

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

June 1, 2023  
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**I. Administrative Actions**

**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
JEWELL, JESSICA LAINE PES ASST PRINCIPAL EL 11 MOS 11 MONTH	Robert M. Paterson Elementary	Effective 2023-04-16 11 MONTH / Annual
PHILLIPS, ANTUINETTE DELIENE BAF COORDINATOR, BUS AFF 12 MONTH	Business Affairs	Effective 2023-04-24 12 MONTH / Annual
RALEY, MONTGOMERY KERRIGAN POE ASST PRINCIPAL EL 11 MOS 11 MONTH	Plantation Oaks Elementary	Effective 2023-05-01 11 MONTH / Annual
SEYMOUR, KYLE ZACKERY SUPERVISOR OF BUDGET 12 MONTH	Business Affairs	Effective 2023-05-18 12 MONTH / Annual

**I. Administrative Actions**

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**B. RE-APPOINTMENT**

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

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**C. RE-DESIGNATION**

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

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D. TRANSFER

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MCIVER, MELANIE ELIZABETH SUPERVISOR OF READING 12 MONTH	READING AND EARLY LITERACY	Effective 2023-05-01 /transfer from / LAE ASST PRINCIPAL EL 12 MO

**I. Administrative Actions**

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

<b>Name/Assignment</b>	<b>Site</b>	<b>Effective/Action</b>
BAIRD, KATHERINE ANN GCJ MGR SELF CONTAINED I CAFETERI	Green Cove Springs Junior High	Effective 2023-05-30 RETIREMENT
GRAHAM, CHRISTY DIANNE OPJ ASST PRINCIPAL JH 12 MO 12 MONTH	Orange Park Jr High	Effective 2023-05-31 RESIGNATION
JEWELL, JESSICA LAINE DEAN-JH 10 MONTH	Robert M. Paterson Elementary	Effective 2023-04-15 RESIGNATION
MCLAUGHLIN, TRACY LYNN DOE PRINCIPAL, ELEMENTARY 12 MONTH	Discovery Oaks Elementary	Effective 2023-05-26 RESIGNATION
RALEY, MONTGOMERY KERRIGAN DIS TEACHER, MUSIC, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2023-04-28 RESIGNATION
WRIGHT, MELISSA ANNETTE GPE PRINCIPAL, ELEMENTARY 12 MONTH	Grove Park Elementary	Effective 2023-06-22 RETIREMENT

**I. Administrative Actions**

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**F. SUPPLEMENT**

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<u>Name/Assignment</u>	<u>Site</u>	
JEWELL, JESSICA LAINE OPJ PEER TEACHER SUPPLEME	Robert M. Paterson Elementary	Resignation



**I. Administrative Actions**

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**A. APPOINTMENT**

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

### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ABREU LUGO, LUZ MARIA FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
ADDISON, LANCE E FPC COOR, PLAN/INTERGOV REL 12 MONTH	Division Of Support Services	12 MONTH / Annual
AFTUCK, MARTIN EDWARD MHS PRINCIPAL, SENIOR HIGH 12 MONTH	Middleburg High	12 MONTH / Annual+PSC as Teacher, Admin only
ALFANO, MEGAN RENEE LJH ASST PRINCIPAL JH 11 MO 11 MONTH	Lakeside Junior High	11 MONTH / Annual
ALLISON III, ARTHUR GRAHAM OPJ ASST PRINCIPAL JH 11 MO 11 MONTH	Orange Park Jr High	11 MONTH / Annual
ANDERSON, BRENDA K CEB MGR SELF CONTAINED I CAFETERI	Charles E. Bennett Elementary	CAFETERI / Annual
ANDERSON, CLAYTON BOND MNT DIRECTOR, MAINTENANCE 12 MONTH	OPERATIONS	12 MONTH / Annual+PSC as Teacher, Admin only
AUGUSTE, TANIA LEE OPJ PRINCIPAL, JUNIOR HIGH 12 MONTH	Orange Park Jr High	12 MONTH / Annual+PSC as Teacher, Admin only
AYERS, CAROLYN ANN DIS PRINCIPAL, ELEMENTARY 12 MONTH	Doctors Inlet Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
BATHURST, AMY BUCHANAN TBE PRINCIPAL, ELEMENTARY 12 MONTH	Thunderbolt Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
BELL, DONALD EARL LEAD BLDG AUTOMATION SYS COORD 12 MONTH	Division of Support Srvc	12 MONTH / Annual
BIGELOW, GINGER L FNS MANAGER INTERN HIGH- SCHOOL CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
BIRKHOLZ, ANGELA C LES MGR SATELLITE I CAFETERI	Lakeside Elementary	CAFETERI / Annual
BOESE, TRUDI J GRAPHIC DESIGNER 12 MONTH	SUPERINTENDENT	12 MONTH / Annual
BOSSINGER, ROBIN M COORDINATOR, INST/CURR 12 MONTH	PROFESSIONAL DEVELOPMENT	12 MONTH / Annual
BOYACK, MATTHEW EDWARD OHS PRINCIPAL, SENIOR HIGH 12 MONTH	Oakleaf High School	12 MONTH / Annual+PSC as Teacher, Admin only
BOYER, BRYAN JOEL OPH ASST PRIN 12 MO SH 12 MONTH	Orange Park High	12 MONTH / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BOYSEN, PAUL CONWAY OPH ASST PRIN 11 MO SH 11 MONTH	Fleming Island High School	11 MONTH / Annual
BRAMLITT, KAREN DENISE FIE MGR SELF CONTAINED I CAFETERI	Fleming Island Elementary	CAFETERI / Annual
BRENNAN, SARAH ELIZABETH TES PRINCIPAL, ELEMENTARY 12 MONTH	Tynes Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
BRIGHT, STEVEN KYLE ROE ASST PRINCIPAL EL 12 MO 12 MONTH	Tynes Elementary	12 MONTH / Annual
BROWN, JASON EDWARD TRN SUPV TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
BURKE, LAURIE OWENS KHH PRINCIPAL, SENIOR HIGH 12 MONTH	Keystone Heights High School	12 MONTH / Annual+PSC as Teacher, Admin only
BURT, TRACY ORNETTA MRE ASST PRINCIPAL EL 12 MO 12 MONTH	Mcrae Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
BYRD, JAN LYNN AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual+PSC as Teacher, Admin only
BYRNE, DEBRA DENISE COOR, MARKET & FARM TO SCHOOL 12 MONTH	Food & Nutrition Srvc	12 MONTH / Annual
CAGLE, SHEREE D HMR ADMIN ON ASSIGNMENT 12 MONTH	Charles E. Bennett Elementary	12 MONTH / Annual
CARELLA, CHRISTOPHER M WJH ASST PRINCIPAL JH 12 MO 12 MONTH	Wilkinson Jr High	12 MONTH / Annual+PSC as Teacher, Admin only
CARICATO, MICHELLE NICHOLE SPS ASST PRINCIPAL EL 12 MO 12 MONTH	Lake Asbury Elementary	12 MONTH / Annual
CARLSON, TERESA HANKEL ESE SUPERVISOR, ESE 12 MONTH	Exceptional Student Education	12 MONTH / Annual+PSC as Teacher, Admin only
CHAMBERS, ALLISON AES MGR SELF CONTAINED I CAFETERI	Argyle Elementary	CAFETERI / Annual
CHAPMAN, DEBBIE LYNN SBJ ASST PRINCIPAL EL 12 MO 12 MONTH	S. Bryan Jennings Elementary	12 MONTH / Annual
CHIARAMONTE, BETTY ROXANNE AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
CHISMARK, APRIL NADINE MRE MGR SELF CONTAINED I CAFETERI	Mcrae Elementary	CAFETERI / Annual
CHRISTOPHER, NAKIA	Tynes Elementary	11 MONTH / Annual+PSC as

## I. Administrative Actions

### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MONIQUE TES ASST PRINCIPAL EL 12 MO 11 MONTH		Teacher, Admin only
COBURN, LAURIE S CHS ASST PRIN 11 MO SH 11 MONTH	Clay High	11 MONTH / Annual
COLLINS, JENNIFER LEIGH SUPERVISOR PD & LEADERSHIP DEV 12 MONTH	Fleming Island Elementary	12 MONTH / Annual
CORDERO DIAZ, YESENIA P ROE MGR SELF CONTAINED I CAFETERI	Rideout Elementary	CAFETERI / Annual
COX, BRIAN GLEN BLC ASST PRINCIPAL SH 12 MONTH	Bannerman Learning Center	12 MONTH / Annual
COX, KIMBERLY RENEE FNS MGR FOOD TRUCK CAFETERI	Food & Nutrition Srvc	
CRAWFORD, RANDALL J TRN DIRECTOR, TRANSPORT 12 MONTH	Transportation	12 MONTH / Annual
CREECH, KAYLA A WES MGR SATELLITE I CAFETERI	Wilkinson Elementary	CAFETERI / Annual
CREEL, LYDIA MOORE LAJ PRINCIPAL, JUNIOR HIGH 12 MONTH	Ridgeview High School	12 MONTH / Annual+PSC as Teacher, Admin only
CUNNINGHAM, SHERIE RENEE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
CURRY, CHERYL JANEEN TES MGR SATELLITE BASE I CAFETERI	Tynes Elementary	CAFETERI / Annual
CURRY, DEBORAH LYN MHS ASST PRIN 12 MO SH 12 MONTH	Middleburg High	12 MONTH / Annual
DAILEY, ROGER J CHIEF ACADEMIC OFFICER ASSISTAN	CURRICULUM AND INSTRUCTION	ASSISTAN / Annual+PSC as Teacher, Admin only
DALLAS, BRENDA G LAE MGR SELF CONTAINED I CAFETERI	Lake Asbury Elementary	CAFETERI / Annual
DAVIS, DANIEL SCOTT LAJ ASST PRINCIPAL JH 12 MO 12 MONTH	Lake Asbury Junior High School	12 MONTH / Annual
DAVIS, HOPE PATERSON LJH ASST PRINCIPAL JH 12 MO 12 MONTH	Lakeside Junior High	12 MONTH / Annual
DE MARIE, JAMES GCJ ASST PRINCIPAL JH 12 MO 12 MONTH	Green Cove Springs Junior High	12 MONTH / Annual+PSC as Teacher, Admin only
DEELEY-ISAIS, CHRISTINA K BAF COOR, RISK MANAGEMENT	Business Affairs	12 MONTH / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
DENNIS, TERRI CHERIE COOR, COMM/MEDIA PARTNERS 12 MONTH	SUPERINTENDENT	12 MONTH / Annual
DEVORE, HEATHER LYNN CGE ASST PRINCIPAL EL 12 MO 12 MONTH	Coppergate Elementary	12 MONTH / Annual
DIXON, WILNITRA LYNETTE OLJ PRINCIPAL, JUNIOR HIGH 12 MONTH	Oakleaf Junior High School	12 MONTH / Annual+PSC as Teacher, Admin only
DOBSON, LISA MARIE LAJ MGR SELF CONTAINED I CAFETERI	Lake Asbury Junior High School	CAFETERI / Annual
DOVER, JULIE M FIE ASST PRINCIPAL EL 12 MO 12 MONTH	Fleming Island Elementary	12 MONTH / Annual
DRAKE, CAROLENE LINDER FIH MGR SATELLITE BASE I CAFETERI	Fleming Island High School	CAFETERI / Annual
EASON, JARROD A COORDINATOR, INST/CURR 12 MONTH	Dept Of Elementary Education	12 MONTH / Annual
ELIA, MICHAEL J OLJ ASST PRINCIPAL JH 12 MO 12 MONTH	Oakleaf Junior High School	12 MONTH / Annual+PSC as Teacher, Admin only
ELLIS, BRYCE TREFFINGER OPR ASST SUPT OPERATIONS 12 MONTH	OPERATIONS	12 MONTH / Annual
EVANS, JESSE DANIEL ITS COOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
FARBER, JOCELYN FAITH DIS ASST PRINCIPAL EL 12 MO 12 MONTH	Doctors Inlet Elementary	12 MONTH / Annual
FAULKNER, JUSTIN R GCJ PRINCIPAL, JUNIOR HIGH 12 MONTH	Green Cove Springs Junior High	12 MONTH / Annual+PSC as Teacher, Admin only
FENSTERMAKER, ELISE DICKMANN FNS COORDINATOR, FOOD NUT SER 12 MONTH	Food & Nutrition Srvc	12 MONTH / Annual
FINDLEY, SONYA HART BAF DIRECTOR FINANCE 12 MONTH	Business Affairs	12 MONTH / Annual
FINLEY, TRACEY B TBE ASST PRINCIPAL EL 12 MO 12 MONTH	Thunderbolt Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
FOGARTY, LAURA A DIRECTOR OF CLIMATE & CULTURE 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual+PSC as Teacher, Admin only
FOSTER, JANICE ALISON OPH MGR SATELLITE BASE I CAFETERI	Orange Park High	CAFETERI / Annual
FOWLER, CHRISTY ANNE	Lakeside Elementary	12 MONTH / Annual+PSC as

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LES ASST PRINCIPAL EL 12 MO 12 MONTH		Teacher, Admin only
FREEMAN, JOSHUA JOSEPH OLJ ASST PRINCIPAL JH 12 MO 12 MONTH	Oakleaf Junior High School	12 MONTH / Annual+PSC as Teacher, Admin only
GARCIA, CANDIDO ITS SUPV, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
GARCIA, LINDA MARIE CVA ASST PRIN 12 MO SH 12 MONTH	Clay Virtual Academy	12 MONTH / Annual+PSC as Teacher, Admin only
GENTRY, WENDE R MCE MGR SATELLITE I CAFETERI	Montclair Elementary	CAFETERI / Annual
GILLIAM, CHERNELL D OVE ASST PRINCIPAL EL 11 MOS 11 MONTH	Oakleaf Village Elementary	11 MONTH / Annual+PSC as Teacher, Admin only
GIUFFRE, GREGORY JOSEPH FPC COOR, PROJECT MANAGER 12 MONTH	Division Of Support Services	12 MONTH / Annual
GLOVER, SUSAN MARIE FNS DIRECTOR, FOOD NUT SER 12 MONTH	OPERATIONS	12 MONTH / Annual
GOUIN, SHARI RENEE POE ASST PRINCIPAL EL 12 MO 12 MONTH	Plantation Oaks Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
GREEN, DEBORAH M INS COOR PRO BUD/PUR 12 MONTH	CURRICULUM AND INSTRUCTION	12 MONTH / Annual
GREEN, MONICA VICKERS GCJ ASST PRINCIPAL JH 11 MO 11 MONTH	Green Cove Springs Junior High	11 MONTH / Annual+PSC as Teacher, Admin only
GREEN, SHERRY LYNN SPC MGR SATELLITE I CAFETERI	Swimming Pen Creek Elem	CAFETERI / Annual
GRIFFIN, ALLISON CLAIRE FNS COORDINATOR, FOOD NUT SER 12 MONTH	Food & Nutrition Srvc	12 MONTH / Annual
GRIFFIS, GERALD M FPC COOR, PROJECT MANAGER 12 MONTH	Division Of Support Services	12 MONTH / Annual
GUNDER, IVIN J OPH PRINCIPAL, SENIOR HIGH 12 MONTH	Orange Park High	12 MONTH / Annual
HAILE, TOYIA TAREEN OHS ASST PRIN 12 MO SH 12 MONTH	Oakleaf High School	12 MONTH / Annual
HALTER, JENNIFER PRYOR CHS PRINCIPAL, SENIOR HIGH 12 MONTH	Clay High	12 MONTH / Annual+PSC as Teacher, Admin only
HARRISON, KATIE DEE	Ridgeview High School	CAFETERI / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
RHS MGR SATELLITE BASE I CAFETERI		
HARRISON, KRISTEN ELAINE MCE ASST PRINCIPAL EL 12 MO 12 MONTH	Montclair Elementary	12 MONTH / Annual
HAYES, CAITLYN E OPH ASST PRIN 11 MO SH 11 MONTH	Orange Park High	11 MONTH / Annual
HAYES, MATTHEW DAVID TRN SUPV TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
HAYWARD, CAROLYN S WES PRINCIPAL, ELEMENTARY 12 MONTH	Wilkinson Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
HAYWARD, MICHAEL A MBE MGR SATELLITE I CAFETERI	Middleburg Elementary	CAFETERI / Annual
HEDRICK, MARY JANE DIS MGR SELF CONTAINED I CAFETERI	Doctors Inlet Elementary	CAFETERI / Annual
HERNDON, SUZANNE OPE ASST PRINCIPAL EL 12 MO 12 MONTH	Orange Park Elementary	12 MONTH / Annual
HERRHOLTZ, JAMES DOE PRINCIPAL, ELEMENTARY 12 MONTH	Keystone Heights Elementary	12 MONTH / Annual
HIERS, CHRISTINA MARIE CEB ASST PRINCIPAL EL 12 MO 12 MONTH	Charles E. Bennett Elementary	12 MONTH / Annual
HOFFMANN, KARA L WES ASST PRINCIPAL EL 12 MO 12 MONTH	Wilkinson Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
HOGMIRE, JOSHUA JAMES WEC ASST PRINCIPAL EL 12 MO 12 MONTH	W.E. Cherry Elementary	12 MONTH / Annual
HUMPHREY, CLARA MARIE AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
JAMES, DUSTIN M LJH PRINCIPAL, JUNIOR HIGH 12 MONTH	Lakeside Junior High	12 MONTH / Annual
JEWELL, JESSICA LAINE PES ASST PRINCIPAL EL 11 MOS 11 MONTH	Robert M. Paterson Elementary	11 MONTH / Annual
JOHNSON, CYNTHIA LYNN SUPV/COOR OTHER ED SERV 12 MONTH	Instructional Resources	12 MONTH / Annual+PSC as Teacher, Admin only
JOHNSON, JAMES W MNT SUPV MNT TECH/GEN 12 MONTH	Division of Support Svcs	12 MONTH / Annual
JOHNSON, ROBERT MICHAEL BAF COOR I PROP CONTROL	Business Affairs	12 MONTH / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
COOR 12 MONTH		
JOHNSON, WHITNEY LOUISE SLE PRINCIPAL, ELEMENTARY 12 MONTH	Shadowlawn Elementary	12 MONTH / Annual
JONES, JUSTIN PATRICK GPE PRINCIPAL, ELEMENTARY 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual+PSC as Teacher, Admin only
JONES, PATRICIA MICHELLE KHH MGR SATELLITE BASE I CAFETERI	Keystone Heights High School	CAFETERI / Annual
JUNDT, MICHAEL A MNT SUPV MNT TECH/GEN 12 MONTH	Division of Support Svcs	12 MONTH / Annual
KELLOGG, JANICE ANN FNS COORDINATOR, FOOD NUT SER 12 MONTH	Food & Nutrition Srvc	12 MONTH / Annual
KEMP, MICHAEL S FPC DIR, FACILITIES PLANN 12 MONTH	OPERATIONS	12 MONTH / Annual
KING, BONNIE BISHOP CHS ASST PRIN 12 MO SH 12 MONTH	Clay High	12 MONTH / Annual+PSC as Teacher, Admin only
KIRCHNER, MARY EILEEN LJH MGR SATELLITE BASE I CAFETERI	Lakeside Junior High	CAFETERI / Annual
KIRK, MARY K COORDINATOR INTERNAL ACCOUNTS 12 MONTH	Business Affairs	12 MONTH / Annual
KLESS, CECILIA ESTHER OVE MGR SELF CONTAINED I CAFETERI	Oakleaf Village Elementary	CAFETERI / Annual
KNOX, MIRANDA LYNN MHS ASST PRIN 11 MO SH 11 MONTH	Middleburg High	11 MONTH / Annual
KOREY, CHERYL LYNN CHE MGR SELF CONTAINED I CAFETERI	Clay Hill Elementary	CAFETERI / Annual
KRALL, CAROLYN MICHELLE PRES/CEO CLAY CO EDUC FOUN 12 MONTH	SUPERINTENDENT	12 MONTH / Annual
KRAMER JR, DAVID ROLAND FPC COOR, PROJECT MANAGER 12 MONTH	Division Of Support Services	12 MONTH / Annual
LABBE, HEATHER LEIGH FIH ASST PRIN 12 MO SH 12 MONTH	Fleming Island High School	12 MONTH / Annual+PSC as Teacher, Admin only
LAFONTANT, FLORENCE GLADYS OLJ ASST PRINCIPAL JH 11 MO 11 MONTH	Oakleaf Junior High School	11 MONTH / Annual+PSC as Teacher, Admin only
LARSON, CHERYL L	Swimming Pen Creek Elem	12 MONTH / Annual+PSC as



