

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

April 6, 2023
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I. Administrative Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
NEWELL, MICHELLE LYNN BAF COOR ACCOUNTING 12 MONTH	Business Affairs	Effective 2023-02-14 12 MONTH / interim

I. Administrative Actions

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
GOUIN, SHARI RENEE POE ASST PRINCIPAL EL 12 MO 11 MONTH	Plantation Oaks Elementary	Effective 2023-04-10 / redesignated from / POE ASST PRINCIPAL EL 11 MOS / 11 MONTH
HAYES, MATTHEW DAVID TRN SUPV TRANSPORTATION 12 MONTH	Transportation	Effective 2023-03-13 / redesignated from / AREA MANAGER, TRANSPORTATION / 12 MONTH
STOKES, LORI ANN PES ASST PRINCIPAL EL 12 MO 12 MONTH	Robert M. Paterson Elementary	Effective 2023-03-15 / redesignated from / PES ASST PRINCIPAL EL 11 MOS / 11 MONTH

I. Administrative Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LIBRETTO, LARA LEE CHE ASST PRINCIPAL EL 12 MO 12 MONTH	Clay Hill Elementary	Effective 2023-03-18 /transfer from / SLE ASST PRINCIPAL EL 12 MO
MONTORO, BIANCA BLANCHE SLE ASST PRINCIPAL EL 12 MO 12 MONTH	Shadowlawn Elementary	Effective 2023-03-20 /transfer from / SUPERVISOR OF READING
ROCHE, HEATHER LEE LAE PRINCIPAL, ELEMENTARY 12 MONTH	Lake Asbury Elementary	Effective 2023-03-15 /transfer from / RVE PRINCIPAL, ELEMENTARY
SCHUMACHER, COURTNEY ANNE RVE PRINCIPAL, ELEMENTARY 12 MONTH	Ridgeview Elementary	Effective 2023-03-15 /transfer from / PES ASST PRINCIPAL EL 12 MO
SMITH, BRITTANY DIANE OPE MGR SATELLITE I CAFETERI	Orange Park Elementary	Effective 2023-02-27 /transfer from / FNS MANAGER FOOD SERVICES INTE
SZALA, JENNIFER IRENE DOE MGR SELF CONTAINED I CAFETERI	Discovery Oaks Elementary	Effective 2023-02-26 /transfer from / OPE MGR SATELLITE I

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
AMBURGEY, STEVEN B ITS DIRECTOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	Effective 2023-04-28 RETIREMENT
JOHNSON, SARAH LINDSEY CHE ASST PRINCIPAL EL 12 MO 12 MONTH	Clay Hill Elementary	Effective 2023-03-01 RESIGNATION
NEESE, SHANNON RAE CHE TEACHER, VE/INCLUSION 10 MONTH	Argyle Elementary	Effective 2023-02-11 RESIGNATION
WIAND, SCOTT SHAWN TRN SUPV TRANSPORTATION 12 MONTH	Transportation	Effective 2023-03-10 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

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

A. Certificated - Approve the following job descriptions:

REVISED:

Instructional Division - Certificated Job Descriptions

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

I-2.1.04	Homebound Teacher
I-2.1.07	Inclusion Teacher
I-2.1.12	Strategic Intervention Teacher
I-2.1.20	Behavior Management Teacher
I-2.2.05	Physical Therapist
I-2.2.06	Occupational Therapist/Exceptional Student Education
I-2.2.99	Secondary Gifted Specialist

P-2.2.42 - Resident Clinical Faculty

The current job description has been updated to reflect the most current CCDS certification pathways and evaluator title. Additionally, the required qualification of a minimum of 18 hours of graduate coursework in curriculum & instructional is now a desired qualification, to allow educators with any Master's degree in Education, or education related field to be eligible due to the limited number of CCDS educators with master's degrees in curriculum and instruction.

Job Locator: I-2.1.04

Title: Homebound Teacher

Position Grade: Teacher Salary Schedule

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

Job Description:

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

Responsibilities and duties of this position:

1. Establishes an appropriate schedule of homebound or hospital visits after consultation with school personnel, the parents, and if necessary, the Exceptional Student Education Director.
2. Plans and implements an appropriate academic program for the student based on regular communication with the student's in-school teachers.
3. Acquires from the school the appropriate books and materials for use by the student during his/her absence from school.
4. Reports student progress and attendance to school personnel.
5. Displays an awareness of the individual needs of each student and an understanding of the characteristics exhibited by each student.
6. ~~Be~~ Demonstrates flexible flexibility in responding to evidence that there is a need for changes in a planned activity in order to better meet students' needs.
7. Makes use of a variety of reinforcement in helping students learn and grow.
8. Keeps written records of each student's progress including results of regular re-evaluations.
9. Clearly and accurately communicates needs, progress, status and recommendations regarding students in written reports and in conferences with teachers, parents, administrators, and resource agencies and individuals.
10. Displays an openness to learning and a willingness to change; ~~be~~ is receptive to new ideas and suggestions and takes advantage of opportunities to learn and grow professionally.

Required Qualifications:

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

Desired Qualifications:

1. Experience in teaching more than one academic area.

2. Experience with more than one age-level of students.
3. General knowledge of common childhood illnesses and their effects on children.

Revised: 11/16/1999

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: I-2.1.07

Title: Inclusion Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The teacher is responsible directly to the principal for the instruction, supervision, and evaluation of students.

Responsibilities and duties of this position include:

1. Establish a classroom climate conducive to learning ~~classroom management~~.
2. ~~Demonstrate an interest in and a willingness to assist students inside and outside the classroom.~~
3. Demonstrate personal enthusiasm and generate student enthusiasm motivation.
4. Become alert to the physical needs of the students.
5. Demonstrate preparation of lessons utilizing specially designed instruction (SDI) as called for on the students' Individual Education Plans (IEP).
6. Demonstrate general knowledge of the subject area.
7. Provide direct support to Exceptional Student Education (ESE) students by delivering specially designed instruction to for students of varying abilities through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual needs ~~deprivations~~).
8. Exhibit good judgment with regard to personal feelings of colleagues, parents, and students.
9. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
10. When assigned, serve as a collaborative teaching partner with a general education teacher or support facilitator.
11. Evaluate student's progress and keep appropriate records including data on IEP goals, behavior plans, and the use of accommodations in the classroom.
12. Participate in required ESE meetings and ~~author IEPs~~ serve as Case Manager for assigned ESE students.
13. Perform other duties as requested by the Principal.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Certified in-field for position.

3. Certification in appropriate ESE area to match the Course Code Directory and separate subject area content certifications or the Middle Grades Integrated Curriculum, whichever is appropriate.

Desired Qualifications:

1. Previous teaching experience.
2. Additional professional preparation beyond undergraduate degree.

Approved: 10/20/2005

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: I-2.1.12

Title: Strategic Intervention Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The teacher is responsible directly to the principal for the instruction, supervision, and evaluation of students.

Responsibilities and duties of this position include:

1. Establishes a classroom climate conducive to learning-classroom-management.
2. Demonstrates an interest in and a willingness to assist students inside and outside the classroom.
3. Demonstrates personal enthusiasm and generates student enthusiasm motivation.
4. Becomes alert to the physical needs of the students.
5. Demonstrates preparation of lessons utilizing specially designed instruction (SDI) as called for on the students' Individual Education Plans (IEP).
6. Demonstrates general knowledge of the subject area.
7. Provides for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (~~compensate~~ compensating for individual ~~deprivations~~ needs).
8. Exhibits good judgment with regard to personal feelings of colleagues, parents, and students.
9. Communicates effectively with others and exhibits a willingness to share ideas and talents with colleagues.
10. Evaluates student's progress and keeps appropriate records.
11. Participates in required Exceptional Student Education (ESE) meetings and ~~author IEPs-~~ serves as Case Manager for assigned ESE students.
12. Performs other duties as requested by the Principal.
13. Implements Strategic Intervention Strategies (SIMS) with all assigned students.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate.
2. Certified in-field for position.
3. Certification in appropriate ESE area to match the Course Code Directory and separate subject area content certifications or the Middle Grades Integrated Curriculum, whichever is appropriate.

4. Complete Strategic Intervention Model professional development or activity pursuing this as determined by the District ESE office.

Desired Qualifications:

1. Previous teaching experience.
2. Additional professional preparation beyond undergraduate degree.

Approved: 12/15/2005

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: I-2.1.20

Title: Behavior Management Teacher

Position Grade: Teachers Salary Schedule

Evaluated By: Principal

Job Description:

The Behavior Management Teacher is directly responsible to the principal. He/she serves in a staff relationship with other teachers in the school.

Responsibilities and duties of this position include:

1. Provides contact with the home school principals to help assess grades, discipline, attendance, and the student's impact on the safe school climate.
2. Serves as a site-based resource person to provide positive behavior management support and expertise for all discipline students.
3. Provides behavior management support programs for students as needed and tracks their involvement with school and community resources.
4. Provides instruction in life skills, conflict resolution, peer mediation, self-esteem building and any other area as the need arises.
5. Provides assistance to regular education teachers in identifying and implementing positive behavioral management support techniques.
6. Conducts demonstration lessons and provides coaching to staff in need of classroom management assistance or staff serving students with behavioral difficulties.
7. Supports the school-wide Positive Behavior Interventions and Supports (PBIS) program as directed by the principal.
8. Collects, analyzes and evaluates behavioral data to determine student success.
9. Provides other assistance, as assigned by the principal, in the school's discipline program.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Some experience in positive behavior management techniques.

