

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

**March 4, 2021**

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## I. Administrative Actions

### A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BOESE, TRUDI J GRAPHIC DESIGNER 12 MONTH	Superintendent/Deputy Super	Effective 2021-02-08 12 MONTH / Annual
MILLS, STEPHEN ERIC SUPV OPERATION/SAFETY/SECURITY 12 MONTH	Division Of Support Services	Effective 2021-01-19 12 MONTH / Annual
ROBERTS, MARY ELIZABETH DOE ASST PRINCIPAL EL 12 MO 12 MONTH	Discovery Oaks Elementary	Effective 2021-01-23 12 MONTH / Annual

**I. Administrative Actions**

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**B. RE-APPOINTMENT**

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

<b><u>Name/Assignment</u></b>	<b><u>Site</u></b>	<b><u>Previous Assignments</u></b>
SCHRIVER, JEFFREY W DIRECTOR, HUMAN RESOURCE 12 MONTH	Human Resources	Effective 2021-01-19 / redesignated from / HMR SUPV, HR / 12 MONTH
TROUTMAN, BRENDA GUY HMR ASST SUPT, HUM RES ASSISTAN	Human Resources	Effective 2021-01-19 / redesignated from / HMR ASST SUPT, HUM RES INTERIM / ASSISTAN



**I. Administrative Actions****D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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**I. Administrative Actions****E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
ROBERTS, MARY ELIZABETH ELE CURR SPEC 12 MO 12 MONTH	Discovery Oaks Elementary	Effective 2021-01-22 RESIGNATION

**I. Administrative Actions****F. SUPPLEMENT**

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

### **A. Administrative - Approve the following job descriptions:**

#### **NEW:**

#### **I-1.2.51      Data Scientist for School Improvement**

Several new State and Local level data and accountability initiatives warrant the need for a coordination position within Academic Services that doesn't currently exist. The purpose of this position is to coordinate data reporting, data analysis, professional learning, and coaching to inform leadership and instruction to translate the organizational vision into measurable goals and observable behaviors that promote student achievement. This position will initially be funded by a grant awarded to Clay County District Schools from the Florida Department of Education. The FLDOE highly encourages all districts to allocate this position to ensure data is systematically used to guide strategic goals and initiatives to support equitable opportunities for all students to achieve their fullest potential.

#### **I-1.2.52      Supervisor of Reading and Early Literacy**

Several new State and Local level reading and literacy initiatives warrant the need for a coordination position within Academic Services that doesn't currently exist. The purpose of this position is to coordinate the District's K-12 Comprehensive Evidence-Based Reading Plan and Reading and Early Literacy programs to ensure we are meeting state requirements and closing achievement gaps in literacy as directed by the Governor and Department of Education due to the interruption in learning caused by the current global pandemic. This position will ensure strategic alignment of goals and initiatives to support equitable opportunities for all students to learn foundational reading skills for academic success at all levels.

#### **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, the Superintendent's Office has carefully reviewed and revised each job description within their department.

**I-1.1.63 - Coordinator of Communications and Media Partnerships**

**I-1.2.50 - Graphic Designer**

**S-1.1.08 - Chief of Staff**

**S-1.1.37 - Executive Director of the Education Foundation**

**Job Locator: I-1.2.51**

**Title: Data Scientist for School Improvement**

**Position Grade: Coordinator I**

**Evaluated By: Chief Academic Officer**

**Job Description:**

The Data Scientist for School Improvement is directly responsible to the Supervisor of Professional Learning and serves in partnership with district and school-based staff to provide data, data analysis, professional learning, and coaching to drive instruction to translate the organizational vision into measurable goals and observable behaviors that promote student achievement.

**Responsibilities and duties of the position include:**

1. Provides district leadership and school based staff with current PreK-12 student performance data from state and local assessments on a weekly basis.
2. Assists district leadership, district staff, and school based staff in comparative analysis reports regarding student achievement and necessary next steps to improve achievement.
3. Facilitates planning, implementation, and monitoring of school improvement and professional learning at the district and school level based upon current student data with consideration of federal, state and district guidelines.
4. Coordinates district activities between schools to meet district goals. Oversees development and alignment of analytic platforms for strategic planning and progress monitoring in a data-based, problem solving environment.
5. Participates in learning walks to assess instructional and operational effectiveness, and assist school administrators in establishing and maintaining a positive learning and working environment. Collaborates with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and corrective action plans.
6. Provides assistance to all federal programs in the implementation, data collection, and evaluation of all federal grants.
7. Performs other duties as assigned by district leadership.

**Required Qualifications:**

1. Master's degree from an accredited educational institution. Educational leadership or data science degree preferred.
2. Certification in professional field of educational leadership or related valid Florida teacher certification in appropriate area.
3. Reading endorsement or reading certification (or working towards it to have it within 90 days of employment) and knowledge of evidence-based reading research.

4. Minimum of three years of PreK-12 school experience with appropriate certification. Required leadership experience at the school and/or district level.
5. Excellent knowledge of digital productivity platforms, ability to navigate digital platforms, and ability to create and share information digitally (including dashboards, reports, infographics, etc.).
6. Ability to work well and plan instruction for adult learners.
7. Excellent organizational skills, oral and written communications skills, and the ability to articulate the needs, interests and accomplishments of the district to a wide range of audiences.
8. Ability to work independently, take initiative, manage multiple projects simultaneously, meet deadlines, and adapt to ever-changing priorities.
9. Demonstrates an understanding of the change process necessary at both a state and district level to impact student outcomes.

**Desired Qualifications:**

1. Special expertise in quality reading instruction and infusing reading strategies into instruction.
2. Advanced knowledge in data management.

Pending Board Approval: 03/04/2021



**Job Locator: I-1.2.52**

**Title: Supervisor of Reading and Early Literacy**

**Position Grade: Supervisor II**

**Evaluated By: Chief of Elementary**

**Job Description:**

The Supervisor of Reading and Early Literacy is responsible to the Chief of Elementary Education for the development, implementation, and monitoring of the District's K-12 Comprehensive Evidence-Based Reading Plan and Reading and Early Literacy programs.

**Responsibilities and duties of this position include:**

1. Leads the development and district implementation of the K-12 Comprehensive Evidence-Based Reading Plan and VPK program.
2. Uses data to coordinate the development, revision, implementation of PreK-12 reading and early literacy programs. Develops and directs a positive public relations program for those programs.
3. Coordinates classroom visits to provide support and coaching, identify materials, and analyze data to ensure proper instruction in the areas of phonemic awareness, phonics, fluency, vocabulary, and reading comprehension.
4. Supports the early literacy team to ensure that foundational skills literacy instruction models, materials, resources and supports are available in a variety of formats for districts, families, and students.
5. Provides guidance and recommendations for supporting the district's Multi-Tiered Systems of Support (MTSS) in reading.
6. Provides leadership for the development of the reading endorsement in-service program.
7. Assists in the development of comprehensive reporting, plans, budgets, and federal or state applications.
8. Provides support for coordinating and monitoring federal and state requirements.
9. Performs other duties as assigned by the immediate supervisor.

**Required Qualifications:**

1. Valid Florida Educator's teaching certificate in Reading.
2. Master's Degree in Reading and/or Educational Leadership or the equivalent.
3. Leadership experience.
4. Three years of successful experience in classroom teaching in reading.
5. Ability to communicate and work well with others.

6. Illustrate a knowledge of current literacy practices, instructional strategy, and research to improve literacy rates.
7. Ability to work independently, take initiative, manage multiple projects simultaneously, meet deadlines, and adapt to ever-changing priorities.