**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
SPC PRINCIPAL, ELEMENTARY 12 MONTH		Teacher, Admin only
LARSON, MICHELLE MARIE BAF SUPERVISOR PAYROLL ACT 12 MONTH	Business Affairs	12 MONTH / Annual
LAWRENCE, KATHRYN T SUPERVISOR OF SEDNET 12 MONTH	SEDNET	12 MONTH / Annual+PSC as Teacher, Admin only
LAWSON, JACQUELYN GAYLE MBE ASST PRINCIPAL EL 12 MO 12 MONTH	Grove Park Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
LAWSON, SARAH TIMM HMR SUPV, HR 12 MONTH	Human Resources	12 MONTH / Annual+PSC as Teacher, Admin only
LEGUTKO, SUSAN MARIA BAF ASST. SUPT BUS AFFAIRS ASSISTAN	Business Affairs	ASSISTAN / Annual
LEINO, BRIDGET MICHELLE ITS COOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
LESLIE, ROBERT B ITS COOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
LESTER, SHELLEY A OVE ASST PRINCIPAL EL 12 MO 12 MONTH	Oakleaf Village Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
LEWIS, MATTHEW L CHS VICE PRIN 12 MO SH 12 MONTH	Clay High	12 MONTH / Annual+PSC as Teacher, Admin only
LIBRETTO, LARA LEE CHE ASST PRINCIPAL EL 12 MO 12 MONTH	Clay Hill Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
LINSCOMB, LANCE ANDREW OHS ASST PRIN 11 MO SH 11 MONTH	Oakleaf High School	11 MONTH / Annual
LOPEZ, MARILYN GPE MGR SELF CONTAINED I CAFETERI	Grove Park Elementary	CAFETERI / Annual
LOWRY, JESSICA LANE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
MAINER, DIMITRA MARCIA AES PRINCIPAL, ELEMENTARY 12 MONTH	Argyle Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
MANGER-FIFE, STACEY MARIE CGE MGR SELF CONTAINED I CAFETERI	Coppergate Elementary	CAFETERI / Annual
MARKS, JEFFERY DANE FPC COOR, PROJECT MANAGER 12 MONTH	Division Of Support Services	12 MONTH / Annual
MARKS, KIMBERLY ANN POE PRINCIPAL, ELEMENTARY 12 MONTH	Plantation Oaks Elementary	12 MONTH / Annual+PSC as Teacher, Admin only

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MARTIN, JASON SCOTT OVE PRINCIPAL, ELEMENTARY 12 MONTH	Oakleaf Village Elementary	12 MONTH / Annual
MARTIN, KIMBERLY LEAH POE MGR SELF CONTAINED I CAFETERI	Plantation Oaks Elementary	CAFETERI / Annual
MARTINEZ, RICHARD FNS COORDINATOR, FOOD NUT SER 12 MONTH	Food & Nutrition Srvc	12 MONTH / Annual
MAYBERRY, LAURA LEIGH OPH ASST PRIN 12 MO SH 12 MONTH	Orange Park High	12 MONTH / Annual+PSC as Teacher, Admin only
MCCONNELL, MALLORY LANE FIE PRINCIPAL, ELEMENTARY 12 MONTH	Lake Asbury Junior High School	12 MONTH / Annual
MCDONALD, HEATHER MARIE SUPERVISOR OF MENTAL HEALTH 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual
MCHUGH-CLARK, JUDITH MARIE RVE ASST PRINCIPAL EL 12 MO 12 MONTH	Ridgeview Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
MCIVER, MELANIE ELIZABETH SUPERVISOR OF READING 12 MONTH	READING AND EARLY LITERACY	12 MONTH / Annual+PSC as Teacher, Admin only
MCKINNEY, WILLIAM M FIH ASST PRIN 12 MO SH 12 MONTH	Fleming Island High School	12 MONTH / Annual+PSC as Teacher, Admin only
MCMILLAN, KAREN FAITH COORDINATOR, INST/CURR 12 MONTH	PROFESSIONAL DEVELOPMENT	12 MONTH / Annual+PSC as Teacher, Admin only
MELTON, THERESA L WEC MGR SELF CONTAINED I CAFETERI	W.E. Cherry Elementary	CAFETERI / Annual
MESCALL, JOHN C ITS COOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual+PSC as Teacher, Admin only
METZ, MELISSA GALLUP CGE PRINCIPAL, ELEMENTARY 12 MONTH	Coppergate Elementary	12 MONTH / Annual
MICHAEL, BRENDA CHS MGR SATELLITE BASE I CAFETERI	Clay High	CAFETERI / Annual
MILLER, JEFFREY BRANDON TBE ASST PRINCIPAL EL 11 MOS 11 MONTH	Thunderbolt Elementary	11 MONTH / Annual
MILLER, TAMARA LETA WJH MGR SATELLITE BASE I CAFETERI	Wilkinson Jr High	CAFETERI / Annual
MILLER, WILLIAM JOSEPH MCE PRINCIPAL, ELEMENTARY 12 MONTH	Montclair Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
MONTERO, DOREEN	Food & Nutrition Srvc	CAFETERI / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

Name/Assignment	Site	Contract
FNS MANAGER INTERN HIGH-SCHOOL CAFETERI		
MONTORO, BIANCA BLANCHE SLE ASST PRINCIPAL EL 12 MO 12 MONTH	Shadowlawn Elementary	12 MONTH / Annual
MORIARTY, MICHEALA ANNE WJH ASST PRINCIPAL JH 11 MO 11 MONTH	Wilkinson Jr High	11 MONTH / Annual
MOSLEY, KELLY DENISE CTE SUPERVISOR, CTE 12 MONTH	Career And Technical Education	12 MONTH / Annual+PSC as Teacher, Admin only
MULFORD, KELLI LAVONNE MANAGER, INFORMATION SERV 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
MURPHY, BECKY LOUISE RHS PRINCIPAL, SENIOR HIGH 12 MONTH	Ridgeview High School	12 MONTH / Annual+PSC as Teacher, Admin only
NEESE, SHANNON RAE AES ASST PRINCIPAL EL 12 MO 12 MONTH	Argyle Elementary	
NEWELL, MICHELLE LYNN BAF COOR ACCOUNTING 12 MONTH	Business Affairs	12 MONTH / Annual
O BRIAN, JOHN ELDWIN PES PRINCIPAL, ELEMENTARY 12 MONTH	Robert M. Paterson Elementary	12 MONTH / Annual
OBERMILLER, HEATHER NICOLE VICE PRES CLAY CO EDUC FOUN 12 MONTH	SUPERINTENDENT	12 MONTH / Annual
ORTIZ, MARIA GUADALUPE SPS MGR SELF CONTAINED I CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
OSTEEN, LINETTE DAWN FNS MANAGER INTERN HIGH-SCHOOL CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
OUTMAN, TIFFANY RENEE SPS PRINCIPAL, ELEMENTARY 12 MONTH	SPRING PARK ELEMENTARY SCHOOL	12 MONTH / Annual+PSC as Teacher, Admin only
PADGETT, PATRICIA A MHS MGR SELF CONTAINED IB CAFETERI	Middleburg High	CAFETERI / Annual
PALMER, STEPHANIE ANN BLC PRINCIPAL, OTHER SCHOOL 12 MONTH	Bannerman Learning Center	12 MONTH / Annual+PSC as Teacher, Admin only
PARKER, LISA MARIE AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
PAULK, ALICE M CTE SUPERVISOR, CTE 12 MONTH	Career And Technical Education	12 MONTH / Annual+PSC as Teacher, Admin only

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
PAYNE, AIREN NICOLE BAF COOR HEALTH & WELLNESS 12 MONTH	Business Affairs	12 MONTH / Annual
PEREZ, SYLVIA YALITZA AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
PERKINS, RICHARD LEE ITS COOR, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
PETRELLI, TREENA MARIE LAE ASST PRINCIPAL EL 12 MO 12 MONTH	Rideout Elementary	12 MONTH / Annual
PHILLIPS, ANTUINETTE DELIENE BAF COORDINATOR, BUS AFF 12 MONTH	Business Affairs	12 MONTH / Annual
PICKETT, TREASURE T CHIEF OF SECONDARY EDUCATION ASSISTAN	K-12 Academic Services	ASSISTAN / Annual+PSC as Teacher, Admin only
PITTMAN, THOMAS E FIH PRINCIPAL, SENIOR HIGH 12 MONTH	Fleming Island High School	12 MONTH / Annual+PSC as Teacher, Admin only
POMPEY, SHARON A BAF COOR PAYROLL ACTIVITIES 12 MONTH	Business Affairs	12 MONTH / Annual
RAGSDALE, MICHELLE LOUISE RVE MGR SATELLITE I CAFETERI	Ridgeview Elementary	CAFETERI / Annual
RAINES, MELINDA F KHE MGR SATELLITE I CAFETERI	Keystone Heights Elementary	CAFETERI / Annual
RALEY, MONTGOMERY KERRIGAN POE ASST PRINCIPAL EL 11 MOS 11 MONTH	Plantation Oaks Elementary	11 MONTH / Annual
RAUCCI, STEPHANIE ANN BUILDING OFFICIAL 12 MONTH	OPERATIONS	12 MONTH / Annual
RICHARD, TERESA L OLJ MGR SELF CONTAINED I CAFETERI	Oakleaf Junior High School	CAFETERI / Annual
RIEBE, KRISTIN K SUPV/COOR OTHER ED SERV 12MO 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual
ROBBINS, KRISTINA ROSE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
ROBERTS, MARY ELIZABETH DOE ASST PRINCIPAL EL 12 MO 12 MONTH	Discovery Oaks Elementary	12 MONTH / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ROCHE, HEATHER LEE LAE PRINCIPAL, ELEMENTARY 12 MONTH	Lake Asbury Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
RODRIGUEZ, MELANIE GAIL KHH ASST PRIN 12 MO SH 12 MONTH	Keystone Heights High School	12 MONTH / Annual
ROUSSEAU, KRISTIN GENEVIEVE ACE SUPV ADULT COMM ED 12 MONTH	Adult/Community Education	12 MONTH / Annual
RYAN, CHRISTOPHER J ESE COORDINATOR ESE 12 MONTH	Exceptional Student Education	12 MONTH / Annual+PSC as Teacher, Admin only
SANCHEZ, DAYSI S OHS MGR SELF CONTAINED IB CAFETERI	Oakleaf High School	CAFETERI / Annual
SANDERS, MELANIE LYNN ESE DIRECTOR, ESE 12 MONTH	Exceptional Student Education	12 MONTH / Annual+PSC as Teacher, Admin only
SCHRIVER, JEFFREY W DIRECTOR, HUMAN RESOURCE 12 MONTH	Human Resources	12 MONTH / Annual+PSC as Teacher, Admin only
SCHUMACHER, COURTNEY ANNE RVE PRINCIPAL, ELEMENTARY 12 MONTH	Ridgeview Elementary	12 MONTH / Annual
SCHUMACHER, DEBRA M SLE MGR SELF CONTAINED I CAFETERI	Shadowlawn Elementary	CAFETERI / Annual
SCOTT, LISA K PES MGR SELF CONTAINED I CAFETERI	Robert M. Paterson Elementary	CAFETERI / Annual
SENNA, BRITTANY ALEXANDREA FIH ASST PRIN 12 MO SH 12 MONTH	Fleming Island High School	12 MONTH / Annual
SEYMOUR, KYLE ZACKERY SUPERVISOR OF BUDGET 12 MONTH	Business Affairs	12 MONTH / Annual
SGROMOLO, JOHN ALBERT COOR DIST ATHLETICS & DEV 12 MONTH	K-12 Academic Services	12 MONTH / Annual
SHEPARD, JENNIFER LYNN SIP DIR SCH IMP/PD/ASSESS 12 MONTH	PROFESSIONAL DEVELOPMENT	12 MONTH / Annual+PSC as Teacher, Admin only
SMITH, BRITTANY DIANE OPE MGR SATELLITE I CAFETERI	Orange Park Elementary	CAFETERI / Annual
SMITH, DONNA JEAN SBJ MGR SELF CONTAINED I CAFETERI	S. Bryan Jennings Elementary	CAFETERI / Annual
SMITH, HAROLD M MANAGER, INFORMATION SERV 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
SMITH, LAURA ELIZABETH	Swimming Pen Creek Elem	12 MONTH / Annual

**I. Administrative Actions**

**B. RE-APPOINTMENT**

Name/Assignment	Site	Contract
SPC ASST PRINCIPAL EL 12 MO 12 MONTH		
SMITH, SHADREKA M GPE ASST PRINCIPAL EL 12 MO 12 MONTH	Discovery Oaks Elementary	12 MONTH / Annual
STAEFE, BERTHA FLUECK BAF SUPV PURCHASING 12 MONTH	Business Affairs	12 MONTH / Annual
STAEFE, KEVIN B COORDINATOR STUDENT ENGAGEMENT 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual+PSC as Teacher, Admin only
STEWART, TRISHA SUZANNE ROE PRINCIPAL, ELEMENTARY 12 MONTH	Rideout Elementary	12 MONTH / Annual
STILIANOU, AMANDA DAWN CVA PRINCIPAL, SENIOR HIGH 12 MONTH	Clay Virtual Academy	12 MONTH / Annual+PSC as Teacher, Admin only
STILIANOU, JOHN WILLARD KHH ASST PRIN 12 MO SH 12 MONTH	Keystone Heights High School	12 MONTH / Annual
STOKES, LORI ANN PES ASST PRINCIPAL EL 12 MO 12 MONTH	Robert M. Paterson Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
STRICKLAND, AMANDA CEB PRINCIPAL, ELEMENTARY 12 MONTH	Middleburg Elementary	12 MONTH / Annual
SZALA, JENNIFER IRENE DOE MGR SELF CONTAINED I CAFETERI	Discovery Oaks Elementary	CAFETERI / Annual
TAYLOR, ANN I TRN COOR. TRANSPORTATION 12 MONTH	Transportation	12 MONTH / Annual
TAYLOR, MARY ELIZABETH SBJ PRINCIPAL, ELEMENTARY 12 MONTH	S. Bryan Jennings Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
TETO, HEATHER MARIE CHIEF OF ELEM ED ASSISTAN	Dept Of Elementary Education	ASSISTAN / Annual+PSC as Teacher, Admin only
THOMAS, SABRINA JEANETTE ITS SUPV, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual+PSC as Teacher, Admin only
THOMPSON, CHRISTINA NICOLE OHS ASST PRIN 12 MO SH 12 MONTH	Oakleaf High School	12 MONTH / Annual
THORNTON, JANNA J BAF COOR PURCHASING/AP 12 MONTH	Business Affairs	12 MONTH / Annual
TROUTMAN, BRENDA GUY HMR ASST SUPT, HUM RES ASSISTAN	Human Resources	ASSISTAN / Annual+PSC as Teacher, Admin only
TURBEVILLE, ELIZABETH ANNE KHE PRINCIPAL, ELEMENTARY 12 MONTH	Keystone Heights Elementary	12 MONTH / Annual
UMBAUGH, JENNIFER NICOLE	Lake Asbury Junior High School	12 MONTH / Annual+PSC as