Desired Qualifications:

1. Previous teaching experience/counseling with at-risk students.

Effective: 06/22/1995

Revised: 06/20/2006

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: I-2.2.05

Title: Physical Therapist

Position Grade: Teacher Salary Schedule

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

Job Description:

The Physical Therapist is directly responsible to the Principal or Director of Exceptional Student Education (ESE).

Responsibilities and duties of this position include:

1. Assists school personnel in the preliminary identification of students who might benefit from physical therapy.
2. Reviews Referrals from schools.
3. Completes appropriate screening and/or evaluation of students referred.
4. Attends ESE staffings regarding Physical Therapy as assigned by the ESE Director.
5. Develops, maintains and reviews Individual Education Plans (IEP)s for students staffed into Physical Therapy.
6. Provides therapy, classroom and/or home programs and alternatives for students referred for physical therapy.
7. Assists in inservice training for parents, teachers, and administrators in the area of physical therapy.
8. Documents Physical Therapy treatments of students using the district adopted documentation system.

Required Qualifications:

- ~~1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Physical Therapy, or~~
2. Florida Licensure as a Physical Therapist.

Desired Qualifications:

1. Master's Degree in Physical Therapy.
2. Experience in providing therapy in public schools.
3. Pediatric experience

Revised: 11/16/1999

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: I-2.2.06

Title: Occupational Therapist (OT)/Exceptional Student Education (ESE)

Position Grade: Teachers Salary Schedule

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

Job Description:

The Occupational Therapist (OT) is directly responsible to the Director of Exceptional Student Education (ESE) or Principal.

Responsibilities and duties of this position include:

1. Assists school personnel in the preliminary identification of students who might benefit from Occupational Therapy.
2. Reviews referrals from schools.
3. Completes appropriate screenings and/or evaluations of students referred.
4. Attends ESE staffings regarding Occupational Therapy as assigned by the ESE Director.
5. Develops, maintains, and reviews Individual Education Plans (IEP)s for students staffed into Occupational Therapy.
6. Provides therapy, classroom and/or home programs and alternatives for students referred for Occupational Therapy.
7. Consults with teachers and other school staff on best practices to improve and maintain Occupational Skills in students.
8. Assists in inservice training for parents, teachers, and administrators in the area of Occupational Therapy.
9. Documents Occupational Therapy treatments of students using the district adopted documentation system.

Required Qualifications:

- ~~1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Occupational Therapy, or~~
2. Florida Licensure as an Occupational Therapist.

Desired Qualifications:

1. Master's Degree in Occupational Therapy.
2. Experience in providing therapy in public schools.

3. Member of the American Occupational Therapy Association

4. Certified by the National Occupational Therapy Registry.

Revised: 11/16/1999

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: I-2.2.99

Title: Secondary Gifted Specialist

Position Grade: Teacher Salary Schedule

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

Job Description:

The Secondary Gifted Counselor is directly responsible to the Director of Exceptional Student Education (ESE) or Assigned ESE Administrator. He/she serves in a consultation role with Gifted and General Education Teachers at area high schools and may provide direct services to students.

Responsibilities and duties of this position include:

1. Provides assistance to teachers serving gifted students with academics and behavioral strategies.
2. Demonstrates model lessons in classrooms.
3. Monitors academic and behavioral progress of at-risk gifted students.
4. Provides the opportunity for individual and group counseling and seminars to all identified gifted students.
5. Provides assistance to students and parents in educational and occupational planning for gifted students.
6. Provides placement services to students by assisting them in making appropriate choices of school subjects/courses of study, and in making transitions from one school level to another, and from school to post-high school education/employment.
7. Consults with parents and acts as a resource person on the growth and development of their children.
8. Provides consultative assistance to schools regarding gifted curriculum and procedures, both on site and via telephone.
9. Works closely with school/administrative staff to ensure that necessary resources are directed to meeting individual students' needs.
10. Assists in disseminating research findings to school staff.
11. Assists Director, as assigned, with other ESE-related responsibilities.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate with certification in at least one ESE exceptionality, Guidance and Counseling, or School Psychology.
2. Two years of successful secondary level teaching experience with gifted students and working with Federal and State procedures for Exceptional Students.

3. Currently possess or eligibility to receive a valid Florida Educator's Certificate with Gifted Endorsement.
4. Direct experience in monitoring or supervising the ESE referral, staffing and Individual Education Plans/ Education Plans (IEP/EP) procedures.
5. Knowledge of Clay County curriculum and gifted curriculum development.

Desired Qualifications:

1. Master's Degree in an area of Exceptional Student Education, Guidance and Counseling, or School Psychology.
2. ~~Currently possess or eligibility to receive a valid Florida Educator's Certificate with Gifted Endorsement.~~
3. ~~Direct experience in monitoring or supervising the ESE referral, staffing and IEP/EP procedures.~~
4. ~~Knowledge of Clay County curriculum and gifted curriculum development.~~
5. Skills in monitoring documentation of ESE procedures and processes, planning and delivering in-service education, and working with parents.

Approved: 03/17/2005

Revised: 08/17/2006

Revised: 04/06/2023

Job Locator: P-2.2.42

Title: Resident Clinical Faculty

Position Grade: Teacher Salary Schedule

Evaluated By: ~~Supervisor~~ Director of Professional Development

Job Description:

The Resident Clinical Faculty is responsible to the ~~Supervisor~~ Director of Professional Development.

Responsibilities and duties of this position include:

1. Recommend and facilitate appropriate placements for pre-interns/interns.
2. Observe and consult with UNF pre-interns and/or interns.
3. Teach seminars/courses for pre-interns for the University of North Florida on UNF main campus or on Professional Development School (PDS) site and participate in curriculum development.
4. Act as university supervisory liaison between the directing teachers and school personnel where pre-interns and interns have been placed in the Professional Development Schools.
5. Serve as a consultant for pre-interns/interns, beginning teachers, and probationary teachers and other teachers requesting peer consultation.
6. Research, create, and facilitate staff development/in-service workshops that deal with effective teaching practices and the State of Florida mandated teacher competencies.
7. Assist the ~~Supervisor~~ Director of Professional Development and Coordinator of Teacher Support in the implementation of the induction programs for approved CCDS teacher induction pathways. ~~Program (T.I.P.) for Clay County / Professional Preparation and Education Competency Program (PEG). Conduct orientations to the program requirements, maintain required databases, conduct training workshops, monitor and evaluate program completion for T.I.P. / P.E.C.~~ induction program participants.
8. Facilitate Clinical Educator Training (CET) and maintain database of CET teachers.
9. Upon request, observe teachers requiring support/resources. Provide consultation and recommendations for the teacher and school administrator.
10. Assigned as Resident Clinical Faculty (RCF) in a Professional Development School (PDS) or PDS partner school.
11. Chair the PDS Internship Team (consisting of the school administrators, interns, directing teachers and the RCF).
12. Coordinate and plan the internship experience.
13. Observe and evaluate University of North Florida pre-interns and interns placed in the PDS.
14. Assist teachers at the PDS in implementing agreed upon instructional changes.

15. Assist with implementing school improvement plans including leading professional development with school faculty/staff.
16. Closely communicate with and keep the ~~Supervisor~~ Director of Professional Development informed of all activities in the partnership with the University of North Florida.
17. Work in partnership with the ~~Professional Learning Facilitators~~ district coaches to support new teachers in all aspects of developing their portfolios.
18. All other duties assigned by the ~~Supervisor~~ Director of Professional Development.

Required Qualifications:

1. Currently employed Clay County teacher with five years of successful teaching experience.
2. Skills in clinical supervision, including mentoring and teacher leadership, through coursework or through practice as a directing teacher, department head or peer teacher.
3. Training as a Clay Assessment System Observer/Evaluator (or must be completed within 3 months).
4. Clinical Educator Training (or must be completed within 3 months) and willingness to gain state trainer status in C.E.T.
5. Master's or higher degree in Education or an education-related field ~~with a minimum of 18 graduate semester hours in Curriculum and/or Instruction coursework.~~
6. Currently possess, or be eligible to receive, a valid Florida Educator's Certificate.

Desired Qualifications:

1. A minimum of 18 graduate semester hours in Curriculum and/or Instruction coursework.
2. A willingness to pursue advanced credentials at UNF.
3. Training in educational research.
4. Recent experience as a facilitator/presenter for inservice training.
5. Recent school-based/classroom experience.
6. Diverse educational experiences.

Effective: 04/20/1989

Revised: 09/20/1990

Revised: 03/16/1995

Revised: 12/18/1997

Revised: 03/16/2000

Revised: 09/19/2002

Revised: 08/17/2006

Revised: 02/17/2011

Revised: 03/02/2017

Revised: 06/07/2018

Revised: 08/06/2020

Revised: 04/06/2023

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

As a response to the OPPAGA Audit to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. This month, the following Support job descriptions relating to Classroom Assistants within the Instructional Division have been carefully reviewed and revised. In an effort to update the Required Qualifications for each position, Human Resources and the Instructional Division have collaborated to provide clear and concise language regarding the Required Qualifications. These revisions will enable the District to clearly communicate the requirements for each position, thus increasing the ability to attract and retain qualified applicants.