The ideal candidate is a self-motivated and detail-oriented leader with a strong background in foundational skills, high-quality materials, and project management. Candidates should believe that all children can learn to read and that foundational skills instruction provides equitable opportunities for all students to learn to read.

Pending Board Approval: 03/04/2021



**Job Locator: I-1.1.63**

**Title: Coordinator of Communications and Media Partnerships**

**Position Grade: Coordinator I**

**Evaluated By: Superintendent**

**Job Description:**

The Coordinator of Communications and Media Partnerships is directly responsible to the Superintendent of Schools. This person serves in a staff relationship with senior staff and other administrators. manages the district's internal and external marketing, communications, public relations, and engagement activities with families and the community. The Coordinator of Communications supports school-level communications programs and work to enhance experiences, both digital and non-digital, that build relationships with key audiences including students, teachers, parents, and the community members.

**Responsibilities and duties of this position include:**

1. ~~Promotes communication among key school system stakeholders and with the media.~~ Serves as the official Public Information Officer for Clay County District Schools to include official liaison with all news media representatives.
2. ~~Accurately and effectively communicates information and messages regarding district goals, issues, plans, programs and events to a variety of audiences.~~ Develops and executes both short and long term communications plans to promote, inform, and engage all stakeholders on district initiatives.
3. ~~Communicates district goals via social media.~~ Provides executive communications support to include advice/counsel of key communication issues, i.e. speaking engagements, speech writing, talking points.
4. ~~Coordinates and promotes school and district-level partnerships on behalf of the Superintendent's office.~~ Develops a community relations program to raise visibility of the district and ensure consistency of message throughout the district to enhance commitment to district's strategic plan, missions, goals, school improvement, and accountability.
5. ~~Assists schools and work sites with internal and external communication.~~ Creates and manages a crisis communications plan that details effective procedures for communication with the press and public during emergency situations.
6. ~~Coordinates with appropriate staff on web development.~~ Plans, directs, and coordinates the district's internal and external communication and information services designed to inform employees and the public about what is happening in the schools and the district.
7. ~~Creates videos for recognition and educational videos for schools and the district as needed.~~ Oversees the creation and dissemination of all digital and printed content from the Communications Department to internal and external audiences.
8. ~~Serves on community and district level committees as directed by the Superintendent.~~ Supervises all subordinate professional personnel in the Communications Department.

9. ~~Develops and implements a media partnership plan to promote and establish media partnerships for effective communication in regard to district operations and events.~~ Recruits, manages, and cultivates a communications and community engagement team to support the development and execution of the communications strategy.
10. ~~Assists with other projects and responsibilities as assigned.~~ Attends required board, district, and community meetings.
11. Oversees coordination of special district activities, events, and programs.
12. Researches best practices of communications departments of school districts across the United States as a member of state and national School Public Relations Associations.
13. Performs other related tasks as assigned by the Superintendent or other district office administrator as designated by the Superintendent.
14. Responsible for Communications Department budget and purchasing.

#### **Required Qualifications:**

1. Bachelor's degree or higher from an accredited college or university, preferably in Communications, Journalism, or Public Relations.
2. ~~Skills in oral and written communication.~~ Minimum of three years successful experience in communications, digital social media, public relations, journalism, public information management, and community relations or related area.
3. ~~Successful experience with multimedia technology.~~ Ability to write clear, concise, factually correct, and error-free copy in standard print, broadcast, business, and speech styles.
4. Demonstrated ability to work with diverse groups and to communicate effectively with the media, small and large groups, employees, and the general public.
5. Ability to work individually and/or in partnerships with a minimum of direction on a variety of simultaneous job tasks and responsibilities.
6. Adaptability to situations and assignments.
7. Strong organizational and planning skills.
8. Excellent interpersonal skills.
9. Demonstrated ability to lead others to a high level of effectiveness.

#### **Preferred Qualifications:**

1. Ability to read, analyze, interpret and explain to the public and the news media complex documents and district issues.
2. Proficient in video editing, photography and other visual mediums to communicate with all audiences.
3. Experience with script writing and creating digital content.
4. Strong working knowledge of best marketing practices on all digital platforms including social media and websites.
5. Investigates, evaluates and implements new technologies and media to enhance the District's communication channels with internal and external audiences.

Approved: 11/18/2014

Revised: 12/15/2016

Revised: 03/04/2021



**Job Locator: I-1.2.50**

**Title: Graphic Designer**

**Position Grade: Coordinator IV**

**Evaluated By: Superintendent**

**Job Description:**

Works with the communications department in the layout and design of a variety of media, including newsletters, brochures, invitations, advertisements, fliers, direct mail, postcards, marketing collateral, and web content to support the mission of Clay County District Schools. Communicates and evaluates progress of projects and associated metrics throughout the process. Manages and maintains graphic files, including photos, vector art, and logos. Works with commercial printers and other vendors to ensure production of quality printed products. Keeps up-to-date on new technologies, techniques, and trends in graphic design.

**Responsibilities and duties of this position include:**

1. Collaborates with the Communications Department to develop creative, dynamic and polished ways to communicate with internal and external audiences and to reinforce the district's key messages.
2. Assists in the gathering of school and district news for dissemination to internal and external audiences by designing publications, taking photographs, maintaining Web page content and producing e-newsletters.
3. Designs and edits various printed information such as letters, newsletters, handbooks, fact sheets, tip sheets, and brochures.
4. Assist in the department's efforts to use social media tools (Facebook, Twitter, YouTube, Instagram, etc.) effectively.
5. Proficient at transitioning printed publications to e-Publications.
6. Writing and editing skills.
7. Demonstrated ability to work as part of a team toward organizational objectives.
8. Ability to meet tight deadlines.
9. Ability to handle multiple projects simultaneously.
10. Ability to assist at district and school events.
11. Organized and detail-oriented.
12. Knowledge of the policies, procedures and activities of the school district, which pertain to the specific duties and responsibilities of the position.
13. Knowledge of departmental policies, procedures, and operations.
14. Extensive knowledge of English, grammar, spelling and punctuation.

15. Ability to maintain high standards of accuracy in exercising duties.
16. Ability to anticipate work to be completed and complete work without the need for direct supervision.
17. Ability to maintain confidentiality of employee and student records and information.
18. Working skill in effectively using a computer and using graphic design software.
19. Knowledge of journalistic principles and practices; grammar composition and style; methods and techniques used in planning, composing and editing publications.
20. Ability to demonstrate high level application of technology devices in the performance of daily activities.
21. Ability to demonstrate proper maintenance, safe operation and utilization of equipment, materials and supplies used in daily activities.
22. Ability to interact and communicate effectively with students, parents, teachers, administrators, colleagues and all other stakeholders involved in the activities of the job.

**Required Qualifications:**

1. A bachelor's degree in graphic design with field experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
2. Proficiency with InDesign, Photoshop, Illustrator or comparable electronic design software.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no contest plea shall be considered the same as conviction.
5. Must maintain a safe driving record while employed.

**Desired Qualifications:**

1. Understanding of the fine arts and their relevance to creating promotional materials that impress and inspire.
2. Understanding of layouts and graphic fundamentals.
3. Ability to storyboard or translate ideas to designs and develop innovative graphics solutions for both print and web.
4. Investigates, evaluates and implements new technologies and media to enhance the district's communication channels with internal and external audiences.
5. Working knowledge of the principles and practices of graphic design and desktop publishing; of four-color print production and of editing graphics.

In order to be considered, you must upload your cover letter, resume, and references. Please include a link to your electronic portfolio with these materials.

