

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
March 2, 2023
TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. 2022-2023 Appointments	I-A, p. 1
B. 2022-2023 Re-Appointments	I-B, p. 1
C. 2022-2023 Redesignations	I-C, p. 1
D. 2022-2023 Transfers	I-D, p. 1
E. 2022-2023 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2022-2023 Supplements	I-F, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	
A. Administrative	II-A, p. 1-4
B. Certificated	II-B, p. 1-11
C. Support	II-C, p. 1-3
D. Supplemental	II-D, p. 1-6
III. <u>Instructional Actions</u>	
A. 2022-2023 Appointments	III-A, p. 1-2
B. 2022-2023 Reappointments	III-B, p. 1
C. 2022-2023 Redesignations	III-C, p. 1
D. 2022-2023 Transfers	III-D, p. 1
E. 2022-2023 Resignations/Retirements/Conclude Employment	III-E, p. 1-2
F. 2022-2023 Supplements	III-F, p. 1-4
G. 2022-2023 Pending Appointments	III-G, p. 1
H. 2022-2023 Out of Field	III-H, p. 1
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2022-2023 Summer School	IV-A. p. 1
B. 2022-2023 Community Education	IV-B. p. 1
C. 2022-2023 Adult Education	IV-C. p. 1
V. <u>Instructional Substitute Teacher Actions</u>	
A. 2022-2023 Substitute Teacher Approval (None)	V-A. p. 1
VI. <u>Support Actions</u>	
A. 2022-2023 Appointments	VI-A, p. 1-2
B. 2022-2023 Reappointments	VI-B, p. 1
C. 2022-2023 Redesignations	VI-C, p. 1
D. 2022-2023 Transfers	VI-D, p. 1
E. 2022-2023 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
F. 2022-2023 Supplements	VI-F, p. 1

I. Administrative Actions

A. APPOINTMENT

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

B. RE-APPOINTMENT

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

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
GRIFFIN, ALLISON CLAIRE FNS COORDINATOR, FOOD NUT SER 12 MONTH	Discovery Oaks Elementary	Effective 2023-02-27 /transfer from / DOE MGR SELF CONTAINED I
OUTMAN, TIFFANY RENEE SPS PRINCIPAL, ELEMENTARY 12 MONTH	Lake Asbury Elementary	Effective 2023-03-15 /transfer from / LAE PRINCIPAL, ELEMENTARY

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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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I. Administrative Actions

F. SUPPLEMENT

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

A. Administrative - Approve the following job descriptions:

REVISED:

B-1.2.46 - Coordinator of Accounting/Budget

Budgeting involves both allocating spending and determining how much revenue is needed to align the limited resources to the financial goals of the district. Oversight of the district's budget (over \$500,000,000) requires intense management and daily monitoring of activities. The Assistant Superintendent of Business Affairs and the Budget Coordinator are responsible for this process. The Budget Coordinator position has been vacant for almost a year and the Assistant Superintendent of Business Affairs is currently acting in both roles to ensure the work is completed. The position has been advertised multiple times since it became vacant. However, there were limited candidates applying for the job, as many of the candidates do not qualify for the position. The few candidates who were interviewed were not interested once they were aware of the current compensation at the Coordinator I level. By upgrading the position to Supervisor II, the district would be better able to attract qualified candidates with the experience to fulfill this vital role. The financial impact on the budget would be approximately \$21,132.00, including benefits.

Job Locator: B-1.2.46

Job Title: ~~Coordinator of Accounting~~ Supervisor of Budget

Position Grade: ~~Coordinator I~~ Supervisor II

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The ~~Coordinator~~ Supervisor 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. Facilitates, recommends and ensures the preparation and development of the annual budget including Operating, Capital, Special Revenue (Federal, State, Local and Food/Nutrition Services), Debt and Internal Service Funds.
2. Ensures budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures as they apply to all applicable laws, rules and regulations.
3. Prepares board's monthly budget reports.
4. Assists with the development and refinement of revenue and expenditure projections/forecasts using current financial best practices, state statutes, and generally accepted accounting principles.
5. Reviews and analyzes federal grant expenditures and contracts for adequate documentation and compliance with grant documents, Office of Management and Budget (OMB) circular A-128 and A-87.
6. Prepares FA-399's for federal grants and performs on-line disbursement reports.
7. ~~Request federal cash advance draw downs.~~
8. Coordinates with the Office of the Auditor General and outside Auditing firms regarding federal grants.
9. Assists with the preparation of the Annual Program Cost Report, schools' financial reports and other reports as assigned.
10. ~~Prep monthly budget reports.~~
11. Documents financial transactions by entering account information.
12. Recommends financial actions by analyzing accounting options.
13. ~~Perform other duties as assigned by the Assistant Superintendent for Business Affairs.~~
14. Substantiates financial transactions by auditing documents.
15. Maintains accounting controls by preparing and recommending policies and procedures.

16. Supervise assigned personnel, provides evaluative feedback and support for increased performance, conduct annual performance evaluations and make recommendations for appropriate employment action.
17. 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.
18. Reconciles financial discrepancies by collecting and analyzing account information.
19. Maintains financial security by following internal controls.
20. Prepares payments by verifying documentation, and requesting disbursements.
21. Complies with federal, state, and local financial legal requirements by studying existing and new legislation enforcing adherence to requirements.
22. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
23. Maintains customer confidence and protects operations by keeping financial information confidential.
24. Contributes to team effort by accomplishing related results as needed.
25. Demonstrates initiative in identifying potential problems or opportunities for improvement and taking appropriate action. Keeps the Assistant Superintendent of Business aware of potential problems or unusual events affecting the overall budget of the District.
26. Performs other duties as assigned by Assistant Superintendent of Business Affairs and provides support to the Director of Finance as needed.

Required Qualifications:

1. ~~Graduate from an accredited college or university with a Bachelor's Degree in Business/Public Administration and or a combination of education/training/experience which provides an equivalent background.~~ Bachelor's Degree in Business, Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution or a combination of education/training/experience which provides an equivalent background.
2. Three (3) years successful experience in governmental budgeting, accounting, and/or auditing experience.
3. ~~Knowledge of fund accounting.~~
4. Skilled in Excel spreadsheet, current accounting system and other applicable software.
5. Ability to work independently.

Desired Qualifications:

1. Master's Degree in Business/~~Public Administration~~, Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution.
2. Certified Public Accountant.
3. Supervisory experience in public district administration, or leadership in other large diverse organizations.
4. Ability to communicate effectively with the public.
5. Knowledge of state statutes, and federal guidelines, including Florida Statutes, Florida Education Finance Program, governmental accounting principles, cost accounting systems and Florida School Board Policies.
6. Knowledge of ~~federal grants~~ Federal Accounting.

