ACH transactions and prepares reconciliations of payroll liability accounts to general ledger.
9. Preparation of the Annual Program Cost Report, schools' financial reports, Abandoned Property Report and other reports as assigned.
10. Preparation of monthly PECO request reports and sales tax returns.
11. Preparation of quarterly fuel tax refund applications and Unemployment Compensation remittance.
12. Preparation of monthly bank reconciliations.
13. Preparation and distribution of 1099s.
14. ~~Preparation of monthly vouchers and warrants report for the School Board.~~
15. Submission of bi-monthly positive pay files for Payroll and Accounts Payable accounts for fraud prevention and reconciliation.
16. Perform other duties as assigned by Assistant Superintendent of Business Affairs and provide support to the Director of Finance as needed.

Required Qualifications:

1. Graduate from an accredited college or university with Bachelor's Degree in Accounting or Business.

2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
3. Knowledge of current financial software and other applicable software.

Desired Qualifications:

1. Supervisory experience.
2. Experience in local school and/or district level purchasing/accounting regulations.
3. Knowledge of data processing procedures and programs.

Effective: 04/24/1984

Revised: 08/17/1989

Revised: 07/01/1993

Revised: 10/13/2011

Revised: 02/10/2014

Revised: 02/20/2014

Revised: 03/20/2014

Revised: 05/03/2018

Revised: 02/04/2021

Job Locator: B-1.1.47

Job Title: Coordinator of Health Benefits

Position Grade: Coordinator I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Health Benefits is directly responsible to the Assistant Superintendent for Business Affairs. This person serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Assist in the preparation and analyzing of bids and/or negotiations.
2. Examine and approve new and renewal insurance policies.
3. Coordinate and implement all aspects of the fringe benefit program related to employee, retiree and COBRA health insurance and wellness benefits.
4. ~~Program~~ Update and maintain ~~Access software~~ Web based system for Retirees, Leave and Cobra participants.
5. Coordinate payroll information as necessary, i.e. changes in carrier/coverage/services.
6. Reconcile and calculate the monthly premium payments for all group insurance policies and wellness partnerships and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
7. Interface with other departments, especially Payroll and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
8. Act as liaison for the department in the area of data processing by assisting the Information Service programmers with the information necessary to program the needs of the Insurance Department.
9. Responsible for the accounting, reconciling and submitting the Division of Retirement Certification of Retirees' Health Insurance Premium Payments, Health Care Reform reports (IRS 1095-C & 1094-C) and Health Savings Account and Flexible Spending Accounts uploads to financial institutions.
10. Ensures compliance with federal, state and local mandates by studying existing and new legislation; obtaining legal opinions; enforcing adherence to mandates; advising executive staff on needed actions.
11. Enroll, term and process QLE (qualified life events) and run reports in multiple Insurance Carriers eligibility and administrative systems.
12. Coordinate and implement the annual or open enrollment process for all benefit eligible employees, retirees, and COBRA participants.
13. Supervise and coordinate Wellness Committee Activities, Near-site Clinics, Well Workplace Designation, yearly recertification and coordinates with outside agencies, businesses and health care

providers to implement wellness initiatives.

14. Serves as liaison for activities of the Employee Assistance Program and participates on the School Health Advisory Committee (SHAC).
15. Oversee multiple Insurance Carriers, Consultant, Web Enrollment System, Insurance Committee, Wellness Committee, Health Programs and Partnerships.
16. Supervise and evaluate Insurance Support Staff and Supervise Onsite Representatives
17. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree or graduate from an accredited college with an Associates Degree and 3-5 years of Insurance Benefits experience
2. Demonstrate knowledge of the principles and practices of health and wellness promotion, health education and disease prevention/management.
3. Supervisor and Administrative experience
4. Experience in financial management and/or accounting.
5. Skilled in Excel Spreadsheet and other applicable software.
6. Skill in Human Relations
7. Ability to work independently

Desired Qualifications:

1. Bachelor's Degree in Business with emphasis in Health Insurance Benefits.
2. Experience in insurance procedures and management.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost accounting and Reporting for Florida Schools and Clay County School Board Policy.
4. Knowledge in Data processing Procedures and Programs.

Approved: 04/15/2004

Effective: 07/01/2004

Revised: 02/16/2006

Revised: 05/03/2018

Revised: 02/04/2021

Job Locator: B-1.2.46

Job Title: Coordinator of Accounting/Budget

Position Grade: Coordinator I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator is directly responsible to the Assistant Superintendent for Business Affairs and serves in a staff relationship with other administrators. Provides financial information to management by researching and analyzing accounting data; preparing reports.

Responsibilities and duties of this position include:

1. Review and analyze federal grant expenditures and contracts for adequate documentation and compliance with grant documents, OMB circular A-128 and A-87.
2. Prepare FA-399's for federal grants and perform on-line disbursement reports.
3. Request federal cash advance draw downs.
4. Coordinate with the Office of the Auditor General and outside Auditing firms regarding federal grants.
5. Assist with the preparation of the Annual Program Cost Report, schools' financial reports and other reports as assigned.
6. Prep monthly budget reports.
7. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
8. Documents financial transactions by entering account information.
9. Recommends financial actions by analyzing accounting options.
10. Perform other duties as assigned by the Assistant Superintendent for Business Affairs.
11. Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
12. Substantiates financial transactions by auditing documents.
13. Maintains accounting controls by preparing and recommending policies and procedures.
14. Guides district and school's clerical staff by coordinating activities and answering questions. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
15. Reconciles financial discrepancies by collecting and analyzing account information.
16. Maintains financial security by following internal controls.
17. Prepares payments by verifying documentation, and requesting disbursements.

18. Complies with federal, state, and local financial legal requirements by studying existing and new legislation enforcing adherence to requirements.
19. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
20. Maintains customer confidence and protects operations by keeping financial information confidential.
21. Contributes to team effort by accomplishing related results as needed.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree in Business Administration Management or Accounting.
2. Three (3) years accounting/auditing experience.
3. Knowledge of fund accounting.
4. Skilled in Excel spreadsheet, current accounting system and other applicable software.
5. Ability to work independently.
6. Experience in auditing of Travel, P-card and Construction payment procedures.

Desired Qualifications:

1. Supervisory experience.
2. Ability to communicate effectively with the public.
3. Knowledge of federal grants.

Approved: 06/30/1999

Effective: 07/01/1999

Revised: 03/18/2004

Revised: 10/13/2011

Revised: 02/10/2014

Revised: 05/03/2018

Reviewed: 02/04/2021

Job Locator: B-1.4.01

Job Title: Coordinator of Payroll Activities

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Payroll Activities is directly responsible to the Assistant Superintendent of Business Affairs. This person serves in a staff relationship with the other administrators in the Business Affairs Division. This person supervises the support staff assigned to the Payroll Department.

Responsibilities and duties of this position include:

1. Supervise payroll reporting, processing and accounting functions.
2. Supervise payroll deductions, remittance to proper companies and maintenance of related files
3. Supervise the payroll direct deposit program.
4. Supervise current records and files for earnings, payroll deductions and other pertinent payroll information.
5. Supervise the sick leave activity files to include transfers and shared sick leave.
6. Develop and implement payroll audit procedures to ensure compliance with School Board/State policies. Supervise and assist in the yearly payroll audits.
7. Interface with other departments, especially Human Resources and Data Processing, in the data accumulation and other pertinent payroll information.
8. Be responsible for the accounting, balancing and submitting of all payroll related reports, including the following: Retirement Report, Payroll Bank Reconciliation Data; Quarterly Report to the Florida Department of Revenue (Reemployment), Labor Statistics to the U.S. Department of Labor; Employer's Quarterly Federal Tax Return (Form 941); Employee Wage and Tax Statements (W-2) to Social Security Administration; Florida Disbursement Unit for Child Support; and TSA Consulting Report.
9. Act as liaison for the department in the area of data processing by assisting the Data Processing programmers with the information necessary to program the needs of the Payroll Department.
10. Assist in the development of comprehensive plan and budgeting for the Payroll Department.
11. Coordinate aspects of fringe benefit program (other than health insurance) related to payroll accounting.
12. Monitor and ensure compliance with salary reduction contribution plan limits.
13. Create yearly payroll calendars.
14. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Business Administration or Accounting or a combination of education/training/experience which provides an equivalent background.
2. Experience in financial management and/or accounting.
3. Experience with data processing procedures and programs.

Desired Qualifications:

1. Experience in payroll procedures and management.
2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting, and Reports for Florida Schools and Clay County School Board Policies.