Approved: 04/04/2019

Reviewed: 03/04/2021

**Job Locator: S-1.1.08**

**Title: Chief of Staff**

**Position Grade: ~~Coordinator II~~ Coordinator I**

**Evaluated By: Superintendent**

**Job Description:**

Under executive supervision, responsible for advising and supporting the Superintendent on day-to-day matters in the District, communicating with internal and external stakeholders, troubleshooting day-to-day issues, planning and leading projects, facilitating meetings and discussions, preparing materials, representing the Superintendent and the School District to a wide variety of stakeholders. The Chief of Staff supervises the Office of the Superintendent. The Chief of Staff assists the Superintendent as a key strategic planner, advisor, decision-maker, and problem solver for the benefit of each student and staff member in the District. The Chief of Staff will sit on the Superintendent's Cabinet, helping to shape and drive initiatives across the district.

**Responsibilities and duties of this position include:**

1. Responds to daily electronic and in-person communications from the Board, internal administrators, elected officials and members of the public on behalf of the Superintendent.
2. Engages in daily communications with the Superintendent and Board Members on issues facing the District.
3. ~~Coordinates the development of the school board agenda and support information for school board meetings and monitors entry into the electronic agenda. Prepares advertisements for public notice of all school board meetings.~~ Serves as a key member of the Superintendent's executive cabinet, coordinating agendas and ensuring that follow-up actions are completed.
4. Attends all school board meetings and student disciplinary hearings ~~and serves as the recording secretary.~~
5. ~~Prepares the official school board minutes as required by law and for audit purposes, and conducts research of the minutes and related agenda items. Maintains a topical index of the school board minutes and actions.~~ Ensures that expectations and deadlines are clearly communicated to administrators and that issues that need the Superintendent's attention are handled efficiently and in a timely manner.
6. ~~Provides secretarial services to School Board members, District committees, and may also provide secretarial services to the school district's Attorney when needed.~~ Provides leadership and support in the assessment and tracking of progress toward the Superintendent's goals, vision, and policies; organizes, coordinates, and directs work on special projects as assigned by the Superintendent to accomplish stated goals.
7. ~~Performs miscellaneous accounting and recordkeeping duties, such as preparing the payroll report, maintaining weekly sign-in sheets, and leave records for the Superintendent's office.~~ Coordinates the development and revisions of the student and employee work calendars for the school district.

8. Communicates with parents in the District and parent representatives to various levels of the District.
9. ~~Communicates with school and departmental leadership and other District staff on all issues raised for the Superintendent's attention.~~ Collaborates with legal counsel on issues pertaining to the District or Superintendent.
10. Plans, organizes, and directs the activities of the Office of the Superintendent; monitors the results to assure the Department achieves tactical goals and plans.
11. Attends and represents the District at community meetings, events and school functions, as deemed appropriate.
12. Acts as liaison to and responds to requests from national, state and local elected officials and their staff.
13. Liaison for the Superintendent with private and public community organizations to establish or strengthen partnerships in support of the Superintendent's agenda and goals.
14. Participates with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.
15. Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
16. Maintains absolute confidentiality of work-related issues, records and information.
17. Advises school district personnel on communication strategies and assists with the development and release of information with the Superintendent and Communications department.
18. Advises and works closely with staff on matters concerning the public's knowledge and understanding of school policies, procedures, programs, resources, initiatives, and performance.
19. Performs other duties as determined by the Superintendent.

**Required Qualifications:**

1. Bachelor's Degree in Education or closely related field; AND professional experience in progressively responsible academic administration; OR an equivalent combination of education, training and experience as determined by Human Resources.

Approved: 12/15/2016

Revised: 03/04/2021



**Job Locator: S-1.1.37**

**Title: Executive Director of the Education Foundation**

**Position Grade: Coordinator II**

**Evaluated By: Superintendent of Schools**

**Job Description:**

The Executive Director of the Education Foundation is responsible for leadership and management of the Clay County District Schools' direct-support organization Foundation, a 501(c) 3 not-for-profit philanthropic organization comprised of community, business, and education leaders in partnership with our school system whose mission has been investing in the future of Clay County's public schools students. The Executive Director communicates and drives the Clay County District Schools' vision and provides leadership to the Education Foundation and district staff in formulating goals aligned to district benchmarks. He/she leads with action and initiative, and defines, articulates, and responds to the ever-changing philanthropic and education environments. The Executive Director must provide leadership in developing financial resources and maintaining relationships with Clay County District Schools' constituents.

**Responsibilities and duties of this position include:**

1. ~~Develops a comprehensive fundraising program strategy, including annual fundraising events, planned giving, endowments, and an increase in unrestricted dollar donations; identify and cultivate key donor prospects on behalf of the Foundation.~~ Manages the Education Foundation's operations and employees under the direction of the full board of directors; day-to-day activities are the responsibility of the Executive Director, such as supervising the hiring, firing, and evaluation of all staff and directing staff in the assignment and performance of duties.
2. ~~Works in collaboration with the Board of Directors of the Clay Education Foundation, to develop short and long range fundraising goals and program development plans for the Clay Education Foundation; establish monitoring mechanism to ensure program effectiveness and the achievement of Foundation goals.~~ Ensures that the Foundation adheres to all local, state, and federal guidelines. Reports to the Board on the progress towards organizational objectives, new state policies, directives and legislation, and other issues of concern to the Board.
3. ~~Acts as the Clay County District Schools' executive leadership representative for the Clay Education Foundation, Inc., to identify and develop potential funding sources by building and maintaining strategic relationships.~~ Maintains and oversees accurate record keeping of all revenues and expenditures generated by the Foundation, including monthly reconciliation of bank accounts and annual audit/990 procedures.
4. ~~Establish linkages and alignments with internal and external entities, such as community boards, that can increase the Foundation's effectiveness in achieving its goals by serving as liaison between the Clay Education Foundation, school district, government, community, and key business/industry leaders in Foundation activities, Ad Hoc Committees, and collaborative advisors.~~ Establish and implement policies and procedures in support of the objectives of the organization.

5. ~~Develop and implement effective marketing, communications, and public relations plans to increase public awareness of the mission of the Clay Education Foundation, the value of the programs they support to increase the potential to develop significant donor support.~~ Works in collaboration with the Board of Directors of the Clay Education Foundation, to develop short and long range strategic planning, fundraising goals, and program development plans for the Clay Education Foundation.
6. ~~Ensure the availability of information to promote the Clay Education Foundation by preparing necessary reports, articles, publications, new releases, and other material as needed by the Board of Trustees, School Board, committees, funders and the community in coordination with the Communications Department.~~ Represents the organization as its Executive Director in dealings with school district personnel, other organizations, individuals, and the general public.
7. ~~Determine availability of alternative funding sources by applying for federal, state, and local grants.~~ Act as the primary liaison between the Foundation Board of Directors, the Clay County School District, the community, and the Consortium of Florida Education Foundations.
8. Remain current on changes affecting the education and professional fund-raising community by visiting other ~~Foundations~~ nonprofits and education foundations and attending pertinent workshops, conferences and meetings.
9. ~~Serve as official spokesperson for the Foundation and participate in activities that increase the visibility of the Foundation—at Foundation events, in the school community and in the community at large.~~ Prepare and manage within annual operating budget approved by the Board of Directors.
10. ~~Manage and monitor the business and financial operations of the Foundation, ensuring fiscal accountability and compliance with board policies and legal requirements.~~ Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board and committee involvement with strategic direction for ongoing local operations.
11. ~~Plan, organize and implement marketing strategies to increase school business partnerships, mentors, and revenue for the Clay Education Foundation. Develop and maintain a donor history and database on all business partnerships.~~ Manage and monitor the business and financial operations of the Foundation, ensuring fiscal accountability and compliance with Foundation, School Board, local and state policies as appropriate.
12. Coordinate programs such as the Teacher of the Year, Support-Related Employee of the Year, Business Partner of the Year, Foundation Mini-grants, scholarships, etc., to enhance the image of the school district through cooperative ventures with the business community. Perform other duties as requested by the Superintendent of Clay County Schools.
13. ~~Assist in documentation and accurate record keeping of all revenue generated by the Clay Education Foundation.~~
14. ~~Performs other duties as requested by the Superintendent of Clay County Schools.~~
13. Develops a comprehensive fundraising program strategy, including, but not limited to, annual fundraising events, planned giving, endowments, annual campaign, and direct mail paying special



attention to restricted versus unrestricted dollar donations; identify and cultivate key donors through donor stewardship and manage donor database.