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

Revised: 06/02/2022

Revised: 03/02/2023

II. JOB DESCRIPTION ACTIONS

B. Certificated - Approve the following job descriptions:

REVISED:

Instructional Division - Certificated Job Descriptions

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

- | | |
|----------|---|
| I-2.1.21 | Exceptional Student Education (ESE) Reading/Direct Instruction Specialist |
| I-2.1.23 | Homebound Specialist |
| I-2.2.10 | Exceptional Student Education (ESE) Behavior Site Coach (BSC) |
| I-2.2.11 | Exceptional Student Education (ESE) Curriculum Specialist |
| I-2.2.75 | Exceptional Student Education (ESE) Speech/Language Specialist |

Job Locator: I-2.1.21

Title: Exceptional Student Education (ESE) Reading/Direct Instruction Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of Exceptional Student Education (ESE) or Assigned ESE Administrator.

Job Description:

The Exceptional Student Education Reading/Direct Instruction Specialist is directly responsible to the Director of Exceptional Student Education (ESE) or Assigned ESE Administrator. He/she serves in a staff relationship with Exceptional Student Education Teachers.

Responsibilities and duties of this position include:

1. ~~Provides direct instruction to students as assigned (including using phonological awareness-oriented reading materials):~~
2. Models, provides training, provides support and coaching, identifies materials and programs, analyzes test results, and identifies compatible computer programs for ESE teachers in reading, phonological awareness, math, affective education and other areas.
3. Assists the Director in new program development and program evaluation, including related curriculum issues and the Comprehensive Planning Process and in answering requests from principals for assistance.
4. Provides input to the Director regarding District Procedures, federal procedures and compliance and grant applications.
5. Serves as technical assistant for particularly complex ESE staffings and IEP Reviews, covering Direct Instruction and other materials and programs.
6. Develops, monitors, provides training, and represents the district regarding ESE programs and Reading and Direct Instruction programs.
7. Serves as a Staffing Specialist when necessary and assigned by the ESE Director or assist~~s~~ with other ESE-related responsibilities.
8. Perform other duties as assigned by the Director of Exceptional Student Education (ESE) and/or Assigned ESE Administrator

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate in at least one exceptionality.
2. ~~Two~~ Three to five years of successful teaching experience in at least one exceptionality including using Direct Instruction techniques and phonological awareness methods.
3. Willingness to continually train in these areas.

4. Reading Endorsed or Certified

Desired Qualifications:

1. Master's Degree in an area of Exceptional Student Education involved.
2. Certificate in more than one exceptionality.
3. Experience in curriculum development, IEP development, diagnostic and prescriptive teaching, providing in service, monitoring ESE processes and procedures.

Approved: 06/17/1999

Revised: 08/17/2006

Revised: 03/02/2023

Job Locator: I-2.1.23

Title: Homebound Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of Exceptional Student ~~Director~~ Education (ESE) or Assigned ESE Administrator

Job Description:

The Homebound Specialist serves in a staff relationship to other instructional personnel and is directly responsible to the Director of Exceptional Student Education (ESE) or Assigned ESE Administrator.

Responsibilities and duties of this position:

1. ~~Establish an appropriate schedule of homebound or hospital visits after consultation with school personnel, the parents, and if necessary, the Exceptional Student Education Director.~~ Serves as the ESE Director's Designee in conducting Eligibility and Placement Staffings and Individual Education Plan (IEP) meetings for students who are Hospital/Homebound.
2. ~~Plan and implement an appropriate academic program for the student based on regular communication with all stakeholders.~~ Reviews Hospital/Homebound Referrals, eligibility and placement papers, and works with ESE Staffing specialists to ensure accuracy and completeness.
3. ~~Identify, select, create, and modify instructional resources.~~ Provides support to school-based ESE teachers in the development of IEPs for students who are Hospital/Homebound, the referral process, as well as the transition process for students returning to the campus setting.
4. ~~Complete reports, collect data, and provide information for monitoring of student progress.~~ Provides consultative services to Hospital/Homebound teachers in regard to knowledge, training, and provision of curriculum and instructional techniques, as well as support to caregivers and parents of students who are Hospital/Homebound.
5. ~~Plan, prepare and implement instructional activities to meet the needs of students with varying backgrounds, learning styles or special needs.~~ Maintains the pool of available Hospital/Homebound teachers throughout the district, including development of all necessary payroll and various recordkeeping forms, for ESE audit compliance.
6. ~~Be flexible in responding to evidence that there is a need for changes in a planned activity in order to better meet students' needs.~~ Develops and maintains the current online/virtual curriculum for students who are Hospital/Homebound, using the Edgenuity program.
7. ~~Use synchronous and asynchronous platforms to deliver instruction.~~ Plans and coordinates delivery of appropriate county-wide instructional Inservice Training for Hospital/Homebound teachers.
8. ~~Keep written records of each student's progress including results of regular re-evaluations.~~ Attends regularly scheduled ESE district training sessions in order to remain current regarding ESE best practices and federal/state guidelines, as well as FLDOE rules and regulations.

9. ~~Clearly and accurately communicate needs, progress, status and recommendations regarding students in written reports and in conferences with teachers, parents, administrators, and resource agencies and individuals.~~ Provides input to ESE Administrators regarding State and District Hospital/Homebound procedures and ESE compliance.
10. ~~Display an openness to learning and a willingness to change; be receptive to new ideas and suggestions and take advantage of opportunities to learn and grow professionally.~~ Models professional and ethical standards, as well as establish and maintain positive, cooperative relationships with school-based personnel, district personnel, parents, and students.
11. Performs all duties and responsibilities of a Homebound teacher when necessary.
12. Performs other duties as assigned by the Director of Exceptional Student Education (ESE) or Assigned ESE Administrator.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate, preferably dual certified in ESE and at least one General Education content area.
2. Prior experience in a distance learning environment.

Desired Qualifications:

1. Experience in teaching more than one academic area.
2. Experience with more than one age-level of students.
3. General knowledge of common childhood illnesses and their effects on children.
4. Prior experience with ~~Blackboard and Wimba or Elluminate:~~ Google Classroom Applications.

Approved: 04/21/2011

Revised: 03/02/2023

Job Locator: I-2.2.10

Title: Exceptional Student Education (ESE) Behavioral Site Coach (BSC)

Position Grade: Teacher Salary Schedule

Evaluated By: Principal or Director of Exceptional Student Education (ESE) and ~~Student Services~~

Job Description:

The Exceptional Student Education Behavioral Site Coach is directly responsible to the Principal or Director of Exceptional Student Education (ESE) and ~~Student Services~~. He/she provides positive behavioral supports and at designated school sites. The ~~be~~ Bhavioral ~~s~~ Site ~~e~~ Coach serves in a staff relationship with ESE specialists and ESE teachers.

Responsibilities and duties of this position include:

1. Provides assistance to ESE and general education teachers in identifying and implementing positive behavioral interventions and crisis prevention strategies for ESE students.
2. Provides professional development and assistance in implementing positive behavioral strategies and social skills.
3. Conducts demonstration lessons and provides coaching to staff serving students with behavioral difficulties.
4. Assists in training teachers and staff regarding ESE procedures and documentation requirements, including functional behavior assessments and positive behavior intervention plans.
5. Supports implementation of effective behavioral interventions and attends Individual Education Plan (IEP) meetings as necessary.
6. Serves as the liaison between district staff, principals, teachers, and outside agencies serving ESE students.
7. Maintains Safe Crisis Management certification and ~~be~~ is knowledgeable of district reporting policies for incidents of restraint and seclusion.
8. Attends required training in behavior support best practices, including the monthly BSC meeting, and disseminates the learned information to school based personnel including teachers, assistants, and administration.
9. Communicates and supports the implementation of ESE policies and procedures to school-based staff.
10. Performs other such tasks and assumes other duties as the Director of Exceptional Education (ESE) and ~~Student Services~~ may assign.

