

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

April 5, 2018

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**I. ADMINISTRATIVE ACTIONS**

**2017-2018**

**A. Appointments**

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
LOPEZ , MARILYN SFS MGR INTERN	FOOD	Effective 02/20/2018 10 months / Annual
MARTINEZ , RICHARD SFS MGR INTERN	FOOD	Effective 03/20/2018 10 months / Annual
WIDDOWSON , RYAN SUPERV.OF ELEM. AND TITLE I .2	INSTP	Effective 03/01/2018 12 months / Annual
WIDDOWSON , RYAN SUPERV.OF ELEM. AND TITLE I .8	TITLE	Effective 03/01/2018 12 months / Annual

**I. ADMINISTRATIVE ACTIONS 2017-2018**

**B. RE-APPOINTMENTS**

Name / Assignment

Site

Contract

NONE

**I. ADMINISTRATIVE ACTIONS 2017-2018**

**C. REDESIGNATIONS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
NONE		

**I. ADMINISTRATIVE ACTIONS 2017-2018**

**D. Transfers**

	<b><u>Site</u></b>	<b><u>Contract</u></b>
CASTILLO , RENEE COORD OF PAYROLL ACTIVITIES	BA	Effective 03/12/2018 transfer from (BA ) SUP/COOR, ACCOUNTING
STEPHENS , MEGGAN MANAGER SB II	ROE	Effective 03/02/2018 transfer from (FOOD ) SFS MGR INTERN

**I. ADMINISTRATIVE ACTIONS**

**2017-2018**

**E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
TILLMAN , HANNAH 1.0 COORD OF PAYROLL ACTIVITIES	BA	03/07/2018 Resignation

## **II. JOB DESCRIPTION ACTIONS**

### **A. Instructional**

**Approve the following job description:**

#### **REVISED:**

##### **L-2.1.03**

##### **Media Specialist**

There is a need to revise this job description to ensure that Clay County District Schools is a part of the nationwide effort to provide students and staff with access to STEAM curriculum and instruction. The Media Specialists are poised to lead, teach and support their school's and the district's STEAM goals through their professional practice, programs and spaces. By aligning their job description with strategic initiatives like STEAM, Media Specialists can better connect their practices, programs and spaces to educational innovation in schools. If properly prepared and supported, Media Specialists are well positioned to be at the leading edge of the digital transformation of learning to ensure that all students have equitable access to qualified Media Specialists, digital tools, resources and books.

##### **I-2.2.73**

##### **Instructional Media Services Specialist**

There is a need to revise this job description to ensure that Clay County District Schools is a part of the nationwide effort to provide students and staff with access to STEAM curriculum and instruction. The Instructional Media Services Specialist is poised to lead, teach and support the district's STEAM goals through their professional practice, programs and professional development opportunities. By aligning their job description with strategic initiatives like STEAM, the Instructional Media Services Specialist can better connect their practices, programs and professional development opportunities to educational innovation in schools. The Instructional Media Services Specialist is well positioned to properly prepare and support school based Media Specialists to be at the leading edge of the digital transformation of learning to ensure that all students have equitable access to qualified Media Specialists, digital tools, resources and books.

**Job Locator: L-2.1.03**

**Media Specialist**

**Position Grade: Teacher Salary Schedule**

**Evaluated By: School Principal**

**Job Description:**

The Media Specialist is directly responsible to the School Principal and is responsible for developing, implementing, and administering a media program that supports classroom instruction and facilitates the acquisition of information literacy skills.

**Responsibilities and Duties of this Position Include:**

1. Plan, organize, implement, and supervise the program, collection, and staff of the school library media center.
2. Maintain and update written goals, objectives, policies, and procedures supporting both the educational objectives of the total school program and those of the library media program.
3. Evaluate and select a variety of materials and equipment based upon the curriculum, needs and interests of the students and the staff.
4. Perform and/or coordinate the ordering, cataloging, processing, and maintenance of media and equipment for circulation.
5. Direct the activities of library media center support staff and volunteers.
6. Establish and maintain an accurate circulation system for media and equipment.
7. Schedule use of equipment, materials, and space of the library media center to provide maximum access for students and faculty.
8. Plan and provide information literacy skills instruction for students and staff.
9. Work cooperatively with staff to integrate information literacy skills within the curriculum.
10. Provide production and technical assistance for students and faculty.
11. Maintain accurate inventories and indexes of the library media center's collection of materials and equipment.
12. Assist the Principal with the development of the library media center budget.
13. Provide an environment conducive to inquiry, research, study, and personal use by students and staff.
14. Promote the school library media program and resources to the students, staff, and community.
15. Involve students, staff, and community in planning and evaluating the library media program.
16. Implement requirements of state law, county policies, and school building procedures.
17. Perform other duties as assigned by the Principal or his/her Designee.

**Required Qualifications:**

1. Valid Florida Educator's Certificate in Educational Media Specialist K-12.
2. Competency in the selection and use of library media materials and a minimum of six (6) hours in Media Management, Cataloging or Reference, or an educational plan to complete six (6) hours within two (2) years of hire as a Media Specialist as evidenced by a college advisor.
3. Leadership abilities and a tolerance for stress.

**Desired Qualifications:**

1. Master's Degree with major in Instructional Media or Library and Information Science.
2. Experience as Media Specialist.



### **Job Description:**

The Media Specialist is directly responsible to the School Principal for coordinating, organizing, and facilitating the selection, purchasing, integration, organization, and sharing of resources and tools (digital, print, and equipment) in the Media Center to support transformational teaching and learning.

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

1. Coordinates, organizes, and facilitates the selection, purchasing, integration, organization, and sharing of resources and tools (digital, print, and equipment) in the Media Center to support transformational teaching and learning.
2. Provides flexible spaces that promote inquiry, creativity, collaboration and community.
3. Partners with educators and district staff to design and deliver evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation and the active use of media and technology.
4. Encourages and facilitates students to become increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration and authentic, real-world problem solving.
5. Leads in the integration, organization, and sharing of district digital resources and tools to support transformational teaching and learning and develop the digital curation skills of others at their school site.
6. Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, copyright, fair use, technology competencies, etc.).
7. Provides and advocates for equitable access to connectivity, digital devices, information, resources, programming, and services in the Media Center in support of the district's strategic vision.
8. Leverages an understanding of school and community needs to identify and invest in digital resources to support student learning based on district objectives.
9. Cultivates partnerships within the school and local community (families and caregivers, non-profit organizations, government agencies, public and higher education libraries, businesses, etc.) to promote engagement and a lifelong learning process.
10. Teaches, encourages, and promotes staff and student reading, data privacy, critical thinking, information literacy, digital citizenship, copyright, fair use, and technology competencies through their instruction and role as educational leaders.
11. Participates in setting the school's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.
12. Maintains such records and reports as are necessary to the successful execution of the job.
13. Performs other duties as assigned by the Principal or his/her Designee.

### **Required Qualifications:**

1. Currently possess, or eligibility to receive, a valid Educational Media Specialist (grades PK-12) Florida Educator's Certificate.
2. Ability to collaborate and maintain effective working relationships with co-workers and students.
3. Leadership and organizational qualities.