14. Develop and implement effective marketing, communications, and public relations plans - from web presence to external relations - with the goal of creating a stronger brand for the Foundation.
15. Ensure the availability of information to promote the Clay Education Foundation by preparing necessary reports, articles, publications, new releases, and other material as needed by the Board of Directors, School Board, committees, funders and the community.
16. Research and apply for appropriate federal, state, and local grants.
17. Plan, organize and implement marketing strategies on behalf of the foundation to ensure Foundation goals are met.
18. Plan, organize, implement and evaluate all programs and special events such as the Clay County Teacher and School-Related Employee of the Year.
19. Grow and manage a solid volunteer base for the needs of the Foundation.
20. Works with District staff, principals, and teachers to grow awareness of current Foundation programs and identify high priority initiatives of the District.
21. Establish monitoring mechanism to ensure program(s) effectiveness and the achievement of Foundation goals.

#### **Required Qualifications:**

1. Bachelor's Degree in Business, School Administration, Public Relations, Communications or related field; or related experience commensurate to the responsibilities of the position.
2. Knowledge of Florida Statutes and policies relative to a nonprofit organization.
3. Skillsed in grant writing.
4. Strong writing and oral skills.

#### **Desired Qualifications:**

1. Master's Degree in Business, School Administration, Public Relations, Communications or a related field.
2. Experience in fundraising and management of a nonprofit organization.

Approved: 09/06/2018

Revised: 12/06/2018

Revised: 03/04/2021

## **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, the Superintendent's Office has carefully reviewed and revised each job description within their department.

#### **C-3.1.05 (c) - Executive Secretary to the Superintendent/School Board**

**Job Locator: C-3.1.05 (C)**

**Title: Executive Secretary to Superintendent/School Board**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Superintendent**

**Job Description:**

Performs varied and complex administrative and secretarial activities in support of the Superintendent of Schools and the School Board. ~~of Education~~

**Responsibilities and duties of this position include:**

1. Organizes, schedules and updates the Superintendent's calendar and appointments.
2. Answers and screens telephone calls from the public and district personnel, including determining the nature of the call, resolving and providing information as appropriate and referring calls to the Superintendent or others, as required.
3. Coordinates the development of the school board agenda and support information for school board meetings and monitors entry into the electronic agenda. Prepares legal advertisements for public notice of all school board meetings.
4. Attends all school board meetings and student disciplinary hearings and serves as the recording secretary.
5. Prepares the official school board minutes as required by law and for audit purposes, and conducts research of the minutes and related agenda items. Maintains a topical index of the school board minutes and actions.
6. Provides miscellaneous clerical and secretarial duties to the Superintendent of Schools, including typing, filing, opening and distributing mail, distributing meeting notices, etc. Purchases office supplies and prepares purchase orders, maintains department budget, makes travel arrangements and arranges locations for workshops/seminars. Organizes luncheons and dinner meetings for the Superintendent as requested.
7. Provides secretarial services to School Board members, District committees, and may also provide secretarial services to the school district's Attorney when needed.
8. Provides secretarial services to the ~~Deputy Superintendent in the absence of his/her secretary~~ Chief of Staff.
9. Performs miscellaneous accounting and recordkeeping duties, such as preparing the payroll report, maintaining ~~weekly sign-in sheets~~ electronic timecards and leave records for the Superintendent's ~~and Deputy Superintendent's~~ office, and processing and logging leave forms.
10. Drafts routine correspondence for the Superintendent for review and approval.

11. Prepares the agenda for the Superintendent's ~~weekly staff meetings~~ agenda review, attends the meetings and serves as the recording secretary, and prepares and distributes the minutes of the meetings.
12. ~~Prepares the agenda for the principals' meetings, attends the meetings and serves as the recording secretary, and prepares and distributes the minutes of the meetings.~~ Coordinates, prepares, and maintains advertising of School Board Policies in compliance with Administrative Procedures Act.
13. Coordinates and schedules appointments for the Superintendent of Schools to conduct pre-evaluations and post-evaluations of all principals and district senior staff.
14. May serve on district committees as assigned.
15. Performs other duties of a similar nature or level.

**Required Qualifications:**

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

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



<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in 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: 06/19/1997

Revised: 01/19/2006

Revised: 04/17/2008

Revised: 03/04/2021

## **II. JOB DESCRIPTION ACTIONS**

### **C. Supplements - Approve the following Supplement Job Description:**

#### **NEW:**

#### **Supplement 115: Instructional Application Facilitator**

This new supplemental job description is needed to provide equity in technology leadership in each of our schools. CCDS is converting to a new Student Information System (Synergy), and our stakeholders (parents, students, teachers, and staff) will need a high level of training and support to ensure a seamless and successful conversion. This team will also assist school staff in the transition to the B.E.S.T. Standards (which include technology).

This position will be funded out of the Title IV Grant. The method of payment will be at the End and the percent is 6.00.



**Responsibilities and duties of this position include:**

1. Provides leadership regarding technology standards (including B.E.S.T. Standards that require technology) and the use of District approved technology platforms, tools, resources, and applications in daily teacher tasks and instruction.
2. Facilitates training, coaching, and modeling to all school staff members regarding technology integration (must facilitate and provide documentation of at least one professional learning experience per quarter in order to retain supplement).
3. Provides support for all staff in using District approved technology platforms, tools, resources, and applications (student information systems, communication platforms, portals, online textbooks, etc.).
4. Facilitates the technical application review process at the school level.
5. Assists school leaders with the website, social media, and digital resources for staff, students, and families.
6. Acts as the liaison between the school and the district office for instructional technology related matters and assists District Information and Technology Services and Academic Services staff in coordinating technology integration in all instructional areas.
7. Attends all meetings and workshops for Instructional Application Facilitator unless excused by designated District Administrator.
8. Communicates District Technology information from meetings, workshops, and emails to the school community in a timely and positive manner.