C-3.7.02	Title I Assistant
C-3.7.03	Classroom Assistant (PreKindergarten)
C-3.7.04	Classroom Assistant (General)
C-3.7.05	Computer Lab Assistant
C-3.7.07	Exceptional Student Education (ESE) Assistant
C-3.7.15	ISS Assistant

Job Locator: C-3.7.02

Title: Title I Assistant

Position Grade: Support Salary Schedule

Evaluated By: School Administrator

Job Description:

Assists teacher(s) in the implementation of reading, math and science programs designed to meet the specific academic needs of the student. Assists the teacher by working with small groups or assisting students one on one in order for them to develop necessary reading and math skills, using technology-based instructional techniques as appropriate. Maintains individual student folders containing pertinent information regarding the student's performance.

Responsibilities and duties of this position include:

1. Assists students one-on-one or in small groups to guide and assist students in reading, math, science and enrichment.
2. Provides assistance to students who are working in small groups or independently on assignments.
3. Prepares and/or assists in the preparation and set-up of materials, supplies, visual enhancements, and activities for daily lessons, unit work and the classroom in general. Maintains an inventory of supplies and recommends the amount needed to be ordered.
4. Maintains student folders or portfolios that document student progress toward learning goals.
5. Monitors children's behavior during mealtimes, arrival and departure from school, and/or field trips to ensure the safety of students and school rules.
6. Assembles and prepares bulletin board displays of student work or educational themes and materials to enhance student learning.
7. Performs other duties of a similar nature or level.

Required Qualifications:

- ~~1. High School diploma or equivalent.~~
- ~~2. Desire to work with children.~~
- ~~3. Basic computer knowledge (IBM, Macintosh, Apple IIe).~~
- ~~4. Effective March 22, 2002, new hires must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years (60 credit hours minimum) of coursework in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.~~
- ~~5. Effective January 8, 2006, existing jobholders must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours~~

minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.

6. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV,A.6.).

1. **Title One Schools:**

- a. High School diploma or equivalent and
- b. ONE of the following:
 - i. Associate's degree from an accredited institution OR
 - ii. Sixty (60) credits minimum from an accredited institution OR
 - iii. Pass score (464) on the Praxis Paraprofessional test

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

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

places, and exposure to heat or chemicals.				
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Desired Qualifications:

1. Experience in computer database functions.

Board Approved: 05/20/1993

Revised: 09/15/1994

Revised: 05/16/1996

Revised: 02/29/1997

Revised: 10/21/1999

Revised: 03/21/2002

Revised: 11/19/2002

Revised: 04/20/2006

Revised: 05/06/2021

Revised: 04/06/2023

Job Locator: C-3.7.03

Title: Classroom Assistant (Prekindergarten)

Position Grade: Support Salary Schedule

Evaluated By: Principal

Job Description:

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher-planned activities, including appropriate technology-based instructional activities, and encourages exploration through play.

Responsibilities and duties of this position include:

1. Assists in the instruction process by working with small groups of students or individuals in understanding lesson plans or by reinforcing material.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
4. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
5. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes and distributes student work and notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Assists in serving breakfast and lunch.
9. Performs other duties of a similar nature or level.

Required Qualifications:

- ~~1. High School diploma or equivalent.~~
- ~~2. Desire to work with children.~~
- ~~3. Must have successfully completed the 40-hour training requirement in child care, as referenced in F.S. 402.305(2)(d)1, or, within 90 days of hire, must begin training to meet the 40-hour training requirement. Must successfully complete training within one year of initiation of training.~~
- ~~4. If assigned to a school qualifying as a "School-wide Project" as defined by Federal Title I legislation, existing jobholders must, by January 8, 2006, possess an Associate's Degree from a regionally~~

accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.

- 5. ~~Effective March 22, 2002, new hires assigned to "School wide Projects" must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.~~
- 6. ~~Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193-IV.A.6.)~~
- 7. ~~Effective the beginning of the 2011-2012 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009).~~

1. Non Title One Schools:

- a. High School diploma or equivalent

2. Title One Schools ONLY:

- a. High School diploma or equivalent and
- b. ONE of the following:
 - i. Associate's degree from an accredited institution OR
 - ii. Sixty (60) credits minimum from an accredited institution OR
 - iii. Pass score (464) on the Praxis Paraprofessional test

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

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

Board Approved: 05/20/1993

Revised: 02/20/1997

Revised: 10/21/1999

Revised: 09/20/2001

Revised: 03/21/2002

Revised: 11/19/2002

Revised: 04/20/2006

Revised: 11/17/2009

Revised: 05/20/2010

Revised: 04/06/2023

Job Locator: C-3.7.04

Title: Classroom Assistant (Generic)

Position Grade: Support Salary Schedule

Evaluated By: School Administrator

Job Description:

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher planned activities and encourages exploration through play.

Responsibilities and duties of this position include:

1. Assists in the instructional process by providing differentiated instruction to small groups and individual students by reinforcing material and using technology-based instructional techniques as appropriate.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and organizes and distributes student work and notices to be sent home.
3. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
4. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc. Trained to assist in the clinic as necessary.
5. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Assist with school based and state assessments.
7. Assist schools with PBIS and MTSS tracking and data entry.
8. Performs other duties of a similar nature or level.

Required Qualifications:

- ~~1. High School diploma or equivalent.~~
- ~~2. Desire to work with children.~~
- ~~3. ESOL Assistants must possess bilingual skills in the language of concentration. ESOL Assistants are not required to be Highly Qualified unless they are assigned to a Title 1 school. Their primary function is to be able to facilitate communication between teacher, student and home. They do not plan for instruction but support the students based on assignments from the teacher.~~
- ~~4. Effective March 1, 2008, all Classroom Assistants (Generic) assigned to Bannerman Learning Center must have successfully completed SCM.~~

5. ~~Classroom Assistants must be Highly Qualified with an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed the Praxis Parapro.~~

1. Non Title One Schools

a. High School diploma or equivalent

2. Title One Schools ONLY:

a. High School diploma or equivalent and

b. ONE of the following:

i. Associate's degree from an accredited institution OR

ii. Sixty (60) credits minimum from an accredited institution OR

iii. Pass score (464) on the Praxis Paraprofessional test

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

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

places, and exposure to heat or chemicals.				
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Board Approved: 05/20/1993

Revised: 2/20/1997

Revised: 10/21/1999

Revised: 09/20/2001

Revised: 03/21/2002

Revised: 11/19/2002

Revised: 04/20/2006

Revised: 10/18/2007

Revised: 02/19/2009

Revised: 11/17/2009

Revised: 05/20/2010

Revised: 09/15/2016

Revised: 05/06/2021

Revised: 04/06/2023

Job Locator: C-3.7.05

Title: Computer Lab Assistant

Position Grade: Support Salary Schedule

Evaluated By: ~~Principal~~ School Administrator

Job Description:

Assists and monitors students in the computer lab completing class assignments, utilizing technology-based instructional techniques as appropriate. Monitors their behavior and maintains order within the computer lab. Prepares reports to teachers concerning student performance.

Responsibilities and duties of this position include:

1. Monitors and assists students while they complete their lessons on the computer in the lab.
2. Compiles and provides reports to teachers and guidance counselors regarding student progress in the lab.
3. Coordinates classes offered including informing teachers and guidance counselors of classes available, enrolling students, and scheduling classes.
4. Consults with teachers and guidance counselors regarding student progress and individual learning programs to assist instructional staff.
5. Cleans, checks, arranges and/or performs repairs to the computer equipment, as needed.
6. Investigates and resolves software or network problems, as needed.
7. Decorates classroom using seasonal and educational materials in order to provide an atmosphere conducive to student learning.
8. Performs other duties of a similar nature or level.

Required Qualifications:

- ~~1. High School diploma or equivalency.~~
- ~~2. Prior experience operating and using personal computers and educational software.~~
- ~~3. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "School-wide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (48 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.~~
- ~~4. Effective March 22, 2002, new hires assigned to "School-wide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have~~

completed two years of coursework (48 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.

- 5. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. Consent Decree, U.S. District Court, Miami Division, Case No. 990-193-IV.A.6.)
- 6. Effective the beginning of the 2011-2012 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009).

1. Non Title One Schools

- a. High School diploma or equivalent

2. Title One Schools ONLY:

- a. High School diploma or equivalent and
- b. ONE of the following:
 - i. Associate's degree from an accredited institution OR
 - ii. Sixty (60) credits minimum from an accredited institution OR
 - iii. Pass score (464) on the Praxis Paraprofessional test

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

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to drafts, noise,			X	

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

Board Approved: 05/20/1993

Revised: 02/20/1997

Revised: 10/21/1999

Revised: 09/20/2001

Revised: 03/21/2002

Revised: 11/19/2002

Revised: 04/20/2006

Revised: 11/17/2009

Revised: 05/20/2010

Revised: 04/06/2023

Job Locator: C-3.7.07

Title: Exceptional Student Education (ESE) Assistant

Position Grade: Support Salary Schedule

Evaluated by: School Administrator

Job Description:

Assists in the classroom education and daily living instruction of exceptional students. Assists instructional staff by participating in small group lessons or on a one-to-one basis, using technology-based instructional techniques as appropriate. Provides observation to assist in the identification or attainment of performance objectives or special problems. Prepares materials and supplies for daily lessons, unit work and art projects.