### **Desired Qualifications:**

1. Master's Degree (or higher) in instructional media, library and information science, instructional technology or related education field.
2. Three (3) years successful teaching experience in literacy instruction and the utilization of instructional technology in the classroom.
3. Evidence of recommended District/Industry certifications and professional growth by participation in activities such as inservice training, workshops, meetings, college coursework, and professional organizations.

Pending School Board Approval Date:  
4/5/2018 Revised: 11/16/99  
Revised: 2/20/03

**Job Locator: I-2.2.73**  
**Instructional Media Services Specialist**  
**Position Grade: Teacher Salary Schedule**  
**Evaluated By: Supervisor of Instructional**  
**Support Services Technology**  
**Services**

**Job Description:**

The Instructional Media Service Specialist is directly responsible to the Supervisor of Instructional Support Services.

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

1. ~~Provide support for school media specialists through scheduled visits, telephone calls, correspondence, inservice, etc.~~
  - A. ~~Encourage media specialists to get involved in their school's improvement plan process.~~
  - B. ~~Assist in the implementation of and training on the automation software.~~
  - C. ~~Promote the use of the media center by facilitating the School Library Media Week, Sunshine State Young Reader's Award activities, National Children's Book Week and other activities.~~
2. ~~Assume the responsibility of being the contact for proper cataloging procedures as it applies to the current library automation system.~~
3. ~~Supervise school processing with the responsibility for cataloging all materials for the district media center.~~
4. ~~Assist in and provide direction to schools going through SACS self study and visits.~~
5. ~~Provide support on CD-ROM hardware and software systems.~~
6. ~~Provide assistance with the design of new and remodeled media center facilities.~~
7. ~~Assist with the selection of library materials for new schools.~~
8. ~~Serve as liaison with the public library system.~~
9. ~~Work with library media specialists in vitalizing collections, weeding, etc.~~
10. ~~Work with library media specialists, at all grade levels, to develop planned sequential information, retrieval skills lessons which are fully integrated in curriculum.~~
11. ~~Attend meetings and conferences (FAME) in an effort to establish a network with other districts' library media specialists thus providing for ongoing exchange of ideas, information, etc.~~
12. ~~Assist library media specialists in preparation of long range plans, goals, and in the preparation of budget plans to meet these goals.~~
13. ~~Provide formal and informal inservice opportunities for sharing and learning new techniques. This shall have direct correlations to recertification.~~
14. ~~Provide expertise in library media production. This service should apply to district and site based needs.~~
15. ~~Coordinate all satellite transmissions for district and site based requests.~~
16. ~~Perform other duties as assigned by the Supervisor of Instructional Support Services.~~

**Required Qualifications:**

1. ~~Currently possess, or eligibility to receive a valid Florida Educator's Certificate with certification as Educational Media Specialist.~~
2. ~~Master's Degree with major in Library and Informational Science or Instructional Media.~~
3. ~~Two (2) years experience as a building level library media specialist.~~

**Desirable Qualifications:**

1. ~~Certification in Administration and Supervision, Educational Leadership or School Principal.~~
2. ~~Master's Degree from A.L.A. Accredited School.~~

### **Job Description:**

The Instructional Media Services Specialist is directly responsible to the Supervisor of Technology Services for coordinating, organizing and facilitating the selection, integration, organization, and sharing of resources and tools (digital, print, and equipment) to support transformational teaching and learning across Clay County District Schools.

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

1. Coordinates, organizes and facilitates the selection, integration, organization, and sharing of resources and tools (digital, print, and equipment) to support transformational teaching and learning across Clay County District Schools.
2. Provides guidance and support to Media Specialists in creating flexible spaces that promote inquiry, creativity, collaboration and community.
3. Partners with educators and district staff to design and implement evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation and the active use of media and technology.
4. Encourages and facilitates Media Specialists to help students to become increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration and authentic, real-world problem solving.
5. Leads in the integration, organization, and sharing of district digital resources and tools to support transformational teaching and learning and develop the digital curation skills of others at their school sites.
6. Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, copyright, fair use, technology competencies, etc.).
7. Provides and advocates for equitable access to connectivity, digital devices, information, resources, programming, and services in support of the district's strategic vision.
8. Leverages an understanding of school and community needs to identify and invest in digital resources to support student learning based on district objectives.
9. Cultivates partnerships within the district and local community (families and caregivers, non-profit organizations, government agencies, public and higher education libraries, businesses, etc.) to promote engagement and a lifelong learning process.
10. Teaches, encourages, and promotes staff and student reading, data privacy, critical thinking, information literacy, digital citizenship, copyright, fair use, and technology competencies through their instruction and role as educational leaders.
11. Participates in setting the district's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.
12. Maintains such records and reports as are necessary to the successful execution of the job.
13. Performs other duties as assigned by the Supervisor of Technology Services or his/her Designee.

### **Required Qualifications:**

1. Currently possess, or eligibility to receive, a valid Educational Media Specialist (grades PK-12) Florida Educator's Certificate.
2. Three (3) years successful experience as an Media Specialist.
3. Ability to collaborate and maintain effective working relationships with co-workers and students.
4. Leadership and organizational qualities.

### **Desired Qualifications:**

1. Master's Degree (or higher) in instructional media, library and information science, instructional technology or related education field.
2. Evidence of recommended District/Industry certifications and professional growth by participation in activities such as inservice training, workshops, meetings, college coursework, and professional organizations.

Pending School Board Approval Date: 4/5/2018

Approved: 5/20/93 (Effective 7/01/93)

Revised: 11/16, 99, 8/17/06

## II. JOB DESCRIPTION ACTIONS

### B. Administrative

#### Approve the following job description:

#### **REVISED:**

##### **B-1.4.02**

##### **Risk Manager**

This position primary responsibility for coordinating and process all worker's comp claims, liability cases and to work directly with employees and school leadership regarding FMLA and light duty activities. The position also is responsible for conducting investigative work on legal cases that ultimately impacts the school board. I am requesting a change from Insurance Specialist/Risk Management, Coordinator III to Risk Manager, Coordinator II to ensure an equitable distribution of work and experience across the division. This change will affect the Band/Grade assigned to the position.

##### **O-1.1.23**

##### **Director of Maintenance**

The Operations Division is requesting that the Director II position be added/changed to Director I as appropriate. This position requires a 24/7 call obligation to ensure the district is operational. Maintenance is significantly understaffed based on state staffing guidelines--which burdens the existing team with additional responsibilities. This change better positions us to compete with surrounding districts as those who lead this vertical are at a minimum a Director I.

##### **O-1.1.22**

##### **Director of Food and Nutrition Services**

The Operations Division is requesting that the Director II position be added/changed to Director I as appropriate. This position requires a 24/7 call obligation to ensure the district is operational with food services. FNS is also understaffed administratively based on state staffing guidelines--which burdens the existing team with additional responsibilities. This change better positions us to compete with surrounding districts as those who lead this vertical are at a minimum a Director I.