**Required Qualifications:**

1. Comfortable using District technology platforms, tools, resources, and applications.
2. Comfortable in facilitating professional learning for adults.
3. Excellent skills in verbal and written communication.
4. Ability to collaborate effectively with stakeholders at all levels.
5. At least 1 year of instructional experience in Clay County District Schools.
6. Clay County Google Certified Educator - Level 1 (completed Google Fundamentals Course)

\*NOTE: Must provide documentation of at least four professional learning experiences 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: 03/04/2021

### III. Instructional Actions

#### A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ADAMS, ALEXANDER T OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2021-02-02 10 MONTH / interim
AUSTIN, KATIE ELIZABETH POE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	Effective 2021-02-03 10 MONTH / interim
BARRON, LAURA STEWART OPJ TEACHER, VE/INCLUSION 10 MONTH	Orange Park Jr High	Effective 2021-02-01 10 MONTH / interim
CAFIERO, MACY AMBER OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2021-01-20 10 MONTH / interim
CHANEY, CLARICE MERCEDES RHS TEACHER, VE SELF- CONTAINED 10 MONTH	Ridgeview High School	Effective 2021-02-09 10 MONTH / interim
CONNELLY, TANZA JO OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	Oakleaf Junior High School	Effective 2021-02-01 10 MONTH / interim
DYER III, ROBERT W RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2021-02-01 10 MONTH / interim
EASTMAN, TONIA JEAN RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2021-02-01 10 MONTH / interim
EGUIGURE, YANITZA MARIE OHS TEACHER, FOREIGN LANG, SH 10 MONTH	Oakleaf High School	Effective 2021-01-19 10 MONTH / interim
ETHERIDGE, LAURA E BLC TEACHER, VE SELF- CONTAINED 10 MONTH	Bannerman Learning Center	Effective 2021-02-01 10 MONTH / interim
GANTT, CAROLYN EDWARDS OLJ TEACHER, READING, JH 10 MONTH	Oakleaf Junior High School	Effective 2021-01-28 10 MONTH / interim
HEALY, MARCELLE ROSE KHE TEACHER, EBD 10 MONTH	Keystone Heights Elementary	Effective 2021-01-25 10 MONTH / interim
JOHNSON, FELICIA YOUNG BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-29 10 MONTH / interim
MCDONALD, TEANDRIA TOINS DOE TEACHER, SC, KINDERGARTEN 10 MONTH	Discovery Oaks Elementary	Effective 2021-02-10 10 MONTH / interim
MILLIGAN, CALEB MARK CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay High	Effective 2021-01-19 10 MONTH / interim
NADDAF, GRETTA OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2021-02-09 10 MONTH / interim

### III. Instructional Actions

#### A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ONEIL, ASHLEY LAURA DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	Effective 2021-01-26 10 MONTH / interim
POE III, JOHN D OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	Effective 2021-01-28 10 MONTH / interim
THIBODEAUX, NICOLE LYNN TBE TEACHER, IND 10 MONTH	Thunderbolt Elementary	Effective 2021-02-02 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>
CHANEY, ASHLEY CHRISTINE DOE TEACHER, SC, SECOND GR 10 MONTH	Discovery Oaks Elementary	Effective 2021-02-08 / redesignated from / DOE TEACHER, SC, SECOND GR Out of field / 10 MONTH
MCKINNEY, AMANDA GAIL LES TEACHER, SC, THIRD GR 10 MONTH	Lakeside Elementary	Effective 2021-01-21 / redesignated from / LES TEACHER, SC, THIRD GR Out of field / 10 MONTH

### III. Instructional Actions

#### D. TRANSFER

Name/Assignment	Site	Previous Assignment
BATTON, JACQUELYN MICHELLE MBE TEACHER, SC, KINDERGARTEN 10 MONTH	Middleburg Elementary	Effective 2021-01-20 /transfer from / TEACHER, K-3
CRIM, SIMONE OPH TEACHER, READING, SH 10 MONTH	Orange Park High	Effective 2021-01-20 /transfer from / CVA TEACHER, LANGUAGE ARTS, SH
FARMER, DEBORAH INSTRUCTIONAL - CWL 10 MO 10 MONTH	COUNTY-WIDE LEAVE	Effective 2021-01-27 /transfer from / INSTRUCTIONAL - CWL 10 MO
FARMER, DEBORAH POE TEACHER, SC, SIXTH GR 10 MONTH	COUNTY-WIDE LEAVE	Effective 2021-01-20 /transfer from / INSTRUCTIONAL - CWL 10 MO
FATIMA, BATUL OPJ TEACHER, FAMILY/CONSUMER 10 MONTH	Doctors Inlet Elementary	Effective 2021-02-15 /transfer from / DIS TEACHER, SC, SIXTH GR
GANN, ASHLEY NICHOLE ESE TEACHER, VE/INCLUSION 10 MONTH	Lake Asbury Elementary	Effective 2021-01-20 /transfer from / TEACHER, K-3
HAMMONDS, SUSAN B OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	Effective 2021-01-20 /transfer from / CVA TEACHER, LANGUAGE ARTS, SH
JONES, LEISA ELIZABETH KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2021-01-20 /transfer from / TEACHER, K-3
MATTHEWS, JOSHUA DARYL OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2021-01-20 /transfer from / CVA TEACHER, SCIENCE, JH
MCGUFFEY, PAMELA GAIL POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	Effective 2021-01-20 /transfer from / TEACHER, K-3
MILLER, TYLER ALLAN OLJ TEACHER, VE SELF- CONTAINED 10 MONTH	Oakleaf Junior High School	Effective 2021-02-08 /transfer from / RHS TEACHER, VE SELF-CONTAINED
MORANO, JESSICA LYNN OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2021-01-20 /transfer from / CVA TEACHER, LANGUAGE ARTS, JH
MULLIS, SHANNON KAYE OHS TEACHER, SUPP FACIL 10 MONTH	Oakleaf High School	Effective 2021-01-20 /transfer from / CVA TEACHER, MATHEMATICS, JH
PAINSCHAB, CHRISTINE TES TEACHER, SC, KINDERGARTEN 10 MONTH	Tynes Elementary	Effective 2021-01-20 /transfer from / TEACHER, K-3
ROSS, COURTNEY HALL CHS TEACHER, VE SELF- CONTAINED 10 MONTH	Clay High	Effective 2021-01-20 /transfer from / TEACHER, K-3
ROSS, STEPHANIE MICHELLE ESE TEACHER, VE/INCLUSION 10 MONTH	Orange Park Jr High	Effective 2021-01-20 /transfer from / CVA TEACHER, ASSIGNMENT
SHEPHERD, ADELE ROSE	Lake Asbury Junior High School	Effective 2021-02-16

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BLC TEACHER, SCIENCE, SH 10 MONTH		/transfer from / LAJ TEACHER, VE/INCLUSION
SMITH, CATHERINE ANN ESE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2021-01-20 /transfer from / TEACHER, K-3
SMITH, ELIZABETH JANE LAJ TEACHER, STRATEGIC INT 10 MONTH	Lake Asbury Junior High School	Effective 2021-02-01 /transfer from / TEACHER, 4-6
SUMLAR, BARBARA BRANETTE LJH TEACHER, SCIENCE, JH 10 MONTH	Lakeside Junior High	Effective 2021-01-20 /transfer from / CVA TEACHER, LANGUAGE ARTS, JH
TONEY, ELIZABETH MCEWEN LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	Effective 2021-01-20 /transfer from / TEACHER, 4-6
WEBBER, DESIREE ZAORSKI LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2021-01-20 /transfer from / CVA TEACHER, SCIENCE, JH