Responsibilities and duties of this position include:

1. Assists in academic, physical and/or safety instruction by working with students individually or in a group setting as directed by the teacher.
2. Observes students as they complete work assignments in order to identify areas in need of development.
3. Accompanies students to the lavatory, cafeteria, clinic and around campus to assist them as needed in proper skills and etiquette needed for a particular situation.
4. Interprets communication to and from students with speech and/or hearing impairments as needed.
5. Monitors student arrival, departure and/or transport to and from school including preparing them to go home, and assisting them onto and off of the proper bus to ensure their safety.
6. Monitors students during recess and resource classes (physical education, music, art, media, technology, etc.) in order to ensure student safety.
7. Records, types and files pertinent information concerning students for the teachers', administrators' and parents' review.
8. Prepares materials and supplies for daily lessons, unit work and art projects, including developing games or instructional material, creating samples and copying material.
9. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
10. Organizes processes and distributes student work and notices to be sent home.
11. Assist with school based and state assessments.
12. Assists in meeting students' hygiene needs, such as diapering, hand washing and other applicable daily living skills.
13. May transport students in district-owned vehicles to participate in community-based instructional programs.
14. Performs other duties of a similar nature or level.

Required Qualifications:

- ~~1. High School diploma or equivalent~~

- ~~2. Effective beginning the 2022-2023 school year, ESE Assistants at all Non-Title 1 schools must possess an Associate's degree from an accredited institution, or must have completed two years of coursework (60 credit hours minimum) from an accredited institution, or must pass the ParaPro assessment that includes reading, writing and math prior to the end of the current school year.~~
- ~~3. ESE Assistants at all Title I schools must possess an Associate's degree from an accredited institution, or must have completed two years of coursework (60 credit hours minimum) from an accredited institution, or must pass the ParaPro assessment that includes reading, writing and math.~~
- ~~4. ESE Assistants hired as a Behavioral Health Assistant must successfully complete Safe Crisis Management (SCM) training within the first 6 months of employment. All ESE Assistants assigned to Bannerman Learning Center must successfully complete SCM.~~
- ~~5. ESE Assistants hired as a Behavioral Health Assistant or General Health Assistant must successfully complete the training requirements for CPR, First Aid and Medication Administration as required by Federal Medicaid regulations. Training will be provided by the School Board during contracted working hours at the employee's regular rate of pay and must be completed within six (6) months of employment.~~
- ~~6. General Health Assistants must be able to lift 35 pounds.~~
- ~~7. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one (1) year of the receipt of the ESOL student. (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6)~~
- ~~8. If transportation of students is a routine part of the assigned duties: must have a valid Florida driver's license and a safe driving record prior to employment; must maintain the same while employed. The definition of "safe driving record" shall be as established in the District's Safe Driver Plan.~~

1. Non Title One Schools

- a. High School diploma or equivalent

2. Title One Schools ONLY:

- a. High School diploma or equivalent and
- b. ONE of the following:
 - i. Associate's degree from an accredited institution OR
 - ii. Sixty (60) credits minimum from an accredited institution OR
 - iii. Pass score (464) on the Praxis Paraprofessional test

3. ESE Behavior Health Assistants must complete the following training within 6 months of employment.

All training is provided by the District

- a. Safe Crisis Management (SCM)
- b. First Aid
- c. CPR
- d. Medication Administration as required by Federal Medicaid regulations.

4. ESE General Health Assistants must complete the following training within 6 months of employment.

All training is provided by the District.

- a. First Aid
- b. CPR
- c. Medication Administration as required by Federal Medicaid regulations.
- d. NOTE: General Health Assistants must be able to lift 35 pounds.

5. If transportation of students is a routine part of the assigned duties: must have a valid Florida Driver's License and a safe driving record prior to employment; must maintain the same while employed. The definition of "safe driving record" shall be as established in the District's Safe Driver Plan.

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

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

Board Approved: 05/20/1993

Revised: 02/20/1997

Revised: 10/21/1999

Revised: 02/15/2001

Revised: 09/20/2001

Revised: 03/21/2002

Revised: 04/11/2002

Revised: 12/19/2002

Revised: 02/19/2004

Revised: 03/18/2004
Revised: 06/17/2004
Revised: 04/20/2006
Revised: 05/17/2007
Revised: 10/18/2007
Revised: 02/21/2008
Revised: 02/19/2009
Revised: 11/17/2009
Revised: 05/20/2010
Revised: 05/06/2021
Revised: 06/30/2022
Revised: 04/06/2023

Job Locator: C-3.7.15

Title: ISS Assistant

Position Grade: Support Salary Schedule

Evaluated By: School Administrator

Job Description:

Assists students, who are removed from class for disciplinary reasons, in completing assignments provided by the classroom teacher. Utilizes technology-based instructional techniques as appropriate.

Responsibilities and duties of this position include:

1. Assists in the instructional process by working with small groups of students or individuals in completing lessons, reinforcing material provided by the classroom teacher or utilizing technology- based instructional techniques.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons.
3. Monitors the behavior of ISS students who are removed from class for disciplinary reasons.
4. Assists with general clerical duties, in the clinic as needed, and with supervision of students during the school day.
5. Organizes the classroom /ISS room in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes, distributes and collects student work and provides notices to be sent home.
7. Documents MTSS for Behavior Interventions to support students and schoolwide PBIS initiatives.
8. Performs other duties of a similar nature or level.

Required Qualifications:

- ~~1. Must be a high school graduate or have passed the GED equivalency examination.~~
- ~~2. Desire to work with children.~~
- ~~3. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "School wide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.~~
- ~~4. Effective March 22, 2002, new hires assigned to "School wide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have~~

completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.

- 5. ~~Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.)~~
- 6. ~~Effective the beginning of the 2011-2012 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)~~

1. Non Title One Schools

- a. High School diploma or equivalent

2. Title One Schools ONLY:

- a. High School diploma or equivalent and
- b. ONE of the following:
 - i. Associate's degree from an accredited institution OR
 - ii. Sixty (60) credits minimum from an accredited institution OR
 - iii. Pass score (464) on the Praxis Paraprofessional test

3. ESE Behavior Health Assistants must complete the following training within 6 months of employment. All training is provided by the District

- a. Safe Crisis Management (SCM)
- b. First Aid
- c. CPR
- d. Medication Administration as required by Federal Medicaid regulations.

4. ESE General Health Assistants must complete the following training within 6 months of employment. All training is provided by the District.

- a. First Aid
- b. CPR
- c. Medication Administration as required by Federal Medicaid regulations.
- d. NOTE: General Health Assistants must be able to lift 35 pounds.

5. If transportation of students is a routine part of the assigned duties: must have a valid Florida Driver's License and a safe driving record prior to employment; must maintain the same while employed. The definition of "safe driving record" shall be as established in the District's Safe Driver Plan.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds		x		
Lifting/carrying object between 21-50 pounds			x	
Standing for sustained period of time		x		

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

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

Board Approved: 05/20/1993

Revised: 02/20/1997

Revised: 10/21/1999

Revised: 09/20/2001

Revised: 03/21/2002

Revised: 11/19/2002

Revised: 04/20/2006

Revised: 11/17/2009

Revised: 05/20/2010

Revised: 05/06/2021

Revised: 04/06/2023

II. JOB DESCRIPTION ACTIONS

C. Miscellaneous - Approve the following job descriptions:

REVISED:

Changing the titles of these job descriptions from Lead School Safety Officer to Lead Guardian/School Safety Technician and School Safety Officer to School Guardian, correctly identify these positions and reduce confusion with other agencies, reflecting that they are non-law enforcement positions. The revised job descriptions accurately identify the actual duties, functions and new expectations of the positions since their inception in June 2018. The growth within the District and the ever-changing, increasing safety and security requirements and mandates have made it imperative to ensure that all requirements of Florida Statutes are clearly defined, as well as provide additional support to the School Safety Specialist in his or her duties.

C-3.1.16 School Guardian

C-3.1.17 Lead School Safety Officer

Job Locator Number: C-3.1.16

Title: ~~School Safety Officer~~ School Guardian

Position Grade: Miscellaneous Salary Schedule

Evaluated By: ~~Director of Support Services~~ School Safety Specialist/Designee

Job Description:

Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are school district personnel, hired for the specific purpose of serving as a School Guardian.