## II. JOB DESCRIPTION ACTIONS

### B. Administrative

#### Approve the following job description:

#### **REVISED:**

##### **O-1.1.31**

##### **Director of Facility Planning and Construction**

The current allocation is a Director II. The Operations Division is requesting that the Director II allocation be added/changed to a Director I. The allocation is currently utilized to hire an external consultant to serve in that capacity. This position is critical to Operations and requires 24/7 obligation to ensure the facilities projects and emergency issues are addressed. The project management requirements are significant as previous district cuts left us with only 1 project manager to coordinate and manage all capital projects. We are significantly under-staffed with the project management workload. This change better positions us to compensate current employees for the additional scope of work responsibilities and allows us to compete with surrounding districts as those who lead this vertical are at a minimum a Director I.

##### **O-1.2.41**

##### **Director of Operations**

The Operations Division is requesting that the Coordinator I position be added/changed to Director III. This position requires 24/7 reporting obligation to address the safety, security, and custodial needs of the district. The responsibilities of this position tripled when the district previously cut operations staff and reduced position titles. We are significantly under-staffed with custodial allocations according to state staffing formula, which places a burden the existing team. District initiatives with installing security cameras and control access systems in all of our schools has increased the project management and monitoring workload. This change better positions us to compensate current employees for the additional scope of work responsibilities and allows us to compete with surrounding districts.

**Job Locator: B-1.4.02**

**Insurance Specialist, Risk Manager Management**

**Position Grade: Coordinator III - Coordinator II**

**Evaluated By: Assistant Supt. for Business Affairs**

**Job Description:**

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

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

1. Reviews and evaluates all accident reports including workers' compensation, auto, property, and student accidents. ~~communicates and advises the Third Party Administrator.~~
2. ~~Determines appropriateness of claims~~ **Workers Compensation:**
  - a. Works with Third Party Administrator (TPA) to investigate and qualify individual claims ~~for to determine~~ eligibility for workers' compensation benefits; ~~ensures that~~ ensuring all legal and procedural requirements are met for the processing of claims, in order to ensure proper and timely payments to employees and medical facilities.
  - b. Reviews each weekly check register before authorizing payment. Provides authoritative advice and counsel campus-wide on the interpretation and application of worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations.
  - c. Designs and implements training and orientation programs to disseminate this safety practices and procedural information to the School Board employees.
  - d. Monitors each case receiving benefits and is the liaison between employee and support agencies.
  - e. Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or, depending upon medical status of the claimant, placement into appropriate alternative positions within the School Board, ensuring compliance with all appropriate regulations and guidelines
  - f. Communicates to School/Site, Human Resources, Benefits and Payroll Department on progress of injured employee ~~and when employee starts receiving benefits, etc.~~
  - g. Coordinates with HR and other departments in regards to light duty meetings.
  - h. Works closely with TPA and legal counsel while contributing to petitions, depositions, and mediations to reduce exposure.
3. Safety, Insurance and Managing Risk:
  - a. Participates in strategic planning aimed at minimizing District exposure, controlling cost, promoting awareness and reducing the incidences of ~~worker's compensation, student accident, visitor accident, vehicle accident,~~ accidents, injuries, property damage and identifiable dangers. ~~other accidents.~~
  - b. Analyzes accidents and work with appropriate department to address and resolve hazards.
  - c. Reviews contracts and certificates of insurance to ascertain appropriate language and proper coverage I present to protect the District from avoidable liability or unintended obligation.
  - d. Investigates, documents, and communicates details of claims; making recommendations on settlements or further actions required to achieve closure.
  - e. Works with departments, vendors, and District Management to prepare for yearly insurance renewals.

- f. Coordinates with Maintenance, Operations, FEMA and state agencies to procure available reimbursements after natural disasters.
- g. Composes, recommends changes, and updates on forms, documents, plans etc. to communicate and address associated needs of district safety program.

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

**Required Qualifications:**

- 1. High School Diploma, including or supplemented by education, training, and/or experience in risk management, management and/or insurance field.
- 2. Minimum of five (5) years progressively responsible experience in Worker's Compensation laws and claims processing, staff benefits processing ADA compliance, and related risk management functions.
- 3. Skill in Human Relations

**Desired Qualifications:**

- 1. Bachelors Degree in Business, Risk Management or Insurance
- 2. CPCU or ARM Certification.
- 3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policy.
- 4. Knowledge in Data Processing Procedures and Programs.

Board Approved: 03/15/2012;

Effective: 07/01/2012

Board Reviewed: 02/10/2014

Pending School Board Approval: 4/5/2018

**Job Locator: O-1.1.23-II**  
**Director of Maintenance**  
**Position Grade: ~~Director II~~ Director I**  
**Evaluated By: Assistant Superintendent for ~~Support Services~~ Operations**

**Job Description:**

The Director of Maintenance is responsible to the Assistant Superintendent for ~~Support Services~~ Operations.

**Responsibilities and Duties of this Position Include:**

1. Provide direction and supervision for the District's Maintenance program including comprehensive planning and budgeting.
2. Develop standards for maintenance and care of the District's educational, auxiliary and ancillary facilities.
3. Ensure compliance with all laws, rules, regulations and policies governing maintenance.
4. Provide inspection of the District's educational, auxiliary and ancillary facilities to ensure a well maintained educational environment.
5. Establish preventive maintenance programs to ensure the extension of life to equipment and facilities.
6. Maintain records for the compliance of potable water consumption, wastewater and testing in accordance with Local/State/Federal regulations.
7. Maintain a system of cost accounting as it relates to man hours, materials, equipment and warehousing.
8. Direct the scheduling of Architects, Engineers and Contractors in order to meet the District needs for special maintenance projects.
9. Direct the development of and review for all plans, project specifications, and contracts on special maintenance projects.
10. Maintain construction management documentation, administration, quality control and finance procedures on all special maintenance projects.
11. Process payroll, leave request, evaluations and other appropriate actions required of the Maintenance Department.
12. Provide required information annually for the development of the Educational Facilities Plan.
13. Perform other duties as assigned by the Assistant Superintendent for ~~Support Services~~ Operations.

**Required Qualifications:**

1. Bachelor Degree.
2. Be knowledgeable of all phases of trades relating to facilities maintenance.
3. Be able to work in harmony with school based administrators, staff, subordinates and the public.
4. Be able to read and interpret plans and specifications, estimate cost and plan and schedule work.
5. Have demonstrated abilities in oral and written communication skills.
6. Must have a valid Florida Drivers License and must maintain the same during employment.
7. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

**Desirable Qualifications:**

1. Masters Degree.
2. Have a minimum of fifteen (15) years experience as general supervisor in maintenance related activities.
3. Have a minimum of fifteen (15) years experience in general construction coordination.

Revised: 12-13-84, 8-13-87, 9-21-89, 1-17-91  
Revised: 4-21-94 (Effective 4-1-94)  
Revised: 9-19-97  
Revised: 2-15-01 (Effective 7-01-01)  
Revised: 01/20/05, 2/21/08 (Effective 7/1/08),  
Revised: 2/10/14  
Pending School Board Approval: 4/5/2018



**Job Locator: O-1.1.22**  
**Director of Food and Nutrition Services**  
**Position Grade: ~~Director II~~ Director I**  
**Evaluated by: Assistant Superintendent for ~~Business Affairs~~ Operations**

**Job Description:**

The Director of Food and Nutrition Services is directly responsible to the Assistant Superintendent for ~~Business Affairs~~ **Operations** and serves in a staff relationship with other Directors.