### III. Instructional Actions

#### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
0.9	BARRON, LAURA STEWART RVE GENERAL HEALTH ASSISTA 9 MON SU	Orange Park Jr High	Effective 2021-01-29 RESIGNATION
	BICE, JOSHUA D BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-12 RESIGNATION
	BLANCHARD, LAURA A CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	Effective 2021-02-05 RESIGNATION
	BOOTH, JOHN KENT RHS TEACHER, VE/INCLUSION 10 MONTH	Ridgeview High School	Effective 2021-01-22 RESIGNATION
	BRANDON, ROBIN AGNES GCJ TEACHER, VE/INCLUSION 10 MONTH	Green Cove Springs Junior High	Effective 2021-06-04 RETIREMENT
	CORNISH, JOE A WJH TEACHER, READING, JH 10 MONTH	Wilkinson Jr High	Effective 2021-02-02 RESIGNATION
0.9	ETHERIDGE, LAURA E LAE BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2021-01-29 RESIGNATION
	FLETCHER, AMANDA ELIZABETH WES TEACHER, SC, SIXTH GR 10 MONTH	Wilkinson Elementary	Effective 2021-01-29 RESIGNATION
	FONTNEAU, MARY KATE LJH TEACHER, VE SELF- CONTAINED 10 MONTH	Lakeside Junior High	Effective 2021-01-22 RESIGNATION
	FORSTER, WHITNEY NICOLE OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	Oakleaf Junior High School	Effective 2021-02-18 RESIGNATION
	GAYNES, DEBRA E CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2021-02-12 RETIREMENT
	GEORGE, AMANDA DAWN OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	Effective 2021-06-04 RESIGNATION
	JOHNSON, FELICIA YOUNG BLC MEDIA TECHNICAL ASST 10 MONTH	Bannerman Learning Center	Effective 2021-01-28 RESIGNATION
	KUCZLER, LISA EMILY LJH TEACHER, SCIENCE, JH 10 MONTH	Lakeside Junior High	Effective 2021-01-22 RESIGNATION
	MAULONI, JASON ANTHONY CVA TEACHER, TECHNOLOGY ED 10 MONTH	Oakleaf High School	Effective 2021-01-19 RESIGNATION
	NETTLES, ALEKSANDRA OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	Effective 2021-01-22 RESIGNATION
	PEEPLER, MARY KATHERINE	COUNTY-WIDE LEAVE	Effective 2021-01-04



### III. Instructional Actions

#### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Effective/Action</b>
	INSTRUCTIONAL - CWL 10 MO LNG TRM		RESIGNATION
	ROLLER, SARAH ALEXANDRA INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-03-05 RESIGNATION
	SALT, ELIZABETH W DOE TEACHER, VE/INCLUSION 10 MONTH	Discovery Oaks Elementary	Effective 2021-02-19 RETIREMENT
	SCHNARE, KATHARINE GRACE CVA TEACHER, MATHEMATICS, JH 10 MONTH	Clay Virtual Academy	Effective 2021-01-15 RESIGNATION
0.9	THIBODEAUX, NICOLE LYNN TBE BEHAVIORAL HEALTH ASST LNG TRM	Thunderbolt Elementary	Effective 2021-02-01 RESIGNATION
	VARRASO, CHERYL TERESA CVA TEACHER, LANGUAGE ARTS, JH 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RESIGNATION

### III. Instructional Actions

#### F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
BATTLE, TONY S GCJ TRACK HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
BURKE II, MARVIN AUSTIN CHS TRACK ASST SH SUPPLEME	Clay High	Resignation
BURKE II, MARVIN AUSTIN CHS TRACK HD SH SUPPLEME	Clay High	Appointment
CLARK-ALEXANDER, VERNESTER WJH ESE INTERVENTION FAC. SUPPLEME	Wilkinson Jr High	Appointment
COLE, ALLEN WARD CHS CO-CURR CLUB SUPPLEME	Clay High	Resignation
CRAWFORD, RANDALL J OPJ CO-CURR CLUB SUPPLEME	Orange Park Jr High	Appointment
DICKINSON, CHARLES TODD KHH WEIGHTLIFTING HD JH SUPPLEME	Keystone Heights High School	Resignation
DRIGGERS, ARIELLE MARIE KHH SOFTBALL FP ASST SH SUPPLEME	Keystone Heights Elementary	Appointment
GAYNES, DEBRA E CHS PEER TEACHER SUPPLEME	Clay High	Resignation
GRAHAM, INGA HELSETH CEB PEER TEACHER SUPPLEME	Charles E. Bennett Elementary	Appointment
HARTMAN, RONALD LARRY KHH SCI FAIR COOR LOCAL SUPPLEME	Keystone Heights High School	Appointment
JOHNSON, SPENCER ALAN MHS FOOTBALL ASST HS 25% SUPPLEME	Bannerman Learning Center	Appointment
KUCZLER, LISA EMILY LJH SCI FAIR COOR LOCAL SUPPLEME	Lakeside Junior High	Resignation
MARTIN, JAY SCOTT WJH BASEBALL ASST JH SUPPLEME	Wilkinson Jr High	Appointment
NIMMO-OLSEN, HEATHER ELIZABETH OLJ SOCCER HEAD JH SUPPLEME	Oakleaf Junior High School	Resignation
PATKO, ANDRES JUSTIN OHS SOCCER HEAD JV SUPPLEME	Oakleaf High School	Appointment
PEEPLES, BILLIE J CVA CO-CURR CLUB SUPPLEME	Clay Virtual Academy	Resignation
PEEPLES, BILLIE J CVA FUTURE ED. CLUB SUPPLEME	Clay Virtual Academy	Resignation

**III. Instructional Actions****F. SUPPLEMENT**

	<b><u>Name/Assignment</u></b>	<b><u>Site</u></b>	<b><u>Supplement Action</u></b>
0.1	REEVES, MELISSA A CVA (.128) SIXTH PERIOD SUPPLEME	Clay Virtual Academy	Appointment
	RIDDLE, WILLIAM R CHS TRACK HD SH SUPPLEME	Clay High	Resignation
	RUSSELL, KAREEM ALEXANDER MHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	STEWART, HANNAH MAE LYNN FIH SOCCER HEAD JV SUPPLEME	Fleming Island High School	Appointment
	SYKES, MARY TORODE WJH ESE INTERVENTION FAC. SUPPLEME	Middleburg High	Resignation
	TRAYWICK, BENJAMIN D FIH FOOTBALL ASST HS 25% SUPPLEME	Middleburg Elementary	Resignation
	TRAYWICK, BENJAMIN D FIH TENNIS HD SH SUPPLEME	Middleburg Elementary	Resignation
	TRAYWICK, BENJAMIN D MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg Elementary	Appointment
	WAY, MATTHEW DONALD MHS SOFTBALL FP ASST SH SUPPLEME	Middleburg High	Appointment