Required Qualifications:

1. Knowledge or experience in programming or planning for the educational and behavioral needs of students with or at risk of emotional or behavioral disability.

2. Currently possess or eligibility to receive a valid Florida Educator's Certificate in a child related field (i.e., Exceptional Student Education, Guidance and Counseling, Psychology).
3. Three (3) years of experience teaching or working with students with autism or emotional/behavioral difficulties.
4. Current certification in Safe Crisis Management.
5. Effective interpersonal skills.

Desired Qualifications:

1. Master's degree in Special Education, Behavior, Emotionally Handicapped, or a related field
2. Florida Educator Certificate endorsement in autism.
3. Strong verbal and written communication skills.

Approved: 03/20/2014

Revised: 03/02/2023

Job Locator: I-2.2.11

Title: Exceptional Student Education (ESE) Curriculum Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of Exceptional Student Education (ESE) or Assigned ESE Administrator

Job Description:

The Exceptional Student Education Curriculum Specialist is directly responsible to the Director of Exceptional Student Education(ESE) or Assigned ESE Administrator. He/she serves in a staff relationship with Exceptional Student Education Teachers.

Responsibilities and duties of this position include:

1. Assists ESE Director in new program development and program evaluation, including curriculum issues.
2. Plans and coordinates delivery of appropriate County-wide ESE Inservice activities and participates in the Comprehensive Planning Process.
3. Assists Director in answering requests from principals for assistance involving assigned program areas and including knowledge of the basic curriculum and assessment.
4. Provides input to the Director regarding District Procedures, Federal procedures and compliance and grant applications.
5. Serves as technical assistant at particularly complex ESE staffings and IEP Reviews, primarily in assigned program areas, including out-of-county staffings.
6. Develops, monitors, provides training, represents the district, in assigned program areas, and prepares for audits on ESE Compliance or Medicaid reimbursement procedures.
7. Assists teachers with classroom academics and behavioral techniques.
8. Serves as a Staffing Specialist when necessary and assigned by the ESE Director.
9. Demonstrates model lessons in classrooms.
10. Provides consultative assistance to schools regarding ESE curriculum and procedures on-site and via phone.
11. Assists Director, as assigned, with other ESE-related responsibilities.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in at least one exceptionality, ~~Guidance and Counseling, or School Psychology.~~
2. ~~Two~~ **Five (5)** years of successful teaching experience in working with Federal and State procedures for Exceptional Students.

3. Direct experience in monitoring or supervising the ESE referral, staffing and IEP procedures.

Desired Qualifications:

1. Master's Degree in an area of Exceptional Student Education and/or Educational Leadership ~~Guidance and Counseling or School Psychology.~~
2. ~~Direct experience in monitoring or supervising the ESE referral, staffing and IEP procedures.~~
3. Skills in monitoring documentation, ESE procedures and processes, planning and delivering inservice education, working with parents, IEP development and familiarity with ESE Curriculum.

Revised: 05/13/1982

Revised: 05/12/1983

Revised: 03/19/1998

Revised: 07/17/2003

Revised: 08/17/2006

Revised: 03/02/2023

Job Locator: I-2.2.75

Title: Exceptional Student Education (ESE) Speech/Language Specialist

Position Grade: Teachers Salary Schedule

Evaluated By: Director of Exceptional Student Education (ESE) or Assigned ESE Administrator

Job Description:

The Exceptional Student Education Speech/Language Specialist is directly responsible to the Director of Exceptional Student Education (ESE) or Assigned ESE Administrator and serves in a staff relationship with Exceptional Student Education Teachers and other professionals.

Responsibilities and duties of this position include:

1. ~~Review Specialist's Evaluation reports completed and submitted by speech clinicians and work~~s ~~with clinicians to ensure accuracy and completeness.~~
2. Plans and coordinates delivery of appropriate county-wide Speech/Language/Hearing Inservice activities.
3. Assists ~~ESE Director in speech/language curricula development and refinement.~~ with coverage due to speech language therapist shortage or leave of absence.
4. Coordinates provision of services within the Varying Exceptionality/Language Impaired (VE/LI) classrooms throughout the district.
5. Coordinates training opportunities for speech language therapist, itinerant deaf/hard of hearing teachers and VE/LI self contained teachers.
6. Serves as liaison ~~with FDLRS and other agencies~~ between the district office and schools and with outside agencies (e.g. Florida Diagnostic and Learning Resources Systems (FDLRS)).
7. Provides input to the ESE Director regarding ~~Comprehensive Planning, District Procedures, and grant applications.~~ complex concerns with ESE students.
8. Attends ~~Duval and other out-of-county Speech/Language and Hearing Impaired staffings as assigned.~~ Deaf/Hard of Hearing eligibility and Individual Education Plan (IEP) meetings (e.g Clarke school).
9. Serves as technical assistant to Local Education Agency (LEA) representative at complex Speech/Language and Hearing ~~Impaired staffings and IEP Reviews.~~ Deaf/Hard of Hearing eligibility and IEP meetings.
10. Serves as Clinical Fellowship sponsor, if assigned. mentor when needed
11. Schedule sign language interpreters for the district for specific students based on their IEP as well as other meetings and events which require a sign language interpreter.

12. Order evaluation materials (test kits, protocols) and therapy materials for speech language therapist, itinerant deaf/hard of hearing teachers and VE/LI self contained teachers.
13. Coordinate with audiologist regarding special supplies and equipment for students who are Deaf/Hard of Hearing (e.g Frequency Modulation (FM), Digital Modulation (DM) systems, earmolds, batteries).
14. Review speech and language evaluation reports completed and submitted by speech language therapists and work with the therapists to ensure accuracy and completeness.
15. Assist the Director, as assigned, with other duties as may be required.

Required Qualifications:

1. ~~Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Speech Corrections, K-12/Speech Language Impaired K-12.~~ Master's Degree in Speech Pathology.
2. Florida license
3. Current member of the American Speech/Language/Hearing Association (ASHA) and hold ASHA Certificate of Clinical Competence in Speech Pathology.

Desired Qualifications:

1. ~~Master's Degree in Speech Pathology.~~ Currently possess or eligibility to receive a valid Florida Educator's Certificate in Speech Corrections, Speech Language Impaired K-12.
2. Experience leading a team and providing professional learning opportunities
3. Excellent verbal and written communication skills.
4. Experience in curriculum development, IEP development, diagnostic and prescriptive training.