The ~~School Safety Officer~~ School Guardian will be responsible to the ~~Director of Support Services~~ School Safety Specialist/Designee. This position exists to perform highly responsible administrative work as identified through ~~s. F.S. 1006.7 (6)~~. This position is tasked to ensure that all mandated requirements by the Office of Safe Schools within the Department of Education are implemented and followed as defined as well as all safety and security policies/directives of the Clay County School Board and the Superintendent of Schools. The armed ~~School Safety Officer~~ Guardian position shall have no law enforcement authority, except to the extent necessary to prevent or actively respond to an active assailant incident on Clay County District Schools' properties. The ~~School Safety Officer~~ Guardian will work collectively with the Principal at each school to identify and implement strategies related to ensuring safety on campus while maintaining a peaceful environment; and ~~deter crime, and conduct preliminary inquiries into violations of school board policies on school property or at school-sponsored events.~~ The School Safety Officer will have the responsibility for performing a variety of duties related to protecting students, school staff, visitors, equipment, facilities, and school grounds at the request of the site administrator and under the supervision and direction of the School Safety Specialist/Designee ~~Director of Support Services~~.

Responsibilities and duties of this position include:

1. Maintains confidentiality at all times.
2. Provides security and surveillance to the school campus, including patrolling parking lots and school grounds.
3. Provides security to school and district functions, including after school and extracurricular activities when as needed.
4. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
5. Communicates with the School Safety Specialist/Designee ~~Director of Support Services~~, school administrators, students, parents, and staff, and community members regarding safety and security related concerns and issues; works cooperatively with local law enforcement, other agencies and other district personnel as needed.
6. Communicates District and/or State school policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
7. Responds to emergency situations and takes appropriate actions in accordance with established guidelines and State Laws ~~provides basic first aid services as needed.~~

8. Monitors students, staff, visitors, vendors, etc. within a variety of school environments (e.g. rest rooms, grounds, hallways, media center, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of all persons on school district grounds ~~students and personnel.~~
9. Continuous heightened awareness of his or her surroundings.
10. Reads and responds to email communications from district and school-based administration.
11. Builds relationships with the county's and/or local municipalities law enforcement agency, fire rescue, students and stakeholders ~~and assists with character education development.~~
- ~~12. Supervises common areas in order to protect all stakeholders on school grounds.~~
- ~~13. Manages school access by monitoring gates and other points of entry throughout the school to ensure that students possess permission to leave school grounds, parents are directed to the main office, and visitors are authorized to be on campus.~~
- ~~14. Assists administration in performing searches of students and school property.~~
15. Assists in suppressing Suppresses disturbances and security incidents according to district established policies and guidelines.
16. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
17. Assists District personnel, school administration and law enforcement with annual and on-going school campus threat assessments.
18. Utilizes and monitors surveillance technology to ensure campus safety.
19. Serves on the school safety committee ~~and assists with student crime watch programs.~~
20. Assists with and monitors school safety drills ~~under the direction of administration.~~
- ~~21. Supports school with the implementation of behavioral health services.~~
22. ~~Serves as a district representative~~ May be assigned to provide security if emergency shelters are open.
23. Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no times will traffic control and or directing traffic be permitted by the a School Guardian ~~Safety Officer.~~
24. Performs other related tasks/duties as assigned.

Required Qualifications:

1. Must possess a high school diploma (or equivalency).
2. Must be 21 years of age or older.
3. Experience or training in a safety or security related field or any equivalent combination of education and experience is preferred.

4. Read, write, speak, and understand standard English.
5. Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
6. Must be able to successfully complete ongoing training and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.
7. Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the "Guardian" appointment throughout employment in this position.
8. Must successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:
 - a. 80 hours of firearms training.
 - b. 16 hours of instruction in precision pistol.
 - c. 8 hours of discretionary shooting instruction using approved simulator exercises.
 - d. 8 hours of instruction in defensive tactics.
 - e. 8 hours of instruction in active shooter or assailant scenarios.
 - f. 12 hours of instruction in legal issues.
 - ~~g. Must pass a psychological evaluation.~~
 - h. Must complete at least 12 hours of a certified nationally recognized diversity training program.
 - i. De-escalation training
 - j. Must submit to and pass an initial drug test and subsequent random screenings throughout employment.
 - k. Must successfully pass a comprehensive employment background check, and psychological evaluation, ~~and drug screening~~.
 - l. A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position.
 - ~~m. Must be 21 years of age or older.~~

Desired Qualifications:

1. Three years of work in law enforcement, safety, security, and/or military field.
2. Coursework or training in ~~eriminal justice~~ or related field.

3. Awareness of tenets and trauma informed care and mental health resources.

Work Context:

Requires sitting, standing, walking, use of stairs, and running ~~to coordinate work~~. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts and with other agencies ~~the public~~. Must interact professionally with all law enforcement/fire rescue with the ability to calmly assess solutions and or implement processes during critical events.

Physical Environment:

Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. ~~R~~May requires travel to schools other than assigned and/or other work sites within the District.

Approved: 05/03/2018

Revised: 06/07/2018

Revised: 04/06/2023

Job Locator Number: C-3.1.17

Title: Lead Guardian/School Safety Technician Officer

Position Grade: Miscellaneous Salary Schedule

Evaluated by: ~~Director of Support Services~~ School Safety Specialist/Designee

Job Description:

Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are school district personnel, hired for the specific purpose of serving as a School Guardian. The Lead Guardian/School Safety Technician Officer will be responsible to the ~~Director of Support Services~~ School Safety Specialist/Designee. ~~This position exists to perform highly responsible administrative work as identified through s.1006.7 (6).~~ This position is tasked to ensure that all mandated requirements by the Office of Safe Schools within the Department of Education are implemented and followed as defined as well as all safety & security policies/directives of the Clay County School Board and the Superintendent of Schools. The armed Lead Guardian/School Safety Technician Officer position shall have no law enforcement authority, except to the extent necessary to prevent or actively respond to an active assailant incident on Clay County District Schools' properties. The Lead Guardian/School Safety Technician Officer will work collectively with the Director of Support Services, Principal and the School Safety Officer at each school to identify and implement strategies related to ensuring safety on campus while maintaining a peaceful environment, deter crime, and conduct preliminary inquiries into violations of school board policies on school property or at school-sponsored events. ~~The Lead School Safety Officer will supervise and support the activities of the School Safety Officer within their sector.~~

Responsibilities and duties of this position include:

1. As a member of the Office of Safety and Security, the Lead will provide assistance to the School Safety Specialist/Designee, Controlled Access, Video Surveillance, District Police Department and School Guardians. ~~Provide leadership for school based Safety Officers.~~
2. Maintains confidentiality at all times.
3. Conducts routine inspections; provides support; meets with school administrative staff, School Guardians, ~~Safety Officer(s)~~ and other and agency District personnel.
4. Provides additional security and surveillance to the multiple school campuses es in a single day, which includes patrolling parking lots, school grounds and other school district owned facilities.
5. Gathers and maintains reports and paperwork to include sensitive and confidential information.
6. Coordinates and assists in Critical Infrastructure Inspections/Threat Assessments.
7. ~~Serves as liaison with outside law enforcement and fire rescue agencies.~~
8. Assists with Florida Safe Schools Assessment Tool (FSSAT) campus walk through district-wide.
9. Assists with scheduling and conducting training for School Guardians.

10. Daily staff roster duties to ensure School Guardian coverage and compliance with Florida State Statutes.
11. Assists with logistics of the District School Guardian Program.
12. Performs other related tasks/duties as assigned.

Responsibilities and duties of this position MAY include:

1. Serves as liaison with outside law enforcement and fire rescue agencies.
2. Provides security to school and district functions, including after school and extra-curricular activities when needed.
3. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
4. Communicates with the ~~Director of Support Services~~ School Safety Specialist/Designee, school administrators, guardians, students, ~~parents,~~ and staff, ~~and community members~~ regarding safety and security related concerns and issues; works cooperatively with local law enforcement and other district personnel as needed.
5. Communicates school policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
6. Responds to emergency situations and coordinates appropriate actions in accordance with established guidelines ~~and provides basic first aid services as needed.~~
7. ~~Monitors students within a variety of school environments (e.g. rest rooms, grounds, hallways, media center, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students and personnel.~~
8. ~~Corresponds~~ Communicates with district and school-based administration through email communications, telephone, etc.
9. Establishes professional working relationships with ~~the schools~~ local law enforcement agencies, ~~as well as local fire rescue agency,~~ students staff, and stakeholders and other outside agencies ~~and assists with character education development.~~
10. ~~Supervises common areas in order to protect all stakeholders on school grounds.~~
11. ~~Manages school access by monitoring gates and other points of entry throughout the school to ensure that students possess permission to leave school grounds, parents are directed to the main office, and visitors are authorized to be on campus.~~
12. Assists administration in performing searches of students and school property.
13. Suppresses disturbances and security incidents according to district established policies and guidelines.

14. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
15. Assists with the development of ~~Develops~~ threat assessments in coordination with school administration and local law enforcement.
16. Utilizes and monitors surveillance technology to ensure campus safety at multiple schools.
17. ~~Serves on the school safety committee and assists with student crime watch programs.~~
18. Assists with and monitors school safety drills ~~under the direction of administration.~~
19. ~~Supports school with the implementation of behavioral health services.~~
20. Serves as security ~~a district representative~~ if emergency shelters are open.
21. Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no times will traffic control and or directing traffic be permitted by the Lead Guardian/School Safety Technician ~~School Safety Officer~~.