Effective: 11/16/1988

Revised: 07/01/1993

Revised: 02/16/1995

Revised: 06/23/1998

Revised: 03/18/2004

Revised: 02/10/2014

Revised: 02/04/2021

Job Locator: B-1.4.02

Job Title: Coordinator of Risk Management

Position Grade: Coordinator I

Evaluated By: Assistant Supt. for Business Affairs

Job Description:

Under direct supervision of the Assistant Superintendent for Business Affairs, the Risk Manager is responsible for managing claims or litigations related to workers compensation, student accident, visitor accident, vehicle accident, property damage and other insurance claims. The position is a direct liaison between insurance adjusters, legal counsel, state and federal emergency management authorities, as well as other departments and divisions in regards to safety and risk.

Responsibilities and duties of this position include:

1. Reviews and evaluates accidents including workers' compensation, auto, property, and student accidents.
2. Workers Compensation:
 - a. Works with Third Party Administrator (TPA) to investigate and qualify claims to determine eligibility for workers' compensation benefits; ensuring all legal and procedural requirements are met for the processing of claims, in order to ensure proper and timely payments to employees and medical facilities.
 - b. Reviews each weekly check register before authorizing payment.
 - c. Provides authoritative advice and counsel campus-wide on the interpretation and application of worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations.
 - d. Designs and implements training and orientation programs to disseminate this safety practices and procedural information to the School Board employees.
 - e. Monitors each case receiving benefits and is the liaison between employee and support agencies.
 - f. Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or, depending upon medical status of the claimant, placement into appropriate alternative positions within the School Board, ensuring compliance with all appropriate regulations and guidelines.
 - g. Communicates to School/Site, Human Resources, Benefits and Payroll Department on progress of injured employee.
 - h. Coordinates with HR and other departments in regards to light duty meetings.
 - i. Works closely with TPA and legal counsel while contributing to petitions, depositions, and mediations to reduce exposure.
 - j. Acts as an advocate for injured employee to ensure all parties (TPA, Medical Professionals, District Personnel) are compliant with mandates, standard practices, and timely treatment,

- k. Assigns tasks, supervises, and supports Light Duty employees while they work remotely during restricted recovery.

3. Safety, Insurance and Managing Risk:

- a. Participates in strategic planning aimed at minimizing District exposure, controlling cost, promoting awareness and reducing the incidences of, accidents, injuries, property damage and identifiable dangers.
- b. Analyzes accidents and works with appropriate department(s) to address and resolve hazards.
- c. Reviews contracts and certificates of insurance to ascertain appropriate language and proper coverage I present to protect the District from avoidable liability or unintended obligation.
- d. Investigates, documents, and communicates details of claims; making recommendations on settlements or further actions required to achieve closure.
- e. Works with departments, vendors, and District Management to prepare for yearly insurance renewals.
- f. Coordinates with Maintenance, Operations, FEMA and state agencies to procure available reimbursements after natural disasters.
- g. Composes, recommends changes, and updates on forms, documents, plans etc. to communicate and address associated needs of the district safety program.
- h. Liaises with vendor(s), Student Services and Schools to ensure timely delivery of supplemental student accident policies to school sites.
- i. Negotiates with insurance and other vendors to ensure the District is provided with maximum coverage, adequate services, and competitive pricing for the District's needs.

- 4. Performs other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

- 1. High School Diploma, including or supplemented by education, training, and/or experience in risk management, management and/or insurance field.
- 2. Minimum of five (5) years progressively responsible experience in Worker's Compensation laws claims processing, staff benefits ADA compliance, and related risk management functions.
- 3. Highly Skilled in Human Relations and conflict resolutions.
- 4. Strong analytical, problem solving, written and verbal skills.
- 5. Adept at computer programs, spreadsheets, reporting and processing of critical data.
- 6. Ability to work with Confidential/sensitive information and employee files.

Desired Qualifications:

- 1. Bachelor's Degree in Business, Risk Management, or Insurance.
- 2. CPCU or ARM Certification.

3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policy.
4. Knowledge in Data Processing Procedures and Programs.

Approved: 03/15/2012

Reviewed: 02/10/2014

Revised: 04/05/2018

Revised: 05/03/2018

Reviewed: 02/04/2021

Job Locator: B-1.4.04

Job Title: Coordinator of Property Control

Position Grade: Coordinator I

Evaluated by: Supervisor of Purchasing and Material Management

Job Description:

The Coordinator of Property Control is directly responsible to the Supervisor of Purchasing and Material Management. This person serves in a staff relationship with other administrators. Coordinator of Property Control supervises both Property Control Warehouse and Print Center's daily activities.

Responsibilities and duties of this position include:

1. Maintain a master control ledger on all school board tangible personal property.
2. Assure that all property is tagged upon receipt and entered into inventory.
3. Up-date assets on value adds.
4. Coordinate transfer of property from location to location and delete unusable property from inventory when necessary.
5. Transfer all property within a cost center on the inventory system.
6. Reconcile property records and submit a monthly Property Report to the Board.
7. Instruct and assist Property managers in maintaining their property records.
8. Conduct annual on-site inventory audits at schools/district offices and balance sheets each fiscal year as required.
9. Coordinate activities for disposition of surplus property.
10. Conduct Needs Assessments for furniture acquisition - new and/or replacement.
11. Coordinate data and assist with Bids for furniture Needs Assessments for procurement.
12. Amend budgets, propose purchase orders, and coordinate acquisitions with all cost centers.
13. Coordinate the surplus/reissue warehouse for movement from, to, between cost centers.
14. Coordinate data and approves Equipment Assessments for all schools
15. Coordinate all office moves within the district.
16. Handle all donations to and from the school district.
17. ~~Gather and process all vandalism reports for the school district.~~ Collaborates with Schools and Departments regarding vandalized real property.
18. ~~Attend all court appearances in regards to all vandalism restitutions.~~ Collaborates with Schools and Departments regarding stolen, lost, and damaged tangible Property.

19. Coordinate the pickup and delivery of all special events items for the school district.
20. Coordinate with "IT" on all surplus computers and verify all hard drives removed before auction.
21. Process request from liability insurance for vehicle values.
22. Approve workflow on ERP system.
23. Coordinate with Facilities portable movements.
24. Coordinate Print Shop daily activities with staff and school district.
25. Coordinate repairs with print shop equipment and supplies orders.
26. Oversee all staff duties and evals.
27. Perform other duties as requested by the Assistant Superintendent of Business Affairs or the Administration or.

Required Qualifications:

1. Bachelor's Degree.
2. Minimum of three (3) years experience in auditing, purchasing of equipment, and inventory methods.
3. Must possess excellent oral and written skills.
4. Ability to work independently.
5. Skill in Excel spreadsheets
6. Must have and maintain a safe driving record.

Desired Qualifications:

1. Experience in local school and district level inventory procedures.
2. Knowledge of data processing procedures and programs.
3. Skills in human relations.
4. Worked with "On-Line" auction houses
5. Class "B" driver license

Revised: 05/03/2018

Revised: 02/04/2021

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

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, Business Affairs has carefully reviewed and revised each job description within their department.

C-3.2.04 - Press Operator

C-3.3.01 - Accounts Payable Assistant

C-3.3.03 (C) - Insurance Assistant

C-3.3.05 (C) - Payroll Assistant

C-3.3.09 - Purchasing Support Assistant

C-3.7.01 - Bookkeeper

C-3.8.01 - Accounting Assistant

C-3.8.02 - Accounting Support Assistant

C-3.8.14 - Position Control / Allocations Specialist

Current job descriptions were reviewed and revised to update language, remove outdated applications and systems and aligned requirements with other equivalent job descriptions, as well as the addition of the Physical Abilities Grid.

Job Locator: C-3.2.04

Title: Press Operator

Position Grade: Support Salary Schedule

Evaluated By: Supervisor of Purchasing and Material Management

Job Description:

Operates a variety of duplicating equipment within the printing department. Participates in the printing process by setting up and operating printing presses and copiers. Operates bindery equipment, wraps, and packs work orders as needed. Performs necessary maintenance and repairs to equipment to assure the proper operation and quality of work orders.

Responsibilities and duties of this position include:

1. Sets up and operates copiers and printing presses making proper adjustments in accordance with work order specifications or work orders.
2. Operates bindery equipment to complete printing work orders including stapling and three-hole punch.
3. Assists in the completion of printing work orders by performing a variety of finishing tasks including collating, wrapping, and packing.
4. Runs a proof of all printing orders prior to running work order in order to adjust and ensure quality.
5. Reviews all work in progress to ensure compliance with work order specifications and continued quality of production.
6. Cleans and maintains work areas to ensure a safe working environment.
7. Runs priority sheets and keys completed work orders into database program to establish priorities and determine status of jobs.
8. Performs other duties **as assigned by the Administrator** ~~a similar nature or level.~~

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Possess basic computer skills.
3. Ability to move objects weighing up to fifty pounds.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>	<u>X</u>			
<u>Standing for sustained period of time</u>	<u>X</u>			
<u>Stooping/bending</u>	<u>X</u>			

<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>			<u>X</u>	
<u>Twisting</u>			<u>X</u>	
<u>Pushing/pulling carts or other such objects</u>	<u>X</u>			
<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>	<u>X</u>			

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>			<u>X</u>	
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>	<u>X</u>			
<u>Working with equipment or performing procedures where carelessness could result in injury</u>	<u>X</u>			
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Desired Qualifications:

1. Experience operating a variety of copiers and/or printing presses and the daily operation of a printing center; or a combination of education/training/experience which provides for an equivalent background necessary to perform the work.

Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/04/2003

Revised: 11/17/2015

Revised: 06/01/2017

Revised: 02/04/2021

Job Locator: C-3.3.01

Title: Accounts Payable Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Purchasing/Warehouse Finance

Job Description:

Processes ~~purchase orders and expedites payment on purchase orders~~ incoming invoices for remittance/disbursement to ensure payment of purchases for the District in compliance with District financial procedures, School Board policies, Florida State statutes, and Federal regulations. Conducts all accounts payable activities to ensure deadlines and that accounts payable functions are performed according to established school and accounting procedures.

Responsibilities and duties of this position include:

- ~~1. Audits invoices for payment from purchase orders submitted for capital equipment, supplies, and expendable merchandise ordered from District schools and departments.~~
2. Resolves and makes recommendations to schools/departments regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, and verifying State contract or bid prices.
3. Receives and routes telephone calls for Accounts Payable and ~~Purchasing~~ Departments. Interprets policies and procedures or questions relating to payment or other problems ~~with purchase orders~~. Refers question to ~~Director of Purchasing or Purchasing Coordinator~~ Coordinator of Accounts Payable, as required.
- ~~4. Enters bids on word processor or types bids; makes copies and mails to vendors. Determines format for bid specification.~~
- ~~5. Composes and types Purchasing/Accounts Payable correspondence to vendors regarding purchase order problems or payment of invoices.~~
- ~~6. Reviews quarterly reconciliation of invoices from District schools, departments and vendors to ensure paperwork is submitted to complete orders.~~
7. Separates Accounts Payable checks and travel checks including attaching purchase orders with invoices or travel reimbursements to vouchers, inserts in envelopes to be mailed and files by check number.
- ~~8. Orders requisitions, enters data for supply requisitions on the computer for Accounts Payable and Purchasing Departments. Makes recommendations for new products. Disburses routine expenditures from revolving petty cash fund.~~
- ~~9. Enters data for new purchase orders on computer for the Department of Business Affairs including purchasing, accounts payable, payroll, accounting, property records and warehouse data. Determines if orders should be entered that exceed budgeted amounts.~~

- ~~10. Gather data on State contracts from schools or departments and sets up and maintains microfilm files. Duplicates contracts and sends them to schools/departments.~~
11. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to Accounting to make deposits.
12. Performs other duties of a similar nature or level. as assigned by the Coordinator of Accounts Payable.
13. Audits invoices for subsequent processing of payment. Reviews for accuracy and verifies legitimacy and appropriateness.
14. Ensures expenditure authorization by verifying either partial or full receipt of the goods or services order and the goods or services have been found to be acceptable.
15. Checks invoices for mathematical and clerical accuracy and for agreement with purchase order (PO) and/or contract as to prices, dates, vendor name, vendor address, and terms.
16. Coordinates with the District school or department that initiated the purchase order for capital equipment, supplies, travel, services, and/or merchandise. If necessary, resolves invoice problems and provides recommendations to school/department personnel regarding issues including prices not in agreement with PO, duplicate shipments, missing purchase order numbers, and use of State contract or bid prices.
17. Scans invoice copy and enters invoice information in accounting system for approval processing.
18. Answers vendor inquiries and composes correspondence to vendors about payment of invoices.
19. Provides technical assistance by receiving and routing telephone calls for the Accounts Payable Department relating to payment. In some instances, refers questions to Coordinator of Accounts Payable.
20. Prepares checks for distribution after they are printed by separating vendor checks and travel checks including attaching purchase orders with invoices or travel reimbursements and inserting checks in envelopes to be mailed.
21. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to the Accounting Department to make deposits.
22. Sets up and organizes files and manuals relating to the Accounts Payable Department and its function.
23. Perform other duties as assigned by the Administrator.

Required Qualifications:

1. Possess a high school diploma or GED equivalency.
2. Two years related accounts payable/training/experience which provides for an equivalent background necessary to perform the work.

3. Pass the secretarial/clerical skills test.
4. Possess basic computer skills
5. Pass the 10-key calculator test.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>				
<u>Lifting/carrying object between 21-50 pounds</u>				
<u>Standing for sustained period of time</u>				
<u>Stooping/bending</u>				
<u>Walking for sustained periods of time</u>				
<u>Climb steps, stools or ladders</u>				
<u>Kneeling/crouching</u>				
<u>Twisting</u>				
<u>Pushing/pulling carts or other such objects</u>				
<u>Reach above shoulders</u>				
<u>Repetitive motions of the wrists, hands and fingers</u>				
<u>Operation of power tools, mechanical equipment</u>				

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>				
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>				
<u>Working with equipment or performing procedures where carelessness could result in injury</u>				
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 01/19/2006

Revised: 02/04/2021

Job Locator: C-3.3.03 (C)

Title: Insurance Assistant

Position Grade: Confidential Salary Schedule

Evaluated By: Coordinator Insurance Activities or Assigned Administrator

Job Description:

Maintains insurance funds and related accounting records, completes insurance reports and claims, while ensuring complete and proper documentation for insurance benefits and processes. Provides accurate and confidential assistance and support to all employees, retirees and COBRA participants.

Responsibilities and duties of this position include:

1. Maintains accounts receivable for insurance report including distributing payment schedules and collecting and refunding money, and preparing deposits for accounting office.
2. Reconciles and balances insurance reports and distributes to multiple insurance companies.
3. Processes insurance applications/forms of employees, retirees and COBRA participants ensuring information is complete, determining effective date of insurance and submitting forms to insurance companies. Responds to general insurance questions during the open enrollment process for benefit eligible employees, retirees and COBRA participants.
4. Designs and maintains confidential HIPAA compliant files; keys insurance information, employee changes and data into multiple database systems including current HRPY database, web enrollment system and multiple vendor database systems.
5. Compiles and files data relating to employee's insurance claims including data verification for health insurance, life, GAP, voluntary workplace benefits, disability, vision and dental. Prepares and processes death claims, evidence of insurability, beneficiary change request and disability claims.
6. Maintains and updates employee health insurance and administrative records for employees on FMLA, extended leave, ILOD, military leave, professional leave and year-long leave in the leave database system. Monitor all leave employees deductions. Sets up and direct bills any employee who goes to an unpaid status, post payments and submit payment to appropriate carrier.
7. Prepares and collects listing of high risk employees who qualify for the Hepatitis B and Tetanus vaccine. Monitors each eligible employee to make sure they complete the Hepatitis B vaccine series. Processes the invoice from the Clay County Health Department for payment of both vaccines.
8. Prepares and processes new retiree and COBRA enrollment/change forms in retiree database system and appropriate carrier database systems. Completes and submits the Health Insurance Subsidy Certification form to FRS Retired Payroll Section.
9. Performs miscellaneous secretarial and clerical duties including keying, distributing and collecting mail, answering phones, and maintaining budgetary and financial records relating to insurance programs.

10. Coordinates, prepares information and schedules meetings for insurance committee and wellness committee reviews.
11. Completes and submits verification of employment information for Department of Health and Human Services for employees or former employees signing up for Medicare Part B.
12. Reconcile expenditures and accounts receivables to supporting carrier reconciliation reports.
13. Assists in preparing insurance benefit information used in the Collective Bargaining Process.
14. Performs other duties **as assigned by the Administrator** ~~similar in nature or level.~~

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. One year experience in providing insurance support services and bookkeeping; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. Pass the secretarial/clerical skills test.
4. Possess basic computer skills

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>			<u>X</u>	
<u>Lifting/carrying object between 21-50 pounds</u>				<u>X</u>
<u>Standing for sustained period of time</u>			<u>X</u>	
<u>Stooping/bending</u>			<u>X</u>	
<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>			<u>X</u>	
<u>Twisting</u>			<u>X</u>	
<u>Pushing/pulling carts or other such objects</u>			<u>X</u>	
<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>			<u>X</u>	

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>	<u>X</u>			
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			<u>X</u>	

<u>Working with equipment or performing procedures where carelessness could result in injury</u>			<u>X</u>	
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				<u>X</u>

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 07/17/1997

Revised: 01/19/2006

Revised: 04/04/2019

Revised: 02/04/2021

Job Locator: C-3.3.05 (C)

Title: Payroll Assistant

Position Grade: Confidential Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

To review, analyze, and processes payroll data items for all District employees; maintains all payroll related records and ensures the payroll needs of all District employees are met.