Approved: 03/25/1993

Revised: 07/01/1993

Revised: 08/17/2006

Revised: 03/02/2023

II. JOB DESCRIPTION ACTIONS

C. Support - Approve the following job descriptions:

NEW:

C-3.8.16 Risk Support Assistant

One employee currently operates the Risk Management Department, Coordinator of Risk Management, serving over 5,000 employees for workers' compensation claims and liability claims, including bus accidents, student accidents, property insurance situations, facility use, and contract review. With the exponential growth within these past three years and the increase in legal claims, the oversight and management of the program have become unmanageable and overwhelming. There is a need to add an assistant to support the day-to-day activities of this program. The cost is a no cost at this time, as a vacant position is being reallocated from within the department to accommodate this request.

Job Locator: C-3.8.16

Title: Risk Management 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. Perform secretarial and administrative support duties for the Risk Manager. Maintain staff and student records related to student accidents, workers compensation and liability cases.

Responsibilities and duties this position include:

1. Responsible for overall administrative support of the Risk Management Coordinator.
2. Assist with review of claims (workers' compensation, accidents, injuries, etc.) ensuring compliance with governmental statutes and School Board Policy; create new claim files; review information for appointments, absences and use of Illness in Line Of Duty (ILOD) and/or Family Medical Leave (FML).
3. Interact with the public, including vendors, school personnel, and claimants, and assist with inquiries.
4. Assist with Light-Duty timesheets, documents, files, etc.
5. Obtain Certificates of Insurance (COI) for schools as requested and verify School Board standards on COI reviews.
6. Receive and review student accident reports and follow-up with schools regarding hazards and maintaining videos as necessary.
7. Upload documents into the Third Party Administrators (TPA) claim system and communicate claim updates with adjuster(s).
8. Assist with compilation of insurance criteria, investigations, and maintenance of evidence, ensuring privileged materials and confidentiality are maintained.
9. Prepare and submit ILOD spreadsheet to Payroll.
10. Assist with Facility Use renter pricing, staffing notices, and approvals by the schools.
11. Respond in a timely manner to inquiries and concerns from customers, vendors, etc.
12. Utilize current technology, as appropriate, to perform job functions and participate in training programs offered to increase technology skill level and proficiency related to job assignment.
13. Receive and distribute mail. Order and maintain office supplies.
14. Maintain positive effective working relationships with District and school personnel and co-workers.
15. Perform other duties 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 (2) years previous secretarial, risk management, insurance, or safety experience providing background necessary to perform the work.
3. 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>

Pending School Board Approval: 03/02/2023

II. JOB DESCRIPTION ACTIONS

D. Supplement - Approve the following supplemental job descriptions:

NEW:

Supplemented Position 116 - Child Care Center Director

This new supplemental job description is needed to provide proper supervision and oversight of the childcare centers at our high schools. The supplement will compensate for the extra work those teachers provide outside the contracted hours and the normal scope of work for a classroom teacher. The directors handle the day-to-day operations of the business including but not limited to: registration, purchasing supplies and materials, monitoring the budget, collecting tuition and fees from families, maintaining licenses, providing special programming, and communicating with families enrolled. They manage the child care center, the small learners and their families, the assistants in the center, the high school classroom, and the students.

Supplemented Position 117 - Professional Development Certification Program (PDCP) Mentor

CCDS is hiring more than 100 beginning teachers a year, 75% of whom are seeking professional certification within their first three years of teaching. CCDS teacher induction opportunities are being restructured to better meet the increasing teacher certification demands, and CCDS will begin offering a Professional Development Certification Program (PDCP) in the 2023-2024 school year. The developing teachers who enter this program will need focused mentorship support to successfully complete the program.

Supplemented Position 118 - District Instructional Coach

With new legislation, new standards, and higher rates of teacher turnover, the nature and volume of the work of the district coach positions is growing with increased responsibilities. Additionally, the addition of a Demonstration Classroom program, developed to meet the state requirement for model literacy classrooms and extended into other content areas to meet the professional learning needs of novice teachers within the district, will require additional responsibilities that will extend outside of the contracted 7.5 hour work day.

Supplemented Position 119 - Demonstration Classroom Teacher

As set forth by rule 6A-6.053, literacy model classrooms should be established in schools. Due to the growing need for job-embedded professional learning for novice teachers, and the solid evidence base for using demonstration classrooms as a catalyst for both teacher and student learning, the program will be extended to all content areas. Furthermore, designating 5-10 demonstration classrooms in each content area creates an opportunity for expert teachers to engage in leadership from within the classroom, retaining highly effective teachers in school-based teaching positions, while still contributing to the professional learning of others throughout the district.

Responsibilities and duties of this position include:

1. Director will maintain the business aspect of the center - registration, purchasing, maintaining licenses, collecting tuition and fees, and maintaining communication with families enrolled.
2. Manage the child care center and day-to-day activities with small children, high school students, and assistants.
3. Director will be on hand to fill in with opening and closing as needed.
4. Director will work with outside agencies for child care center needs.
5. Director will coordinate with Food and Nutrition Services to provide lunch daily and breakfast at locations where it is free.
6. Oversee and coordinate after-hours enrichment activities (Graduation, Holiday Programs, Parent Nights, Open House, etc).

Required Qualifications:

1. Must be employed as the Early Childhood Education Teacher at the high school.
2. Must be certified to teach the Early Childhood Education CTE Program.
3. Ability to work well with younger children, parents, assistants, and high school students.

Desired Qualifications:

1. Excellent skills in verbal and written communication.
2. Experience in running a childcare center or business.
3. Director's Credential issued by the Department of Children and Families.

Pending School Board Approval: 03/02/2023

SUPPLEMENTED POSITION: 117
Professional Development Certification Program (PDCP) Mentor

Responsibilities and duties of this position include:

1. Mentors and supports a novice teacher during their participation in the PDCP program.
2. Engages in ongoing mentorship activities including the minimum PDCP requirement of weekly meetings with the PDCP participant.
3. Actively participates in orientation and professional learning sessions outlining the Florida Educator Accomplished Practices (FEAP) and Uniform Core Curriculum (UCC) tasks required of PDCP participants to demonstrate proficiency.
4. Supports PDCP teacher with behavior management strategies and interventions through modeling, co-teaching, and/or practice and planning.
5. Supports PDCP teacher with instructional design and content planning through modeling, co-teaching, and/or explicit practice and intentional planning.
6. Supports PDCP teacher in effective communication with colleagues, parents, and leadership to develop partnerships that support student learning.
7. Facilitates a minimum of one coaching cycle each quarter with the PDCP teacher with a focus on the vision for instruction, classroom management, and/or evidence-based instructional practices.
8. Facilitates the PDCP teacher's discussion of, and reflection on, the intentionality of teaching moves using instructionally precise language, guiding the PDCP teacher to make explicit connections between teaching moves and student learning.
9. Routinely participates in ongoing professional learning opportunities to continuously develop leadership, mentorship, instructional coaching and/or content and pedagogical practices.
10. Maintains detailed and accurate records of the mentorship activities as required by the PDCP program.