**Responsibilities and Duties of this Position Include:**

1. Direct the countywide food and nutrition services program in conformance with federal, state, and local laws and regulations.
2. Develop and recommend changes in food and nutrition services policies and procedures to District administrators, including application processing and meal ticket handling procedures under the free and reduced-price meal program.
3. Prepare and administer Department budget, including income projections and control of expenditures.
4. Establish programs to effectively operate: a) Purchasing food, supplies, and equipment; b) Staffing and training; c) Reporting procedures; d) Allocating and accounting for USDA-donated food; and e) Food preparation, service standards, and procedures.
5. Review collective bargaining contract proposals and provide input to the bargaining team.
6. Develop public information materials and meet with staff, parents, vendors, and employees on food and nutrition services program matters enriching the program and the health and nutrition well-being of students.
7. Perform related duties as assigned.

**Required Qualifications:**

1. Bachelor's degree in Food and Nutrition Services or approved field from accredited college or university.
2. Three (3) years successful administrative or supervisory experience in school food service, multi-unit food service operation, or closely related experience.
3. Effectively express ideas and communicate information in oral and written form.
4. Advanced training in nutrition, menu planning, audits, purchasing, and staffing.

**Desirable Qualifications:**

1. Five (5) years successful administrative or supervisory experience in school food service or closely related experience.
2. Status as a Registered Dietician with the American Dietetic Association.
3. Status as a School Food Service and Nutrition Specialist (SFNS).

Revised: 7/14/83

Revised: 12/12/84

Revised: 9/09/97

Revised: 3/18/04

Revised: 10/13/11

Board Reviewed: 02/10/2014

**Pending School Board Approval: 4/5/2018**

**Job Locator: O-1.1.31**

**Director of Facility Planning and Construction**

**Position Grade: Director II ~~Director I~~**

**Evaluated By: Assistant Superintendent for Support Services  
Operations**

**Job Description:**

The Director of Facility Planning and Construction is responsible to the Assistant Superintendent for Support Services. Operations.

**Responsibilities and Duties of this Position:**

1. Direct the development of the Educational Facilities Plan as required by the Florida Department of Education.
2. Establish and maintain construction management, documentation, administration, quality control and finance procedures on all capital outlay facility projects.
3. Direct long range planning in order to meet the five, ten and twenty year projected capital construction and land acquisition needs of the District.
4. Direct the development and review for all construction plans, project specifications, bid and contracts on all capital outlay projects.
5. Ensure and compliance with all required governmental and regulatory agencies, all applicable local, State and Federal laws and regulations and the Florida Building Code.
6. Direct the scheduling of Architects, Engineers and Contractors in order to meet District needs for general capital outlay projects.
7. Direct the development of educational specifications involving appropriate stakeholders for all facility construction projects.
8. Direct the routine update of the Florida Inventory of School Houses.
9. Assist with the development of the District's annual classroom assessment.
10. Direct the development and current status of the District's Five-Year Plant Survey.
11. Direct the development and maintenance of attendance boundaries of all schools within the District.
12. Direct the maintenance of a current and accurate schematic document and ensure its distribution to all District and Governmental recipients.
13. Ensure District participation in planning coordination with County and municipal governments and attendance at required meetings.
14. Administer and maintain interlocal agreements, comprehensive plan elements and other necessary documents with County and municipal governments.
15. Administer growth management, school concurrency requirements, developer agreements and impact fee requirements.
16. Perform other duties as assigned by the Assistant Superintendent for Support Services. Operations.

**Required Qualifications:**

1. Bachelors Degree
2. Minimum of five years experience in Building Construction, Civil Engineering, Surveying and related areas.
3. Minimum of five years experience in personnel supervision.
4. Knowledge of all aspects relating to school facility construction.
5. Be able to work in harmony with school based administrators, district staff, subordinates, and the public.
6. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Board Approved: 6/23/98 (Effective 7/1/98)

Revised: 2/15/01 (Effective 7/01/01)

Revised: 01/20/05; Revised 11/22/05

Revised: 2/10/14

Pending School Board Approval: 4/5/2018

**Job Locator: O-1.2.41**

**Coordinator ~~Director~~ of Operations**

**Position Grade: ~~Coordinator I~~ Director III**

**Evaluated By: Assistant Superintendent for ~~Support Services~~  
Operations**

**Job Description:**

The ~~Coordinator~~ Director of Operations is responsible to the Assistant Superintendent for ~~Support Services~~.  
Operations.

**Responsibilities and Duties of this Position Include:**

1. Develops sanitation and housekeeping standards and staffing patterns for all custodial service activities.
2. Prepares initial budgets and staff requirements for custodial services for all District ancillary and educational facilities.
3. Provides general information and product specifications to the purchasing agent for equipment and supplies for the custodial program, including new products.
4. Supervises and directs the District office custodial staff.
5. Develops the annual Utility and Energy budgets for the District and monitors both.
6. Develops and coordinates energy management programs, awareness, schedules, energy audits and school training to maximize effectiveness. Works with and serves as the District's liaison with outside utility companies.
7. Supervises the District-wide Pest Control and Sports Field Management programs.
8. Maintains the District's Disaster Preparedness Plan and coordinates activities with other agencies; coordinates emergency shelter openings and is the District's liaison to all emergency management agencies, FEMA and private assistance groups such as Red Cross, Salvation Army, etc.
9. Coordinate the development of Emergency Evacuation plans for individual schools and for the District.
10. Coordinates the District's Security program including vandalism evaluation, school security details, security cameras, security alarm systems, threat assessments and identifies additional security measures and recommends proper mitigation; serves as the District's liaison to all law enforcement agencies.
11. Coordinates the District's Safety program to include Student Hazardous Walking Program, Hazardous Materials, MSDS records, Indoor Air Quality complaints and works with the District's Risk Management Dept. on reviews of injuries and accidents to personnel and students as well as regulatory compliance; serves as the District's liaison to all fire & rescue agencies.
12. Supervises the District-wide Small Engine Shop and program for custodial equipment purchase, care, use and repair. Maintains cost accounting records of budgeted funds pertaining to repairs and purchases; purchases of custodial and grounds keeping equipment.
13. Perform other duties as requested by the Assistant Superintendent for ~~Support Services~~ Operations.