**I. Administrative Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LAJ ASST PRINCIPAL JH 12 MO 12 MONTH		Teacher, Admin only
UNDERWOOD, BARRY LEE KHH VICE PRIN 12 MO SH 12 MONTH	Keystone Heights High School	12 MONTH / Annual+PSC as Teacher, Admin only
VINSON, JAMES DEWITT ITS SUPV, IT 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
VONGCHANTA, SHELLY TANH BAF COOR PURCHASING/AP 12 MONTH	Business Affairs	12 MONTH / Annual
WAGNER, KENNETH J CHIEF OF POLICE 12 MONTH	OPERATIONS	12 MONTH / Annual
WALKER, RACHEL M COOR, WORK FORCE DEVELOPMENT 12 MONTH	Adult/Community Education	12 MONTH / Annual
WARMOUTH, NATHAN MICHAEL WJH PRINCIPAL, JUNIOR HIGH 12 MONTH	Wilkinson Jr High	12 MONTH / Annual+PSC as Teacher, Admin only
WATT, KELLY NEAL SUP CHIEF OF STAFF 12 MONTH	SUPERINTENDENT	12 MONTH / Annual+PSC as Teacher, Admin only
WHIDDON, ANGELA BALLOU WEC PRINCIPAL, ELEMENTARY 12 MONTH	W.E. Cherry Elementary	12 MONTH / Annual
WIDDOWSON, RYAN ELIZABETH SUPERVISOR FEDERAL PROGRAMS 12 MONTH	Title 1	12 MONTH / Annual+PSC as Teacher, Admin only
WILKERSON, BECKY A MBE PRINCIPAL, ELEMENTARY 12 MONTH	Middleburg Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
WILLIAMS, DEVITA LATRICE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
WILLIAMS, JUSTIN LAMAR MHS VICE PRIN 12 MO SH 12 MONTH	Middleburg High	12 MONTH / Annual
WILLIAMS, KAYLEIGH KHE ASST PRINCIPAL EL 12 MO 12 MONTH	Keystone Heights Elementary	12 MONTH / Annual
WILLIAMS, KELLY NICHOLE RHS ASST PRIN 12 MO SH 12 MONTH	Ridgeview High School	12 MONTH / Annual
WINKLER, TAMERA ANN MRE PRINCIPAL, ELEMENTARY 12 MONTH	Mcrae Elementary	12 MONTH / Annual
WOLFE, DAWN L LES PRINCIPAL, ELEMENTARY 12 MONTH	Lakeside Elementary	12 MONTH / Annual+PSC as Teacher, Admin only
WOOD, TYLER A OPE PRINCIPAL, ELEMENTARY	Orange Park Elementary	12 MONTH / Annual+PSC as Teacher, Admin only

**I. Administrative Actions**

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**B. RE-APPOINTMENT**

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<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
12 MONTH WRIGHT, SAMANTHA L HMR SUPV, HR 12 MONTH	Human Resources	12 MONTH / Annual
ZINO, INA J TRN COORDINATOR OF ROUTING 12 MONTH	Transportation	12 MONTH / Annual



**I. Administrative Actions**

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**C. RE-DESIGNATION**

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

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**D. TRANSFER**

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

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

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

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**F. SUPPLEMENT**

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

### A. Support - Approve the following job descriptions:

#### NEW:

#### **C-3.7.24 - Behavior Support Technician**

The purpose of this position is to satisfy the need for behavior support at the school level. This would not only provide a more attractive position for potential behavioral support, but also additional training that is desperately needed in order to ensure student safety in the schools with the most critical needs.

#### 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 have been carefully reviewed and revised. Special care has been taken in review of the Required Qualifications for these job descriptions. In particular, Human Resources has administered the Primary Skills Test for a number of years, but has not found that this particular Required Qualification is an accurate indicator or reflection of an applicant's general secretarial knowledge. Additionally, removal of this Required Qualification will be a significant cost saving measure to both the District and the applicant.

- C-3.1.05 (C) Executive Secretary to Superintendent/School Board
- C-3.1.19 (C) Executive Secretary to the School Board Attorney
- C-3.2.16 Testing and Administrative Support Assistant
- C-3.3.01 Accounts Payable Assistant
- C-3.3.03 (C) Insurance Assistant
- C-3.3.05 (C) Payroll Assistant
- C-3.3.09 Purchasing Support Assistant
- C-3.3.11 Buyer
- C-3.4.40 Payroll Support Assistant
- C-3.4.45 Routing Dispatcher
- C-3.4.46 Routing Specialist
- C-3.5.01 (C) Data Entry/Records Technician
- C-3.5.02 (C) Personnel Assistant
- C-3.7.01 Bookkeeper
- C-3.7.12 Exceptional Student Education (ESE) Secretary
- C-3.7.13 Health Assistant

C-3.7.16 Licensed Practical Nurse  
C-3.7.17 Media Technical Assistant  
C-3.7.18 (C) Principal's Secretary  
C-3.7.19 School Secretary  
C-3.7.20 Student Records Secretary  
C-3.7.22 ESE Program Accountant  
C-3.7.23 ESE Allocation and Position Assistant  
C-3.8.01 Accounting Assistant  
C-3.8.02 Accounting Support Assistant  
C-3.8.03 Administrative Secretary  
C-3.8.04 Administrative Secretary, Senior  
C-3.8.04 (C) Administrative Secretary, Senior, Human Resources  
C-3.8.05 Administrative Support Assistant  
C-3.8.14 (C) Position Control/Allocations Specialist  
C-3.8.15 Registered Nurse

**Job Locator: C-3.724**

**Title: Behavior Support Technician**

**Position Grade: Support Salary Schedule**

**Evaluated by: School Administrator or Director of ESE, as assigned**

**Job Description:**

The Behavior Support Technician works as a team member with teachers, behavior site coaches, counselors, and other appropriate personnel to establish positive student contacts that develop appropriate and positive behavior modifications enabling students to succeed. He/she will assist instructional personnel by participating as a team member in the development and monitoring of comprehensive behavioral objectives, goals and plans, including Positive Behavior Support Plans (PBSP).

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

1. Reinforces appropriate behaviors and redirects negative behaviors; implements consequences for inappropriate behavior as necessary.
2. Assists in behavioral, physical and/or safety instruction by working with students individually or in a group setting as directed by the teacher, behavior site coach, or Board Certified Behavior Analyst (BCBA.)
3. Conducts observations to assist in implementing and monitoring behavior intervention plans with verification of accuracy from the BCBA.
4. Supports training initiatives and coaching practices for school based staff as directed by the schools' behavior site coach and/or district behavioral staff.
5. Ensures psychosocial and behavioral data has been gathered, with verification of accuracy from the BCBA, and maintained on targeted students by coordinating with parents, District staff, and community mental health professionals.
6. Collaborates with parents, behavior site coaches, mental health professionals, agency personnel, school and district administration, as well as educators in case management and problem-solving.
7. 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 as well as monitors students during recess and electives/resource classes in order to ensure student safety.
8. 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.
9. Records, types and files pertinent information concerning students for the teachers', administrators' and parents' review.
10. Prepares materials and supplies for social skills lessons, visual supports, including developing games or instructional material, creating samples and/ or copying material.
11. Assist with school based and state assessments if needed.
12. Assists in meeting students' hygiene needs, such as diapering, hand washing and other applicable daily living skills if needed.

- 13. Attends regular behavior training offered by the District.
- 14. Follows Federal and State laws, as well as School Board policies.
- 15. May transport students in district-owned vehicles to participate in community-based instructional programs.
- 16. Performs other duties of a similar nature or level.

**Required Qualifications:**

- 1. High School diploma or equivalent and ONE of the following:
  - a. Associate's degree from an accredited institution OR
  - b. Sixty (60) credits minimum from an accredited institution OR
  - c. Pass score (464) on the Praxis Paraprofessional test
- 2. 3 years of successful experience working with school age students in specialized settings for students with emotional, behavioral, and/or mental health concerns
- 3. Complete the following training within 6 months of employment. All training is provided by the District.
  - a. Registered Behavior Technician (RBT) certification
    - i. Continued certification is contingent upon passing the supervision task list annually evaluated by the BCBA
  - b. Safe Crisis Management (SCM)
  - c. First Aid and CPR
  - d. Medication Administration as required by Federal Medicaid regulations

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

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



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

Pending School Board Approval: 06/01/2023

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

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

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Superintendent**

**Job Description:**

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

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

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

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

**Required Qualifications:**

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

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

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.	X			

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 06/19/1997

Revised: 01/19/2006

Revised: 04/17/2008

Revised: 03/04/2021

Revised: 06/01/2023

**Job Locator: C-3.1.19 (C)**

**Title: Executive Secretary to the School Board Attorney**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: School Board Attorney**

**Job Description:**

Performs varied and complex administrative, secretarial, court filing and confidential activities in support of the School Board Attorney and services provided by the School Board Attorney's Office.

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

1. Organizes, schedules, and updates the School Board Attorney's calendar, appointments, and hearings.
2. Answers and screens telephone calls from the public, district personnel, and Board members including determining the nature of the call, resolving and providing information as appropriate and referring calls to the Board Attorney or others, as required.
3. Provides miscellaneous clerical and secretarial duties to the School Board Attorney, including typing, filing, opening and distributing mail, distributing meeting notices, etc. Purchases office supplies and prepares purchase orders, makes travel arrangements and arranges meetings with School Board members.
- ~~4. Assists with the development of meeting agenda, support information, and public notices.~~
5. Maintains and updates budget, invoicing, and accounting records of the School Board Attorney's Office.
6. Performs miscellaneous file management and recordkeeping duties.
7. Maintains inventory of office supplies, equipment, and materials needed for day-to-day operations of the School Board Attorney's Office.
8. Assists with the School Board Attorney's application and participation in professional development and organizational seminars, conferences, and meetings, such as those provided by the Florida Bar, the Clay County Bar Association, and the Florida School Board Attorneys Association.
9. Assists with processing of public records requests as needed.
10. Drafts routine correspondence, legal documents, and other documents under the direction of the School Board Attorney.
11. Attends meetings, hearings, and other proceedings as needed and within normal work hours.
12. Recommends and applies model practices and procedures which enhance the efficiency of School Board Attorney's Office operations.
13. May assist with preparation of contract negotiation materials, including typing and revisions of proposals and contracts.

14. Conduct research on relevant laws, regulations, and legal articles.
15. Gather and arrange legal documents for attorney review and case preparation.
16. Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions.
17. Performs other duties of a similar nature or level.

**Required Qualifications:**

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

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

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

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

Board Approved: 09/06/2018

Revised: 06/01/2023

**Job Locator: C-3.2.16**

**Title: Testing and Administrative Support Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

Provides assistance for testing/assessment programs and performs general secretarial and clerical duties such as typing/word processing, answering phones, data entry, filing, etc., to provide secretarial/clerical support to the assigned area.

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

1. Provides support for the district, state and national assessments, including material preparation, test scanning, generation of reports, and the monitoring and distribution of test materials.
2. Schedules test sessions, testing materials and data reports. Maintains test security for all secure testing documents.
3. Conducts training on administering the ESOL aural/oral test for school personnel.
4. Assists administration with the training of all faculty regarding test administrator/proctor guidelines as well as specific security protocol for individual tests.
5. Types/word processes correspondence, memoranda, reports, notices and other materials as assigned.
6. Compiles, verifies and analyzes information for reports based on criteria provided.
7. Assists with IEP and section 504 testing accommodations compliance.
8. Prepares home to school communication regarding testing for virtual/home school parents and students.
9. Performs miscellaneous clerical duties such as filing and designing forms, etc.
10. Inputs various types of information for a variety of data processing and testing applications into the computer and verifies the data as appropriate.
11. Monitors and screens telephone calls; provides general information and assistance as required, and routes calls to appropriate people or departments.
12. Monitors and orders supplies and materials as needed for assigned areas.
13. Inputs purchase orders for equipment, projects and other needs.
14. Perform other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.



2. Must possess one or more years of general secretarial/clerical experience, or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Pass the secretarial/clerical skills test.~~

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

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

**Desired Qualifications:**

1. Associates Degree from an accredited college or university.
2. Experience in Microsoft Word and Excel.

Board Approved: 02/16/1996

Revised: 06/15/2000

Revised: 08/17/2006

Revised: 04/17/2014

Revised: 09/03/2020

Revised: 06/01/2023

**Job Locator: C-3.3.01**

**Title: Accounts Payable Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Director of Finance**

**Job Description:**

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

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

1. Resolves and makes recommendations to schools/departments regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, and verifying State contract or bid prices.
2. Receives and routes telephone calls for Accounts Payable Departments. Interprets policies and procedures or questions relating to payment or other problems. Refers question to Coordinator of Accounts Payable, as required.
3. Separates Accounts Payable checks and travel checks including attaching purchase orders with invoices or travel reimbursements to vouchers, inserts in envelopes to be mailed and files by check number.
4. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to Accounting to make deposits.
5. Performs other duties as assigned by the Coordinator of Accounts Payable.
6. Audits invoices for subsequent processing of payment. Reviews for accuracy and verifies legitimacy and appropriateness.
7. Ensures expenditure authorization by verifying either partial or full receipt of the goods or services order and the goods or services have been found to be acceptable.
8. Checks invoices for mathematical and clerical accuracy and for agreement with purchase order (PO) and/or contract as to prices, dates, vendor name, vendor address, and terms.
9. Coordinates with the District school or department that initiated the purchase order for capital equipment, supplies, travel, services, and/or merchandise. If necessary, resolves invoice problems and provides recommendations to school/department personnel regarding issues including prices not in agreement with PO, duplicate shipments, missing purchase order numbers, and use of State contract or bid prices.
10. Scans invoice copy and enters invoice information in accounting system for approval processing.

11. Answers vendor inquiries and composes correspondence to vendors about payment of invoices.
12. Provides technical assistance by receiving and routing telephone calls for the Accounts Payable Department relating to payment. In some instances, refers questions to Coordinator of Accounts Payable.
13. Prepares checks for distribution after they are printed by separating vendor checks and travel checks including attaching purchase orders with invoices or travel reimbursements and inserting checks in envelopes to be mailed.
14. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to the Accounting Department to make deposits.
15. Sets up and organizes files and manuals relating to the Accounts Payable Department and its function.
16. Perform other duties as assigned by the Administrator.

**Required Qualifications:**

1. Possess a high school diploma or GED equivalency.
2. Two years related accounts payable/training/experience which provides for an equivalent background necessary to perform the work.
- ~~3. Pass the secretarial/clerical skills test.~~
4. Possess basic computer skills.
- ~~5. Pass the 10-key calculator test.~~

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	

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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: 03/21/1996

Revised: 01/19/2006

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.3.03 (C)**

**Title: Insurance Assistant**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Coordinator Insurance Activities or Assigned Administrator**

**Job Description:**

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

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

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

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

**Required Qualifications:**

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

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 07/17/1997

Revised: 01/19/2006

Revised: 04/04/2019

Revised: 02/04/2021

Revised: 06/01/2023



**Job Locator: C-3.3.05 (C)**

**Title: Payroll Assistant**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

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

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

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

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

**Required Qualifications:**

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

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 01/19/2006

Revised: 04/04/2019

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.3.09**

**Title: Purchasing Support Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned Administrator Business Affairs Division**

**Job Description:**

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

**Responsibilities and duties this position include:**

1. Responsible for overall administrative support of the Supervisor and department staff.
2. Assist with review of purchase requisitions for compliance with governmental purchasing procedures and School Board Policy; process and distribute purchase orders; review information for product procurement, verify bid pricing and revise as necessary.
3. Interact with the public, including vendors and bidders, and assist with inquiries regarding bid documents, bid openings, and bid awards.
4. Assist with Bid/Quote spreadsheets, documents, files, etc.
5. Obtain certificates of insurance for vendors and maintain renewal information.
6. Receive and process all contract review contracts which includes: ensuring all documents are attached, routing for approval, scanning approved contract back to originator, follow up with purchase requisition.
7. Update and Maintain Contract Review spreadsheet, documents, files, etc.
8. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs; work orders & service tickets for both Purchasing Department and Print Center.
9. Prepare and submit budget transfers and purchase requisitions for both Purchasing Department and Print Center.
10. Receive and review invoices for both the Purchasing Department and Print Center.
11. Respond to inquiries and concerns from customers, vendors, etc., in a timely manner.
12. Utilize current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level and proficiency related to job assignment.
13. Receive and distribute mail. Order and maintain office supplies.
14. Maintain positive effective working relationships with District / school personnel and co-workers.
15. Perform other duties as assigned by the Administrator

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
2. Minimum of two year's previous bookkeeping, accounting, or purchasing experience providing background necessary to perform the work.