Required Qualifications:

1. Currently possess a valid Florida Educator's Certificate.
2. Minimum three (3) years teaching experience.
3. Clinical Educator Training (CET).
4. Recommendation by administrator and rated as "highly effective."
5. Mentor Training (received after appointment as Peer Teacher).
6. Comfortable in facilitating professional learning for adults.

7. Excellent skills in verbal and written communication.

*NOTE: Must provide documentation of at least weekly mentorship activities including two coaching cycles and one model/demonstration lesson in the mentor's or PDCP participant's classroom each semester in order to receive the supplement and in order to be considered for reappointment the following year. Required trainings/meetings may be after school hours or during the summer.

Pending School Board Approval: 03/02/2023

Responsibilities and duties of this position include:

1. Assists in coordinating, implementing and monitoring the assigned program areas.
2. Assists in ongoing data analysis to develop targeted professional learning plans to include core, team, and individual support in response to student learning needs.
3. Plans, organizes and implements professional learning activities related to the program.
4. Assists in the development and monitoring of, and engagement with, demonstration classrooms as appropriate.
5. Assists in instructional support and/or curriculum development.
6. Provides technical assistance and support to teachers and schools in the assigned program areas.
7. Participates in professional programs and meetings in the program area.
8. Serves as a liaison among the district, school administrators, teachers and the community.
9. Organizes and schedules appropriate school-based and district-wide activities to support effective instruction.
10. Assists in needs assessment for the program area.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate.
2. Certification: Elementary - Certified in Elementary Education; Secondary - Certified in Secondary Education or Middle School Education.
3. Experience in Differentiated Instruction.
4. Experience in cross-curricular integration.
5. Experience in data analysis.

Pending School Board Approval: 03/02/2023

Responsibilities and duties of this position include:

1. Intentionally plans for standards-aligned lessons through evidence-based instructional practices.
2. Welcomes colleagues into your classroom to observe intentionally planned lessons.
3. Demonstrates standards-aligned and evidence-based instructional practices throughout lessons that are observed by other educators.
4. Actively participates in orientation and/or debrief sessions with visiting educators to provide insight into the context and intentionality of instructional moves.
5. Reflects on and discusses the intentionality of teaching moves using instructionally precise language, making explicit connections between teaching moves and student learning.
6. Develops and shares written plans with observing teachers to facilitate professional learning discussions around intentional planning.
7. Video records lessons to be shared with CCDS educators for the purpose of professional learning.
8. Engages in coaching cycles with an instructional coach with a focus on evidence-based instructional practices, such as the instructional vision, and standards-aligned instruction.
9. Assists in coordinating the logistics of demonstration classroom visits with visiting teachers.

Required Qualifications:

1. Currently possess a valid Florida Educator's Certificate.
2. Certification in the content area of the Demonstration Classroom.
3. Comfortable in facilitating professional learning for adults.
4. Excellent skills in verbal and written communication.
5. Ability to collaborate effectively with stakeholders at all levels.
6. At least one (1) year of instructional experience in Clay County District Schools.
7. Willingness to engage in multiple coaching cycles a year with a district coach

*NOTE: Must provide documentation of at least four coaching cycles and facilitation of eight Demonstration Classroom Visits (two per quarter) throughout the year in order to receive the supplement and in order to be considered for reappointment the following year. Required trainings/meetings may be after school hours or during the summer.

Pending School Board Approval: 03/02/2023

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ALDRIDGE, NICOLE MELISSA AES COUNSELOR, ELEM 10 MONTH	Argyle Elementary	Effective 2023-01-27 10 MONTH / interim
BALDING, CHRISTINA ALAINE LJH COUNSELOR, JH 10 MONTH 10 MONTH	Lakeside Junior High	Effective 2023-01-17 10 MONTH / interim, all year
BRESHEARS, STEPHANIE LAVON WES TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Elementary	Effective 2023-01-31 10 MONTH / interim
CAUDILL, MAKAYLA DEANN LAJ VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Junior High School	Effective 2023-01-30 10 MONTH / interim
CHEESEMAN, REGINA BERNADETTE ROE TEACHER, SC, FIRST GR 10 MONTH	Rideout Elementary	Effective 2023-01-17 10 MONTH / interim
EDWARDS, SABRIAN DEWAYNE AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	Effective 2023-01-20 10 MONTH / interim
FREEMAN, ASHLEY MARIE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2023-01-31 10 MONTH / interim
GAMSBY, ELIZABETH NACOLE KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	Effective 2023-02-06 10 MONTH / interim
KERR, ANNETTE ELIZABETH RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	Effective 2023-01-31 10 MONTH / interim
KIMBALL, CYNTHIA WOODEN LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-02-02 10 MONTH / interim
LAYTON, BAILEY ASHTON TES TEACHER, SC, SIXTH GR 10 MONTH	Tynes Elementary	Effective 2023-01-19 10 MONTH / interim
LYNCH, NADINE LYNN AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	Effective 2023-02-02 10 MONTH / interim
MELGARD, ALLISON TAYLOR LAJ TEACHER, FOREIGN LANG, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-02-06 10 MONTH / interim
RAY, AUTUMN NICOLE GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2023-02-08 10 MONTH / interim
SCHOENTHALER, BRITTANY MICHELLE FIE TEACHER, VE/INCLUSION 10 MONTH	Fleming Island Elementary	Effective 2023-01-19 10 MONTH / interim
THIBODEAUX, NICOLE LYNN RHS TEACHER, SOC STUD, SH 10 MONTH	Ridgeview High School	Effective 2023-02-09 10 MONTH / interim
TURNER, AMY RENEE	FL Youth Challenge Academy	Effective 2023-01-31

III. Instructional Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
FYA TEACHER, DROPOUT PREV SH 10 MONTH		10 MONTH / interim

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>
	MATHEWS, REBEKKA LOUISE ESE CURR SPEC 12 MO 12 MONTH	Exceptional Student Education	Effective 2023-02-02 / redesignated from / ESE CURR SPEC 11 MO / 11 MONTH
0.8	REYNOLDS JR, STEVEN MICHAEL DEAN -SH 11-MONTH 11 MONTH	Keystone Heights High School	EFFECTIVE 08/02/2022 / TRANSFER FROM KHE TEACHER, PHYSICAL ED EL / 10 MONTH
0.2	REYNOLDS JR, STEVEN MICHAEL KHH TEACHER, PHYS ED SH 11MO 11 MONTH	Keystone Heights High School	EFFECTIVE 08/02/2022 / TRANSFER FROM KHE TEACHER, PHYSICAL ED EL / 10 MONTH