Required Qualifications:

1. Must possess a high school diploma (or equivalency).
2. Must be 21 years of age or older.
3. Experience or training in a safety and/or security related field or any equivalent combination of education and experience is preferred.
4. Read, write, speak, and understand standard English.
5. Must possess and maintain a valid Florida Drivers License for at least three (3) years.
6. Must obtain a State of Florida (s.790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
7. Must be able to successfully complete ongoing training and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.
8. Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act.
9. Must obtain and maintain the "Guardian" appointment throughout employment in this position.
10. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

11. Must maintain a safe driving record while employed.
12. Must successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:
 - a. 80 hours of firearms training.
 - b. 16 hours of instruction in precision pistol.
 - c. 8 hours of discretionary shooting instruction using approved simulator exercises.
 - d. 8 hours of instruction in defensive tactics.
 - e. 8 hours of instruction in active shooter or assailant scenarios.
 - f. 12 hours of instruction in legal issues.
 - g. ~~Must pass a psychological evaluation.~~
 - h. Must complete at least 12 hours of a certified nationally recognized diversity training program.
 - i. De-escalation training
 - j. Must submit to and pass an initial drug test and subsequent random screenings throughout employment.
 - k. Must successfully pass a comprehensive employment background check; and psychological evaluation; ~~and drug screening.~~
 - l. ~~A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position. Must be 21 years of age or older.~~

Desired Qualifications:

1. Five years of work in law enforcement, safety, security, and/or military field.
2. Three years supervisory experience.
3. Knowledge of Florida School Law.
4. Coursework or training in ~~eriminal justice or~~ related field.
5. ~~Awareness of tenets and trauma informed care and mental health resources.~~

Work Context:

Requires sitting, standing, walking, use of stairs, and running ~~to coordinate work~~. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts

and with other agencies ~~the public~~. Must interact professionally with all law enforcement/fire rescue with the ability to calmly assess solutions and or implement processes during critical events.

Physical Environment:

Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. Requires travel to schools and work sites within the District.

Approved: 06/07/2018

Revised: 04/06/2023

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
CHAPUT, WAYNE HENRY RHS TEACHER, BUSINESS ED 10 MONTH	Ridgeview High School	Effective 2023-03-06 10 MONTH / interim
CONSIDINE, FRANCIS ROBERT OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2023-02-28 10 MONTH / interim
DILLMAN, ALLEN HOWARD CHS TEACHER, INDUSTRIAL ED 10 MONTH	Clay High	Effective 2023-03-06 10 MONTH / interim
EDWARDS, JACQUELIN RAE CHE TEACHER, VE/INCLUSION 10 MONTH	Clay Hill Elementary	Effective 2023-03-09 10 MONTH / interim
HAYNES, MATTHEW ELIJAH OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2023-03-07 10 MONTH / interim
KELLEY, ESTHER ANNE ESE TEACHER, HOSP/HOMEBND 10 MONTH	Exceptional Student Education	Effective 2023-02-21 10 MONTH / interim
NEWMANS, SARAH LYNN WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2023-02-27 10 MONTH / interim
RAUTH, MEGAN LOUISE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Grove Park Elementary	Effective 2023-03-01 10 MONTH / interim
ROBINSON, LASANDRA ROCHELLE RHS TEACHER, FAMILY/CONSUMER 10 MONTH	Ridgeview High School	Effective 2023-02-21 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>Effective/Action</u>
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III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
FERNANDEZ, JASON MICHAEL KHH VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights High School	Effective 2023-03-20 /transfer from / BLC VE SELF- CONTAINED-EBD
MORRISON, LAURIE LEE MHS TEACHER, READING, SH 10 MONTH	Coppergate Elementary	Effective 2023-05-08 /transfer from / CGE TEACHER, SC, FIFTH GR
PRESSLER, HEATHER KEITH SIP CURRICULUM COACH/TRAINER 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2023-03-20 /transfer from / TEACHER, READING/LANG ARTS

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	BATTEIGER, ANN ELIZABETH ROE TEACHER, PRE-KDG ESE 10 MONTH	Rideout Elementary	Effective 2023-05-30 RETIREMENT
	BELL, DREW CURRY KHE VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights Elementary	Effective 2023-05-30 RESIGNATION
	COE, KAYLA TUCKER KHE TEACHER, SC, SECOND GR 10 MONTH	Keystone Heights Elementary	Effective 2023-05-30 RESIGNATION
	CONLON, DIANE M FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 RETIREMENT
0.6	DUKE, JESSICA IRENE ESE TEACHER, SPEECH CLINICIAN LNG TRM	Exceptional Student Education	Effective 2023-05-30 RESIGNATION
	FRANKER, ANGELA RACHELLE PES TEACHER, SC, SECOND GR 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 RESIGNATION
	FREEMAN, RACHEL C INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-03-06 RESIGNATION
	GREGORIUS, KEVIN B CHS TEACHER, INDUSTRIAL ED 10 MONTH	Clay High	Effective 2023-02-17 RESIGNATION
	HOPPER, CAROLYN GRACIE TBE TEACHER, SC, FOURTH GR 10 MONTH	Thunderbolt Elementary	Effective 2023-05-30 RESIGNATION
	HOWE, ANDREA BELLE CGE TEACHER, SC, FOURTH GR 10 MONTH	Coppergate Elementary	Effective 2023-02-17 CONCLUDE EMPLOYMENT
	HUMAN, LYNN A ROE TEACHER, PRE-KDG ESE 10 MONTH	Rideout Elementary	Effective 2023-05-30 RETIREMENT
	JOSHUA, SARAH ALICE SIP CURRICULUM COACH/TRAINER 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2023-02-24 RESIGNATION
	KEIR, MICHELLE C KHH TEACHER, FOREIGN LANG, SH 10 MONTH	Keystone Heights High School	Effective 2023-05-30 RETIREMENT
	LEHAYAN, RHEA LUCENO KHE TEACHER, SC, FOURTH GR 10 MONTH	Keystone Heights Elementary	Effective 2023-05-30 RESIGNATION
	LESLIE, JORDAN ALENE TBE TEACHER, SC, FIRST GR 10 MONTH	Thunderbolt Elementary	Effective 2023-03-03 RESIGNATION
	LOSCO, PAULA LYNN RVE TEACHER, SC, SIXTH GR 10 MONTH	Ridgeview Elementary	Effective 2023-02-09 RESIGNATION
	LOWERY, CHERISH ELAINE KHE TEACHER, SC, SIXTH GR	Keystone Heights Elementary	Effective 2023-05-30 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
10 MONTH		
LUBERICE, LOIS RHS TEACHER, VE/INCLUSION 10 MONTH	Ridgeview High School	Effective 2023-01-30 RESIGNATION
MACLEAN, JAMES P OVE TEACHER, SC, THIRD GR 10 MONTH	Oakleaf Village Elementary	Effective 2023-05-30 RETIREMENT
MILLER, KAREN B WES TEACHER, SC, SIXTH GR 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 RETIREMENT
MULVANEY, LAUREL RENAE MHS TEACHER, READING, SH 10 MONTH	Middleburg High	Effective 2023-03-10 RESIGNATION
NAFT, GILBERT LES TEACHER, SC, FOURTH GR 10 MONTH	Lakeside Elementary	Effective 2023-05-30 RESIGNATION
NELSON, VICTORIA LYNN LES TEACHER, SC, FIFTH GR 10 MONTH	Lakeside Elementary	Effective 2023-03-03 RESIGNATION
SCOTT, DEBRA GAYLE FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 RETIREMENT
SMEDLEY, MEAGAN POWELL WES TEACHER, SC, FIFTH GR 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 RESIGNATION
STANSBERRY JR, REESE E FIH TEACHER, TECHNOLOGY ED 10 MONTH	Fleming Island High School	Effective 2023-05-30 RESIGNATION
STANSBERRY, TONYA FAYE FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 RESIGNATION
TRIULZI, LAURA L ESE TEACHER, VISUALLY IMPAIRED 10 MONTH	Keystone Heights High School	Effective 2023-05-30 RESIGNATION
VERBOORT, DEANNA MARA LES TEACHER, PRE-KDG ESE 10 MONTH	Lakeside Elementary	Effective 2023-05-30 RESIGNATION
WALTBILLIG, ANGELA MEYN LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-05-30 RESIGNATION
WATTS, BILLY V MHS TEACHER, SCIENCE, SH 10 MONTH	Middleburg High	Effective 2023-05-30 RETIREMENT
WOOLWINE, ROSE M OVE TEACHER, PHYSICAL ED EL 10 MONTH	Oakleaf Village Elementary	Effective 2023-05-30 RETIREMENT
WORTHINGTON, PAUL CAIN WES TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 RESIGNATION
WORTHINGTON, SUSAN ANN POE TEACHER, SP DE PE 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 RETIREMENT