3. ~~Pass the secretarial/clerical skills test.~~

4. Possess basic computer skills.

5. ~~Pass the 10-key calculator test.~~

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

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

Approved: 05/03/2018

Revised: 11/07/2019

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.3.11**

**Job Title: Buyer**

**Position Grade: Support Salary Schedule**

**Evaluated By: Supervisor of Purchasing and Material Management**

**Job Description:**

The Buyer provides assistance with the procurement of commodities and services required by the District. Work pertains to the competitive procurement process such as the writing of specifications, issuing Invitations to Bid/RFP/Quote, tabulating data, determine contract needs and processing Purchase Requisitions/Orders.

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

1. Develops Bid/RFP/Quote documents for compliance with Board policy, Federal, State and local regulations; specifications, scope of work, qualifications, tender form, tab/award, etc.
2. Works closely with third part consultants, architects, engineers, and District personnel to ensure all requirements are met in preparing solicitation documents.
3. Assists bid openings, assists requesting department in evaluation of bids/RFPs and reviews rationale for rejection/acceptance of bid/RFP.
4. Secures prices from vendors and obtains written quotations when required.
5. Retrieve and Review all bid documents for compliance with piggyback option.
6. Prepare, issue and finalize renewal request for Bid/RFP/Quote.
7. Tracks purchasing documents/data and ensure procurement records are stored and in compliance with Federal, State and local requirements.
8. Works with Schools and Departments to determine district needs for new term contracts and implements same to satisfy those needs.
9. Maintains current vendor data base and works with potential bidders through the Demands system.
10. Processes Purchase Requisitions and Purchase Orders to include communication between schools, departments, and vendors as needed.
11. Assists with Purchasing and Accounts Payable issues.
12. Assist with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations.
13. Assist with procurement training for School and Department personnel.
14. Performs other duties as assigned by the Administrator.

**Required Qualifications:**

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Requires a minimum of four (4) years of experience in governmental purchasing and/or government bookkeeping; and/or Purchasing Certification; or a combination of education/training/experience which provides a background necessary to perform the work.
3. Knowledge of the following: Florida Statutes, State Board of Education Regulations, Financial and Program Cost Account and Reporting for Florida School and School Board policies.
4. Proficient in Word, Excel, data processing, communication skill, desk top research, and organizational skills.
5. ~~Pass the secretarial/clerical skills test.~~

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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. Two (2) year degree from a regionally accredited college or university.
2. Experience in local school and/or district level purchasing/accounting regulation.
3. Knowledge of ERP systems.

Board Approved: 06/24/2021

Revised: 06/01/2023



**Job Locator: C-3.4.40**  
**Title: Payroll Support Assistant**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Director of Transportation**

**Job Description:**

Performs general payroll assistant and secretarial duties for the transportation department, and maintains transportation department's accounts and records.

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

1. Prepares payroll information, including preparing and processing payroll and field trip work sheets and time cards and calculating overtime, hours, monies, etc; transfers payroll information to master payroll; files copies and remits originals to designated department; maintains records for audit purposes; posts leave information.
2. Processes field trip requisitions including recording information, filing, binding and distributing copies to requesting schools; posts field trip surcharges to ledger; and computes and distributes to County office. Assists requesting departments with scheduling of trips and calculation of costs.
3. Assists in receiving telephone messages, transferring calls and answering questions and complaints from parents and schools regarding late service, trip changes, requisitions and other issues.
4. Performs general clerical and secretarial duties including typing, filing, greeting person coming into office, sorting, delivering and collecting mail, ordering/receiving supplies, and storage preparation.
5. Maintains and updates related records and files, and enters changes into the computer as appropriate.
6. May calculate driver hours, maintain record of personal leave, sick leave, short term and long-term leave, and maintain all leave papers for audit purposes; may distribute copies of leave forms to personnel and District payroll office.
7. Assists in radio coverage as needed.
8. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Possess a high school diploma or G.E.D. equivalency.
- ~~2. Pass the secretarial/clerical skills test.~~
3. Have a background in preparing payroll and/or time sheets.
4. Possess a basic math background.
- ~~5. Pass the 10-key calculator test.~~

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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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	

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 01/19/2006

Revised: 01/07/2021

Revised: 06/01/2023

**Job Locator: C-3.4.45**

**Title: Routing Dispatcher**

**Position Grade: Support Salary Schedule**

**Evaluated By: Director of Transportation or Assigned Administrator**

**Job Description:**

Receives and dispatches information regarding student transportation needs; assigns substitute bus driver to routes on an as needed basis; and maintains departmental logs.

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

1. Assigns substitute drivers to cover regular bus routes in the event of an emergency, regular driver absence, or field trips; receives information and determines driver route coverage.
2. Provides information to students, staff and parents via phone calls, emails and other technology. Determines priority of calls and responds accordingly (i.e. accident and reports)
3. Maintains departmental records pertaining to transportation activities (i.e. log of breakdowns, time sheets or records, special transportation arrangements, etc.)
4. Maintains memos, correspondence, schedules, route information; Makes copies when needed.
5. Performs other duties of a similar nature or level.
6. Drives bus when needed to ensure transportation coverage of students.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. ~~Pass the secretarial/clerical skills test. Effective 8/4/22.~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must possess a valid Florida Driver's License appropriate for the vehicle assigned and maintain a safe driving record while employed.

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

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

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

**Desired Qualifications:**

1. Have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.
2. One year successful experience as a school bus driver.

Approved: 05/20/1993

Revised: 09/21/1995

Revised: 01/07/2021

Revised: 08/04/2022

Revised: 06/01/2023

**Job Locator: C-3.4.46**

**Title: Routing Specialist**

**Position Grade: Support Salary Schedule**

**Evaluated By:Assigned Administrator**

**Job Description:**

Coordinates the routing and scheduling of School bus transportation following District policies and ensuring compliance with the Florida Department of Transportation regulations, and guidelines.

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

1. Determines bus routes and schedules the transportation of District students; evaluates distances, stop and start times in accordance with State and District policies/rules. Enters information into the computer and issues routes copies to the driver.
2. Responds to route or time change requests by investigating overall feasibility, the rationale of request, associated costs or liabilities and governing rules or regulations. Communicate change request decisions to all parties affected
3. Drives bus when needed to ensure transportation coverage of students
4. Verification that route is driven in the most efficient manner. Make needed route adjustments in a timely manner
5. Coordinates the gathering of data, compiles and prepares required state/federal or District reports (i.e. number of students transported, etc.)
6. Maintains departmental records pertaining to bus breakdown, discipline problems, late buses, etc.
7. Performs other duties of a similar nature or level.

**Required Qualifications:**

- ~~1. Must have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements~~
- ~~2. Must be able to understand and follow written and oral communications.~~
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. 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.

5. ~~Must maintain a safe driving record while employed.~~ Must possess a valid Florida Driver's License appropriate for the vehicle assigned and maintain a safe driving record while employed.

**Desired Qualifications:**

1. Have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.
2. One year successful experience as a school bus driver.

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

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

Approved: 05/20/1993

Revised: 09/21/1995

Revised: 03/19/1998

Revised: 01/07/2021

Revised: 06/01/2023

**Job Locator: C-3.5.01 (C)**  
**Title: Data Entry/Records Technician**  
**Position Grade: Confidential Salary Schedule**  
**Evaluated By: Assigned Human Resources Director**

**Job Description:**

Inputs employee and personnel information into the system database to ensure all employee pre-employment, employment and personnel information is current and up-to-date. Performs a variety of other tasks, including but not limited to the electronic or otherwise updating of employment information, reference materials, or departmental files/records.

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

1. Sorts, scans, verifies readability, and files employment, pre-employment and personal employee data into the personnel database. Proofs printouts to ensure accuracy of input data and reports.
2. Maintains name and address changes in database for employees.
3. Performs basic clerical duties, including; sorts, collects and distributes department mail for administrative office departments.
4. Assists and updates employment database in the instructional or support personnel department to ensure the accuracy of contracts, summer school information, Board action and reappointment letters.
5. Answers incoming phone calls and routes callers to appropriate department or personnel.
6. Greets visitors, offers assistance, and directs them to appropriate department or personnel.
7. Performs other duties of a comparable level/type.
8. Possesses a working knowledge of organization and programs of the School District.

**Required Qualifications:**

1. High school diploma or equivalent (GED)
2. One year data entry experience
3. ~~Passing score on the Primary Skills Test~~

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
<u>Lifting/carrying objects under 20 pounds</u>			X	
<u>Lifting/carrying object between 21-50 pounds</u>			X	
<u>Standing for sustained period of time</u>			X	
<u>Stooping/bending</u>			X	
<u>Walking for sustained periods of time</u>				X
<u>Climb steps, stools or ladders</u>			X	
<u>Kneeling/crouching</u>			X	
<u>Twisting</u>			X	
<u>Pushing/pulling carts or other such objects</u>			X	



<u>Reach above shoulders</u>			<b>X</b>	
<u>Repetitive motions of the wrists, hands and fingers</u>	<b>X</b>			
<u>Operation of power tools, mechanical equipment</u>				<b>X</b>

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

Board Approved: 05/20/1993

Revised: 02/19/2004

Revised: 08/17/2006

Revised: 10/18/2007

Revised: 02/19/2009

Revised: 12/12/2019

Revised: 06/01/2023

**Job Locator: C-3.5.02 (C)**

**Title: Personnel Assistant**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

To provide efficient and effective assistance and support non-instructional and instructional positions regarding the District's employment application process and onboarding employees. Ensuring complete and proper documentation for maintaining employee files for Board action and payroll purposes.

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

1. Guides new hires through the on-boarding process to ensure timely completion of all required on-boarding paperwork, or other employment related requirements to ensure a smooth transition for all new hires. Schedules and processes new hires throughout the pre-employment process. Coordinates preparation of files to prepare and conducting pre-employment meetings with all new employees.
2. Creates and maintains confidential files; accurately enters employee information into appropriate databases. Creates and maintains permanent and confidential personnel files.
3. Ensures completion of application in order to determine minimum eligibility for employment. Verifies application documentation.
4. Assist with position tracking of non-instructional and instructional allocations, includes reviewing and posting job requirements, confirming open allocations, reviewing application for completeness and other similar tasks.
5. Creates and maintains Personnel Consent Agendas including new hires, resignations, retirements, reappointments for the monthly Board meeting.
6. Manages employee background checks by monitoring the fingerprinting website to include new employees, contractors, vendors, substitutes and the 5 year reprint list. Collects employment related fees.
7. Collects and prepares various personnel related items, such as, summer school applications, reappointments, and performance evaluations.
8. Prepares and processes applications and teacher certification information. Enrolls and records information for beginning teachers with the State DOE.
9. Keys personnel records (new appointments, transfers, resignations, retirements, summer school, etc.) Keys supplements, temporary adult labor, substitute records, miscellaneous after hours, etc. Keys salary changes, updates and/or corrections.
10. Distributes and maintains records for related employment information, such as, reappointment letters, contracts, physical examinations, agendas, credential files and verification of employment.
11. Schedules and tests clerical applicants for primary skills, 10 key test and Windows test as directed by the job descriptions.

12. Monitors employees on FMLA, year-long leave, military leave, ILOD, professional leave, extended leave. Post monthly annual leave accruals.
13. Prepares and collects written verification of District position requirements to other employing institutions to assist in establishing pay, sick leave, contract status, and certification requirements.
14. FRS retirement liaison between employees and FRS. Assists retirees with preparation and processing of all pension and disability retirement applications, audits, and DROP applications and extensions.
15. Prepares and maintain payroll files for all employees. Prepares and records salary change information including transfers, promotions, etc.
16. Processes Professional, temporary, coaching certificate applications, renewal and addition and name changes. Assists in monitoring Out of Field and DOE Certification.
17. Provides customer service to employees and applicants, providing information and responding to basic inquiries regarding the application process, employment, certification, compensation and/or other personnel related questions.
18. Performs other duties of a similar nature or level. All other duties as assigned by Supervisor.

**Knowledge Skill and Abilities**

1. Operating knowledge of computer programs and ability to effectively use technology in daily work, including email, word processing, spreadsheets, databases and other applicable programs.
2. Ability to accurately enter and maintain data in systems.
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
4. Ability to communicate effectively with a variety of audiences, orally or in writing.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- ~~2. Pass the clerical skills test.~~
3. A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

<b><u>PHYSICAL EFFORT</u></b>	<b><u>REGULARLY</u></b>	<b><u>FREQUENTLY</u></b>	<b><u>OCCASIONALLY</u></b>	<b><u>NEVER</u></b>
<u>Lifting/carrying objects under 20 pounds</u>			<b>X</b>	
<u>Lifting/carrying object between 21-50 pounds</u>			<b>X</b>	
<u>Standing for sustained period of time</u>			<b>X</b>	
<u>Stooping/bending</u>			<b>X</b>	
<u>Walking for sustained periods of time</u>				<b>X</b>
<u>Climb steps, stools or ladders</u>			<b>X</b>	
<u>Kneeling/crouching</u>			<b>X</b>	
<u>Twisting</u>			<b>X</b>	
<u>Pushing/pulling carts or other such objects</u>			<b>X</b>	

<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>				<u>X</u>

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/28/2018

Revised: 12/12/2019

Revised: 06/01/2023

**Job Locator: C-3.7.01**

**Title: Bookkeeper**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal**

**Job Description:**

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

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

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

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

**Required Qualifications:**

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

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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
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Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.7.12**

**Title: Exceptional Student Education (ESE) Secretary**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal**

**Job Description:**

Performs secretarial and clerical duties to assist with the processing and related activities of Exceptional Student Education (ESE) students; maintains ESE records and program documentation.

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

1. ~~Enters~~ **Verifies** Exceptional Student Education (ESE) Data on the computer; updates information and maintains, verifies and corrects ~~printout~~ **reports** of students and hours to maintain current information.
2. Performs secretarial duties including typing memos, forms and letters; photocopying, answering telephone calls and routes callers to appropriate individuals and/or taking messages; filing documents, forms and ~~E.S.E.~~ materials in **ESE files**. ~~cumulative folders~~.
3. Schedules ~~meetings for~~ Individual Education Plan (~~IEP~~) **re-evaluation** meetings (~~IEP~~) between ~~guidance~~ **school** counselors, psychologists, parents and teachers; prepares materials and forms for meetings and sends notifications; **maintains files for all ESE students**. ~~updates I.E.P. plans on computer; records test scores and other information, etc.;~~ ~~schedules meetings to allocate students to E.S.E. programs.~~
4. ~~Assists guidance counselors in collecting materials for E.S.E. referrals to various programs, such as, E.H., S.L.D., gifted, speech and language.~~
5. Orders, monitors, and maintains inventory of supplies and materials needed for the ESE department.
6. Schedules for **Student Service Team meetings for current ESE students**. ~~Child Study Teams meetings to review files; sends notification forms to teachers and maintains files.~~
7. ~~May~~ **Schedule** meetings for parents, teachers and others, to coordinate arrangements for students on hospital/homebound program; assists parents in completing forms, and submits to District for approval; coordinates correspondence between homebound teacher and classroom teachers and secures texts and materials for homebound teacher to take to students.
8. ~~Verifies and updates E.S.E. District computer printouts; notifies~~ **Notifies** the District of withdrawals, additions and status changes; completes **and verifies** District reports relating to ESE. students.
9. Compiles information of ESE students to submit to school to use in preparing FTE student count; verifies student schedules, programs and classroom time and compares to students' IEP plans.
10. ~~Collects and documents information for temporary placement of E.S.E. students; submits forms and records to the District office.~~
11. Completes and submits special education request forms for students requiring special transportation.



- 12. ~~Reviews~~ **Maintains** ESE student schedules and compares against current IEP ~~minutes~~ **hours**.
- 13. ~~May monitor the behavior of students in E.S.E. classes for teachers attending related E.S.E. meetings.~~
- 14. Performs other duties of a similar nature or level.

**Required Qualifications:**

- 1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- 2. ~~Pass the secretarial/clerical skills test.~~
- 3. Combination of previous education, training, and or experience which provides for an equivalent background necessary to perform the work.

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

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

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/01/2023

**Job Locator: C-3.7.13**

**Title: Health Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal**

**Job Description:**

Administers medical care and medications to sick or injured students; responds to emergency situations and assists in health screenings. Performs various clerical or office duties, as assigned, depending upon the needs of the building.

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

1. Administers first aid to sick or injured students according to District and State guidelines. Determines whether students should remain in the health office.
2. Perform and document accurate vital signs on students seen in the health room.
3. Assist in personal daily needs.
4. Maintains current health and accident information on students and completes and updates related reports, records charts and logs.
5. Observes students for emotional, behavioral and non-medical needs and makes referrals as appropriate.
6. Performs miscellaneous clerical duties for the health and main office areas, including preparing lunch applications, tracking attendance, data entry, typing, filing, answering telephones, and inventorying and ordering supplies. Provides office clerical coverage in the absence of secretarial staff.
7. Health aide assists school nursing personnel by performing routine health-related tasks under the direction of the school nurse, to aid in the health care needs of students.
8. Under the supervision of and direction from the registered professional nurse, the individual performs all duties and responsibilities assigned to the health aide, as well as consults with school nursing personnel regarding unusual or difficult problems.
9. May be required to perform specialized procedures, after proper training, such as urinary catheterization, gastric tube feedings, diabetes management, and seizure disorder management.
10. Administers medication authorized by a physician and in compliance with State guidelines; observes students for medication reactions.
11. Reports health status of students to staff, bus drivers and parents as required.
12. Conducts health, vision, height, weight and lice screenings and informs parents of screening results as necessary.
13. Performs other duties of a similar nature or level.