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
CHAMPAGNE, TIMOTHY JAMES CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-02-06 /transfer from / RHS TEACHER, BUSINESS ED
CONSIDINE, JACQUELINE ANNE DOE MEDIA SPECIALIST, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2023-03-20 /transfer from / POE TEACHER, SC, FIFTH GR
DUVALL, CHERYL ANNE LAJ TEACHER, MATHEMATICS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-02-01 /transfer from / TBE TEACHER, SC, SIXTH GR
FULENWIDER, KRISTIN LAROE SPC TEACHER, SC, FIRST GR 10 MONTH	Swimming Pen Creek Elem	Effective 2023-02-06 /transfer from / INSTRUCTIONAL - CWL 10 MO
HURST, TROY MASTERS BLC TEACHER, DROPQUT PREV SH 10 MONTH	Bannerman Learning Center	Effective 2023-01-30 /transfer from / MHS TEACHER, VE/INCLUSION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	
	BALDING, CHRISTINA ALAINE LJH COUNSELOR, JH 10 MONTH 10 MONTH	Lakeside Junior High	Effective 2023-01-20 RESIGNATION
	BOWEN, MIKAYLA WOOLWINE OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2023-02-24 RESIGNATION
0.9	CAUDILL, MAKAYLA DEANN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2023-01-27 RESIGNATION
	CONSIDINE, FRANCIS ROBERT POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2023-02-08 CONCLUDE EMPLOYMENT
	DODSON, WHITNEY JOSEPH SBJ TEACHER, ART, ELEM 10 MONTH	S. Bryan Jennings Elementary	Effective 2023-01-12 RESIGNATION
	HALLO, REBECCA LYN RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	Effective 2023-01-27 RESIGNATION
	HARRIS, ISABELLA SPC TEACHER, SC, FIRST GR 10 MONTH	Swimming Pen Creek Elem	Effective 2023-02-03 RESIGNATION
	JOSHUA, SARAH ALICE SIP CURRICULUM COACH/TRAINER 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2023-03-01 RESIGNATION
	KALMUS, KRISTIN FARINA GPE TEACHER, INSTRUCT TECH EL 10 MONTH	Grove Park Elementary	Effective 2023-01-23 RESIGNATION
	KAUFMAN, DANIEL ROBERT DOE TEACHER, PHYSICAL ED EL 10 MONTH	Discovery Oaks Elementary	Effective 2023-02-10 RESIGNATION
	KEY, MAURA ELISABETH CHE TEACHER, PRE-KDG ESE 10 MONTH	Clay Hill Elementary	Effective 2023-02-10 RESIGNATION
	LEON, CHRISTOPHER TROY OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2023-01-10 CONCLUDE EMPLOYMENT
	MOSELEY, JAMES DANIEL WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2023-02-14 RESIGNATION
	NEWLIN, ROSA LEIGH TSA, ST TRNG 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2023-02-03 RESIGNATION
	SWENSON, EDWIN OTTO LAJ TEACHER, MATHEMATICS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-03-20 RESIGNATION
0.9	TURNER, AMY RENEE FYA COMPUTER LAB ASSISTANT 9 MON SU	FL Youth Challenge Academy	Effective 2023-01-30 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	
WHITE, BENJAMIN DAVIS OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2023-02-09 RESIGNATION
WILSON, LISA KAY MHS VE SELF-CONTAINED-EBD 10 MONTH	Middleburg High	Effective 2023-02-28 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	ADAMS, LISA MICHELLE FIH TRACK ASST SH SUPPLEME	Fleming Island High School	Resignation
0.1	ARTUNDUAGA, CASEY DIANE CVA (.128) SIXTH PERIOD SUPPLEME	Clay Virtual Academy	Appointment
0.3	BAKER, SARAH A MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	BEZUE, TAMEKA DANIELLE RHS TENNIS HD SH SUPPLEME	Ridgeview High School	Appointment
	BISSON, SHARON ELIZABETH READING ENDORSEMENT SUPPLEME	Coppergate Elementary	Appointment
	BLACKNER, ANDREW GREGORY CHS TENNIS HD SH SUPPLEME	Clay High	Appointment
	BLACKNER, AUBRIE KEALANA CHS TENNIS HD SH SUPPLEME	Clay High	Appointment
0.5	BUCK, ALEXANDER JOHN FIH DRILL SPONSOR SH SUPPLEME	Fleming Island High School	Appointment
	BUONOPANE, KAREN MICHELLE RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	CHAMPAGNE, TIMOTHY JAMES RHS CO-CURR CLUB SUPPLEME	Charles E. Bennett Elementary	Resignation
	CONROY, SEAN PATRICK OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Appointment
	COUILLARD, EDDIE B OLJ PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
0.1	DEROUSIE, BETHANY LOIS RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	DICKINSON, CHARLES TODD KHH FOOTBALL HD HS 25% SUPPLEME	Keystone Heights High School	Resignation
	EBENER, JAMES PATRICK RHS TENNIS HD SH SUPPLEME	Ridgeview High School	Appointment
	ETHRIDGE, MICAH LEE OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	FOWLER, BRENDA M KHH TRACK ASST SH SUPPLEME	Keystone Heights High School	Appointment
	GODWIN, KELLY JOYCE FYA DEPT HEAD (6-10) SUPPLEME	FL Youth Challenge Academy	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	GRYBB, PAUL A RHS TRACK HD SH SUPPLEME	Ridgeview High School	Resignation
	GUNSAULUS JR, WILLIAM CALVIN LJH BASEBALL ASST JH SUPPLEME	Lakeside Junior High	Resignation
	HACKETT, BRITTANY NICOLE CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
	HAYNES, TENISE CAPRI CHS BASKETBALL ASST SH SUPPLEME	Clay High	Appointment
0.5	HOLLEY, MARY G MHS DEPT HEAD (11-16 SUPPLEME	Middleburg High	Appointment
	JACKSON, CARL LLOYD RHS TRACK HD SH SUPPLEME	Ridgeview High School	Appointment
	JACKSON, MEAGAN R RHS TRACK ASST SH SUPPLEME	Ridgeview High School	Appointment
	KUPFER, BRENT HOWARD FIH BASKETBALL ASST SH SUPPLEME	Fleming Island High School	Appointment
	LOONEY, KERRI RENEE CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
	LOPER, STEPHANIE LYNN CHE ESE INTERVENTION FAC. SUPPLEME	Clay Hill Elementary	Appointment
0.5	LUBERICE, LOIS RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Resignation
	MAKINS NULL, AUTUMN SIERRA CHS TRACK HD SH SUPPLEME	Clay High	Appointment
	MARQUART, JESSICA ANN KHH SOFTBALL FP HD JV SUPPLEME	Keystone Heights High School	Appointment
	MARTIN, ELIAS WILLIAM MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Appointment
	MASSEY, WILLIAM GARDNER KHH SOFTBALL FP ASST JH SUPPLEME	Keystone Heights High School	Appointment
	MCLENDON, BROOKLYN CAROLINE CHE TITLE 1 SUP ED SUPPLEME	Clay Hill Elementary	Appointment
	MINEO, ADAM SHAWN CHS SOCCER HEAD JV SUPPLEME	Clay High	Appointment
	NEESE, SHANNON RAE CHE ESE INTERVENTION FAC.	Clay Hill Elementary	Resignation