**Required Qualifications:**

1. Bachelor or an Associates' Degree with three (3) years related experience.
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

**Desirable Qualifications:**

1. Three (3) years experience in school administration including program development, supervision and budgeting.

Approved: 9/18/97 (effective 1/1/98)

Revised: 2/15/01 (effective 7/01/01)

Revised: 11/22/05, 2/21/08 (Effective 7/01/08)

Revised: 2/10/14

Pending School Board Approval: 4/5/2018

**III. INSTRUCTIONAL ACTIONS****2017-2018****A. APPOINTMENTS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
ARMONT , JERRELL 1.0 COUNSELOR-E	AES	Effective 02/14/2018 10 months / Interim, All Year
JOHNS , GRETCHEN 1.0 COUNSELOR-E	DIS	Effective 01/18/2018 10 months / Interim, All Year
LEE, BRITTAINEE E-BD/K-6 (OF)	MCE	Effective 03/19/2018 10 months / Interim, All Year
LOWRIE , JULIE 1.0 INCLUSION	MCE	Effective 02/05/2018 10 months / Interim, All Year
LEE , MICHAEL 1.0 TEACHER, ROTC/MIL TRNG-SH	MHS	Effective 02/14/2018 11 months / Interim, All Year
GARIS , FRANCIS 1.0 TEACHER, PE-SH	OHS	Effective 01/22/2018 11 months / Instructional Probationary
JIMENEZ-SANTIAGO , SAUL 1.0 BUSINESS/MARKETING (OF)	OHS	Effective 01/16/2018 10 months / Interim, All Year
BOWMAN , AMELIA 1.0 SCIENCE JH (OF)	OLJH	Effective 02/26/2018 10 months / Interim, All Year
HARTE , JULIE 1.0 COUNSELOR-M/J	OLJH	Effective 02/27/2018 10 months / Interim, All Year
WESTMORELAND , MICHAEL .8 TEACHER, SCIENCE-SH	OPH	Effective 01/23/2018 10 months / Interim, All Year
DOCTOR , DANIELLE 1.0 TEACHER, ART-SH	RHS	Effective 02/12/2018 10 months / Interim, All Year
FRANCISCO , MARCUS 1.0 TEACHER, IND ED	RHS	Effective 02/16/2018 10 months / Interim, All Year
HARRIS , DEANDREA 1.0 PROF. LEARNING FACILITATOR	SCHIM	Effective 02/28/2018 10 months / Interim, All Year

**III. INSTRUCTIONAL ACTIONS 2017-2018**

**B. RE-APPOINTMENTS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
NONE		

### III. INSTRUCTIONAL ACTIONS 2017-2018

#### C. REDESIGNATIONS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
FLYNN , CARRIE 1.0 TEACHER, FIFTH GRADE - 10 months	AES	Effective 03/26/2018 redesignate from 1.0 TEACHER, GRD 5/ESOL (OF) - 10 months (AES )
SCHRANK , ALISON 1.0 COUNSELOR-E - 10 months	AES	Effective 02/13/2018 Correction to Resignation 1.0 - 0 months ( )
BLAKELY , JAMES 1.0 BEHAVIOR MGT - 11 months	BLC	Effective 03/01/2018 redesignate from 1.0 TEACHER, EMOT/BEH DIS - 10 months (BLC )
VAN HEERDEN , JULIET 1.0 INCLUSION - 10 months	CHE	Effective 11/02/2017 redesignate from 1.0 INCLUSION (OF) - 10 months (CHE )
DUNHAM , DANA 1.0 TEACHER, VE - 10 months	CHS	Effective 03/27/2018 redesignate from 1.0 INCLUSION/ESOL (OF) - 10 months (CHS )
ENGLISH , MELISSA 1.0 TEACHER, GRD 3/ESOL (OF) - 10 months	LAE	Effective 08/08/2017 redesignate from 1.0 THIRD GRD (OF)/ESOL (OF) - 10 months (LAE )
HARDMAN , VIRGINIA 1.0 TEACHER, VE - 10 months	MCE	Effective 03/27/2018 redesignate from 1.0 INCLUSION / K-6 (OF) - 10 months (MCE )
MCMURRAY , RICKY 1.0 TEACHER, MATH-M/J - 10 months	OLJH	Effective 02/21/2018 redesignate from 1.0 INCLUSION (OF) - 10 months (OLJH )
RICHARDS , BARBARA 1.0 TEACHER, SECOND GRADE - 10 months	PES	Effective 01/17/2018 redesignate from 1.0 TEACHER, GRD 2/ESOL (OF) - 10 months (PES )
DUPREE , MEGAN 1.0 PREK-ESE - 10 months	POE	Effective 01/05/2018 redesignate from 1.0 ESE PREK/PRIMARY (OF) - 10 months (POE )
MAULONI , JASON 1.0 TEACHER, BUSINESS ED - 10 months	RHS	Effective 03/27/2018 redesignate from 1.0 BUSINESS ED/TECH ED (OF) - 10 months (RHS )
LOCKMAN , TRACY 1.0 TEACHER, FOURTH GRADE - 10 months	RVE	Effective 03/14/2018 redesignate from 1.0 TEACHER, GRD 4/ESOL (OF) - 10 months (RVE )

**III. INSTRUCTIONAL ACTIONS**

**2017-2018**

**D. TRANSFERS**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
HALL , MARY 1.0 SPECIALIST, CTE - 12 months	CTE	Effective 04/03/2018 transfer from 1.0 TEACHER, BUSINESS ED - 10 months (MHS )
WEEKS , REBECCA 1.0 INCLUSION - 10 months	OVE	Effective 03/05/2018 transfer from 1.0 TEACHER, EMOT/BEH DIS - 10 months (MCE )
PAULK , BRIAN 1.0 ASD/ESOL (OF) - 10 months	POE	Effective 02/26/2018 transfer from 1.0 INCLUSION - 10 months (WJH )

**III. INSTRUCTIONAL ACTIONS****2017-2018****E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
BAIR , JAMILYN 1.0 TEACHER, GRD 4/ESOL (OF)	AES	06/07/2018 Resignation
THOMAS , EMILY 1.0 TEACHER, FOURTH GRADE	AES	06/07/2018 Resignation
THOMPSON , AMIE 1.0 TEACHER, SECOND GRADE	AES	06/07/2018 Resignation
SCHAUDEL , MEGAN 1.0 TEACHER, FIFTH GRADE	CEB	02/14/2018 Resignation
CAVINS , SHARON 1.0 TEACHER, FOURTH GRADE	CGE	06/07/2018 Retirement
TISON , CECILIA 1.0 TEACHER, THIRD GRADE	CGE	06/07/2018 Resignation
BECK , JAMES 1.0 TEACHER, MUSIC-SH	CHS	06/07/2018 Retirement
SMITH , DENISE 1.0 INTENSIVE READING SH	CHS	04/27/2018 Resignation
DOWNARD , JESSICA 1.0 TEACHER, FOURTH GRADE	CWL	03/05/2018 Resignation
FERRAER , CANDICE 1.0 TEACHER, FOURTH GRADE	CWL	06/07/2018 Resignation
JACOBSON , WAYNE 1.0 TEACHER, MATH-SH	CWL	03/01/2018 Resignation
MOXEY , CAITLIN 1.0 TEACHER, FIRST GRADE	CWL	03/05/2018 Resignation
SIMPSON , JESSICA 1.0 INCLUSION	CWL	03/19/2018 Resignation