14. Other duties as assigned by the registered professional nurse and/or principal.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. ~~Pass the secretarial/clerical skills test.~~
3. Must be certified in CPR, and First Aid and Medication Administration or obtain certification within the first (1st) month of employment.

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

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

Board Approved: 05/20/1993  
 Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/01/2023

**Job Locator: C-3.7.16**

**Title: Licensed Practical Nurse**

**Position Grade: Support Salary Schedule**

**Evaluated by: Principal**

**Job Description:**

The Licensed Practical Nurse provides practical nursing services to students enrolled in the School District of Clay County in accordance with Clay County's Procedures and Policies regarding School Health Services and Health Services Manual for Medically Complex Students, including emergency care of students and other such duties as may be assigned by the principal.

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

1. Provides basic first aid to students who become ill or sustain injuries during the school day.
2. Maintains daily logs on health room services provided and compiles reports or forms as needed.
3. Monitors the inventory of medical supplies and recommends the replenishment of supplies, as needed.
4. Conducts various health screenings and tests to assess student growth and developmental health patterns.
5. Assists students with the administration of prescribed medication according to School Board policies and protocol.
6. Performs medically complex procedures including but not limited to catheterization, tracheal suction, postural drainage, gastronomy feedings, and other duties as delegated by Registered Nurses determined by the Florida Board of Nursing.
7. Assures health room is maintained in an organized manner and facility is maintained in hygienic condition to ensure a safe environment.
8. Participates as a member of the Crisis Intervention Team and Student Assistance Team to provide information on health issues and to facilitate student referrals for service.
9. Assists in providing staff awareness regarding health related instruction including, but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
10. Participates in workshops and training sessions as required.
11. Provides other duties of a similar nature or level.
12. Other duties as assigned by the registered professional nurse and/or principal.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.

2. ~~Must be certified in CPR and maintain certification during employment.~~
3. Must be licensed, at a minimum, as a Practical Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
4. ~~Effective 4/18/03, must possess current certification in First Aid prior to employment, and must maintain certification while employed. Existing employees must become certified in First Aid no later than 12/31/03 and must maintain certification while employed thereafter.~~ Must be certified in CPR and First Aid or obtain certification within the first (1st) month of employment. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

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

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

Board Approved: 05/20/1993

Revised: 09/15/1994

Revised: 03/20/1997

Revised: 03/31/1999

Revised: 04/17/2003

Revised: 05/15/2003

Revised: 11/16/2004

Revised: 08/17/2006

Revised: 02/19/2009

Revised: 06/01/2023



**Job Locator: C-3.7.17**

**Title: Media Technical Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: School Administrator**

**Job Description:**

Performs technical, secretarial, and clerical duties to assist in the functioning of the school media center.

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

1. Works collaboratively with the media specialist to build a safe, friendly and engaging environment.
2. Maintains current bibliographic and inventory records of the media technology collection (books, software, kits, etc. and related equipment). Enters data into the computer, runs and distributes reports for administrators and staff.
3. Instructs students and teachers in locating and using media/technology resources such as library books, magazines, audiovisual and video materials, computerized information databases, computer-based learning programs and related media/technology equipment.
4. Enters student and circulation data on the computer and handles booking and circulating of school, district media center, and other interlibrary loan materials and equipment.
5. Distributes instructional television programs to classrooms via the school closed circuit television (CCTV) system. Loads and monitors audiovisual media for viewing.
6. May assist students and staff in production of live programming via the school CCTV system.
7. Provides secretarial services for media center operations, including meeting the public, word processing, statistics, record keeping, correspondence, and filing, as well as providing preventative care and maintenance of school media technology materials and equipment and school media center furnishings.
8. Assists in preparation of displays, bulletin boards, exhibits, and media productions.
9. Maintains an orderly and attractive media center; including materials, equipment, furnishings and book shelves.
10. Troubleshoots computer and audiovisual equipment when problems arise.
11. May contact, monitor and train both adult and student volunteers.
12. May coordinate school book fair, including notifying classes of schedule, collecting money, and completing reports.
13. Processes new materials, verifying purchase orders, stamping ownership, entering data into the computer system, and assigning barcode numbers.

14. May monitor students and/or read to students in the absence of the media specialist.
15. Performs inventory of materials and equipment in the media center, assists in preparation of annual book count and inventory reports.
16. Prepares and distributes overdue notices to students and staff. Collects monies for damaged and lost materials.
17. 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. ~~Must pass the secretarial/clerical skills tests.~~

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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	

**Desired Qualifications:**

1. Experience in a media center or similar position.

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 11/18/1997

Revised: 10/06/2022

Revised: 06/01/2023

**Job Locator: C-3.7.18 (C)**

**Title: Principal's Secretary**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Principal**

**Job Description:**

Performs secretarial and administrative duties for the building principal, maintains the school's accounts and records, and coordinates clerical office functions of the school.

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

1. Provides secretarial and clerical support to the Principal's office, including transcribing, typing, filing, duplication of materials, sorting and distributing incoming mail, etc.
2. May perform bookkeeping functions, including maintaining internal accounts, and completes ing and maintains ing related records.
3. Answers phones and greets the general public; refers to appropriate individuals.
4. May prepare requisitions and purchase orders, including receiving and checking in merchandise receives; recording receipts and disbursements, and preparing payments.
5. Conducts research and makes recommendations for ~~the purchase of~~ purchasing school supplies and equipment; enters requisitions for school supplies and equipment into the computer.
6. Compiles and completes school payroll information, including maintaining proper records, posting daily absentees, checking time in/out sheets, and maintaining a ledger for payroll reporting.
7. Maintains student records, compiles information, and completes related reports, official documents, and forms, such as; attendance and suspension reports, discipline information, scheduling, grades, report cards, and student registration information.
8. Designs, maintains; and arranges printing for school forms, such as; field trip permission slips, ~~text~~ text book issue and inventory forms, daily announcements, insurance requisitions, work orders, etc.
9. May administer the free and reduced lunch program, including approving lunch applications, entering information on the computer, and maintaining a current roster. Completes monthly reports and submits them to the Director of Food Services for review.
10. Processes warehouse orders for school, including ordering paper, photocopying supplies, and related offices supplies to ensure that supplies are purchased consistently ly with competitive prices.
11. May distribute and collect insurance and worker's compensation information and forms to and from employees and submit them to Assistant Superintendent for Business Affairs.
12. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- ~~2. Pass the secretarial/clerical skills test.~~
3. Two years secretarial/clerical experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

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

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/19/2004

Revised: 08/17/2006

Revised: 06/01/2023

**Job Locator: C-3.7.19**

**Title: School Secretary**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal**

**Job Description:**

Performs secretarial, receptionist, and clerical duties to assist in the functioning of the school's front-offices.

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

1. ~~May~~ maintains attendance and tardy records and enters ~~them~~ into the computer; runs and distributes attendance reports to administrators and teachers. Calls parents of students on the absentee list to notify them of ~~the~~ student's absence.
2. ~~May~~ ~~check in~~ tardy students and students returning after an absence ~~into school~~; issues class passes and records tardy information on student records.
3. Greets the public and directs to appropriate individuals; answers phones and takes and delivers messages to students and teachers.
4. Types materials including lists, forms, letters, memos, reports, handbooks, directories, etc.
5. ~~May assist in~~ ~~Enrolling~~s and ~~withdrawing~~ students, including entering/withdrawing information into/out of ~~the~~ computer, assigning students a homeroom and escorting students to meet teachers upon first-day arrival.
6. May perform miscellaneous bookkeeping functions and maintain accounts and related items, including selling supplies and school items at the school store, collecting money from vending machines, preparing deposit slips, and preparing FTE reports.
7. May prepare individual student records for free/reduced lunches from forms that have been processed by the District; enters students' lunch status into the computer; maintains related reports; distributes reports to ~~the~~ cafeteria and District office, and sends notices to parents on free/reduced lunch status.
8. ~~May~~ ~~Enter~~s discipline reports on ~~the~~ computer and maintains discipline files. May serve as ~~a~~ witness to student discipline.
9. Sorts and distributes incoming mail and prepares outgoing mail.
10. May contact substitute teachers to arrange for teacher coverage in the absence of teachers and maintain a daily log on substitutes working.
11. May assist in coordinating school pictures, including notifying classes of ~~the~~ schedule, collecting money, and distributing pictures.
12. Monitors and trains student workers.

13. Compiles and completes school and payroll records information by posting daily absentees, verifying time in/out sheets, and updating the ledger for various reports.
14. Compiles and maintains records for special programs/activities, i.e., test scores, medical information, etc.
15. Performs other duties of similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. One year of secretarial/clerical experience; and knowledge of school office operations and office procedures; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. ~~Pass the secretarial/clerical skills test.~~

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

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

<u>current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				
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Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/01/2023



**Job Locator: C-3.7.20**

**Title: Student Records Secretary**

**Position Grade: Support Salary Schedule**

**Evaluated By: Principal**

**Job Description:**

Processes and maintains student records and cumulative folders consistent with State and District guidelines; conducts registration and withdrawals of students; inputs and edits student information and records on the computer.

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

1. Inputs and edits student information and data into the computer to process and maintain student records.
2. Files and maintains student cumulative records and determines file access and control.
3. Registers new students, including verifying student registration forms, assigning classrooms, forwarding requests for records, assembling student cumulative folders, recording student information in student record log, and entering data on the computer; may escort students to classrooms.
4. Processes student withdrawals, including completing withdrawal forms and distributing to teachers, obtaining the principal's signature, deleting student records from the computer system, photocopying records and/or forwarding records to other County schools, and maintaining student withdrawal logs.
5. Determines records to be included, processes student records to/from other schools and maintains the confidentiality of records.
6. Inputs various types of student record information such as course code data, free/reduced lunch, bus schedules, etc., and maintains updated class and cafeteria roster.
7. May perform miscellaneous front office/guidance duties, including greeting and assisting visitors, parents and students; answering telephones; typing, monitoring students in the front office; xeroxing; ordering supplies; calling absentees; etc.
8. May compile various surveys and reports from the computer including verifying data, making corrections, producing reports and performing system back-up for the Department of Education.
9. May provide work direction to student aides and volunteer parents to coordinate job tasks.
10. May process free/reduced lunch forms, including checking applications, obtaining signature approval, notifying cafeteria manager/parents of student status, and recording, filing, and monitoring information and records. Conducts yearly verification of applications and assists in the yearly audit of the lunch program.
11. May prepare payroll; ~~may prepare~~ warehouse/purchase orders, and maintain related records.

12. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. ~~Pass the secretarial/clerical skills test.~~
3. Data entry/input skills.

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

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/01/2023

**Job Locator: C-3.7.22**

**Title: ESE Program Accountant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Director of ESE**

**Job Description:**

Maintains accounts and assets within the Exceptional Student Education department in accordance with Federal guidelines, Florida Statutes and District Operating procedures. Ensures records are accurate and functions are performed according to procedures. Prepares and compiles financial information for financial reports or state reports pertaining to tangible personal property. Audits and verifies invoices and/or entries to ensure proper amounts, codes and balances are reported. Provides support to property managers at all schools/departments as needed for ESE program needs. Interacts with state representatives and the district's Business Affairs department.

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

1. Works directly with the Director of ESE to manage all operations related to local, state, and federal ESE funding sources including establishing project fund lines for each fiscal year based on federal guidelines; compiles and maintains ESE District Office budgets and grants.
2. Reviews and approves purchase requisitions in the workflow in the District's [Enterprise Resource Planning \(ERP\)](#) system for all ESE District Office purchases including capitalized tangible personal property ensuring correct object coding is used.
3. Enters, tracks and processes all purchase orders and invoices for direct purchasing of materials using both General and Federal funds. Works closely with suppliers to verify materials are received.
4. Tracks all federal funding. Ensures funds are spent correctly according to Florida Statutes, Administrative Rules, Florida Department of Education Guidelines, and Uniform Grant Guidance.
5. Tracks credit card expenditures and provides documentation to Business Affairs for payment as appropriate.
6. Works directly with the Director of ESE to allocate and distribute District ESE funds to schools; initiates Purchase Orders for school cost centers; monitors expenditures for appropriate use based on program and/or funding requirements; functions as a liaison between school cost center purchasing contacts and District ESE Department.
7. Serves as the liaison for ESE funding reimbursements for private schools and public charter schools; reviews and approves reimbursement requests to ensure all applicable requirements are met; submits all valid and approved reimbursement requests to Accounts Payable in a timely manner for processing.
8. Reconciles, balances and makes adjustments to District ESE budgets as necessary to ensure all funds are balanced; reviews payroll reports for all District ESE funded personnel to ensure employee payroll distribution lines are correct.
9. Creates and coordinates the distribution of property tags for new capital assets for ESE property, as needed. Assures all property is tagged. Maintains a log of issued property numbers.
10. Creates and maintains spreadsheet reports from the District's ERP system .

11. Works closely with the Business Affairs team: Director of Finance, Coordinator of Budgeting, Supervisor of Purchasing, and Coordinator of Accounts Payable.
12. Audits and reviews invoices and purchase orders to ensure proper bid pricing; ensures items and/or services are received as ordered; reviews and verifies all other information as needed.
13. Types and/or prepares letters, memos, budget amendments or other correspondence in the conduct of duties.
14. Performs other duties as assigned by the Administrator.

**Required Qualifications:**

1. High School Diploma or equivalent
2. Minimum of five (5) years of experience in accounting and managing multiple budgets at the school, district level or similar organization
- ~~3. Pass the secretarial/clerical skills test.~~
4. Possess basic computer skills.
- ~~5. Pass the 10-key calculator test.~~

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

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in 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
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Board Approved: 03/03/2022

Revised: 06/01/2023

**Job Locator: C-3.7.23**

**Title: Exceptional Student Education (ESE) Allocation and Position Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Director of Exceptional Student Education**

**Job Description:**

Performs complex administrative, secretarial, financial, and confidential activities in support of the Director of Exceptional Student Education in all areas of allocations and positions needed to support the Exceptional Student Education program. Performs varied secretarial and clerical duties such as typing/word processing, answering phones, data entry, compiling information and preparing routine reports and maintaining related records and files both physically and electronically.

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

1. Prepares, organizes, schedules, and updates ESE staff allocation documents. Prepares and submits documents for Board approval, amends and distributes documents to appropriate personnel.
2. Analyzes, inputs, and manages data in the system to ensure staff, both district and school-based ESE allocations, are properly reflected in number, cost center, and aligned correctly to funding source.
3. Coordinates with Medicaid Data Assistant to ensure correct funding for school-based ESE allocations and personnel to allow for Medicaid billing according to Federal guidelines.
4. Coordinates with the ESE Program Accountant monitoring budget coding of salaries and expenditures within ESE budgets to ensure fidelity with all project and grant funding sources and fund utilization is in compliance with Federal guidelines.
5. Coordinates with schools and departments to determine district needs for new term contracts and implements the same to satisfy those needs.
6. Prepares contract negotiation materials, including typing and revisions of proposals and contracts in order to support the need for non-direct hires through various contracts with numerous agencies.
7. Processes Purchase Requisitions and Purchase Orders to include communication between schools, departments, and vendors as needed.
8. Tracks all employment status changes/additions for all ESE personnel, including district and school-based, ensuring accurate budget distribution and required training.
9. Maintains department records and logs; compiles and verifies information, and computes related reports in assigned areas.
10. Prepares payroll reports for the department, enters short term disability, FMLA and sick/personal leave information into the computer; develops and maintains employee leave form files, sign-in/out attendance, and payroll correction and certification forms.
11. Input and maintain purchase orders, warehouse and other budgetary items into the computer and distribute orders as needed.

12. Organizes, schedules, and updates the Director of ESE's calendar, appointments, and meetings.
13. Performs miscellaneous clerical duties such as preparing vacancy posting for positions, scheduling meetings/appointments/interviews.
14. Monitors and screens telephone calls; provides general information and assistance as required, and routes calls to appropriate people or departments. Establishes filing procedures and files information, opens and distributes mail, answers phones, greets the public, etc
15. Performs other duties as assigned by the Administrator.

**Required Qualifications:**

1. High School Diploma or equivalent
2. Minimum of five (5) years of secretarial experience, preferably within the school district setting or a combination of education/training/experience which provides for an equivalent background necessary to perform the work.
3. Minimum of two (2) years of experience in preparing and maintaining allocations.
4. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.
- ~~5. Pass the secretarial/clerical skills test.~~
6. Possess advanced computer skills.
7. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with as well as provide direct support to Senior Staff.

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	



<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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

School Board Approved: 02/02/2023

Revised: 06/01/2023

**Job Locator: C-3.8.01**

**Title: Accounting Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated by: Assigned Administrator**

**Job Description:**

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

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

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

**Required Qualifications:**

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Requires a minimum of three years previous bookkeeping or financial records experience, or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work. A two year degree may be required in lieu of the above listed requirements.