### III. INSTRUCTIONAL ACTIONS 2020-2021

#### G. PENDING APPOINTMENTS

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

### III. INSTRUCTIONAL ACTIONS 2020-2021

#### H. OUT OF FIELD

Name

Site

Subject

OOF Subject

NONE



#### 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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	BARTOLONE-BRADLEY, MEGHAN ROSE OLJ GENERAL ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2021-02-05 9 MON SU / Annual
	CASH, MARYLOU FIE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Fleming Island Elementary	Effective 2021-01-25 9 MON CA / Annual
	CASTLEMAN II, BRYAN KEITH FIE CUSTODIAN 12 MO SU	Fleming Island Elementary	Effective 2021-02-09 12 MO SU / Annual
0.8	COPELAND, DIANE S DOE IN SCHOOL SUSPENSION 9 MON SU	Discovery Oaks Elementary	Effective 2021-01-21 9 MON SU / Annual
	CROWELL, HANNA IRENE CHS CAFE ASSISTANT 4.5 HOURS 9 MON CA	Clay High	Effective 2021-01-28 9 MON CA / Annual
	CURRY, L'TANJA KATRICE GCJ ST RECORD SEC 12 MO 12 MO SU	Green Cove Springs Junior High	Effective 2021-01-14 12 MO SU / Annual
0.9	EARLS, BRITTANY MARIE LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2021-02-08 9 MON SU / Annual
0.6	GONZALEZ MORENO, ISABEL RHS CHILD CARE ASSISTANT 9 MON SU	Ridgeview High School	Effective 2021-02-09 9 MON SU / Annual
0.9	GURUNG, CRISTAL ANNE OLJ BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Junior High School	Effective 2021-02-01 9 MON SU / Annual
	HICKS, HEIDI SUE MBE CAFE ASSISTANT 4.5 HOURS 9 MON CA	Middleburg Elementary	Effective 2021-01-20 9 MON CA / Annual
0.9	HOWARD, LINDA SUE LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2021-01-28 9 MON SU / Annual
	HUGHES, NICOLE MICHELLE CHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Clay High	Effective 2021-02-08 9 MON CA / Annual
0.9	LEE, JAMEE LORRAINE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2021-02-05 9 MON SU / Annual
0.9	LOUQUE, KAREN MARIE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2021-02-03 9 MON SU / Annual
0.9	MALONE, GLORIA GIOVANI POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2021-01-20 9 MON SU / Annual
	MEAD, KELLY MICHELLE TRN BUS DRIVER	Transportation	Effective 2021-02-01 TRANSPOR / Annual



## VI. Support Actions

### A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRANSPOR		
	MICHAEL, MYRIAM A CEB ESOL CLASSROOM ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2021-01-26 9 MON SU / limited
	PARRA DE MORALES, ALEJANDRA RHS CAFE ASSISTANT 3.5 HOURS 9 MON CA	Ridgeview High School	Effective 2021-02-08 9 MON CA / Annual
	PIERCE, TIFFANY MARKESHA LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2021-01-14 12 MO SU / Annual
0.9	POMEROY, CHEYENNE DAKOTA ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2021-01-28 9 MON SU / Annual
	QUINTANA, MYLENNE OPH CUSTODIAN 12 MO SU	Orange Park High	Effective 2021-01-21 12 MO SU / Annual
0.9	RENO, TERRI MARIE ROE GENERAL ASSISTANT 9 MON SU	Rideout Elementary	Effective 2021-02-09 9 MON SU / Annual
	RIVAS, ERICKA NINOSKA FIE CAFE ASSISTANT 4 HOURS 9 MON CA	Fleming Island Elementary	Effective 2021-02-03 9 MON CA / Annual
0.9	ROBERTS, GRACE LEANN SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2021-01-25 9 MON SU / Annual
0.9	ROBLES RODRIGUEZ, LILIANA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2021-02-09 9 MON SU / Annual
	SMITH, MICHELLE RENA RHS REGISTERED NURSE 10 MONTH	Ridgeview High School	Effective 2021-01-25 10 MONTH / Annual
	STRICKLAND, JEREMY WAYNE OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2021-01-22 12 MO SU / Annual
	TRECHE, JUAN MIGUEL SLE CUSTODIAN 12 MO SU	Shadowlawn Elementary	Effective 2021-02-05 12 MO SU / Annual
	WELCH, KEVIN RAY MNT WAREHOUSER 12 MO SU	Division of Support Svcs	Effective 2021-01-22 12 MO SU / Annual
	ZAYAS JR, JOSE OHS CAFE ASSISTANT 7.5 HOURS 9 MON CA	Oakleaf High School	Effective 2021-01-12 9 MON CA / Annual

## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	BLEDSON, DENNIS DEWAYNE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	CUSTER, BARBARA LYNN LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	9 MON SU / Multi-Year Conditional
0.9	HEBB, SHERRY FAYE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	9 MON SU / Annual
0.9	HOOKS, ANASTACIA D LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	9 MON SU / Annual

**VI. Support Actions**

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**C. RE-DESIGNATION**

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<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>
	BUENO-WELTON, BARBARA OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2021-01-12 /transfer from / OLJ IN SCHOOL SUSPENSION
	CARNEY, ELIZABETH BRADLEY BLC SCHOOL SECRETARY 10 MONTH 10 MONTH	Bannerman Learning Center	Effective 2021-02-01 /transfer from / STS HEALTH ASSISTANT
0.9	CASON, CARMELITA C POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2021-02-05 /transfer from / POE BEHAVIORAL HEALTH ASST
	CHALKER, TAMMY LYNNE FYA ADMINISTRATIVE SUP ASST 12 MO SU	FL Youth Challenge Academy	Effective 2021-02-01 /transfer from / MHS ST RECORD SEC 12 MO
	CRUZ, YVETTE OVE SECRETARY 11 MO 11 MONTH	Oakleaf Village Elementary	Effective 2021-02-01 /transfer from / POE GENERAL ASSISTANT
	DORR, SARAH BETH KHH ST RECORD SEC 12 MO 12 MO SU	Keystone Heights High School	Effective 2021-01-15 /transfer from / KHH GENERAL HEALTH ASSISTA
	DRURY, ZOIE C SLE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Shadowlawn Elementary	Effective 2021-01-25 /transfer from / SLE CAFE ASSISTANT 4.25 HOURS
0.9	FLOYD, AMY S OPJ GENERAL HEALTH ASSISTA 9 MON SU	Orange Park Jr High	Effective 2021-01-05 /transfer from / OPJ COMPUTER LAB ASSISTANT
	FOLEY, SARAH J KHH CAFE ASSISTANT 5 HOURS 9 MON CA	Keystone Heights High School	Effective 2021-01-14 /transfer from / KHH CAFE ASSISTANT 4.5 HOURS
	HOWARD, LORI LYNNE BLC SECRETARY 12 MO 12 MO SU	Bannerman Learning Center	Effective 2021-02-01 /transfer from / BLC SCHOOL SECRETARY 10 MONTH
	HUPP, LINDSAY MARIE MHS ST RECORD SEC 12 MO 12 MO SU	Middleburg High	Effective 2021-02-01 /transfer from / MHS SECRETARY 11 MO
	KING, BRENDA C CHS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Clay High	Effective 2021-01-05 /transfer from / CHS CAFE ASSISTANT 5 HOURS
	LEAKEY, LARAMIE RICHELLE MHS SCHOOL SECRETARY 10 MONTH 10 MONTH	Middleburg High	Effective 2021-02-01 /transfer from / MHS BEHAVIORAL HEALTH ASST
	LOPEZ LEBRON, MARGARITA GPE CAFE ASSISTANT 6.5 HOURS 9 MON CA	Grove Park Elementary	Effective 2021-02-01 /transfer from / GPE CAFE ASSISTANT 5.5 HOURS
	ORTIZ, MARIA GUDADLUPE RHS CAFE ASSISTANT 7.25 HOURS 9 MON CA	Ridgeview High School	Effective 2021-01-21 /transfer from / RHS CAFE ASSISTANT 5.75 HOURS
	OSTEEN, LINETTE D CHS CAFE ASSISTANT 5 HOURS	Clay High	Effective 2021-01-15 /transfer from / CHS CAFE ASSISTANT 3.25 HOURS