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	PARKS, BYRON A MHS TRACK ASST SH SUPPLEME	Middleburg High	Appointment
	PEAK, JOSHUA ANTHONY KHH BASEBALL HEAD JH SUPPLEME	Keystone Heights High School	Appointment
	PERKINS, AIDAN L KHH BASEBALL ASST SH SUPPLEME	Keystone Heights High School	Appointment
	PHILLIPS, NIASIA MICHELLE RHS BASKETBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
	PITCHFORD, CRISTA D CHE TITLE 1 SUP ED SUPPLEME	Clay Hill Elementary	Resignation
	PROPPER, CHARLES DANA CHS SOFTBALL FP ASST SH SUPPLEME	Clay High	Appointment
	RANSOM, JOSHUA R FYA DEPT HEAD (6-10) SUPPLEME	FL Youth Challenge Academy	Resignation
	REYNOLDS JR, STEVEN MICHAEL KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights High School	Resignation
	REYNOLDS JR, STEVEN MICHAEL KHH FOOTBALL HD HS 25% SUPPLEME	Keystone Heights High School	Appointment
	ROACH, CHRISTOPHER THOMAS KHH BASEBALL JV HD SH SUPPLEME	Keystone Heights High School	Appointment
	SKILES, MARSHA YOSHIKO ESE VERY SP ARTS COOR SUPPLEME	Exceptional Student Education	Resignation
0.5	STEVENS-ALT, MONICA LISA MHS JUNIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	SWAIN, REBECCA REAMS CHS DEPT HEAD (6-10) SUPPLEME	Clay High	Resignation
0.5	SWAIN, REBECCA REAMS CHS SCI FAIR COOR LOCAL SUPPLEME	Clay High	Resignation
	THOMPSON, DERRICK LADALE LES SAFETY PATROL SUPPLEME	Lakeside Elementary	Resignation
	THOMPSON, GLEN EDWARD RHS SOFTBALL FP ASST SH SUPPLEME	Ridgeview High School	Resignation
	TOMARO, PAUL RHS TRACK ASST SH SUPPLEME	Ridgeview High School	Appointment
	VANDEWATER, STEPHEN	Lakeside Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	EDWARD LES SAFETY PATROL SUPPLEME		
	WALKER, AMY JO FIH TRACK HD SH SUPPLEME	Fleming Island High School	Resignation
0.5	WHITE, BENJAMIN DAVIS OHS DEPT HEAD 17-20 SUPPLEME	Oakleaf High School	Resignation
	WHITE, BENJAMIN DAVIS OHS FOOTBALL ASST HS 25% SUPPLEME	Oakleaf High School	Resignation
	ZANONE, JAMES DOUGLAS RHS TRACK ASST SH SUPPLEME	Ridgeview High School	Appointment

III. INSTRUCTIONAL ACTIONS 2022-2023

G. PENDING APPOINTMENTS

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

III. INSTRUCTIONAL ACTIONS 2022-2023

H. OUT OF FIELD

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

IV. INSTRUCTIONAL 2022-2023

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

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

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2022-2023

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ARMSTRONG, NIKITA MICHELLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-06 TRANSPOR / Annual
	BRESHEARS, CASEY ALAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-01-12 TRANSPOR / Annual
	COLEMAN, VICTORIA LEIGH PES CAFE ASSISTANT 6 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2023-01-30 9 MON CA / Annual
0.9	DECK, MARY-MARGARET JASMINE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-01-27 9 MON SU / Annual
	DUBE, RICHARD ARTHUR SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-01-20 12 MO SU / Annual
0.9	DUVERGE, CARVIN JUNIOR MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2023-01-27 9 MON SU / Annual
0.9	DYAL, SAVANNAH GRACE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-01-17 9 MON SU / Annual
	GALLAHER, PETER MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2023-01-23 12 MO SU / Annual
0.9	GENTRY, KELSEY KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	Effective 2023-02-01 9 MON SU / Annual
	HENLEY, SOPHIA LYNN CGE CAFE ASSISTANT 3.75 HOURS 9 MON CA	Coppergate Elementary	Effective 2023-01-19 9 MON CA / Annual
0.9	KENT, KAYLEE ANN OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2023-01-31 9 MON SU / Annual
	LAVIE FIGUEREDO, LOURDES MARIA LJH CUSTODIAN 12 MO SU	Lakeside Junior High	Effective 2023-01-24 12 MO SU / Annual
	LOMBARDO, CHERYL ANN RVE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Ridgeview Elementary	Effective 2023-01-19 9 MON CA / Annual
0.9	MAGHRABI, REEM I OLJ BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Junior High School	Effective 2023-01-10 9 MON SU / Annual
	NORDSTROM, FLORIDA LUCERO MCE CAFE ASSISTANT 4.5 HOURS	Montclair Elementary	Effective 2023-01-23 9 MON CA / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	9 MON CA PATTERSON, DEBORAH M TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-01-30 TRANSPOR / Annual
0.9	PETERNELL, SARA ASHLY TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2023-01-23 9 MON SU / Annual
	RAMIREZ, ROBERT TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-01-17 TRANSPOR / Annual
	READING, DAWN MARIE MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2023-01-11 9 MON CA / Annual
	REEFER, LANCE LEE FNS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2023-02-06 9 MON SU / Annual
	RICH, TASHALA F OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2023-02-03 9 MON CA / Annual
	RIVERA, SHEILA CRISTINE CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Clay High	Effective 2023-01-31 9 MON CA / Annual
	RODRIGUEZ, SARAH MARIE WJH SCHOOL SECRETARY 10 MONTH 9 MON CA	Wilkinson Jr High	Effective 2023-01-25 9 MON CA / Annual
	SALAS, ALEXANDER PIERCE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-01-23 12 MO SU / AC Safety and Security
	SEEFELDT, JANALEE M OHS SCHOOL SECRETARY/ST SER 12 MO SU	Oakleaf High School	Effective 2023-01-24 12 MO SU / Annual
	STRONG, REAGAN ANASTASIA SBJ CAFE ASSISTANT 5.5 HOURS 9 MON CA	S. Bryan Jennings Elementary	Effective 2023-01-30 9 MON CA / Annual
0.9	THORNTON, SYDNEY CHEYENNE LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2023-02-01 9 MON SU / Annual
	WISSEMAN, NANCY ELAINE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-01-30 TRANSPOR / Annual
0.8	WRENN, LORI BRIANNE LAJ IN SCHOOL SUSPENSION 9 MON SU	Lake Asbury Junior High School	Effective 2023-01-25 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	
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VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	HENEN, MEME A FIE GENERAL HEALTH ASSISTANT 9 MON SU	Fleming Island Elementary	Effective 2023-02-02 / redesignated from / FIE BEHAVIORAL HEALTH ASST / 9 MON SU
0.9	MARTELLE, LAURA MARIE ROE GENERAL ASSISTANT 9 MON SU	Rideout Elementary	EFFECTIVE 2022-08-08 TRANSFER FROM BEHAVIORAL HEALTH ASST
0.9	MARTIN, KALYNDA LEE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2023-02-03 / redesignated from / WEC BEHAVIORAL HEALTH ASST / 9 MON SU
0.9	MCINTYRE, HILLARY MARTIN PES GENERAL HEALTH ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2022-08-08 / redesignated from / PES GENERAL HEALTH ASSISTANT / 9 MON SU
0.9	MCINTYRE, HILLARY MARTIN PES GENERAL HEALTH ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2022-09-18 / redesignated from / PES GENERAL HEALTH ASSISTANT / 9 MON SU
	PADGETT, MONICA ELIZABETH STS ADMINISTRATIVE SECRETARY 12 MO SU	CLIMATE AND CULTURE	EFFECTIVE 2022-07-01 TRANSFER FROM MHS SCHOOL SECRETARY 12 MONTH
0.9	RHODES, JOSHUA JAMES OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2023-01-16 / redesignated from / OPH BEHAVIORAL HEALTH ASST / 9 MON SU