Responsibilities and duties of this position include:

1. Processes regular and supplemental payrolls including posting employee sick bank and shared bank leave entries, calculating adjustments for salary changes, entering data for other payroll adjustments, and payroll balancing against computer generated totals. Review school/department certifications to ensure accurate employee reporting. Process all District employees Time and Attendance online timesheet reporting.
2. Initiates payroll computer processing to calculate and produce District payroll and other related balancing reports. Analyzes and reviews payroll reports for errors and makes adjustments and corrections as needed.
3. Analyzes changes to employee HR records to ensure proper payroll processing. Analyzes salary changes to determine retroactive payments due and determine other salary adjustments needed to ensure employee salary is paid out properly during the contract period. Checks employee employment classification to ensure proper retirement and federal tax reporting. Inactivates employee's payroll status for terminating, resigning and contract end employees.
4. Monitors and verifies other payroll related deductions. Enters new enrollments and cancellations for tax shelter annuities, direct deposits, union dues, District child care, garnishments and W-4's into employee records. Each payroll processing verifies payroll related vendor checks against payroll reports and mails payments to vendors.
5. Answers and screens incoming calls from all District employees regarding payroll issues. Provides assistance to employees regarding questions or concerns arising from the review of pay check stubs.
6. Sorts manually generated payroll checks by cost center and puts in folders to be delivered by carriers. Stops payment on payroll checks when lost or stolen.
7. Enters payroll transactions for in- service, overtime, extra time, class C meal reimbursement, prior payroll corrections, and sick and annual leave payouts for payroll processing.
8. Separates, seals, and distributes all District employee W-2 forms. Mails W-2 forms to employees that no longer work for the district.

9. Maintains year-end payroll file maintenance including updating data base for new retirement and social security rates and federal withholding tables and testing employee pay calculations to determine and resolve discrepancies.
10. Monitors leave balances for FML employees to ensure proper payroll processing. Notifies school and HR when employee record needs to be updated to FML status. Manages sick bank and shared sick leave transactions.
11. Maintains employee payroll records including changes in position, payroll related deductions, and W-4's.
12. Provides support to schools and district department payroll secretaries regarding employee time and leave reporting, semi-monthly payroll reporting, and other payroll related issues that may arise.
13. Assists in preparing salary modeling used in the Collective Bargaining Process.
14. Perform other duties as assigned by the Administrator. ~~of a similar nature or level.~~

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Minimum of one years' previous bookkeeping or payroll accounting experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. Pass the secretarial/clerical skills test.
4. Pass the 10-key calculator test.
5. Possess basic computer skills

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>			<u>X</u>	
<u>Lifting/carrying object between 21-50 pounds</u>				<u>X</u>
<u>Standing for sustained period of time</u>			<u>X</u>	
<u>Stooping/bending</u>			<u>X</u>	
<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>			<u>X</u>	
<u>Twisting</u>			<u>X</u>	
<u>Pushing/pulling carts or other such objects</u>			<u>X</u>	
<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>			<u>X</u>	

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>	<u>X</u>			
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			<u>X</u>	
<u>Working with equipment or performing procedures where carelessness could result in injury</u>			<u>X</u>	
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>			<u>X</u>	

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 01/19/2006

Revised: 04/04/2019

Revised: 02/04/2021

Job Locator: C-3.3.09

Title: Purchasing Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Assigned Administrator Business Affairs Division

Job Description:

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

Responsibilities and duties this position include:

1. Responsible for overall administrative support of the Supervisor and department staff.
2. Assist with review of purchase requisitions for compliance with governmental purchasing procedures and School Board Policy; process and distribute purchase orders; review information for product procurement, verify bid pricing and revise as necessary.
3. ~~Assist with the preparation of Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualifications (RFQ), quote packages and bid evaluation and bid renewal processes.~~
4. ~~Communicate with other agencies to acquire or distribute bid-related documents.~~
5. Interact with the public, including vendors and bidders, and assist with inquiries regarding bid documents, bid openings, and bid awards.
6. ~~Update and Maintain~~ Assist with Bid/Quote spreadsheets, documents, files, etc.
7. Obtain certificates of insurance for vendors and maintain renewal information.
8. Receive and process all contract review contracts which includes: ensuring all documents are attached, routing for approval, scanning approved contract back to originator, follow up with purchase requisition.
9. Update and Maintain Contract Review spreadsheet, documents, files, etc.
10. ~~Prepare agenda items or materials for meetings as assigned.~~
11. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs; work orders & ~~IssueTrak~~ service tickets for both Purchasing Department and Print Center.
12. Prepare and submit budget transfers and purchase requisitions for both Purchasing Department and Print Center.
13. ~~Submit Budget Transfers for both the Purchasing Department and Print Center.~~
14. ~~Update and Maintain Print Center budget in regards to purchasing expenses.~~
15. Receive and review invoices for both the Purchasing Department and Print Center.
16. Respond to inquiries and concerns from customers, vendors, etc., in a timely manner.
17. Utilize current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level and proficiency related to job assignment.
18. Receive and distribute mail. Order and maintain office supplies.

19. Maintain positive effective working relationships with District / school personnel and co-workers.

20. Perform other duties as assigned by the Administrator ~~incidental tasks consistent with the goals and objectives of this position.~~

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
2. Minimum of two year's previous bookkeeping, accounting, or purchasing experience providing background necessary to perform the work.
3. Pass the secretarial/clerical skills test.
4. Possess basic computer skills.
5. Pass the 10-key calculator test.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			X	
Lifting/carrying object between 21-50 pounds				X
Standing for sustained period of time			X	
Stooping/bending			X	
Walking for sustained periods of time			X	
Climb steps, stools or ladders			X	
Kneeling/crouching				X
Twisting		X		
Pushing/pulling carts or other such objects			X	
Reach above shoulders			X	
Repetitive motions of the wrists, hands and fingers		X		
Operation of power tools, mechanical equipment				X

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.	X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.			X	
Working with equipment or performing procedures where carelessness could result in injury			X	

Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				X
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Approved: 05/03/2018

Revised: 11/07/2019

Revised: 02/04/2021

Job Locator: C-3.7.01

Title: Bookkeeper

Position Grade: Support Salary Schedule

Evaluated By: Principal

Job Description:

Performs accounting duties such as collecting receipts and monies; preparing financial reports; posting, reconciling and balancing school's internal accounts; and monitoring District budgeted funds consistent with District requirements to provide financial record keeping of school funds.

Responsibilities and duties of this position include:

1. Performs posting and reconciliation activities relating to maintaining the school's funds including posting receipts and checks to receipts, expense journals and to depository ledger; writing checks and official receipts for cash received; reconciling bank statements; maintaining and balancing ledgers; and, preparing financial reports.
2. Performs miscellaneous secretarial and clerical duties, such as, calling for substitute teachers, ordering supplies, editing newspaper, emptying money from vending machines, arranging for maintenance of office equipment, registering students, making copies, distributing/collecting insurance forms, distributing yearbooks, answering phones, greeting public, processing field trip and bus applications; arranging for printing of forms/reports, and typing.
3. Enters data on computer for information relating to property records, warehouses and purchase orders, print center requests, sick leave, budget information, etc.
4. May verify purchase orders to ensure information is complete and maintains files of purchase orders and requisitions; receives and distributes supplies and materials.
5. May perform accounts payable duties including verifying purchase requisitions against invoices, writing checks and submitting to District office for payment.
6. May balance school budget and make internal budget transfers, prepares budget amendments for District to line budget as needed.
7. May maintain and submit school payroll records, including collecting leave forms, ensuring leave forms are complete and signed by administrator, and distributing forms to District office.
8. Maintains ledger for sales tax due; prepares sales tax return and writes check for tax.
9. May operate school store including selling, ordering items, pricing, stocking, inventory and maintaining records and accounts.
10. May prepare internal accounts information for annual audit to ensure records and reports are complete.
11. May coordinate school activities, i.e., student pictures, fund raising events, etc. Collaborates with outside vendors to gather information and respond to issues or concerns.