**III. INSTRUCTIONAL ACTIONS****2017-2018****E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
SMITH , LAURA 1.0 PREK-ASD	CWL	06/07/2018 Resignation
WILLOUGHBY , CHRISTY 1.0 TEACHER, FIFTH GRADE	CWL	03/09/2018 Resignation
BUSS , KAREN 1.0 TEACHER, SECOND GRADE	DIS	06/07/2018 Retirement
CALLAN , KENNETH 1.0 TEACHER, SCIENCE-SH	FIH	06/07/2018 Resignation
SUTER , PAUL 1.0 TEACHER, ART-SH	FIH	03/08/2018 Resignation
GLENN , RENA 1.0 TEACHER, LANG AR-M/J	G CJH	06/07/2018 Resignation
VANDER VENTER , ERICA 1.0 TEACHER, SCIENCE-M/J	G CJH	06/07/2018 Resignation
WIDDOWSON , RYAN 1.0 SPEC-CURR 12 MTH	INSTP	02/28/2018 Resignation
SUEDKAMP , ELLEN 1.0 COUNSELOR-M/J	LAJH	05/31/2018 Retirement
PETERSEN , MEGAN 1.0 TEACHER, GRD 5/ESOL (OF)	MBE	06/07/2018 Resignation
ALLEN , SUSAN 1.0 TEACHER, SECOND GRADE	MCE	06/07/2018 Retirement
RODRIGUEZ , WANDA 1.0 E-BD/ESOL (OF)	MCE	03/09/2018 Resignation

**III. INSTRUCTIONAL ACTIONS****2017-2018****E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
JOHNSON , THOMAS 1.0 TEACHER, SCIENCE-SH	MHS	06/07/2018 Resignation
O'BRIEN , DONNA 1.0 FAMILY/CONS ED	MHS	05/31/2018 Retirement
DUGGER , GARY 1.0 TEACHER, DR PREV-SH	OHS	03/29/2018 Resignation
CASSIDY-FLOYD , JULIET 1.0 TEACHER, LANG AR-M/J	OLJH	02/26/2018 Resignation
HARTE , JULIE 1.0 COUNSELOR-M/J	OLJH	02/28/2018 Resignation
CALLIHAN , MARY 1.0 LIBRARY/MEDIA SPEC-ELEM	OPE	06/07/2018 Retirement
WOODS , WANDA 1.0 TEACHER, FIRST GRADE	OPE	06/07/2018 Retirement
WOODS , TIFFANY 1.0 TEACHER, LANG AR-SH	OPH	02/23/2018 Resignation
SABO , CAROL 1.0 TEACHER, KINDERGARTEN	OVE	06/07/2018 Retirement
KNIGHT , LAURIE 1.0 TEACHER, FOURTH GRADE	PES	06/07/2018 Retirement
TAMMINEN , JILL 1.0 TEACHER, FIRST GRADE	POE	06/07/2018 Resignation
TIMM , HOLLY 1.0 TEACHER, KG/ESOL (OF)	POE	06/07/2018 Resignation

**III. INSTRUCTIONAL ACTIONS****2017-2018****E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
WORTHINGTON , PAUL 1.0 INCLUSION	POE	06/07/2018 Retirement
BARLING , CAROLE 1.0 TEACHER, LANG AR-SH	RHS	06/07/2018 Retirement
CARTER , RYAN 1.0 TEACHER, SOC ST-SH	RHS	06/07/2018 Resignation
FORD , BETH 1.0 TEACHER, SPEC DES PE	RHS	06/07/2018 Retirement
HUSZAR , KAITLIN 1.0 LANG ARTS SH/ESOL (OF)	RHS	06/07/2018 Resignation
MAEDEL , DEBORAH 1.0 TEACHER, BUSINESS ED	RHS	06/07/2018 Retirement
BOLEY , DENA 1.0 E-BD ALT	ROE	06/07/2018 Resignation
DOCKERY , GAIL 1.0 COUNSELOR-E	SBJ	06/07/2018 Retirement
STAUDT , DAVID 1.0 TEACHER, FIFTH GRADE	SLE	02/09/2018 Conclude Employment
NUSSBAUM , LOUIS 1.0 COUNSELOR-E	SPC	06/07/2018 Resignation
PEASE , JEAN 1.0 SCH SOC WK	STDTS	06/07/2018 Retirement
JUSTUS , ESTATE OF 1.0 TEACHER, THIRD GRADE	TBE	03/09/2018 Conclude Employment
CEBULSKIE , ELIZABETH .6 TEACHER, TITLE I-ELEM	WEC	06/07/2018 Retirement

**III. INSTRUCTIONAL ACTIONS**

**2017-2018**

**E. RESIGNATIONS/RETIREMENTS/  
CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Effective / Action</u>
MUEHL , ARLENE 1.0 TEACHER, SIXTH GRADE	WEC	06/07/2018 Retirement
SMITH , DEBORAH 1.0 TEACHER, ART-M/J	WJH	06/07/2018 Retirement

### III. INSTRUCTIONAL ACTIONS 2017-2018

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
BLAKELY , JAMES DEPT HEAD (6-10) SUP	BLC	Appointment
BLAKELY , JAMES DEPT HEAD (6-10) SUP	BLC	Appointment
BATTLE , TONY TRACK AST.HS SH SUPP	CHS	Appointment
DAVIES , EDWARD FOOTBAL AST HS 25%	CHS	Appointment
HILL , WILLIAM FOOTBAL AST HS 25%	CHS	Appointment
LAWRENCE , MATTHEW FOOTBAL HD JV 25%	CHS	Appointment
LAWRENCE , MATTHEW TRACK AST.HS SH SUPP	CHS	Appointment
REAPE , JAMES FOOTBAL AST HS 25%	CHS	Appointment
ZANONE , JAMES FOOTBAL AST HS 25%	CHS	Appointment
ANDERSON , ANTON FOOTBAL AST HS 75%	FIH	Appointment
ANDERSON , ANTON FOOTBAL AST HS 25%	FIH	Appointment
COBBERT , PAUL WRESTLING HD HS SUP	FIH	Appointment
KUPFER , BRENT BASKETBAL AST HS SUP	FIH	Appointment

### III. INSTRUCTIONAL ACTIONS 2017-2018

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
HAILE , TOYIA SPECIALIST 10MO SUP	INSTS	Appointment
BLAND , RICHARD TRACK HEAD JH SUP	KHH	Appointment
HONOUR , NICOLE PEER TEACHER	KHH	Appointment
SMITH , KATHY (.128) SIXTH PERIOD	KHH	Appointment
SULLIVAN , BETSY PEER TEACHER	KHH	Appointment
VAN GYSEGHEM , REBECCA DISCRETIONARY SUP	KHH	Appointment
MCKENZIE , NEIL WRESTLING	LJH	Appointment
OKAMOTO , CHRISTOPHER SCI FAIR COORD LOCAL	LJH	Appointment
BILBRAY , CLARENCE ESE INT COMM FAC SH	MCE	Appointment
WRIGHT , KATHRYN ESE INT COMM FAC SH	MCE	Appointment
BISHOP , ZACHARY BASEBALL AST	MHS	Appointment
BOYACK , MATTHEW NAT HONOR SOC SUP	OHS	Appointment
GARIS , FRANCIS FOOTBAL HD HS 25%	OHS	Appointment