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	CARAWAY, TELISSA ANN RHS DEPT HEAD (11-16) SUPPLEME	Ridgeview High School	Appointment
0.5	CLARK, TREVOR M RHS DEPT HEAD (11-16) SUPPLEME	Ridgeview High School	Appointment
0.5	DAVIS, KRISTIN MARIE CEB DOD ACADEMIC CH, STEM SUPPLEME	Charles E. Bennett Elementary	Appointment
	DEROUSIE JR, WILLIAM L CHS DEPT HEAD (6-10) SUPPLEME	Clay High	Appointment
	DEROUSIE JR, WILLIAM L CHS SCI FAIR COOR LOCAL SUPPLEME	Clay High	Appointment
	GORDON, KEISHA SIERRA CVA DEPT HEAD (6-10) LNG TRM	Clay Virtual Academy	Resignation
	GUIRATE, ANTHONY HOUSTON KHH BASEBALL JV HD SH SUPPLEME	Keystone Heights High School	Appointment
0.5	GUPTILL, JASON C CEB DOD ACADEMIC CH, STEM SUPPLEME	Charles E. Bennett Elementary	Appointment
	GUTHRIE GRINER, JENNIFER KORIN OHS SOPHMORE CLASS SPON SUPPLEME	Oakleaf High School	Resignation
0.5	GUTHRIE GRINER, JENNIFER KORIN OHS SOPHMORE CLASS SPON SUPPLEME	Oakleaf High School	Appointment
0.5	HARTLEY, CHARLOTTE ISABELLA OHS SOPHMORE CLASS SPON SUPPLEME	Oakleaf High School	Appointment
	HARTMAN, RONALD LARRY KHH SCI FAIR COOR LOCAL SUPPLEME	Keystone Heights High School	Resignation
	HONOUR, NICOLE V KHH DANCE TEAM SH SUPPLEME	Keystone Heights High School	Resignation
	LONG, HANNAH CATHRYN DIS SAFETY PATROL SUPPLEME	Doctors Inlet Elementary	Appointment
	LYONS, CLINTON D FIH LACROSSE HEAD SH SUPPLEME	Fleming Island High School	Appointment
	MATHEWS, REBEKKA LOUISE ESE VERY SP ARTS COOR SUPPLEME	Exceptional Student Education	Appointment
0.5	MOORE, MARTINA SHAWNTAE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Resignation
	RAGLAND, CODY MICHAEL LJH BASEBALL ASST JH	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
SUPPLEME		
REID JR, MARCUS DE'RICE RHS WRESTLING ASST SH SUPPLEME	Ridgeview High School	Appointment
ROACH, CHRISTOPHER THOMAS KHH BASEBALL JV HD SH SUPPLEME	Keystone Heights High School	Resignation
SEECH, BRIAN C FIH LACROSSE HEAD SH SUPPLEME	Fleming Island High School	Appointment
TAFT, WILLIAM MICHAEL GCJ TRACK HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
THOMPSON, HEATHER SUE FIH TRACK ASST SH SUPPLEME	Fleming Island High School	Appointment
TILLMAN, DALPHINE JONES OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
WADLEY, WILLIAM C GCJ SOFTBALL FP HD JH SUPPLEME	Green Cove Springs Junior High	Appointment

III. INSTRUCTIONAL ACTIONS 2022-2023

G. PENDING APPOINTMENTS

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

III. INSTRUCTIONAL ACTIONS 2022-2023

H. OUT OF FIELD

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

IV. INSTRUCTIONAL 2022-2023

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2022-2023

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ANWAY, SYMONE RENEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
0.9	BARRIOS, ROSARIO OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	Effective 2023-02-28 9 MON SU / Annual
0.9	BRADY, BRITTANY MARIE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2023-03-06 9 MON SU / Annual
	BRUTON, GEORGENA M TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
	CADY, HEATHER NICOLE MHS CAFE ASSISTANT 4.5 HOURS 9 MON CA	Middleburg High	Effective 2023-02-13 9 MON CA / Annual
	CASTERLINE, ROBERT P MNT CUSTODIAN 12 MO SU	Division of Support Srvc	Effective 2023-02-22 12 MO SU / Annual
	CHAMPEN, CARL ROGER SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2023-02-13 12 MO SU / Annual
	CHAPU VALDES, GUSTAVO ANTONIO OPH CUSTODIAN 12 MO SU	Orange Park High	Effective 2023-02-13 12 MO SU / Annual
	CHAU, NANCY H PES CAFE ASSISTANT 4.25 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2023-02-27 9 MON CA / Annual
	CHESSER, JACKUELYN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
0.9	CREO, VERONICA MICHAELE LES GENERAL HEALTH ASSISTA 9 MON SU	Lakeside Elementary	Effective 2023-02-27 9 MON SU / Annual
0.9	DAVIS, COURTNEY LIANE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2023-02-28 9 MON SU / Annual
	FOGARTY, SARAH RUTH TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-13 TRANSPOR / Annual
	GARVICH, CARLOS SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-02-10 12 MO SU / AC Safety and Security
0.9	GIVENS, MADDISON EDGY MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2023-03-03 9 MON SU / Annual
	GLOVER, GAVIN STONE MNT ELECTRICAL TECH ASST 12 MO SU	Division of Support Srvc	Effective 2023-02-20 12 MO SU / Annual
	GONZALEZ, OLGA TERESA	Transportation	Effective 2023-02-27

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRN ESE ASST/BUS MONITOR TRANSPOR		TRANSPOR / Annual
	GRIFFIN, CARLA DIONA CEB REGISTERED NURSE 10 MONTH	Charles E. Bennett Elementary	Effective 2023-02-27 10 MONTH / Annual
0.9	HARKINS JR, JERMAINE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2023-02-22 9 MON SU / Annual
	HARMON, GLENDA E CHS CAFE ASSISTANT 5 HOURS 9 MON CA	Clay High	Effective 2023-02-09 9 MON CA / Annual
	HARPER, LESLIE NIKOLE OPH CAFE ASSISTANT 5 HOURS 9 MON CA	Orange Park High	Effective 2023-02-16 9 MON CA / Annual
	HIGHTOWER, KATHY DARLENE CHS CAFE ASSISTANT 4.5 HOURS 9 MON CA	Clay High	Effective 2023-03-03 9 MON CA / Annual
	HILL, KARRI K WJH LICENSED PRAC NURSE 10 MONTH	Wilkinson Jr High	Effective 2023-02-27 10 MONTH / Annual
	HINTON, SHAUNTE MONIQUE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
	IVEY III, CLAUDIES OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-02-14 12 MO SU / Annual
	KRUEGER, DESTINY MONIQUE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
	LOPEZ LEBRON, MARGARITA OHS CAFE ASSISTANT 6.5 HOURS 9 MON CA	Oakleaf High School	Effective 2023-02-21 9 MON CA / Annual
	LOWRY, CATHY LUNSFORD CHS CAFE ASSISTANT 4.5 HOURS 9 MON CA	Clay High	Effective 2023-02-27 9 MON CA / Annual
0.9	MACARI, JENNIFER E FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-03-02 9 MON SU / Annual
	NEVCHERLIAN, KAYLA CHRISTINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-01-31 TRANSPOR / Annual
	PALMER, LATONIA JANEICE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-01-17 TRANSPOR
0.9	PETERS, AMBER MARIE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-02-13 9 MON SU / Annual
0.9	POWELL, PAISLEY HOPE TES BEHAVIORAL HEALTH	Tynes Elementary	Effective 2023-02-21 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ASST 9 MON SU		
0.9	RODEN, KAITLYN AMBER LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-02-17 9 MON SU / Annual
0.9	SCHAFFER, TIMOTHY ANDREW TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2023-02-22 9 MON SU / Annual
	SHEFFIELD, AMANDA JENNIFER MBE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Middleburg Elementary	Effective 2023-02-14 9 MON CA / Annual
	SILVA MEJIA, LAURA CECILIA GCJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	Green Cove Springs Junior High	Effective 2023-02-13 9 MON CA / Annual
0.9	SOLOMON, HALEY RAE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2023-02-07 9 MON SU / Annual
	SOLOMON, KENISHA KEERA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
0.9	TEMPLE, NIXSA E POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2023-02-08 9 MON SU / Annual
	THOMAS, AQUAN DERRICK OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-03-03 12 MO SU / Annual
	TOVAR, TEXSY I FIH CAFE ASSISTANT 3.5 HOURS 9 MON CA	Fleming Island High School	Effective 2023-02-21 9 MON CA / Annual
	UPTON, AMANDA MICHELLE FIH BOOKKEEPER 12 MO SU	Fleming Island High School	Effective 2023-03-01 12 MO SU / Annual
	VANDERHOFF, ALYSSA MARIE JOYCE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-13 TRANSPOR / Annual
0.9	WEEKS, TAMMY L LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2023-02-13 9 MON SU / Annual
	WIGGINS, PATRICIA A TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-07 TRANSPOR / Annual
	WILLIAMS, ZENDA GOLDSBY TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual
	WILLOUGHBY, BREANNA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-27 TRANSPOR / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	ANDERSON, ANTON BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	9 MON SU / Multi-Year Conditional
0.9	INGERSOLL, SYDNEY L WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Multi-Year Conditional
0.9	RAMOS, ANGELEE MARIE OLJ BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Junior High School	9 MON SU / Annual