12. Determines amount of school funds to be invested, sends investment monies to investment agencies and posts interest.
13. Performs other duties of a similar nature or level.
14. Types memos, correspondences, reports, schedules, etc. Makes copies and files appropriately.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. One year bookkeeping experience and knowledge of school office operations and bookkeeping practices; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. Pass the 10-key calculator test.
4. Possess basic computer skills.
5. Pass the secretarial/clerical skills test.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>			<u>X</u>	
<u>Lifting/carrying object between 21-50 pounds</u>			<u>X</u>	
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>			<u>X</u>	
<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>			<u>X</u>	
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>				<u>X</u>

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>	<u>X</u>			
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			<u>X</u>	
<u>Working with equipment or performing procedures where carelessness could result in injury</u>				<u>X</u>

<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				<u>X</u>
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Board Approved: 05/20/1993
 Revised: 03/21/1996
 Revised: 08/17/2006
Revised: 02/04/2021

Job Locator: C-3.8.01

Title: Accounting Assistant

Position Grade: Support Salary Schedule

Evaluated by: Assigned Administrator

Job Description:

Depending upon the office of assignment, maintains accounting records, titles, ledgers, journals and accounts in accordance with the District policies, procedures and guidelines. Prepares and compiles financial information for various District financial reports or state reports. Audits and verifies invoices and/or entries to ensure proper amounts, codes, balances and/or reports.

Responsibilities and duties of this position include:

1. Audits and reviews invoices or purchase orders to ensure proper bid price, amounts received or other information.
2. Posts, codes, balances and/or maintains the general ledger and revenue journal
3. ~~Posts capital outlay expenditures and balances to budget expenditures.~~
4. Posts revenues and expenditures to appropriate accounts according to established procedures.
5. Prepares bank deposits for revenues received. Posts and codes receipts. ~~May reconcile bank statements.~~
6. Compiles revenue and expenditure information to prepare and type reports required by the school or state.
7. ~~Updates, enters and maintains vendor information and orders on computer and m~~Maintains departmental files and records.
8. Reviews and Maintains, posts and balances transfers and deletions of fixed assets from property reports to budget.
9. Types manual checks and maintains check registers.
10. Types and/or prepares letters, memos, budget amendments or other correspondence in the conduct of duties.
11. Ensures payments are collected and applied as mandated.
12. Creates and maintains confidential files.
13. Performs other duties of a similar nature or level as assigned by the assigned administrator.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.

2. Requires a minimum or three years previous bookkeeping or financial records experience, or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work. A two year degree may be required in lieu of the above listed requirements.
3. Must pass the 10-key calculator test.
4. Pass the secretarial/clerical skills test.
5. Possess basic computer skills

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Lifting/carrying objects under 20 pounds</u>			X	
<u>Lifting/carrying object between 21-50 pounds</u>			X	
<u>Standing for sustained period of time</u>			X	
<u>Stooping/bending</u>		X		
<u>Walking for sustained periods of time</u>			X	
<u>Climb steps, stools or ladders</u>			X	
<u>Kneeling/crouching</u>		X		
<u>Twisting</u>			X	
<u>Pushing/pulling carts or other such objects</u>			X	
<u>Reach above shoulders</u>			X	
<u>Repetitive motions of the wrists, hands and fingers</u>	X			
<u>Operation of power tools, mechanical equipment</u>				X

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Working in a normal office environment with few physical discomforts.</u>	X			
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			X	
<u>Working with equipment or performing procedures where carelessness could result in injury</u>			X	
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				X

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 02/20/1997

Revised: 08/17/2006

Revised: 02/04/2021

Job Locator: C-3.8.02

Title: Accounting Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

Maintains accounts and assets of the District in accordance with Florida Statutes and District Operating procedures. ~~Processes purchase orders and expedites payment on purchase orders to ensure payment of purchases for the District. Conducts all accounts payable activities to ensure deadlines and the accounts payable functions are performed according to established school and accounting procedures.~~ Ensure records are accurate and functions are performed according to procedures. Prepares and compiles financial information for financial reports or state reports pertaining to tangible personal property. Audits and verifies invoices and/or entries to ensure proper amounts, codes and balances are reported. Provides support to property managers at all schools/departments. Interacts and assists the general public on the sale of surplus property items. Prepare documents for Board approval.

Responsibilities and duties of this position include:

1. Audits area Cost Center inventories, performing random checks of fixed assets by CCSB number, description, and room location-as required by the School District and Auditor General's Office. Updates ~~listing~~ listings of District school inventories including making room changes and transfers. Prepares inventory list of missing items for submission to the Board for approval. ~~Audits and enters invoices for payment of District wide purchase orders, Payroll insurance payables and all other District expenditures.~~ Resolves problems and makes recommendations to School Administrators, Departments and vendors. ~~regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, back orders, cancelled orders, researches past due statements and verifies contract prices.~~
2. Establish property records for master control ledger for all school board tangible personal property. Adds new expenditures, donations and deletions to master control schedule and balances to maintain ledger accounts. ~~Pulls and prepares invoices and purchase order receiving copies for auditing.~~
3. ~~Print checks, check register, and expenditure reports. Processes Accounts Payable fund total (indicates total amount paid for each fund when checks are run and submits to Accounting Department to make deposits. Verifies payments are correct, separates and mails checks, compiles back-up to corresponding permanent file voucher.~~ Review and approve purchase requisitions in the workflow on the ERP system for all capitalized tangible personal property ensuring correct object coding is used.
4. Completes monthly property/software/audio visual reports, reconciles with the master control ledger and prepares for submission to the board for approval. Reports Cost Center figures and initiates new starting balances for ensuing month. Compiles and submits the monthly accounts payable total to the Coordinator of Purchasing/AP.
5. Compiles monthly deletion property report based on surveys completed by the Property Control Coordinator. Lists surveyed items by Cost Center, prepares for submission to the Board for approval

and deletes items from the master control ledger. ~~Reviews purchase order aging report for District and vendors to ensure appropriate paperwork is submitted to complete purchase orders.~~

6. Assists the Property Control Coordinator in purchasing new furniture for schools from needs assessment forms incorporating budgeting items, making budget amendments, entering requisitions on computer and ensuring property is received on orders. As required , contacts vendors to resolve purchasing problems relating to furniture purchases.
7. Compiles monthly report of District Cost Center transactions based on weekly activity listing submitted by schools for the transfer of property between District buildings.
8. Resolves property problems at District building with designated property managers. Provides recommendations on property issues to the Property Control Coordinator for implementation. Identifies policy and procedure issues relating to payments. Refers appropriate questions to ~~Director~~ the Supervisor of Purchasing or Purchasing Coordinator.
9. At District level, reconciles and posts new expenditures to receiving Cost Centers. Verifies assigned control numbers entered on the computer to ensure proper entry.
10. Reconciles, balances and makes adjustments to Cost Center inventory totals against the master control ledger biannually. Prepares/submits reconciliation report for Board review. Daily reconciles and balance's accounts payable to computer batch program and expenditure report.
11. Assists Property Control Coordinator in conducting ~~inservice~~ in-service training for new building designated property managers. Assists Purchasing/AP Coordinator in conducting ~~inservice~~ in-service training for accounts payable purchasing program users. Gathers and duplicates data on contracts for distribution to schools/departments.
12. Creates and coordinates the distribution of property tags for new capital assets for the entire District. Maintain log of issued property numbers. Assures all property is tagged.
13. Assist with the selling of approved surplus property; to include adding items to surplus sale website, answering customer questions regarding items, arrange for pickup of surplus items and update website to reflect item has been picked up.
14. Create spreadsheet reports for ERP systems.
15. Design property forms and prepare/edits property manuals.
16. Performs other duties ~~of a similar nature or level.~~ as assigned by the Administrator.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
2. Minimum of two year's previous bookkeeping and or accounting experience providing background necessary to perform the work.
3. Pass the secretarial/clerical skills test.

4. Possess basic computer skills.
5. Pass the 10-key calculator test.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>			<u>X</u>	
<u>Lifting/carrying object between 21-50 pounds</u>				<u>X</u>
<u>Standing for sustained period of time</u>			<u>X</u>	
<u>Stooping/bending</u>			<u>X</u>	
<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>			<u>X</u>	
<u>Twisting</u>			<u>X</u>	
<u>Pushing/pulling carts or other such objects</u>			<u>X</u>	
<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>			<u>X</u>	

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>	<u>X</u>			
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			<u>X</u>	
<u>Working with equipment or performing procedures where carelessness could result in injury</u>			<u>X</u>	
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				<u>X</u>

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 03/31/1999

Revised: 08/17/2006

Revised: 02/04/2021

Job Locator: C-3.8.14 (C)

Title: Position Control/Allocations Specialist

Position Grade: Confidential Salary Schedule

Evaluated By: Assistant Superintendent of Business Affairs

Job Description:

Performs varied and complex administrative and financial, confidential activities in support of the Business Affairs Division and the services provided by Business Affairs.