### III. INSTRUCTIONAL ACTIONS 2017-2018

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
WHEELER , CHAD TRACK HEAD HS SUP	OHS	Appointment
BUCKLIN , SARA DEPT HEAD(17-20) SUP	OLJH	Appointment
TUCKER , LAURIE ESE INT COMM FACIL	OPE	Appointment
COOPER , JUSTIN TENNIS HEAD HS SUP	OPH	Appointment
LI , KWOK WRESTLING AST HS SUP	OPH	Appointment
OKAMOTO , CHRISTOPHER SCI FAIR COORD LOCAL	OPH	Appointment
GODDARD , CHRISTOPHER WRESTLING HD JH SUP	OPJH	Appointment
O'RENICK , ANNE PEER TEACHER	OPJH	Appointment
CASTELLI , BARBARA TRACK AST HS SUP	RHS	Appointment
DEROUSIE , BETHANY SCI FAIR COORD LOCAL	RHS	Appointment
SADLO , ANDREW (.128) SIXTH PERIOD	RHS	Appointment
STUTZ , AIMEE SOFBAL FP AST HS SUP	RHS	Appointment
TOBLER , ULYSSES BASKETBAL AST HS SUP	RHS	Appointment

### III. INSTRUCTIONAL ACTIONS 2017-2018

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
TOMASINO , LISA TRACK AST HS SUP	RHS	Appointment
CIHLAR , DENISE PEER TEACHER SUP	TBE	Appointment
LARSON , MEGAN SCI FAIR COORD LOCAL	WJH	Appointment
FELLS , WILLIE FOOTBAL HD JV 75%	CHS	Resignation
FELLS , WILLIE FOOTBAL HD JV 25%	CHS	Resignation
DENMARK , SARAH CHEERLEADING V HD	KHH	Resignation
WILLIAMS , KATHERINE DISCRETIONARY SUP	KHH	Resignation
HEARD , KRISTEN ESE INT COMM FACIL	LJH	Resignation
DUGGER , GARY FOOTBAL AST HS 25%	OHS	Resignation
FLAHERTY , BRIAN FOOTBAL AST HS 25%	OHS	Resignation
PEREZ , CYBEL NAT HONOR SOC SUP	OHS	Resignation
ALLISON , ARTHUR SOFBAL FP AST HS SUP	RHS	Resignation
GILFORD , TRENT TRACK AST HS SUP	RHS	Resignation



### III. INSTRUCTIONAL ACTIONS 2017-2018

#### F. SUPPLEMENTS

<u>Name / Supplement</u>	<u>Site</u>	<u>Supplement Action</u>
TURNER , MARY SCI FAIR COORD LOCAL	RHS	Resignation

**III. INSTRUCTIONAL ACTIONS 2017-2018**

**G. PENDING APPOINTMENTS**

Name/Assignment	Location	Effective
NONE		

**IV. INSTRUCTIONAL 2017-2018**

**MISCELLANEOUS ACTIONS**

**A. SUMMER SCHOOL**

Name/Assignment

Site

Effective Dates

NONE

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2017-2018**

**B. COMMUNITY EDUCATION**

**Appointments**

NONE

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2017-2018

##### C. ADULT EDUCATION

###### Appointments

Caraway, Telissa	Effective 03/09/2018 - 06/29/2018 ABE/GED - Hourly as needed
Irigoyen-Meyers, Lisa	Effective 07/03/2017 - 06/28/2018 ACE Foreign Lang. - Hourly as needed
Johnson, Nancy	Effective 01/02/2018 - 06/29/2018 ACE ESOL - Hourly as needed
Madaychik, Jennifer	Effective 01/02/2018 - 06/28/2018 ABE/GED - Hourly as needed

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2017-2018**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

**NONE**

## VI. SUPPORT ACTIONS 2017-2018

### A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
TAYLOR , CHRISTINA CAFE ASST 4 HRS	AES	Effective 02/23/2018 Annual / 9 months
GARI , VIVIAN .8 DOP ASST	CGE	Effective 02/26/2018 Annual / 9 months
AVILES-ORENGO , MIGUEL CUSTODIAN	CHE	Effective 02/05/2018 Annual / 12 months
CARRICK , ALLISON LPN	CHS	Effective 02/01/2018 Annual / 10 months
PAGE , REBEKAH CAFE ASST 3 HRS	GPE	Effective 02/13/2018 Annual / 9 months
THOMAS , PHYLLIS CUSTODIAN	KHH	Effective 02/08/2018 Annual / 12 months
DOBRENEN , PAMELA .8 CLASSROOM ASST	LAE	Effective 03/05/2018 Annual / 9 months
ETHERIDGE , LAURA .9 ESE ASST BEHAVIORAL HEALTH	LAE	Effective 02/05/2018 Annual / 9 months
DALTON , MELISSA CUSTODIAN	LAJH	Effective 02/05/2018 Annual / 12 months
VAUGHN , ROSALYN CUSTODIAN	LJH	Effective 01/30/2018 Annual / 12 months
WALTERS , ARELIS TITLE I ASST	MBE	Effective 02/26/2018 Annual / 9 months
MUNIZ-DIAZ , MICHELLE .8 CLASSROOM ASST - ESOL	MCE	Effective 02/13/2018 - 06/04/2018 Limited Contract / 9 months

## VI. SUPPORT ACTIONS 2017-2018

### A. APPOINTMENTS

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
WARNER , ROBIN .9 ESE ASST BEHAVIORAL HEALTH	MHS	Effective 01/25/2018 Annual / 9 months
BRILEY , GEORGEANNA .9 ESE ASST BEHAVIORAL HEALTH	MRE	Effective 02/23/2018 Annual / 9 months
ACOSTA , MARIA CAFE ASST 3.5 HRS	OHS	Effective 01/29/2018 Annual / 9 months
RODRIGUEZ , ANA CAFE ASST 3.5 HRS	OHS	Effective 02/15/2018 Annual / 9 months
SWARTZ , MARK .9 ESE ASST GENERAL HEALTH	OHS	Effective 02/07/2018 Annual / 9 months
ROBLOW , STEPHEN .9 ESE ASST BEHAVIORAL HEALTH	OLJH	Effective 01/26/2018 Annual / 9 months
MILLER JR , JOHNNY CUSTODIAN	OPH	Effective 02/13/2018 Annual / 12 months
NERO , CARLA .8 TITLE I ASST	RVE	Effective 02/27/2018 - 06/06/2018 Limited Contract / 9 months
SCARBROUGH , LARRY .9 ESE ASST BEHAVIORAL HEALTH	RVE	Effective 02/26/2018 Annual / 9 months
SMALLWOOD , ASHLEY .9 ESE ASST GENERAL HEALTH	RVE	Effective 02/20/2018 Annual / 9 months
CLEGG , LINDA .9 ESE ASST GENERAL HEALTH	TBE	Effective 02/01/2018 Annual / 9 months
BERARDUCCI , CHARLES .9 ESE ASST BEHAVIORAL HEALTH	TES	Effective 02/14/2018 Annual / 9 months