VI. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	
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VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	BARFIELD, JUSTIN ROBBY MNT LEAD HEAVY EQUIPMENT OPERA 12 MO SU	Division of Support Srvc	Effective 2023-02-27 /transfer from / MNT WAREHOUSER
	BOASE, DIANNA LYNN TRN ADMINSTRATIVE SECRETARY 12 MO SU	Transportation	Effective 2023-03-06 /transfer from / TRN BUS DRIVER
	CAGLE, COLTON FIE CUSTODIAN 12 MO SU	Fleming Island Elementary	Effective 2023-03-01 /transfer from / MNT CUSTODIAN
	DAVIS, MARIBETH MCE MEDIA TECHNICAL ASST 10 MONTH	Montclair Elementary	Effective 2023-02-08 /transfer from / MCE BEHAVIORAL HEALTH ASST
	DELEON, JULIA TERESA DIS SCHOOL SEC ADMINISTRATION 10 MONTH	Swimming Pen Creek Elem	Effective 2023-03-20 /transfer from / SPC BEHAVIORAL HEALTH ASST
	DUBE, RICHARD ARTHUR SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-02-06 /transfer from / SCHOOL RESOURCE OFFICER
	DYER, WILLIAM FREDERICK SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-02-06 /transfer from / SCHOOL RESOURCE OFFICER
	LUXENBERG, DANIEL J SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-02-06 /transfer from / SCHOOL RESOURCE OFFICER
	MARTINEZ ROSADO, JOSE M LAE CAFE ASSISTANT 6.75 HOURS 9 MON CA	Lake Asbury Elementary	Effective 2023-03-06 /transfer from / AES ESOL CLASSROOM ASSISTANT
0.9	MORBACH, PEGGY LYNN RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2023-02-24 /transfer from / RHS BEHAVIORAL HEALTH ASST
	NEAL, ROBIN SUE LJH CAFE ASSISTANT 3 HOURS 9 MON CA	Lakeside Junior High	Effective 2023-02-13 /transfer from / TES CAFE ASSISTANT 4 HOURS
0.8	NIEVES, XIOMARA J STS HEALTH ASSISTANT 9 MON SU	Lake Asbury Elementary	Effective 2023-04-03 /transfer from / LAE GENERAL ASSISTANT
	OAKS, AVA LATISHA SPS PRINCIPAL SECRETARY CONFIDEN	Lake Asbury Elementary	Effective 2023-03-27 /transfer from / LAE PRINCIPAL SECRETARY
	PETRE, RASHELLE C LAE PRINCIPAL SECRETARY CONFIDEN	Ridgeview Elementary	Effective 2023-03-27 /transfer from / RVE PRINCIPAL SECRETARY
	REVIS, JOHN DAVID SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-02-06 /transfer from / SCHOOL RESOURCE OFFICER
	RYAN III, GLENN WOOTEN MNT DISTRICT SCH MAIN MECH 12 MO SU	Division of Support Srvc	Effective 2023-02-06 /transfer from / MNT HEAVY EQUIP OPERATOR
	SANFORD, TAMARA ANNE WJH BOOKKEEPER 12 MO SU	Wilkinson Jr High	Effective 2023-02-20 /transfer from / SLE GENERAL ASSISTANT

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
0.9	SANTIAGO, ELIZABETH LOUISE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2023-03-21 /transfer from / LJH BEHAVIORAL HEALTH ASST
	SMITH, VICTORIA Y OLJ CAFE ASSISTANT 4.25 HOURS 9 MON CA	Oakleaf Junior High School	Effective 2023-02-06 /transfer from / OHS CAFE ASSISTANT 4 HOURS
	STETTNER, ALEXANDER A SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-02-06 /transfer from / SCHOOL RESOURCE OFFICER
	TONEY, YOLONDA P CVA ST RECORD SEC 12 MO 12 MO SU	Clay Virtual Academy	Effective 2023-05-01 /transfer from / CVA SCHOOL SECRETARY 12 MONTH
0.9	WEEKS, DALTON RIEDOUT CHS GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2023-03-21 /transfer from / WEC GENERAL HEALTH ASSISTA
0.9	WILLIAMS, ALYSSA MARIE SLE GENERAL ASSISTANT 9 MON SU	Shadowlawn Elementary	Effective 2023-03-06 /transfer from / LAE BEHAVIORAL HEALTH ASST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ANDREAS, ROBERTA JEAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-26 RETIREMENT
0.9	BIRD, SABRINA K FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-02-13 RESIGNATION
	BROWN, DANIELLE BRYMER JAN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2023-05-26 RESIGNATION
0.9	CALDWELL-MARABLE, KNEIAYRA LEEANN NYCHOLE RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2023-02-17 RESIGNATION
	CARVALHO, TAMMY A CVA ST RECORD SEC 12 MO 12 MO SU	Clay Virtual Academy	Effective 2023-04-28 RETIREMENT
0.9	CHERRY, TYNA M SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2023-02-10 RESIGNATION
	CURRINGTON, VONTRESE MONCHEL OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2023-01-26 RESIGNATION
	DARROW, DAWNA GEANNE WJH CAFE ASSISTANT 3.75 HOURS 9 MON CA	Wilkinson Jr High	Effective 2023-02-08 CONCLUDE EMPLOYMENT
0.9	DAVIS, LINDSAY RENEE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-04-28 RESIGNATION
	DAY, LIGAYA R SBJ CAFE ASSISTANT 5.5 HOURS 9 MON CA	S. Bryan Jennings Elementary	Effective 2023-05-26 RETIREMENT
	DIAZ, DEISALINE LAE CAFE ASSISTANT 6.75 HOURS 9 MON CA	Lake Asbury Elementary	Effective 2023-01-27 RESIGNATION
0.8	DORADO, GABRIELLA MEHELLE GPE GENERIC CLASSROOM ASSISTAN 9 MON SU	Grove Park Elementary	Effective 2023-01-30 CONCLUDE EMPLOYMENT
	EDDY, DUANE KENTON MNT LEAD HVAC TECHNICIAN 12 MO SU	Division of Support Srvcs	Effective 2023-02-16 RESIGNATION
	EDWARDS, WESLEY ISAAH OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-03-02 RESIGNATION
	FLYNN, BILLIE SUE SBJ CAFE ASSISTANT 5.75 HOURS 9 MON CA	S. Bryan Jennings Elementary	Effective 2023-05-26 RETIREMENT
0.9	HART, TAMMY ANNE PES GENERAL ASSISTANT	Robert M. Paterson Elementary	Effective 2023-02-17 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
0.9	HAYDEN, BRANDI M MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2023-01-16 CONCLUDE EMPLOYMENT
	JAY CLANTON, MICHELLE D TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-09 RESIGNATION
	JOHNSON, JULIE LYNN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-03 RESIGNATION
0.9	JOHNSON, TIFFANIE DAWN KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2023-03-03 RESIGNATION
	JONES, DEBRA SUE CEB TITLE I ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2023-05-26 RETIREMENT
	MORRIS, KELLY A DIS SCHOOL SEC ADMINISTRATION 10 MONTH	Doctors Inlet Elementary	Effective 2023-03-03 RESIGNATION
	NASH, RUTH A SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-03-03 RESIGNATION
	NELSON, LETICIA ROSE SIP ADMINISTRATIVE SECRETARY 12 MO SU	PROFESSIONAL DEVELOPMENT	Effective 2023-02-24 RESIGNATION
	NEVCHERLIAN, KAYLA CHRISTINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-27 RESIGNATION
	PALMER, LATONIA JANEICE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-01-30 Conclude Employment
0.9	PAWLOWSKI, INES L SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2023-05-26 RETIREMENT
0.8	PEREZ BURGOS, JOSE ALBERTO PES IN SCHOOL SUSPENSION 9 MON SU	Robert M. Paterson Elementary	Effective 2023-05-23 RESIGNATION
0.9	POWELL, HAZEL DELOISE OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2023-02-17 RESIGNATION
	RAMIREZ, ROBERT TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-15 RESIGNATION
	ROVIRA, ANA M TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-02-27 RESIGNATION
	SCOTT, LAUREN JOY ROE SECRETARY 11 MO 11 MONTH	Rideout Elementary	Effective 2023-06-12 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	SIERRA CRUZ, KARINA ROSIBEL POE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Plantation Oaks Elementary	Effective 2023-02-10 CONCLUDE EMPLOYMENT
	SILCOX, LESLIE DEAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-03 RESIGNATION
0.9	SMITH, KAREN O PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-05-26 RESIGNATION
	SNELL, STEVONDRIA N PES CUSTODIAN 12 MO SU	Robert M. Paterson Elementary	Effective 2023-03-07 RESIGNATION
0.9	THORNTON, AMBER NICOLE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2023-02-24 RESIGNATION
	TOUW, HEATHER S WES CAFE ASSISTANT 5.5 HOURS 9 MON CA	Wilkinson Elementary	Effective 2023-02-24 RESIGNATION
	VAZQUEZ SANCHEZ, ERIC TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-02-10 RESIGNATION
	WELLS, KAITLIN LEANNE RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2023-01-26 RESIGNATION
	WHITE, BRITTANY K ESE ADMINSTRATIVE SUPPORT ASST 12 MO SU	Exceptional Student Education	Effective 2023-03-31 RESIGNATION
0.9	WRIGHT, LAJAHMES KHADIJAH WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2023-05-26 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	Previous
GREENE, ELIZABETH LOUISE WJH SOFTBALL FP ASST JH SUPPLEME	Wilkinson Jr High	Appointment
MORRIS, KELLY A DIS SAFETY PATROL SUPPLEME	Doctors Inlet Elementary	Resignation