Responsibilities and duties of this position include:

1. Prepares, organizes, schedules, and updates District staff allocation documents. Prepares and submits documents for Board approval, amends and distributes documents to appropriate personnel.
2. ~~Assists with processing of public records requests as needed.~~
3. ~~Assists with preparation of contract negotiation materials, including salary modeling to assess fiscal impact.~~
4. ~~Maintains and updates budget, invoicing, and accounting records.~~ Creates and maintains confidential files and records.
5. ~~Attends meetings and other proceedings as needed and within normal work hours.~~
6. Analyzes, inputs, and manages data in system to ensure District staff allocations are properly reflected in number, cost center, and aligned correctly to funding source.
7. Monitors District-wide budgets to ensure fidelity with all project and grant funding sources.
8. Works with schools and departments on all aspects of facility use.
9. Ensures fund utilization is in compliance with Federal guidelines, with accurate budget coding of salaries and expenditures.
10. Prepares and compiles financial information for various District financial reports or state reports.
11. Addresses salary funding sources to verify accuracy, and resolve and provide information as appropriate to Senior Staff.
12. Prepare financial impact reports to assess cost and sources of proposed allocation changes.
13. Works directly with the Division Assistant Superintendents to manage and accurately delineate all staffing positions and funding sources.
14. Tracks all employment status changes/additions for all District personnel, ensuring accurate budget distribution.

- ~~15. Monitor district-wide activities to ensure appropriate as approved by the Board and the State of Florida Financial and Program Cost Accounting and Reporting for School Districts "Red Book".~~
16. Supports Risk Management, Departments and schools with all aspects of Facility Use, Workers' Compensation and Liability.
17. Performs other duties as assigned by the Assistant Superintendent of Business Affairs or Administrator.

Required Qualifications:

1. Must be high school graduate or have passed the G.E.D. equivalency examination.
2. Requires a minimum of ~~seven (7)~~ five (5) years of budget experience, preferably within a school district setting.
3. Pass the secretarial/clerical skills test.
4. Possess basic computer skills.
5. Possess a combination of previous education/ training and/or experience which provides for an equivalent background necessary to perform the work.
6. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.
7. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with as well as provide direct support to Senior Staff.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>			<u>X</u>	
<u>Lifting/carrying object between 21-50 pounds</u>			<u>X</u>	
<u>Standing for sustained period of time</u>			<u>X</u>	
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>			<u>X</u>	
<u>Pushing/pulling carts or other such objects</u>			<u>X</u>	
<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>				<u>X</u>

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in a normal office environment with few physical discomforts.</u>	<u>X</u>			

<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			<u>X</u>	
<u>Working with equipment or performing procedures where carelessness could result in injury.</u>			<u>X</u>	
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				<u>X</u>

Approved: 04/04/2019

Revised: 02/04/2021

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	BICE, JOSHUA D BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-11 10 MONTH / interim
0.5	CHAMNESS, AYANAMARIE Q SLE TEACHER, ART, ELEM SPECIAL	Shadowlawn Elementary	Effective 2020-12-09 SPECIAL / Instructional Probationary Annual
	COOPER IRWIN, AUCHE SERENA DIS TEACHER, SC, SECOND GR 10 MONTH	Doctors Inlet Elementary	Effective 2020-12-14 10 MONTH / Instructional Probationary Annual
	DELUCA, AVERY MICHELLE FIH TEACHER, SOC STUD, SH 10 MONTH	Fleming Island High School	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	FORSTER, WHITNEY NICOLE OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	Oakleaf Junior High School	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	FRANKO, JESSICA FAY DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	GRIGGS JR, UNDRE CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	HAYES, MATTHEW DAVID GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2021-01-12 10 MONTH / interim
	HOBBS, LARISA DARNELLE ESE TEACHER OCCUPATION THERAPI 10 MONTH	Oakleaf Village Elementary	Effective 2020-12-10 10 MONTH / Instructional Probationary Annual
	HUDSON, MISTY DAWN ESE TEACHER OCCUPATION THERAPI 10 MONTH	Lakeside Elementary	Effective 2020-12-10 10 MONTH / Instructional Probationary Annual
	KOBELIN, JORDAN ADLER TES TEACHER, SC, FOURTH GR 10 MONTH	Tynes Elementary	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
	LEFEBVRE, SHERI M LES TEACHER, VE/INCLUSION 10 MONTH	Lakeside Elementary	Effective 2021-01-07 10 MONTH / Instructional Probationary Annual
	LUSK, JACOB CHARLES FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
	MALDONADO, FARAH DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2020-12-07 10 MONTH / Instructional Probationary Annual
	MCCLURE, STACY KAYLA TES TEACHER, SC, FOURTH GR 10 MONTH	Tynes Elementary	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
	RAND, ERIC SHYKWON OPH TEACHER, VE SELF- CONTAINED 10 MONTH	Orange Park High	Effective 2021-01-11 10 MONTH / interim
	RAYFIELD, BRITTNEY LEHELEN KHE TEACHER, VE/INCLUSION	Keystone Heights Elementary	Effective 2021-01-08 10 MONTH / interim

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
10 MONTH SEGARS, JAMIE OLIVIA KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	Effective 2020-12-09 10 MONTH / Instructional Probationary Annual
STOUDNOUR, KELLY LAUREN CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
TUFANO, JAMIE MARIE RVE TEACHER, SC, FIFTH GR 10 MONTH	Ridgeview Elementary	Effective 2020-12-14 10 MONTH / Instructional Probationary Annual

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

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

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BROCK, DANA LYNN MHS COUNSELOR, SH 12 MO 12 MONTH	Middleburg High	Effective 2021-01-07 / redesignated from / MHS COUNSELOR, SH 11 MO / 11 MONTH
RANDALL, ANGELA JO IB PROGRAM FACILITATOR, 12M 12 MONTH	Ridgeview High School	Effective 2021-01-08 / redesignated from / RHS TEACHER, LANGUAGE ARTS, SH / 10 MONTH

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
ALJADA, ANITRA LJH COUNSELOR, JH 11 MONTH 11 MONTH	Lakeside Junior High	Effective 2021-01-19 /transfer from / OLJ COUNSELOR, JH 10 MONTHS
CLARK-ALEXANDER, VERNESTER WJH COUNSELOR, JH 10 MONTH 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/03/2020 / TRANSFER FROM WJH TEACHER, BUSINESS ED / 10 MONTH
HODGDEN, JESSICA ANNE MARIE MRE TEACHER, PRE-KDG/ASD ESE 10 MONTH	Mcrae Elementary	Effective 2020-12-07 /transfer from / BLC TEACHER, AUTISM SPECTR DIS
SMITH, GENNIFER DENISE OPH COUNSELOR, SH 11 MO 11 MONTH	Orange Park High	Effective 2021-01-19 /transfer from / OHS TEACHER, SUPP FACIL
SNYDER, LYNNE CHARLENE OPJ TEACHER, VE SELF- CONTAINED 10 MONTH	Orange Park Jr High	Effective 2021-01-18 /transfer from / TBE TEACHER, IND
SYKES, MARY TORODE MHS COUNSELOR, SH 11 MO 11 MONTH	Middleburg High	Effective 2021-01-18 /transfer from / WJH COUNSELOR, JH 10 MONTH
SYKES, MARY TORODE MHS COUNSELOR, SH 11 MO 11 MONTH	Middleburg High	Effective 2021-01-18 /transfer from / WJH ESE INTERVENTION FAC.
WILLIAMS, JOHN WHITFIELD BLC TEACHER, DROPOUT PREV SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-19 /transfer from / KHE TEACHER, EBD
WOLFE, RYAN MICHAEL MHS TEACHER, PHYS ED SH 11MO 11 MONTH	Middleburg High	Effective 2021-01-19 /transfer from / FIH TEACHER, PHYSICAL ED SH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	BRYAN, CHRISTOPHER ROBERT MHS COUNSELOR, SH 12 MO 12 MONTH	Middleburg High	Effective 2021-01-06 RESIGNATION
0.9	CHAMNESS, AYANAMARIE Q RHS GENERAL HEALTH ASSISTA 9 MON SU	Shadowlawn Elementary	Effective 2020-12-08 RESIGNATION
	CLEARY, NORA ROSA CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RETIREMENT
	CRANE, RACHEL LAUREN CVA TEACHER, READING, SH 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RESIGNATION
	DESIR, ALYSSA-MAREE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2021-01-04 RESIGNATION
	ERON, MICHELLE L OPJ TEACHER, VE SELF- CONTAINED 10 MONTH	Orange Park Jr High	Effective 2021-01-15 RESIGNATION
	FITTS, PAULA LYNN SBJ TEACHER, SC, SECOND GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2021-01-15 CONCLUDE EMPLOYMENT
	FRANCIS-FORREST, ASHLEY NOEL INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-12-22 RESIGNATION
	JOHNSON, TERRENCE ONEIL BLC TEACHER, SCIENCE, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-05 RESIGNATION
	LINSNER, MICHELLE DAWN CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-12-16 RESIGNATION
	MORRISON, KATHERINE ANN CEB TEACHER, SC, SECOND GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-12-10 RESIGNATION
	PEEPLES, BILLIE J CVA TEACHER, FAMILY/CONSUMER 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RESIGNATION
	PELLETIER, FRANCIS C AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2021-01-14 RESIGNATION
	ROGERS, ERIN ELIZABETH RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2021-01-28 RESIGNATION
	SAMPSON, LERA MONIQUE OPJ TEACHER, VE/INCLUSION 10 MONTH	Orange Park Jr High	Effective 2020-12-11 RESIGNATION
	SAWYER, ASHLEY L OVE TEACHER, SC, SECOND GR 10 MONTH	Oakleaf Village Elementary	Effective 2021-01-14 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
STARNES, DAVID HAMPTON BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-08 RESIGNATION
STARNES, DORI GORDON CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay High	Effective 2021-01-08 RESIGNATION
WHIDDEN, VIKKI A KHE TEACHER, VE/INCLUSION LNG TRM	Keystone Heights Elementary	Effective 2020-12-31 RETIREMENT