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	ALVAREZ, LEAVY J KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2023-01-30 /transfer from / KHE BEHAVIORAL HEALTH ASST
0.9	BAGASAN, CRISTINA N KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2023-01-19 /transfer from / KHH GENERAL HEALTH ASSISTA
	CORDINGLEY, MANDY ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-01-27 /transfer from / TRN BUS DRIVER
0.9	ELLIS, JACKIE D KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2023-01-19 /transfer from / KHH BEHAVIORAL HEALTH ASST
	LAWRENCE, JESSICA PATE RHS TESTING/ADMIN SUPPORT ASST 10 MONTH	Ridgeview High School	Effective 2023-02-01 /transfer from / CHS COMPUTER LAB ASSISTANT
0.8	MILLIGAN, TAYLOR MACKENZIE CHS COMPUTER LAB ASSISTANT 9 MON SU	Clay High	Effective 2023-02-07 /transfer from / CHS GENERAL HEALTH ASSISTA
	PIERSON, DAWN C MBE ST RECORD SEC 12 MO 12 MO SU	Middleburg Elementary	Effective 2023-01-24 /transfer from / SUPPORT - CWL 9 M0 183
	RAMOS, DAMARIS OPE CUSTODIAN 12 MO SU	Orange Park Elementary	Effective 2023-02-08 /transfer from / SBJ CUSTODIAN
0.9	RUDAO, KATIE LYNN CHS GENERAL HEALTH ASSISTA 9 MON SU	Clay High	Effective 2023-01-18 /transfer from / CGE BEHAVIORAL HEALTH ASST
	SMITH, MARY F SED ACCOUNTING SUPPORT ASST 12 MO SU	Wilkinson Jr High	Effective 2023-02-13 /transfer from / WJH BOOKKEEPER
	SMITH, VICTORIA Y OHS CAFE ASSISTANT 4 HOURS 9 MON CA	Oakleaf Junior High School	Effective 2023-01-25 /transfer from / OHS CAFE ASSISTANT 6.5 HOURS

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	BRUTON, GEORGENA M TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-01-12 CONCLUDE EMPLOYMENT
0.9	BURKETT, LINDA ANN LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-01-25 CONCLUDE EMPLOYMENT
	BUSSEY, BREIAL PHENIQUE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-01-18 RESIGNATION
	CALIXTE, MARIE DARLINE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-01-24 RESIGNATION
0.8	CHOU, JENNIFER MARIE STS HEALTH ASSISTANT 9 MON SU	CLIMATE AND CULTURE	Effective 2023-01-17 RESIGNATION
0.9	CRANE, LESLIE LEA RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2023-01-11 CONCLUDE EMPLOYMENT
	EDMONDS, SUSAN L FIH BOOKKEEPER 12 MO SU	Fleming Island High School	Effective 2023-02-28 RETIREMENT
0.9	EMME, DESIREE ANN TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-01-20 RESIGNATION
	FLYNN, KATHI RHS TESTING/ADMIN SUPPORT ASST 10 MONTH	Ridgeview High School	Effective 2023-01-27 RESIGNATION
	HEATH, BARBARA M OPE CUSTODIAN 12 MO SU	Orange Park Elementary	Effective 2023-01-02 RESIGNATION
	HERRINGTON, ANNA FAHR LJH CAFE ASSISTANT 3 HOURS 9 MON CA	Lakeside Junior High	Effective 2023-01-13 CONCLUDE EMPLOYMENT
0.9	HURTADO, DIANA PRECILA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-02-28 RESIGNATION
0.9	KOWAL, CIERRA KATELYN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2023-02-03 RESIGNATION
	LAFORGE, KARLA KAY TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-01-30 RESIGNATION
	LOUIS CION, MARIE B LJH CUSTODIAN 12 MO SU	Lakeside Junior High	Effective 2023-01-27 CONCLUDE EMPLOYMENT
	MARTINEZ, ALLISON MARIE OLJ LICENSED PRAC NURSE 10 MONTH	Oakleaf Junior High School	Effective 2022-12-21 RESIGNATION
	MCDANIEL, VALORIE L OPH CAFE ASSISTANT 5 HOURS	Orange Park High	Effective 2023-01-19 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	9 MON CA MELECIO LOPEZ, AIDA IRIS OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2023-01-06 CONCLUDE EMPLOYMENT
0.9	NERO, VICTORIA L RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2023-03-10 RESIGNATION
	NIPPER, KERRY L MNT DISTRICT SCH MAIN MECH 12 MO SU	Division of Support Svcs	Effective 2023-01-12 RETIREMENT
	RANG, PATRICIA L OPJ CAFE ASSISTANT 3 HOURS 9 MON CA	Orange Park Jr High	Effective 2023-01-27 CONCLUDE EMPLOYMENT
	READING, DAWN MARIE MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2023-01-13 RESIGNATION
	ROBINSON, KENNETH D TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2023-05-30 RESIGNATION
0.9	SEAL, SHELBY LYNN LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-01-13 RESIGNATION
	SEVILLA DE MARTINEZ, ANA AUXILIADORA FIH CAFE ASSISTANT 3.5 HOURS 9 MON CA	Fleming Island High School	Effective 2023-02-02 RESIGNATION
0.9	SIMON, FELICIA MARIE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2023-01-13 RESIGNATION
0.9	THOMAS, EMILY DELAINE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2023-02-02 RESIGNATION
	TONEY, DAMIEN ROBERT MNT HVAC TECH 12 MO SU	Division of Support Svcs	Effective 2023-02-02 CONCLUDE EMPLOYMENT
	TROWBRIDGE, BRENDA CLAYTON RHS REGISTERED NURSE 10 MONTH	Ridgeview High School	Effective 2023-02-06 RESIGNATION
0.9	WETTERGREEN, HAYDEN KNOX MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2023-01-27 RESIGNATION
0.9	WINTERS, RON NIA CHAKINA LES GENERAL HEALTH ASSISTA 9 MON SU	Lakeside Elementary	Effective 2023-01-17 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
CLINE, KAITLYN ANN KHH SOFTBALL FP ASST SH SUPPLEME	Mcrae Elementary	Appointment
CLINE, KAITLYN ANN KHH SOFTBALL FP HD JV SUPPLEME	Mcrae Elementary	Resignation
WAGNER, AMANDA LEA KHH SOFTBALL FP HD JH SUPPLEME	Keystone Heights High School	Appointment