**VI. SUPPORT ACTIONS 2017-2018**

**A. APPOINTMENTS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
STEINER , REBEKAH .9 ESE ASST BEHAVIORAL HEALTH	TES	Effective 01/29/2018 Annual / 9 months
MYERS , LEON CUSTODIAN	WES	Effective 02/01/2018 Annual / 12 months

**VI. SUPPORT ACTIONS 2017 - 2018**

**B. REAPPOINTMENTS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Contract</u>
WATTS , ALICIA .9 ESE ASST BEHAVIORAL HEALTH	BLC	Annual / 9 months
SANTIAGO , ELIZABETH .9 ESE ASST BEHAVIORAL HEALTH	LJH	Annual / 9 months
LAIDLER , CHARLENE ESE ASST/BUS MONITOR	TRANS	Multi-Year Conditional / 9 months

**VI. SUPPORT ACTIONS 2017-2018**

**C. REDESIGNATIONS**

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
NONE		

## VI. SUPPORT ACTIONS 2017 - 2018

### D. TRANSFERS

<u>Name / Assignment</u>	<u>Site</u>	<u>Previous</u>
SANDERS , KEELY CAFE ASST 6 HRS - 9 months	CHS	Effective 02/12/2018 transfer from CAFE ASST 3 HRS - 9 months (CHS)
GROSSGLASS , VERNICE PRINC SECRETARY - 12 months	DOE	Effective 02/26/2018 transfer from MEDIA TECH ASST - 10 months (OPH)
BARBER , ANDREA SCHL SECTY/ADMIN - 10 months	FIH	Effective 02/05/2018 transfer from TESTING & ADMIN SUP ASST - 10 months (FIH)
BUCKLEW , JENNIFER TESTING & ADMIN SUP ASST 10 months	FIH	Effective 02/05/2018 transfer from SCHL SECTY/ADMIN - 10 months (FIH)
MARTINEZ , PATRICIA CAFE ASST 3.5 HRS - 9 months	OHS	Effective 02/20/2018 transfer from CAFE ASST 3 HRS - 9 months (OPJH)
PLAMONDON , MARGARET CAFE ASST 7.25 HRS - 9 months	RHS	Effective 02/05/2018 transfer from CAFE ASST 4.75 HRS - 9 months (RHS)
SCHOEPPEY , YUKIKO CAFE ASST 4.75 HRS - 9 months	RHS	Effective 02/20/2018 transfer from CAFE ASST 4.50 HRS - 9 months (RHS)
HARLEY , KACIE .4 MEDIA TECH ASST - 10 months .6 ESE ASST GENERAL – 9 months	SLE	Effective 02/21/2018 transfer from .9 ESE ASST GENERAL - 9 months (SLE)
HARTWICK , SHARI CUSTODIAN - 12 months	SLE	Effective 02/26/2018 transfer from .9 ESE ASST BEHAVIORAL HEALTH - 9 months (BLC)
CONSTANTINO , SHANNON .8 ISS ASST - ELEM - 9 months	TES	Effective 02/12/2018 transfer from CAFE ASST 5.75 HRS - 9 months (FIE)
HALL , TAMSIN BUS DRIVER/DRIVER TRAINER - 12 months	TRANS	Effective 03/01/2018 transfer from BUS DRIVER – 9 months (TRANS)
MOCK , BRENDA ESE ASST/BUS MONITOR - 9 months	TRANS	Effective 02/05/2018 transfer from CUSTODIAN - 12 months (SLE)

## VI. SUPPORT ACTIONS 2017-2018

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
POLK , AMANDA .8 ISS ASST - ELEM 9 months	DIS	Resignation 03/09/2018
MICHAEL , RUBY .9 ESE ASST BEHAVIORAL HEALTH 9 months	FIE	Resignation 02/02/2018
RONEY , LILIA CAFE ASST 5.75 HRS 9 months	FIE	Resignation 02/23/2018
WILLIAMSON , JOANNA CAFE ASST 4 HRS 9 months	GCJH	Resignation 01/05/2018
HANS , LORRAINE INSTRUCL APPLIC SPECIALIST 12 months	ITS	Retirement 04/27/2018
LAIRD , DEBRA .9 ESE ASST GENERAL 9 months	LAE	Retirement 02/28/2018
MULLINS , MIRANDA CAFE ASST 5 HRS 9 months	LAE	Conclude Employment 02/02/2018
SOBOTTA , TERRIE .8 CLASSROOM ASST 9 months	LAE	Resignation 01/18/2018
YOUNG , JOANETTE .9 ESE ASST BEHAVIORAL HEALTH 9 months	LJH	Resignation 01/23/2018
FRANCISCO , MARCUS ELECTRONICS TECH ASST 12 months	MAINT	Resignation 02/15/2018
STRICKLAND , HANK WAREHOUSER, SENIOR 12 months	MAINT	Retirement 03/30/2018
JOHANBOEKE , LOUISE SCHL SECTY/ADMIN 10 months	MHS	Resignation 02/06/2018

## VI. SUPPORT ACTIONS 2017-2018

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
COMBS , CYNTHIA CAFE ASST 3.5 HRS 9 months	OHS	Resignation 01/26/2018
JONES , NORIKO CAFE ASST 3.5 HRS 9 months	OHS	Resignation 01/31/2018
COWAN , DAVID HEAD CUSTODIAN 12 months	OPE	Resignation 02/15/2018
HERRANS , DIYARI .8 CLASSROOM ASST - ESOL 9 months	OPJH	Resignation 02/16/2018
BELLAMY , DIANA HEAD CUSTODIAN 12 months	OVE	Retirement 06/29/2018
HARRISON , PHYLLIS CAFE ASST 6.75 HRS 9 months	OVE	Retirement 06/06/2018
BAUER , NICOLE .9 ESE ASST GENERAL 9 months	RHS	Conclude Employment 01/30/2018
HIGGINBOTHAM , WENDY ESE SECRETARY 12 months	RHS	Resignation 02/22/2018
ANDERSON , CHARSY .9 TITLE I ASST 9 months	RVE	Resignation 03/02/2018
HAWKINS , BRENDA CAFE ASST 5.75 HRS 9 months	SBJ	Resignation 02/09/2018
GEDEON , LYNDA CUSTODIAN 12 months	SLE	Resignation 02/22/2018
FITZPATRICK , THERESSA ACCTG SUPPT ASST 12 months	STDTS	Resignation 02/15/2018
ORTS-HERNANDEZ , VIVIAN .8 CLASSROOM ASST - ESOL 9 months	TES	Retirement 03/09/2018

**VI. SUPPORT ACTIONS 2017-2018**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name / Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
BONNER , CHARMAINE BUS DRIVER 9 months	TRANS	Retirement 02/07/2018
SCHREIBER , AMANDA BUS DRIVER 9 months	TRANS	Resignation 01/15/2018

**VI. SUPPORT ACTIONS 2017 - 2018**

**F. SUPPLEMENTS**

Name / Assignment

Site

Previous

NONE