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

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
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: 03/21/1996

Revised: 02/20/1997

Revised: 08/17/2006

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.8.02**

**Title: Accounting Support Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

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

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

1. Audits area Cost Center inventories, performing random checks of fixed assets by CCSB number, description, and room location-as required by the School District and Auditor General's Office. Updates listings of District school inventories including making room changes and transfers. Prepares inventory list of missing items for submission to the Board for approval. Resolves problems and makes recommendations to School Administrators, Departments and vendors.
2. Establish property records for master control ledger for all school board tangible personal property. Adds new expenditures, donations and deletions to master control schedule and balances to maintain ledger accounts.
3. Review and approve purchase requisitions in the workflow on the [Enterprise Resource Planning \(ERP\)](#) system for all capitalized tangible personal property ensuring correct object coding is used.
4. Completes monthly property/software/audio visual reports, reconciles with the master control ledger and prepares for submission to the board for approval. Reports Cost Center figures and initiates new starting balances for the ensuing month. Compiles and submits the monthly accounts payable total to the Coordinator of Purchasing/[Accounts Payable \(AP\)](#).
5. Compiles monthly deletion property report based on surveys completed by the Property Control Coordinator. Lists surveyed items by Cost Center, prepares for submission to the Board for approval and deletes items from the master control ledger.
6. Assists the Property Control Coordinator in purchasing new furniture for schools from needs assessment forms incorporating budgeting items, making budget amendments, entering requisitions on computer and ensuring property is received on orders. As required , contacts vendors to resolve purchasing problems relating to furniture purchases.
7. Compiles monthly report of District Cost Center transactions based on weekly activity listing submitted by schools for the transfer of property between District buildings.
8. Resolves property problems at District building with designated property managers. Provides recommendations on property issues to the Property Control Coordinator for implementation. Identifies

policy and procedure issues relating to payments. Refers appropriate questions to the Supervisor of Purchasing or Purchasing Coordinator.

9. At District level, reconciles and posts new expenditures to receiving Cost Centers. Verifies assigned control numbers entered on the computer to ensure proper entry.
10. Reconciles, balances and makes adjustments to Cost Center inventory totals against the master control ledger biannually. Prepares/submits reconciliation report for Board review. Daily reconciles and balance's accounts payable to computer batch program and expenditure report.
11. Assists Property Control Coordinator in conducting in-service training for new building designated property managers. Assists Purchasing/AP Coordinator in conducting in-service training for accounts payable purchasing program users. Gathers and duplicates data on contracts for distribution to schools/departments.
12. Creates and coordinates the distribution of property tags for new capital assets for the entire District. Maintain log of issued property numbers. Assures all property is tagged.
13. Assist with the selling of approved surplus property; to include adding items to surplus sale website, answering customer questions regarding items, arrange for pickup of surplus items and update website to reflect item has been picked up.
14. Create spreadsheet reports for ERP systems.
15. Design property forms and prepare/edits property manuals.
16. Performs other duties as assigned by the Administrator.

**Required Qualifications:**

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

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	

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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: 03/21/1996

Revised: 03/31/1999

Revised: 08/17/2006

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.8.03**

**Title: Administrative Secretary**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

Performs varied secretarial and clerical duties such as typing/word processing, compiling information and preparing routine reports, and maintaining related records and files.

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

1. Types/word processes various materials such as correspondence, letters, memoranda, reports, advertisements, grants, plans, catalogs, agendas, etc.
2. Inputs various types of information onto the computer, processes and distributes information, and maintains related records.
3. Monitors and screens telephone calls; provides general information, and assistance as required, and routes calls to appropriate people or departments.
4. Maintains department records and logs; compiles and verifies information and computes related reports in assigned areas. May assist in budget preparation and monitoring budget in assigned areas.
5. Sets up and maintains department, District, State, and general files.
6. Performs miscellaneous clerical duties such as opening and distributing mail, photocopying, scheduling, etc.
7. May prepare and report pay, sick, and other leave information. May prepare architectural, engineer, or contractor owner agreements for distribution and execution.
8. May input and maintain purchase orders, warehouse, and other budgetary items into the computer and distribute orders as required.
9. Monitors supply needs and orders supplies and materials as necessary for assigned areas to ensure materials/supplies are available. Arranges for equipment repair and service as required.
10. May prepare support documentation and agendas for various boards/meetings.
11. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
2. ~~Pass the secretarial/clerical skills test.~~

3. Two years of secretarial experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

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

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

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/01/2023



**Job Locator: C-3.8.04**

**Title: Administrative Secretary, Senior**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

Performs broad and varied secretarial and clerical duties and other clerical responsibilities to relieve the supervisor of administrative detail.

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

1. Performs accounting duties to maintain accounts from various areas and performs routine budget and financial analyses. May enter budget information on the computer, prepare financial booklets and distribute as required.
2. May design forms, compile and verify data and make data revisions; prepares manuals/documents/reports, including State/Federal agency or other organization reports. Distributes information and submission timelines, as required.
3. Prepares support documentation to various Boards, committees, etc., prepares agenda items, schedules meetings, and provides minute dictation as required.
4. Updates and processes related manuals, calendars, folders, and notebooks.
5. Composes routine correspondence and types and/or operates word processing equipment to produce reports, documents, and letters.
6. May coordinate and process materials and documentation for disciplines and grievances.
7. May assist with the preparation of contract negotiation materials, including typing and revisions of proposals and contracts.
8. May interpret salary schedules and union contract provisions on routine materials for employees and administrators; may maintain and distribute information on school attendance boundaries and respond to related questions from the public.
9. Performs miscellaneous clerical duties such as; preparing vacancy posting for administrative positions, and scheduling meetings/appointments/interviews. Establishes filing procedures and files information, opens and distributes mail, answers phones, greets the public, and provides assistance/information as required, etc.
10. May prepare agreements such as; architect/engineers/contractor/owner, development orders, lease recreational, and other legal documents as requested for School Board approval.
11. Coordinates and prepares inventory requests for supplies and materials; prepares purchase orders. May maintain department inventory records. Initiates calls for service of department equipment.

12. May initiate payroll reports for departments and enter short-term disability and sick leave information into the computer; develops and maintains employee leave form files, sign/in/out attendance, and payroll correction and certification forms.
13. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
2. Four to five years of related secretarial experience.
3. ~~Pass the secretarial/clerical skills test.~~
4. A combination of previous education/training and/or experience which provides for an equivalent background necessary to perform the work.

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

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

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

Revised: 03/21/1996

Revised: 01/19/2006

Revised: 06/01/2023

**Job Locator: C-3.8.04 (C)**

**Title: Administrative Secretary, Senior, Human Resources**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Assistant Superintendent Human Resources**

**Job Description:**

Performs varied, complex and intricate confidential, legal, and secretarial duties and activities in support of the Assistant Superintendent of Human Resources. This position requires highly advanced critical thinking skills and advanced research skills, with the ability to interpret, disseminate, communicate and provide accurate information to the Assistant Superintendent of Human Resources and stakeholders.

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

1. Establish working relationship with a panel of three psychologists/psychiatrists for employee Fitness For Duty examinations, as denoted in employee contracts. Responsible for correspondence, appointments, payments, reports. Liaison between employee and Family Medical Leave Personnel Assistant.
2. Design forms, compile and verify data and make data revisions; prepares manuals/documents/reports. Distributes information and submission timelines, as required.
3. Responsible for advertisement for select administrative personnel via State of Florida and professional websites/publications, when applicable. Analyze and create spreadsheet denoting applicants' information. Schedule interviews with applicants.
4. Updates and processes related manuals, calendars, folders and notebooks.
5. Research, analyze, gather, coordinate, correlate data regarding Florida State Statutes, Florida Administrative Rules, U.S. Department of Labor, Florida Department of Education, etc. to assist the operations of the Human Resources Division
6. Coordinate and process materials and documentation for disciplines and grievances. Attend all discipline and grievance meetings and serve as recording secretary.
7. Assist the Assistant Superintendent with preparation of contract negotiation materials, including typing and revisions of proposals and contracts.
8. Supervise the annual publication of the Employee Handbook, CCEA Contract, CAS Manual, CESPAC Contract, and Salary Schedule.
9. Provide miscellaneous secretarial duties to Assistant Superintendent of Human Resources ~~including typing, filing~~. Establishes filing procedures and files information, opens and distributes mail, distribute meeting notices, answers phones, greets the public and provides assistance/information as required, etc.
10. May perform accounting duties, routine budget and financial analysis and prepare department budget for approval. Purchase supplies for the department.

11. Investigate and prepare criminal history data to be reviewed by the Assistant Superintendent.
12. Conduct the annual inventory for Human Resources Division and maintain department inventory records.
13. Evaluates and initiates calls for service of department equipment.
14. Monitor and prepare payroll reports for the division. Monitor and enter annual and sick leave information. Prepare Payroll Reports (Payroll Certification, Time Audit Report and Time Sheet Time Off Report). Develop and maintain employee leave forms, comp forms, and flex time forms
15. Gather information and process requests for employees' subpoenas and public records requests.
16. Operate Florida Department of Education Termination Database.
17. Organize, schedule, and update all Job Descriptions for Clay County District Schools and post all current Job Descriptions to the website.
18. Recommend and apply model procedures and practices which enhance the efficiency of the Human Resources Division.
19. Answer and screen telephone calls from the public, district personnel, and Board members including determining the nature of the call, resolving and providing information as appropriate, and referring calls to the Assistant Superintendent and Human Resources Administrators, as required.
- ~~20. Perform miscellaneous clerical, secretarial and file management and recordkeeping duties.~~
21. Other duties as assigned by Assistant Superintendent of Human Resources.

**Required Qualifications:**

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

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
<u>Lifting/carrying objects under 20 pounds</u>			<b>X</b>	
<u>Lifting/carrying object between 21-50 pounds</u>			<b>X</b>	

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

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 06/19/1997

Revised: 01/19/2006

Revised:12/12/2019

Revised: 06/01/2023

**Job Locator: C-3.8.05**

**Title: Administrative Support Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated By: Assigned Administrator**

**Job Description:**

Performs general secretarial and clerical duties such as typing/work processing, answering phones, data entry, filing, etc., to provide secretarial/clerical support to assigned area.

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

1. Types/word processes correspondence, memoranda, reports, notices, and other materials as assigned.
2. Compiles and verifies information for various reports, prepares reports and distributes as required; maintains related logs and records.
3. Performs miscellaneous clerical duties such as filing, photocopying, collecting, posting, opening and distributing mail, microfilming and microfiche materials, etc. May design forms and replenish daily used paper, and supplies.
4. Inputs various types of information for a variety of data processing applications into the computer and verifies data as appropriate.
5. Monitors and screens telephone calls; provides general information and assistance, as required, and routes calls to appropriate people or departments.
6. Monitors supply/material needs and orders supplies as necessary to ensure supply/materials are available.
7. May input purchase orders for equipment, projects, and other needs.
8. May prepare and submit payroll information for the department and other assigned employees.
9. May contact substitute teachers to arrange for teacher coverage in the absence of teachers and maintain a daily log on substitutes working.
10. May perform miscellaneous bookkeeping functions and maintain accounts and related items, including selling supplies and school items at the school store, collecting money from vending machines, preparing deposit slips, and preparing FTE reports.
11. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must possess one or more years of general secretarial/clerical experience.

3. Pass the secretarial/clerical skills test.
4. Ability to deal with the public in an effective and courteous manner.

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

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

Approved: 05/20/1993

Revised: 03/21/1996

Revised: 08/17/2006

Revised: 06/01/2023



**Job Locator: C-3.8.14 (C)**

**Title: Position Control/Allocations Specialist**

**Position Grade: Confidential Salary Schedule**

**Evaluated By: Assistant Superintendent of Business Affairs**

**Job Description:**

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

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

1. Prepares, organizes, schedules, and updates District staff allocation documents. Prepares and submits documents for Board approval, amends and distributes documents to appropriate personnel.
2. Creates and maintains confidential files and records.
3. Analyzes, inputs, and manages data in system to ensure District staff allocations are properly reflected in number, cost center, and aligned correctly to funding source.
4. Monitors District-wide budgets to ensure fidelity with all project and grant funding sources.
5. Works with schools and departments on all aspects of facility use.
6. Ensures fund utilization is in compliance with Federal guidelines, with accurate budget coding of salaries and expenditures.
7. Prepares and compiles financial information for various District financial reports or state reports.
8. Addresses salary funding sources to verify accuracy, and resolve and provide information as appropriate to Senior Staff.
9. Prepare financial impact reports to assess cost and sources of proposed allocation changes.
10. Works directly with the Division Assistant Superintendents to manage and accurately delineate all staffing positions and funding sources.
11. Tracks all employment status changes/additions for all District personnel, ensuring accurate budget distribution.
12. Supports Risk Management, Departments and schools with all aspects of Facility Use, Workers' Compensation and Liability.
13. Performs other duties as assigned by the Assistant Superintendent of Business Affairs or Administrator.

**Required Qualifications:**

1. Must be high school graduate or have passed the G.E.D. equivalency examination.

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

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
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

Approved: 04/04/2019

Revised: 02/04/2021

Revised: 06/01/2023

**Job Locator: C-3.8.15**

**Title: Registered Nurse**

**Position Grade: Support Salary Schedule**

**Evaluated by: Principal**

**Job Description:**

The Registered Nurse provides professional nursing services to medically involved students enrolled in the School District of Clay County in accordance with Clay County's Procedures and Policies regarding School Health Services and Health Services Manual for Medically Complex Students; provides supervision of medical services; assists in the implementation of the health services program, including emergency care of students and other such duties as may be assigned by the principal.

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

1. Assists when appropriate in completing health room records, screenings, and keeping records on students being referred to the health room and services to students.
2. Assists in implementation of the Annual School Health Services Plan and completion of data for Annual Report.
3. Provides and monitors physician ordered nursing care, treatments, procedures and medications to designated students, which may include medically complex students.
4. Assists in maintaining health room area and supplies, when appropriate.
5. Performs medically complex procedures within the scope of Florida Registered Nurse licensure, includes but not limited to catheterization, tracheal suctioning, postural drainage, gastrostomy feedings, and nursing assessment.
6. Provides supervision, coordination, and/or consultation to LPN and other staff who provide medical services to students (including student's physician).
7. May be assigned to ride school bus or other school vehicles with specific medically fragile students in an emergency.
8. Participates as a member of the child study team, staffings and core teams to provide information on health issues and to facilitate student referrals for service.
9. Assists in the establishment of a cumulative health record and nursing care plan on appropriate students and documentation of health problems identified, medical procedures or corrective measures.
10. Assists child's physician in the development of specific individualized nursing care plans for exceptional students or 504 students.
11. Assists in providing staff awareness regarding health related instruction, including but not limited to Universal Precautions and Blood Borne Pathogens Procedures.

12. Participates in workshops and training sessions as required.

13. Provides other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. ~~Must be certified in CPR and maintain certification during employment.~~
3. Must be licensed as a Florida State Licensed Registered Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
4. ~~Effective 4/18/03, must possess current certification in First Aid prior to employment, and must maintain certification while employed. Existing employees must become certified in First Aid no later than 12/31/03 and must maintain certification while employed thereafter.~~ Must be certified in CPR and First Aid or obtain certification within the first (1st) month of employment. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

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

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

<u>current, working on scaffolding and high places, and exposure to heat or chemicals.</u>				
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Board Approved: 03/31/1999

Revised: 04/17/2003

Revised: 11/16/2004

Revised: 08/17/2006

Revised: 02/19/2009

Revised: 06/01/2023

**III. Instructional Actions**

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**A. APPOINTMENT**

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

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**B. RE-APPOINTMENT**

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

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C. RE-DESIGNATION

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<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>
FLAGG, PAMELA REGINA ESE STAFFING SPECIALIST 10 MO 10 MONTH	Exceptional Student Education	Effective 2023-04-10 /transfer from / OHS TEACHER, SUPP FACIL
RAVENELL, SHALONDA TERRELLE DEAN-JH 10 MONTH	Oakleaf High School	Effective 2023-05-30 /transfer from / OHS TEACHER, FAMILY/CONSUMER

### III. Instructional Actions

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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	AIKEN, CANDIS PAIGE FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 RESIGNATION
	BARTIE, PAULA P OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	Effective 2023-05-30 RETIREMENT
	BRASWELL, ELIZABETH ASHWORTH POE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 RESIGNATION
	BROOKINS-KIRK, RASHAUNDRA DIONNE OPH COUNSELOR, SH 11 MO 11 MONTH	Orange Park High	Effective 2023-06-12 RESIGNATION
	BROUGHTON, GEORGE CLIFFORD FIH TEACHER, SOC STUD, SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 RETIREMENT
	CARPENTER, PATRICIA JEAN GCJ TEACHER, READING, JH 10 MONTH	Green Cove Springs Junior High	Effective 2023-05-30 RESIGNATION
	COLEMAN, APRYL JOY OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2023-05-30 RESIGNATION
	COLLINS, BIANCA TILNAY GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	Effective 2023-05-30 RESIGNATION
	DICKS, KAREN L KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2023-05-30 RETIREMENT
	DUNCAN, JAN E LAE TEACHER, PRE-KDG ESE 10 MONTH	Lake Asbury Elementary	Effective 2023-05-30 RETIREMENT
0.5	ESTES, STEFANIE KATHRYN SLE TEACHER, SC, SECOND GR SPECIAL	Shadowlawn Elementary	Effective 2023-05-30 RESIGNATION
	FIELDS, CIERRA JEAN REID LAE TEACHER, PRE-KDG ESE 10 MONTH	Lake Asbury Elementary	Effective 2023-05-03 CONCLUDE EMPLOYMENT
	FITZGERALD, MARY MARGARET WEC VE SELF-CONTAINED-ASD 10 MONTH	W.E. Cherry Elementary	Effective 2023-04-28 RESIGNATION
	FORAN, HAYLEY NICOLE OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	Effective 2023-05-02 RESIGNATION
	FORHAN, LINDA MAY MBE TEACHER, SC, FOURTH GR 10 MONTH	Middleburg Elementary	Effective 2023-05-30 RESIGNATION
	FRISBEE, STEPHANIE WILLIAMS PES TEACHER, SC, THIRD GR 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-30 RESIGNATION
	GALLO, ERIKA LESLIE	Argyle Elementary	Effective 2023-05-30