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ANDREWS JR, LOREN WALLACE OPH BASEBALL JV HD SH SUPPLEME	Orange Park High	Appointment
	BARNIDGE, GARY MICHAEL MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	BATTLE, TONY S CHS TRACK ASST SH SUPPLEME	Green Cove Springs Junior High	Appointment
	BOWMAN, MICHAEL DAVID OPH TRACK ASST SH SUPPLEME	Bannerman Learning Center	Appointment
	BRADLEY, DAVID OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Appointment
	BURKE II, MARVIN AUSTIN CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
0.5	COLE, MICHELE L OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Appointment
0.5	FIGUEROA MERLE, ERICK YADIER OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Appointment
	GRAHAM, LAWRENCE CHRISTIAN RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	GRAHAM, LAWRENCE CHRISTIAN RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	HAMMONDS, SUSAN B CVA ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Resignation
	HARRISON, MICHAEL L OPH BASEBALL ASST SH SUPPLEME	Orange Park High	Appointment
	JUSTINO, ROBERT E MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Resignation
0.5	LESTER, SHELLEY A OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
	MONCRIEF, HELEN SUZANNE KHH NATIONAL BETA CLUB SP SUPPLEME	Keystone Heights High School	Appointment
	MORIARTY, MICHEALA A FIH TENNIS HD SH SUPPLEME	Fleming Island High School	Resignation
0.5	MORRISON, KATHERINE ANN CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Resignation
	NEDRICH, BRIAN WILLIAM	Fleming Island High School	Resignation

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	FIH TENNIS HD SH SUPPLEME		
	OSBORNE, CHRISTINA MARIE KHH NATIONAL BETA CLUB SP SUPPLEME	Keystone Heights High School	Resignation
0.5	PIERSON, LISA MILDRED PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	RACE, PAMELA LEENELL TES DEPT HEAD 17-20 SUPPLEME	Tynes Elementary	Resignation
0.1	RANDALL, ANGELA JO RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Resignation
0.5	RAYBECK, CARRIE A PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	SMELTZER, KARL RYAN MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Resignation
0.5	SOWERS, BRIAN GREGORY CHS FOOTBALL HD JV 25% SUPPLEME	Clay High	Appointment
0.5	SOWERS, BRIAN GREGORY CHS FOOTBALL HD JV 75% SUPPLEME	Clay High	Appointment
0.7	STARNES, DORI GORDON CHS CHEERLEADING JV SUPPLEME	Clay High	Resignation
0.5	STILIANOU, JOHN WILLARD MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Appointment
0.5	SWANN, BENJAMIN W OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
0.5	TAKACS, ZSOLT C MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Appointment
	TAYLOR, LAURA JEAN FIH TENNIS HD SH SUPPLEME	Fleming Island High School	Appointment
	TRAYWICK, BENJAMIN D FIH TENNIS HD SH SUPPLEME	Middleburg Elementary	Appointment
	UNDERWOOD, DANIEL CHARLES GCJ WRESTLING HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	WADLEY, WILLIAM C GCJ SOFTBALL FP HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	WHITE, ROBERT LYNN OPH TENNIS HD SH SUPPLEME	Orange Park High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	WILLIAMS, KYLE XAVIER OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
	WOLFE, RYAN MICHAEL FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation
	WOLFE, RYAN MICHAEL MHS FOOTBALL HD HS 25% SUPPLEME	Fleming Island High School	Appointment
0.5	WOLFE, RYAN MICHAEL MHS WEIGHTLIFTING HD SH SUPPLEME	Fleming Island High School	Appointment

III. INSTRUCTIONAL ACTIONS 2020-2021

G. PENDING APPOINTMENTS

<u>Name/Assignment</u>	<u>Location</u>	<u>Effective</u>
NONE		

III. INSTRUCTIONAL ACTIONS 2020-2021

H. OUT OF FIELD

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
Barron, Laura	OPJ	ESE Social Studies	ESE OOF
Burrell, David	CEB	ELA	ESOL OOF
Byrd, Zachary	OLJ	Science	Science OOF
Chamness, Ayana	SLE	Art	Art OOF
Corby, Lynn	LAE	ELA	ESOL OOF
Cornish, Joe	WJH	Business Education	Reading OOF
Danz, Nicole	GPE	Reading Interventions	Reading OOF
Dotson, Angela	LES	Reading Interventions	Reading OOF
Dyer, Robert	RHS	English	English 6-12 OOF
Egleston, Stephanie	RHS	ESE	Reading OOF
Etheridge, Laura	BLC	VE/SC ASD	Elem Ed K-6 OOF
Fox, Colin	OPJ	ELA	English 6-12 OOF
Fox, Colin	OPJ	ELA	English 6-9 OOF
Franko, Jessica	DOE	ELA	ESOL OOF
Griggs, Undre	CEB	Grade 6	Elem Ed K-6 OOF
Healy, Marcelle	KHE	EBD	Elem Ed K-6 OOF
Hoover, Audrey	TES	ELA	ESOL OOF
Hoover, Audrey	TES	ELA	Reading OOF
Howe III, Raymond	BLC	VE/SC	Elem Ed K-6 OOF
Ivins, April	LES	Reading Interventions	Reading OOF
Johns, Gretchen	OHS	Guidance Counselor	Guidance OOF
Kalmus, Kristin	WES	ESE Inclusion	ESE OOF
Lee, Nakia	DOE	ELA	ESOL OOF
Leonard, Shelly	LES	Reading Interventions	Reading OOF
Maldonado, Farah	DOE	ELA	Reading OOF
Mathis, Jamie	OPE	ELA	Reading OOF
McClure, Stacy	TES	ELA	Reading OOF
Mullis, Shannon	CVA	Math	Math 6-12 OOF
O'Neil, Ashley	DOE	ELA	Reading OOF

III. INSTRUCTIONAL ACTIONS 2020-2021

H. OUT OF FIELD

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
Perez-Manso, Kimberlie	LAE	ASD Access	ASD OOF
Petow, Carli	GCJ	ELA	ESOL OOF
Potts, Ebony	OLJ	ESE	ESE OOF
Rand, Eric	OPH	ESE	ESE OOF
Rayfield, Brittney	KHE	ESE Inclusion	Elem Ed K-6 OOF
Rayfield, Brittney	KHE	ESE Inclusion	ESE OOF
Romero, Felicia	TES	ESE Inclusion	ESE OOF
Romero, Felicia	TES	ESE Inclusion	ESOL OOF
Romero, Felicia	TES	ESE Inclusion	Reading OOF
Russell, Nicole	OLJ	ELA	ESOL OOF
Scamahorn, Alexandra	MRE	Reading Interventions	ESOL OOF
Schultz-Grant, Lydia	OLJ	Reading	Reading OOF
Smith, Jacklyn	AES	Reading Interventions	Reading OOF
Stubbs, Sundae	OLJ	ELA Inclusion	ESE OOF
Thibodeaux, Nicole	TBE	IND	Elem Ed K-6 OOF
Thibodeaux, Nicole	TBE	IND	ESE OOF
Triulzi, Laura	ESE	ESE/VI	Visual Impaired OOF
Updegraff, Holly	LAJ	EBD	ESE OOF
Updegraff, Holly	LAJ	EBD	Social Science OOF
Valinski, Melissa	SLE	4th Grade	Elem Ed K-6 OOF
Valinski, Melissa	SLE	4th Grade	Reading OOF
Walton, Karleen	LAE	Guidance Counselor	Guidance OOF
Williams, Anna	TES	ELA	Reading OOF