## VI. Support Actions

### D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	9 MON CA		
0.9	PARKS, KATHRYN LEANNA SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2021-02-01 /transfer from / LES BEHAVIORAL HEALTH ASST
0.9	PERKINS, ALEXIS JANEL RHS GENERAL ASSISTANT 9 MON SU	Ridgeview High School	Effective 2021-01-25 /transfer from / CGE BEHAVIORAL HEALTH ASST
	PHELPS, DOUGLAS J MNT CARPENTER 12 MO SU	Division of Support Svcs	Effective 2021-01-26 /transfer from / MNT CARPENTER ASSISTANT
	POWERS, KANDIS L BLC MEDIA TECHNICAL ASST 10 MONTH	Bannerman Learning Center	Effective 2021-02-05 /transfer from / TBE BEHAVIORAL HEALTH ASST
	PUFKO, AMBER ANNE RHS CAFE ASSISTANT 5.75 HOURS 9 MON CA	Ridgeview High School	Effective 2021-02-02 /transfer from / RHS CAFE ASSISTANT 3.5 HOURS
0.9	SANFORD, TAMARA ANNE SLE GENERAL ASSISTANT 9 MON SU	Lake Asbury Elementary	Effective 2021-03-01 /transfer from / LAE BEHAVIORAL HEALTH ASST
	SMITH, VICTORIA Y OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2021-01-15 /transfer from / OHS CAFE ASSISTANT 4 HOURS
	TRIPLETT, REBECCA J MHS SECRETARY 11 MO 11 MONTH	Middleburg High	Effective 2021-02-01 /transfer from / MHS SCHOOL SEC ADMINISTRATION
	VALIDO, ZORAIDA RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2021-01-04 /transfer from / RHS CHILD CARE ASSISTANT
	VANGYSEGHEM-HARRISON, REBECCA ITS TECH SPECIALIST 12 MO SU	Keystone Heights High School	Effective 2021-02-15 /transfer from / KHH PRINCIPAL SECRETARY
	WHITESIDE, KIMBERLY JO TRN ADMINSTRATIVE SECRETARY 12 MO SU	Transportation	Effective 2021-02-01 /transfer from / TRN BUS DRIVER
	WILSON, RODERICK DOMINIC FIH CUSTODIAN 12 MO SU	Fleming Island High School	Effective 2021-01-29 /transfer from / LJH BEHAVIORAL HEALTH ASST



## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ADAMS, OCTAVIA MONIQUE GPE CAFE ASSISTANT 6.5 HOURS 9 MON CA	Grove Park Elementary	Effective 2020-12-18 RESIGNATION
	ADON, ANDRES D WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2021-02-12 RETIREMENT
0.9	BECK, BENJAMIN LYLE LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2021-01-22 RESIGNATION
	BETTINGER, RACHAEL ANNE FIE CAFE ASSISTANT 4 HOURS 9 MON CA	Fleming Island Elementary	Effective 2021-01-22 RESIGNATION
	BURRIS, ANNIE I TRN BUS DRIVER TRANSPOR	Transportation	Effective 2021-01-29 RETIREMENT
	BUTORAC, FATIMA O OPH SECRETARY 11 MO LNG TRM	Orange Park High	Effective 2021-01-21 CONCLUDE EMPLOYMENT
0.9	CERCY-JEFFERS, SANDRA Y SLE GENERAL ASSISTANT 9 MON SU	Shadowlawn Elementary	Effective 2021-04-01 RETIREMENT
0.9	COLLAMATI, BRIANNA R MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2021-01-26 RESIGNATION
	FEEHRER, DEAN L DOE CAFE ASSISTANT 3 HOURS 9 MON CA	Discovery Oaks Elementary	Effective 2021-01-06 RESIGNATION
	GATES, APRIL ANN GCJ CAFE ASSISTANT 3.25 HOURS 9 MON CA	Green Cove Springs Junior High	Effective 2020-12-22 RESIGNATION
	HALL, JERRY R MNT LEAD ROOFER 12 MO SU	Division of Support Svcs	Effective 2021-03-01 RETIREMENT
	HERTH, DAN D MNT CARPENTER 12 MO SU	Division of Support Svcs	Effective 2021-01-21 RETIREMENT
	HUNTING, SEAN ROGER CAFE/KITCHEN EQUIP TECH 12 MO SU	Division of Support Svcs	Effective 2021-02-12 RESIGNATION
	JACKSON, HARRY F ITS PROGRAMMER/ANALYST 12 MO SU	Information Services	Effective 2021-02-26 RETIREMENT
	KEITH, MARGARET ANN SBJ SCHOOL SECRETARY 10 MONTH 10 MONTH	S. Bryan Jennings Elementary	Effective 2021-02-18 RESIGNATION
	KITCHENS, PHILLIP MARK LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2021-01-22 CONCLUDE EMPLOYMENT
0.9	LOHSE, TRACY LYNNE LAE BEHAVIORAL HEALTH ASST	Lake Asbury Elementary	Effective 2021-01-29 RESIGNATION

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	9 MON SU MICHAEL, MYRIAM A CEB GENERAL ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2021-01-25 RESIGNATION
	PARKER, BRITTANY S OPH CAFE ASSISTANT 5 HOURS 9 MON CA	Orange Park High	Effective 2021-02-05 RESIGNATION
0.9	PATTERSON, CHARMAINE J RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2021-01-08 RESIGNATION
	REESE, CIERRA ANGEL TRN ESE ASST/BUS MONITOR LNG TRM	Transportation	Effective 2021-01-22 RESIGNATION
0.7	SCHOFIELD JR, VINCENT JORDAN KHH COMPUTER LAB ASSISTANT 9 MON SU	Keystone Heights High School	Effective 2021-02-16 RESIGNATION
	SHELTON, RANDALL DALE MNT HVAC TECH 12 MO SU	Division of Support Svcs	Effective 2021-01-29 RESIGNATION
	SMITH, ERIKA A BLC SECRETARY 12 MO 12 MO SU	Bannerman Learning Center	Effective 2021-01-26 RESIGNATION
	SMITH, PATRICIA ANN OPH CUSTODIAN 12 MO SU	Orange Park High	Effective 2021-03-31 RETIREMENT
0.8	SOSINSKY, STEPHANIE R MCE IN SCHOOL SUSPENSION 9 MON SU	Montclair Elementary	Effective 2021-02-12 RESIGNATION
0.9	STACEY, VERONICA TESS MRE GENERAL ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2021-02-05 RESIGNATION
	THOMAS, STUART JAMES FYA ADMINISTRATIVE SUP ASST 12 MO SU	FL Youth Challenge Academy	Effective 2021-01-29 RESIGNATION
	THOMPSON, LAURA STACHELCZY RHS MEDIA TECHNICAL ASST 10 MONTH	Ridgeview High School	Effective 2021-02-05 RESIGNATION
	TORRENCE, TERRY A OPJ ST RECORD SEC 12 MO 12 MO SU	Orange Park Jr High	Effective 2021-02-26 RETIREMENT
	WINDHAM, SALLI R ROE ST RECORD SEC 12 MO 12 MO SU	Rideout Elementary	Effective 2021-02-26 RETIREMENT

**VI. Support Actions****F. SUPPLEMENT**

<b><u>Name/Assignment</u></b>	<b><u>Site</u></b>	<b><u>Previous</u></b>
CLINE, KAITLYN ANN KHH SOFTBALL FP HD JV SUPPLEME	Mcrae Elementary	Appointment
KNOTT, STEVEN W KHH WRESTLING HD SH SUPPLEME	Division Of Support Services	Appointment
LEAKEY, LARAMIE RICHELLE MHS TRACK HD SH SUPPLEME	Middleburg High	Appointment
SCHOFIELD JR, VINCENT JORDAN KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights High School	Resignation
SCHOFIELD JR, VINCENT JORDAN KHH TRACK HD SH SUPPLEME	Keystone Heights High School	Resignation
VANGYSEGHEM-HARRISON, REBECCA KHH DISCRETIONARY SUPPLEME	Keystone Heights High School	