IV. INSTRUCTIONAL 2020-2021

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2020-2021

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	CASTEEL, MARK S OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2020-12-18 12 MO SU / Annual
0.9	GANNON, STEFANIE NICOLE PES GENERAL HEALTH ASSISTA 9 MON SU	Robert M. Paterson Elementary	Effective 2021-01-05 9 MON SU / Annual
0.8	GONZALEZ, MARIA MORENO RHS ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview High School	Effective 2021-01-07 9 MON SU / limited
0.9	HAGER, LAUREN DENISE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2021-01-12 9 MON SU / Annual
0.9	HANCOCK, GAIL DELYN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2020-12-03 9 MON SU / Annual
0.8	HUGHES, PAMELA WALKER DOE GENERIC CLASSROOM ASSISTAN 9 MON SU	Discovery Oaks Elementary	Effective 2021-01-13 9 MON SU / Annual
0.9	JADRO, CAROLYN TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2020-12-09 9 MON SU / Annual
0.9	JOHNSON, JASMINE M AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2021-01-11 9 MON SU / Annual
	KELLEY, DORA ALICIA WES IN SCHOOL SUSPENSION 9 MON SU	Wilkinson Elementary	Effective 2020-12-09 9 MON SU / Annual
	KENNEDY, DOUGLAS CHRISTOPHE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-12-22 12 MO SU / AC Safety and Security
	KITCHENS, PHILLIP MARK LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2021-01-07 12 MO SU / Annual
	LOCKETTE, DEBORAH LENICE OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2020-12-14 12 MO SU / Annual
	LOUIS, LAURENTE TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2021-01-11 12 MO SU / Annual
	MANGRUM, KAREN JOYCE FIH CAFE ASSISTANT 4.5 HOURS 9 MON CA	Fleming Island High School	Effective 2021-01-06 9 MON CA / Annual
	MCWILLIAMS, KELSEY LAUREN PES LICENSED PRAC NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2020-12-08 10 MONTH / Annual
0.8	RODRIGUEZ CORRETJER, DANIEL AN MCE ESOL CLASSROOM ASSISTANT 9 MON SU	Montclair Elementary	Effective 2021-01-07 9 MON SU / limited

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	RODRIGUEZ, STACEY L AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2021-01-12 9 MON SU / Annual
	SANDERS, YVONNE PAIGE OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2020-12-14 10 MONTH / Annual
0.8	SANTIAGO, THERESA POE IN SCHOOL SUSPENSION 9 MON SU	Plantation Oaks Elementary	Effective 2020-12-11 9 MON SU / Annual
	URSO, ERIC RYAN TRN MECHANIC 12 MO SU	Transportation	Effective 2021-01-04 12 MO SU / Annual
	WILLS, MARY KATHERINE TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2021-01-12 12 MO SU / Annual
0.9	WITT, REBECCA KATHLEEN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2021-01-08 9 MON SU / Annual
0.9	WRIGHT, ASHLYN RENE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2021-01-13 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	BIGELOW, GINGER L MHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Middleburg High	9 MON CA / Annual
	BLITCHINGTON, ASHLEY LORRAINE OHS SECRETARY 11 MO 11 MONTH	Oakleaf High School	11 MONTH / Annual
0.9	NAGLE, KIMBERLY M KHE GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
0.9	PIERSON, DAWN C SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Multi-Year Conditional
0.9	SANTIAGO, ELIZABETH LOUISE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional

VI. Support Actions

C. RE-DESIGNATION

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

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	BIRTEL, JEANNE SBJ HEAD CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-12-02 /transfer from / SBJ CUSTODIAN
	BROWN, DANIELLE BRYMER JAN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2021-01-05 /transfer from / RHS BEHAVIORAL HEALTH ASST
	GRUENWALD, KANDI MICHELLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2020-12-17 /transfer from / TRN BUS DRIVER
	HAYMON COLSON, JOSHUA C MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Svcs	Effective 2020-12-09 /transfer from / MNT WAREHOUSER
	LAWRENCE, JESSICA M LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2020-12-17 /transfer from / SLE CUSTODIAN
0.9	MOORE, MARY E RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2020-12-21 /transfer from / SLE CUSTODIAN
	MUSSANTE, JODIE D CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Coppergate Elementary	Effective 2021-01-05 /transfer from / RVE CAFE ASSISTANT 5.5 HOURS
	PARRISH, CHERYL JEANINE MRE CAFE ASSISTANT 4.25 HOURS 9 MON CA	Mcrae Elementary	Effective 2021-01-05 /transfer from / KHH CAFE ASSISTANT 5 HOURS
	RAMOS, DAMARIS SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-12-09 /transfer from / OPR CUSTODIAN
0.8	SICKMAN, MEGAN NICOLE CHE GENERIC CLASSROOM ASSISTAN 9 MON SU	Clay Hill Elementary	Effective 2021-01-05 /transfer from / LJH BEHAVIORAL HEALTH ASST
0.2	SICKMAN, MEGAN NICOLE CHE TITLE I ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2021-01-05 /transfer from / LJH BEHAVIORAL HEALTH ASST
	WILKES, DEBRA FNS ACCOUNTING ASSISTANT 12 MO SU	Food & Nutrition Srvc	Effective 2021-01-04 /transfer from / TRN ADMINISTRATIVE SECRETARY
0.8	WILLIAMS, MELISSA B SLE IN SCHOOL SUSPENSION 9 MON SU	Shadowlawn Elementary	Effective 2021-01-05 /transfer from / SLE GENERAL ASSISTANT

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ALVAREZ NOVALES, AIXA MARIA CEB CAFE ASSISTANT 6.5 HOURS 9 MON CA	Charles E. Bennett Elementary	Effective 2020-12-22 RESIGNATION
	BRITT, AARON J TRN MECHANIC 12 MO SU	Transportation	Effective 2021-01-19 RESIGNATION
0.8	BROCK, AMANDA JANE DOE IN SCHOOL SUSPENSION 9 MON SU	Discovery Oaks Elementary	Effective 2021-01-06 RESIGNATION
0.9	CARLTON, ANNETTE M MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2020-12-22 RESIGNATION
	CORNISH, SU OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2020-12-11 RESIGNATION
	CORTEZ, MARIA DE JESUS SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-08-17 RESIGNATION
	CROTHERS, MATTHEW GENE SUPPORT - CWL 12 M0 LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-01-08 RESIGNATION
0.9	DISMUKE, LI FENITY M CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2020-12-18 RESIGNATION
	HARRIS, LINA FIE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Fleming Island Elementary	Effective 2020-12-22 RESIGNATION
	HAYDEN, BRANDI M SLE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Shadowlawn Elementary	Effective 2020-12-22 RESIGNATION
0.9	HOLLAND, SHANDA SHAVON LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2020-12-18 RESIGNATION
0.9	MILEY, LISA D LES TITLE I ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2020-12-22 RESIGNATION
	OWENS, LORI MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2020-12-01 RESIGNATION
	PISECHKO, CHERYL PATTERSON CEB LICENSED PRAC NURSE 10 MONTH	Charles E. Bennett Elementary	Effective 2020-12-02 RESIGNATION
0.9	RODRIGUEZ, CARMEN H POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2020-12-15 RESIGNATION
0.9	SMITH, RACHEL ANN LJH BEHAVIORAL HEALTH ASST	Lakeside Junior High	Effective 2020-12-08 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	9 MON SU		
0.9	ST.PETER, CHERYL LYNNE RVE GENERAL HEALTH ASSISTA LNG TRM	Ridgeview Elementary	Effective 2021-01-05 RESIGNATION
	STAINCLIFFE, NICOLE AMBER OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2020-12-18 RESIGNATION
	SWARTZWELDER, LYNN M KHH ST RECORD SEC 12 MO 12 MO SU	Keystone Heights High School	Effective 2020-12-10 CONCLUDE EMPLOYMENT
	WHEELER, RONALD L ITS TECH SPECIALIST 12 MO SU	Information Services	Effective 2021-01-04 RESIGNATION
0.9	WILLIAMS, MCKENZIE P MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2021-01-05 RESIGNATION
	WILSON, ROBERT EUGENE LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2020-12-09 RESIGNATION
	WISE, DANYELL MICHELLE LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2020-12-17 RESIGNATION

VI. Support Actions**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	AMBIELLI, STEFANI LYNN WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Resignation
	AMBIELLI, STEFANI LYNN WJH WRESTLING HD JH SUPPLEME	Wilkinson Jr High	Resignation
	BALL, MARCUS STEPHEN OHS TRACK HD SH SUPPLEME	Oakleaf High School	Appointment
	HOLDREN, BRANDEN MHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	MORAN, CHRISTIAN G OLJ SOCCER HEAD JH SUPPLEME	Division Of Support Services	Appointment
	PEREZ CRUZ, YAMUEL OMAR OLJ SOFTBALL FP ASST JH SUPPLEME	Information Services	Appointment
	POWELL, ARINTON D OHS TRACK ASST SH SUPPLEME	Orange Park High	Resignation
0.5	SWARTZWELDER, LYNN M KHH JUNIOR SUPPLEME	Keystone Heights High School	Resignation