### III. Instructional Actions

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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	AES TEACHER, ART, ELEM 10 MONTH		RESIGNATION
	GRICE, MICHELLE DIGHERO LES TEACHER, SC, FIFTH GR 10 MONTH	Lakeside Elementary	Effective 2023-05-30 RESIGNATION
	HARRIS, JACLYN MICHELLE LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	Effective 2023-05-30 RESIGNATION
	HAVEY, FRANCES CAROLYN LJH TEACHER, VE SELF- CONTAINED 10 MONTH	Lakeside Junior High	Effective 2023-05-10 RESIGNATION
	IVINS, APRIL A LES TEACHER, SC, KINDERGARTEN 10 MONTH	Lakeside Elementary	Effective 2023-05-30 RESIGNATION
	JAMES, TRUELLA GPE TEACHER, CURRICULUM COACH 10 MONTH	Grove Park Elementary	Effective 2023-05-30 RETIREMENT
	JEFFRIES, AMBER LYNNE DOE TEACHER, SC, SIXTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2023-05-05 RESIGNATION
0.8	KILGORE, JOHN GARIS OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2023-05-30 RESIGNATION
	LANCASTER, STEPHANIE ROSE WES TEACHER, SC, THIRD GR 10 MONTH	Wilkinson Elementary	Effective 2023-05-30 RESIGNATION
	LESAGE, JESSICA LAUREN OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2023-05-30 RESIGNATION
	LIGHTSEY, CHRISTOPHER MACKINZIE RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	Effective 2023-05-30 RESIGNATION
	LUKE, JAMI PAINTER FIE TEACHER, SC, SIXTH GR 10 MONTH	Fleming Island Elementary	Effective 2023-05-30 RESIGNATION
0.6	MACHER, CHRISTINE ELIZABETH CHE TEACHER, TITLE I, ELEM SPECIAL	Clay Hill Elementary	Effective 2023-05-30 RESIGNATION
	MACK, TONYOTA TOMEKA SPC TEACHER, SC, SIXTH GR 10 MONTH	Swimming Pen Creek Elem	Effective 2023-05-30 RESIGNATION
	MARSHALL, ELIZABETH P OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	Effective 2023-05-30 RESIGNATION
	MATTALIANO, MARGARET R CHE TEACHER, SC, FIFTH GR 10 MONTH	Clay Hill Elementary	Effective 2023-05-30 RESIGNATION
	MCKINNEY, AMANDA GAIL LES TEACHER, SC, SECOND	Lakeside Elementary	Effective 2023-05-30 RESIGNATION

### III. Instructional Actions

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

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	GR 10 MONTH		
	MENGELSON, MALINDA CHANDLER MRE TEACHER, SC, SIXTH GR 10 MONTH	Mcrae Elementary	Effective 2023-05-30 RETIREMENT
	MISKOWSKI, KIMBERLY M CGE MEDIA SPECIALIST, ELEM 10 MONTH	Coppergate Elementary	Effective 2023-05-30 RETIREMENT
	NEWTON, ASHLI LYNN WEC TEACHER, SC, SECOND GR 10 MONTH	W.E. Cherry Elementary	Effective 2023-05-30 RESIGNATION
	RICE, BARRON BRIDGES OHS TEACHER, MUSIC, SH 10 MONTH	Oakleaf High School	Effective 2023-05-30 RESIGNATION
	ROCHESTER, DAVID BIRCHWOOD BLC TEACHER, TECHNOLOGY ED 10 MONTH	Bannerman Learning Center	Effective 2023-05-30 RESIGNATION
	SANTANA-CORREA, ERICKA DAMARIS POE TEACHER, MUSIC, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 RESIGNATION
	SKAPETIS, DEVAN S RHS TEACHER, SCIENCE, SH 10 MONTH	Ridgeview High School	Effective 2023-05-30 RESIGNATION
	SONNET, JACQUELYN MARIE LAE TEACHER, SC, FOURTH GR 10 MONTH	Lake Asbury Elementary	Effective 2023-05-30 RESIGNATION
	SPENCE, BEVERLY JOAN OPH TEACHER, FAMILY/CONSUMER 10 MONTH	Orange Park High	Effective 2023-05-30 RESIGNATION
	SPRINGS, DAMENYUM FIH TEACHER, PHYSICAL ED SH 10 MONTH	Fleming Island High School	Effective 2023-05-30 RESIGNATION
	STOKES, STUART CRANFORD OPE TEACHER, SC, FIRST GR 10 MONTH	Orange Park Elementary	Effective 2023-05-30 RETIREMENT
0.5	SWITANEK, LILLIE ELAINE STS SCHOOL SOCIAL WORKER SPECIAL	CLIMATE AND CULTURE	Effective 2023-05-05 RESIGNATION
	WEEKS, MICHELLE RENE SPC TEACHER, SC, FIFTH GR 10 MONTH	Swimming Pen Creek Elem	Effective 2023-05-30 RESIGNATION
	WESTBERRY, DAVID LEE WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2023-05-04 CONCLUDE EMPLOYMENT
	WILLIAMS, MARY EDITH SLE TEACHER, MUSIC, ELEM 10 MONTH	Shadowlawn Elementary	Effective 2023-05-30 RETIREMENT
	WILSON, DAVID OLJ TEACHER, SOC STUD, JH	Oakleaf Junior High School	Effective 2023-04-19 CONCLUDE EMPLOYMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
10 MONTH WOODSON, MADISON FAITH LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	Effective 2023-05-30 RESIGNATION

### III. Instructional Actions

#### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	ABREU-FIGUEROA, ALEXANDRA OLJ DRAMA JH SUPPLEME	Oakleaf Junior High School	Appointment
	AGURKIS, ANGELA LEE RHS SOFTBALL FP HD SH SUPPLEME	Ridgeview High School	Appointment
	ANDERSON, JOYCE C WJH TRACK ASST JH SUPPLEME	Middleburg High	Appointment
	BASSLER, KIMBERLY ANN FIH CHEERLEADING VARSITY SUPPLEME	Fleming Island High School	Resignation
0.5	BEAVER, JIMMIE C MCE DOD ACADEMIC CH, STEM SUPPLEME	Montclair Elementary	Appointment
	BURKE II, MARVIN AUSTIN CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
	CHANDLER, TRAAVIS T FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation
	COULTIS, SEAN P FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation
	DEHART, TYLER SCOTT OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	EKENBARGER, ROBERT A KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights Elementary	Appointment
	FLAHERTY, BRIAN PATRICK CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
	FRANKLIN, ERIC MARCEL OLJ WRESTLING HD JH SUPPLEME	Oakleaf Junior High School	Appointment
	GODDARD, CHRISTOPHER DANIEL OPJ FOOTBALL ASST JH 25% SUPPLEME	Orange Park Jr High	Appointment
	GRIER, JORDAE CORNELL KHH FOOTBALL ASST HS 25% SUPPLEME	Mcrae Elementary	Appointment
	HARRIS, SHERRONDA N OLJ WRESTLING HD JH SUPPLEME	Oakleaf Junior High School	Appointment
	HARVEY, BRADLEY SCOTT KHH FOOTBALL ASST JH 25% SUPPLEME	Keystone Heights High School	Appointment
	HAWKINS, COREY D OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	HIGGINBOTHAM, DANNIE JAMES RHS SOFTBALL FP ASST SH	Ridgeview High School	Appointment

### III. Instructional Actions

#### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	HIGGINBOTHAM, DANNIE JAMES RHS SOFTBALL FP HD JV SUPPLEME	Ridgeview High School	Resignation
	HILL, WILLIAM HUNTER CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
0.3	HUTCHINSON, JUSTIN L RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
	JACKSON, JAMES SHURRADE OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	KENNARD, KYLE ANDREW CHS FOOTBALL HD HS 25% SUPPLEME	Clay High	Appointment
	MARSHALL, DARRIUS DEON CURRIE OPJ FOOTBALL ASST JH 25% SUPPLEME	Orange Park Jr High	Resignation
	MARTELLE, JASON SCOTT LJH DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment
0.5	MCCALLISTER, MICHAEL SCOTT CHS FOOTBALL HD JV 25% SUPPLEME	Clay High	Appointment
0.3	MILLER, PAULA DENISE RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
	MOORE, JEFFREY R OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
0.5	MOORE, REGAN DIANE OLJ DRAMA JH SUPPLEME	Oakleaf Junior High School	Appointment
	MORFORD, ISAAC MICHAEL KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights High School	Appointment
	MULLINS, AMBER LYNN MARIE OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Appointment
	NICHOLS, JAMES DANIEL FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation
	NOSSE, CRAIG CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
	OTERO, CHRISTOPHER JOSEPH FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Appointment
	PORTOBANCO, GIORGIO FIH FOOTBALL HD JV 25% SUPPLEME	Fleming Island High School	Resignation



**III. Instructional Actions**

**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	REAPE, JAMES P CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
0.5	ROSS, STEPHANIE MICHELLE OPH TRACK ASST SH SUPPLEME	Orange Park High	Appointment
	SCHARF, EVAN S FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Appointment
	SEAWARD, NATHANIEL E CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
0.3	SKAPETIS, DEVAN S RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
0.5	SMITH, SHERMAN C OPH TRACK ASST SH SUPPLEME	Orange Park High	Appointment
0.5	SOWERS, BRIAN GREGORY CHS FOOTBALL HD JV 25% SUPPLEME	Clay High	Appointment
	SWAFFORD, MAUREEN ELIZABETH LJH DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment
	TODD, TROY SPENCER FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Appointment
	VALIENTE, CAMERYN KELLY TES ELEM PERF/PROD SUPPLEME	Tynes Elementary	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

### III. Instructional Actions

#### A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ALDRIDGE, NICOLE MELISSA AES COUNSELOR, ELEM 10 MONTH	Argyle Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
ATTEBERRY, BRITTNEY MICHELE CHE TEACHER, SC, FIFTH GR 10 MONTH	Clay Hill Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
AXTELL, GRACE LADEAN FIE COUNSELOR, ELEM 10 MONTH	Fleming Island Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
BRESHEARS, STEPHANIE LAVON WES TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
BURR, JESSI MARLENE OVE TEACHER, SC, FIRST GR 10 MONTH	Rideout Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
CAUDILL, MAKAYLA DEANN LAJ VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Junior High School	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
CHADWELL JR, RICHARD THOMAS CHS TEACHER, FOREIGN LANG, SH 10 MONTH	Clay High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
CHEESEMAN, REGINA BERNADETTE ROE TEACHER, SC, KINDERGARTEN 10 MONTH	Rideout Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
DAVIS, DENZELL LAANTHONY CHS TEACHER, PUBLIC SERVICE ED 10 MONTH	Clay High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
DILLMAN, ALLEN HOWARD CHS TEACHER, INDUSTRIAL ED 10 MONTH	Clay High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
EASTMAN, DIANE ALINE CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
EDWARDS, JACQUELIN RAE CHE TEACHER, VE/INCLUSION 10 MONTH	Clay Hill Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
EDWARDS, SABRIAN DEWAYNE AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
FORD, ALICIA MICHELE OPH TEACHER, HEALTH SCIENCE ED 10 MONTH	Orange Park High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
FOY, CHRISTOPHER LAUREN OHS TEACHER, PHYSICAL ED SH 10 MONTH	Oakleaf High School	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
FREEMAN, ASHLEY MARIE ROE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual

### III. Instructional Actions

#### A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
GAMSBY, ELIZABETH NACOLE KHE TEACHER, SC, FOURTH GR 10 MONTH	Keystone Heights Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
GARDNER, VICTORIA FALLON WES TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
HALL, BRITTANY MONIQUE CHE TEACHER, SC, FIRST GR 10 MONTH	Clay Hill Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
HAYNES, MATTHEW ELIJAH OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
KELLEY, ESTHER ANNE ESE TEACHER, HOSP/HOMEBND 10 MONTH	Exceptional Student Education	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
KERR, ANNETTE ELIZABETH CGE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
LEE, CAROLINE MELANIE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
LEWIS, LEIGH ANN SPS TEACHER VE/INCLUSION 10 MONTH	Charles E. Bennett Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
LINTON, MEGAN CHRISTINA OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
LYNCH, NADINE LYNN SIP CURRICULUM COACH/TRAINER 10 MONTH	Argyle Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
MELGARD, ALLISON TAYLOR LAJ TEACHER, FOREIGN LANG, JH 10 MONTH	Lake Asbury Junior High School	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
MOSLEY, JESSICA DANIELLE WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
NEWMANS, SARAH LYNN WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
PARKER, CHAD JOSEPH FIH TEACHER, PHYS ED SH 11MO 11 MONTH	Fleming Island High School	Effective 2023-07-17 11 MONTH / Instructional Probationary Annual
RAUTH, MEGAN LOUISE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Grove Park Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
ROBINSON, LASANDRA ROCHELLE RHS TCH, FAM CONS/CHILD CC DIR	Ridgeview High School	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual

**III. Instructional Actions**

**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
10 MONTH SCHOENTHALER, BRITTANY MICHELLE FIE TEACHER, VE/INCLUSION 10 MONTH	Fleming Island Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
TAYLOR, SARAH JANE LES TEACHER, SC, THIRD GR 10 MONTH	Rideout Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
TIPTON, LINDA HARRIS CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
TRASK, LAURA MARIE GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
TRIMM, TIFFANY MARIA RVE VE SELF-CONTAINED-IND 10 MONTH	Ridgeview Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual
TURNER, AMY RENEE FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	Effective 2023-07-24 10 MONTH / Instructional Probationary Annual
TURNER, DANIELLE EVANS GCJ TEACHER, SCIENCE, JH 10 MONTH	Rideout Elementary	Effective 2023-08-02 10 MONTH / Instructional Probationary Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ABBOTT, APRIL KRISTIN TES TEACHER, SC, FIFTH GR 10 MONTH	Tynes Elementary	10 MONTH / Annual
ABRAHAMSEN, BRITNI BLISSITT OVE TEACHER, SC, KINDERGARTEN 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
ADAMS, JENNIFER MARY ESE OCCUPATIONAL THERAPIST 10 MONTH	Swimming Pen Creek Elem	10 MONTH / Annual
ADAMS, MELANNIE LEAH SBJ TEACHER, SC, SECOND GR 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
ADAMS, TAMARA LYNETTE GPE TEACHER, SC, THIRD GR 10 MONTH	Grove Park Elementary	10 MONTH / Annual
AFLEJE, ELIZABETH ANN LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	10 MONTH / Annual
ALLEN, DAVID SCOTT OLJ TEACHER, MUSIC, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
ALLEN, MICHELLE QUINTERO SLE TEACHER, SC, SECOND GR 10 MONTH	Shadowlawn Elementary	10 MONTH / Annual
AMODEO, CHARLES MATTHEW OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
ARMONT, JERRELL WARDRIESE CEB COUNSELOR, ELEM 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
ARTZER, SARAH ELAINE MBE TEACHER, SC, THIRD GR 10 MONTH	Middleburg Elementary	10 MONTH / Annual
AUSTIN, KELSIE WOODS RVE VE SELF-CONTAINED-IND 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
AUSTIN, RYAN PATRICK OLJ TEACHER, MATHEMATICS, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
BABCOCK, KELSEY LAUREN WES TEACHER, PRE-K/ BEHAVIOR ESE 10 MONTH	Wilkinson Elementary	10 MONTH / Annual
BAGG, JOHN M RVE TEACHER, SC, SECOND GR 10 MONTH	Robert M. Paterson Elementary	10 MONTH / Professional Services
BAGG, JUDY MARIE ESE TEACHER, HEARING IMPAIRED 10 MONTH	Middleburg High	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BAKER, LILLIAN GRACE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
BALE, MEREDITH CATHERINE KHE TEACHER, SC, FOURTH GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
BANKHEAD, JONCHRISTY DESHAE AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
BANKS, KATHLEEN E SBJ TEACHER, SC, SIXTH GR 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
BANKS, LINZY SCOTT OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	10 MONTH / Annual
BARJON, LUNAE LEESA OPJ TEACHER, SUPP FACIL 10 MONTH	Bannerman Learning Center	10 MONTH / Annual
BARNES, MICHELLE PATTERSON DOE TEACHER, SC, FIRST GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
BASSLER, LARAMIE RICHELLE BLC TEACHER, ESE ALTERNATIVE 10 MONTH	Bannerman Learning Center	10 MONTH / Annual
BEARDEN, MELISSA RENEE CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	10 MONTH / Annual
BECK, JENNIFER LYNN SPS TEACHER SC FIRST GR 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
BECK, LESLIE ANN KHE TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
BEGIN, MARGARET E MHS TEACHER, SUPP FACIL 10 MONTH	Middleburg High	10 MONTH / Professional Services
BELDEN, TAMMY HILLIKER CEB TEACHER, SC, SECOND GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
BELL, SHANA KAY CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
BENEDICT, HARRY THOREAU GPE TEACHER, MUSIC, ELEM 10 MONTH	Grove Park Elementary	10 MONTH / Annual
BERRY, LINDSAY MARIE ESE OCCUPATIONAL THERAPIST 10 MONTH	Tynes Elementary	10 MONTH / Annual



### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BILELLO, ROBYN ELYSE WJH TEACHER, MATHEMATICS, JH 10 MONTH	Wilkinson Jr High	10 MONTH / Annual
BOGDEN, KARA LYNN TBE TEACHER, SC, FOURTH GR 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
BOIVIN, GERALD A WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	10 MONTH / Annual
BOLEY, DENA RAE WES VE SELF-CONTAINED-LI 10 MONTH	Wilkinson Elementary	10 MONTH / Annual
BRASHEAR JR, ARLIE FREDDIE LAJ VE SELF-CONTAINED-EBD 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
BRASHEAR, SANDRA D TES TEACHER, SC, FIRST GR 10 MONTH	Tynes Elementary	10 MONTH / Professional Services
BROSKIE, HOPE ELIZABETH OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	10 MONTH / Annual
BROWN, ANGELIA RENAY OVE TEACHER, SC, SIXTH GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
BROWN, HAILEIGH HOLLIFIELD RVE TEACHER, SC, FIFTH GR 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
BROWN, RACHEL ELIZABETH MHS TEACHER, AGRICULTURE 11 MONTH	Middleburg High	11 MONTH / Annual
BROWNSTEIN, JENNIFER ANN OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
BUCCI, AMY LEANN MHS COUNSELOR, SH 11 MO 11 MONTH	Middleburg High	11 MONTH / Professional Services
BURGETT, CHRISTINA D ROE MEDIA SPECIALIST, ELEM 10 MONTH	Rideout Elementary	10 MONTH / Annual
BURR, SANDRA LADAWN DOE TEACHER, SCIENCE RESOURCE 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
BURRELL, TARA LYNN SPS TEACHER SC FIRST GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Professional Services
BUSSEY, AMANDA MICHELLE GCJ TEACHER, SOC STUD, JH 10 MONTH	Green Cove Springs Junior High	10 MONTH / Annual
CAIN, HOMER EDMOND OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
CANNARELLA, CINNAMON	Ridgeview High School	10 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LEIGH RHS TEACHER, VE SELF-CONTAINED 10 MONTH		
CAREN, LORI MOSLEY CHE TEACHER, SC, FIRST GR 10 MONTH	Clay Hill Elementary	10 MONTH / Annual
CARTER, CATHERINE E LAJ COUNSELOR, JH 11 MONTH 11 MONTH	Lake Asbury Junior High School	11 MONTH / Annual
CASIAS, RUTH ANN POE COUNSELOR, ELEM 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
CHANDLER, LINDSAY BROOKS SLE TEACHER, SC, KINDERGARTEN 10 MONTH	Shadowlawn Elementary	10 MONTH / Annual
CHANEY, TYLER JOSEPH MHS TEACHER, MUSIC, SH 10 MONTH	Middleburg High	10 MONTH / Annual
CHARLES, SHELLEY GRANT RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	10 MONTH / Annual
CHILDRESS, JANICE ANN LES TEACHER, SC, KINDERGARTEN 10 MONTH	Lakeside Elementary	10 MONTH / Annual
CLARK, SHANNON MALONE MHS TEACHER, ROTC/MILITARY SH 11 MONTH	Middleburg High	11 MONTH / Annual
CLINTON, BRITTAINEE RECHELE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	10 MONTH / Annual
CLINTON, JESSICA LATOYA AES TEACHER,PRE-K/ BEHAVIOR ESE 10 MONTH	Argyle Elementary	10 MONTH / Annual
COBBERT, WANDA DENISE CEB TEACHER, SC, FIRST GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
CODY, SUSAN LYNN OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
COFFEE, TIARA NICOLE LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	10 MONTH / Annual
COLON, AMANDA ELAINE MURPHY RHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Ridgeview High School	10 MONTH / Annual
COMO, AVA ELIZABETH ROE TEACHER, SC, KINDERGARTEN	Rideout Elementary	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
10 MONTH		
CONNOLLY, LINDSY MICHELLE WJH TEACHER, READING, JH 10 MONTH	Montclair Elementary	10 MONTH / Annual
COOPER, JOHN DAVID BLC VE SELF-CONTAINED-ASD 10 MONTH	Bannerman Learning Center	10 MONTH / Annual
COPE, CYNTHIA LYNN WEC VE SELF-CONTAINED-ASD 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
CORBETT, JESSICA LYNNE MBE TEACHER, TITLE I, ELEM 10 MONTH	Middleburg Elementary	10 MONTH / Annual
COX, RANDI LAUREN DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
CREWS, MARLENE LYNN LES TEACHER, SC, SIXTH GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
CRONANDER, REBECCA ANN MHS COUNSELOR, SH 12 MO 12 MONTH	Middleburg High	12 MONTH / Annual
CRONBAUGH, AIMEE JETT WES TEACHER, SC, SECOND GR 10 MONTH	Wilkinson Elementary	10 MONTH / Annual
CROUCH, KATRINA KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
CUNNINGHAM, BLAKE ALLEN FIH TEACHER, INDUSTRIAL ED 10 MONTH	Fleming Island High School	10 MONTH / Annual
CUNNINGHAM, EMILY JANE RVE TEACHER, SC, FOURTH GR 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
DALTON, JOHN EDWARD CHS TEACHER, ROTC/MILITARY SH 11 MONTH	Clay High	11 MONTH / Annual
DASKAWISZ, MAEGAN A DIS TEACHER, SC, KINDERGARTEN 10 MONTH	Doctors Inlet Elementary	10 MONTH / Annual
DAVIS, AVERY LYNN AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	10 MONTH / Annual
DAVIS, JENNIFER MARGARET CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
DAVIS, RYAN EDWARD LAJ TEACHER, SUPP FACIL 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
DAWSON, SUMMER CHRISTINE	W.E. Cherry Elementary	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
WEC TEACHER, PRE-KDG/ASD ESE 10 MONTH		
DECHMAN, JANET ELISE CHE TEACHER, VE/INCLUSION 10 MONTH	Clay Hill Elementary	10 MONTH / Annual
DEMARAIS, THOMAS J OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
DEMEO JR, STEPHEN JULIAN POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
DEMERITT, KATIE CRISS CHE TEACHER, SC, SECOND GR 10 MONTH	Shadowlawn Elementary	10 MONTH / Annual
DEROUSIE, BETHANY LOIS RHS TEACHER, SCIENCE, SH 10 MONTH	Ridgeview High School	10 MONTH / Annual
DETERS, DOUGLAS VANCE CHS TEACHER, PHYSICAL ED SH 10 MONTH	Green Cove Springs Junior High	10 MONTH / Professional Services
DETWYLER JR, KENNETH P TBE TEACHER, SC, FIFTH GR 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
DOLNEY, CARRI DAWN BLC VE SELF-CONTAINED-EBD 10 MONTH	Bannerman Learning Center	10 MONTH / Annual
DOTY, SAMUEL JAMES OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
DOWD, ASHLEY CARLSON LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
DOYLE, ENID AIDALUZ POE TEACHER, PRE-KDG ESE 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
DOYLE, NATALIE ANN DIS TEACHER, SC, SECOND GR 10 MONTH	Doctors Inlet Elementary	10 MONTH / Annual
DRURY, MARIA CARIN FIH TEACHER, MATHEMATICS, SR 10 MONTH	Fleming Island High School	10 MONTH / Annual
DURANT, ROJINA CELESTE OPJ TEACHER, SUPP FACIL 10 MONTH	Orange Park Jr High	10 MONTH / Annual
DURBAN, JODY ELDER LAJ TEACHER, READING, JH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
ECKENROTH, RUTH ADELENE OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
EIGENMANN, BRENNIA DAWN ESE OCCUPATIONAL THERAPIST 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
ELLIS, SHANTELL RENE RVE VE SELF-CONTAINED-EBD 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
ELROD, LACEY JEAN CHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Clay High	10 MONTH / Annual
ELWOOD, KIMBERLY M POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
ETCHER, KATELYN MICHELE KHE TEACHER, VE/INCLUSION 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
ETELAMAKI, MCKENZIE DIANE OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
ETHRIDGE, MICAH LEE OPH TEACHER, HEALTH SCIENCE ED 10 MONTH	Orange Park High	10 MONTH / Annual
EUNICE, SHEREHE LYNN SPC TEACHER, SC, FIRST GR 10 MONTH	Swimming Pen Creek Elem	10 MONTH / Annual
EXFERD, MADISON RUTH LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
EYLER, ALEXIS MORGAN MBE TEACHER, SC, THIRD GR 10 MONTH	Middleburg Elementary	10 MONTH / Annual
FERRARO, JOLIE LYNN SPS VE SELF-CONTAINED-ASD 10 MONTH	COUNTY-WIDE LEAVE	10 MONTH / Professional Services
FERRO, RACHAEL MARIE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	10 MONTH / Annual
FISHER, TARYN LENA FIE TEACHER, PRE-KDG ESE 10 MONTH	Fleming Island Elementary	10 MONTH / Annual
FITE, KRISTEN MARIE POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
FITZGERALD, EMILY MARGARET OPH TEACHER, HEALTH SCIENCE ED 10 MONTH	Orange Park High	10 MONTH / Annual
FLANAGAN, SUMMER NICHOLE MADDEN POE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
FOX, CATHY LEE LAJ TEACHER, LANGUAGE	Lake Asbury Junior High School	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ARTS, JH 10 MONTH		
FRAZIER, KAREN ELIZABETH TT1 CURR SPEC 11 MO 11 MONTH	Title 1	11 MONTH / Annual
FRYER, DISHANTE EBONY GPE TEACHER, SC, SECOND GR 10 MONTH	Grove Park Elementary	10 MONTH / Annual
FULMER, RICHARD SEAN KHH TEACHER, INDUSTRIAL ED 10 MONTH	Keystone Heights High School	10 MONTH / Annual
GAITHER, JENNIFER PATRICE HILL SPC MENTAL HEALTH COUNS 10 MO 10 MONTH	Swimming Pen Creek Elem	10 MONTH / Annual
GALINDO, LEONA J OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
GANEY, MATTHEW THOMAS GPE TEACHER, PHYSICAL ED EL 10 MONTH	Grove Park Elementary	10 MONTH / Annual
GARBUTT III, FRANK RANDALL BLC TEACHER, SCIENCE, JH 10 MONTH	Bannerman Learning Center	10 MONTH / Annual
GARRISON, JOHN OLIVER KHH TEACHER, SOC STUD, SH 10 MONTH	Keystone Heights High School	10 MONTH / Annual
GIANNINI, KAREN ANN MCE TEACHER, SC, THIRD GR 10 MONTH	Montclair Elementary	10 MONTH / Professional Services
GIBSON, MELANIE DAWN KHE TEACHER, SC, FIFTH GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
GILLUM, DAVID KEITH MHS TEACHER, TECHNOLOGY ED 10 MONTH	Middleburg High	10 MONTH / Annual
GOFF, RACHEL SHAY CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
GOMES, VICTOR GREGORY OPJ TEACHER, SOC STUD, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
GOMEZ, BETHANY ANNE WES TEACHER, SC, FOURTH GR 10 MONTH	Wilkinson Elementary	10 MONTH / Annual
GONZALEZ, VINCENT OWEN CHS TEACHER, BUSINESS ED 10 MONTH	Clay High	10 MONTH / Annual
GOODWIN, KASSANDRA KAY TES VE SELF-CONTAINED-ASD 10 MONTH	Tynes Elementary	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
GOODYEAR, REBEKAH LAMBETH WEC TEACHER, TITLE I, ELEM 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
GOULET, BRIANNA MARIE GPE TEACHER, SC, FOURTH GR 10 MONTH	Grove Park Elementary	10 MONTH / Annual
GRANGER, CHRISTINA LYNN CTE COLLEGE/CAREER CH 11 MONTH	Career And Technical Education	11 MONTH / Annual
GREGOIRE, STANNIE CARLINDA SBJ TEACHER, SC, THIRD GR 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
GRIER, JORDAE CORNELL MRE TEACHER, PHYSICAL ED EL 10 MONTH	Mcrae Elementary	10 MONTH / Annual
GRIFFIN, ELIZABETH BLACK LES TEACHER, SC, THIRD GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
GUMS, SARA ELIZABETH WES TEACHER, SC, THIRD GR 10 MONTH	Wilkinson Elementary	10 MONTH / Annual
HALL, BROOKLYNN MARIE KHH TEACHER, AGRICULTURE 11 MONTH	Keystone Heights High School	11 MONTH / Annual
HAMILTON, DANIELLE ELIZABETH LAE TEACHER, SC, FIFTH GR 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
HAMILTON, ILLISA JENNIFER OVE VE SELF-CONTAINED-IND 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
HARRIS, KIMBERLY ANN OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	10 MONTH / Annual
HARRIS, MADGE JEANINNE AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
HARRISON, CRYSTAL ELAINE DIS TEACHER, SC, SECOND GR 10 MONTH	Doctors Inlet Elementary	10 MONTH / Annual
HARTLEY, CHARLOTTE ISABELLA OHS TEACHER, VE/INCLUSION 10 MONTH	Oakleaf High School	10 MONTH / Annual
HAWKINS, KAREN MARIE ROE TEACHER, GIFTED 10 MONTH	Rideout Elementary	10 MONTH / Annual
HAYDEN, KATHLEEN CODY LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lakeside Junior High	10 MONTH / Annual
HAYDEN, NICOLE ASHLEY	Coppergate Elementary	10 MONTH / Annual

III. Instructional Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	CGE TEACHER, SC, KINDERGARTEN 10 MONTH		
	HEBB, LACEY ELENI DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
	HELLWIG, BREE ELIZABETH TBE TEACHER, SC, SIXTH GR 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
	HEMPHILL DAVIS, MARY JACKSON AES TEACHER, VE/INCLUSION 10 MONTH	Argyle Elementary	10 MONTH / Annual
	HENSLEY, ALISHA CHANTEE OVE TEACHER, PRE-KDG ESE 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
	HERIC, DANIELLE GAYLE FIH TEACHER, SOC STUD, SH 10 MONTH	Fleming Island High School	10 MONTH / Annual
	HICKSON, MALLORY ROSE PES TEACHER, SC, THIRD GR 10 MONTH	Robert M. Paterson Elementary	10 MONTH / Annual
	HIGH, CAROLYN BROOKS OPH TEACHER, SUPP FACIL 10 MONTH	Orange Park High	10 MONTH / Annual
	HILL, WILLIAM HUNTER CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	10 MONTH / Annual
	HINSON, BRANDIE MICHELLE ROE TEACHER, SC, KINDERGARTEN 10 MONTH	Rideout Elementary	10 MONTH / Annual
	HOCK, JENNIFER EVELINE KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
	HODGES, WILLIAM ELIGIA STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	11 MONTH / Annual
	HOLDINESS, REBEKAH LINDSEY CEB TEACHER, TITLE I, ELEM 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
	HOLDREN, BRANDEN KYLE RHS VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	10 MONTH / Annual
	HOLMES, TESSA PAIGE OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
	HORNE, NATASHA G OLJ COUNSELOR, JH 11 MONTHS 11 MONTH	Oakleaf Junior High School	11 MONTH / Annual
0.6	HOROWITZ, SHIRA ESE TEACHER, SPEECH CLINICIAN SPECIAL	Exceptional Student Education	SPECIAL / Annual



**III. Instructional Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
HOWARD-WILLIAMS, CATHY DENISE AES MEDIA SPECIALIST, ELEM 10 MONTH	Argyle Elementary	10 MONTH / Annual
HUBBARD, JESSALYN HILLIS WES TEACHER, SC, THIRD GR 10 MONTH	Wilkinson Elementary	10 MONTH / Annual
HUFFMAN, EDWARD SMITH FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	10 MONTH / Annual
HULETT, FREDRICK J OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
HUNT, KATHERINE JO ANNE LES TEACHER, SC, SECOND GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
HURD, KAYLA KATRINA ANDRESE LJH TEACHER, BUSINESS ED 10 MONTH	Lakeside Junior High	10 MONTH / Annual
IGOUE, SHANA LEE OPJ TEACHER, SUPP FACIL 10 MONTH	Orange Park Jr High	10 MONTH / Annual
INNES, SHANNON MARIE POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
IVEY, KELSEY ANN CURR SPEC SCH IMP/PD - 12 MO 12 MONTH	PROFESSIONAL DEVELOPMENT	12 MONTH / Annual
JACKSON, TAMMY LEE OVE TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
JAMMES, LINSAY D RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	10 MONTH / Annual
JEROME, STACEY RHONDA TES TEACHER, VE/INCLUSION 10 MONTH	Tynes Elementary	10 MONTH / Annual
JOHNSON, ALEXIS RACHELLE GPE TEACHER, ART, ELEM 10 MONTH	Grove Park Elementary	10 MONTH / Annual
JOHNSON, CAITLIN ADELE BLC TEACHER, READING, SH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
JOHNSON, SHAVONNE MONIQUE LAJ TEACHER, MATHEMATICS, JH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
KEEN, KENDRA ANN CGE TEACHER, SC, FOURTH GR 10 MONTH	Coppergate Elementary	10 MONTH / Annual

III. Instructional Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	KENDALL, COURTNEY MARIE OVE TEACHER, SC, FOURTH GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
	KENT WRIGHT, LORI ANN ESE BEHAVIOR SITE COACH 10 MONTH	Lakeside Junior High	10 MONTH / Annual
0.4	KILPATRICK, OLIVIA NICOLE ESE OCCUPATIONAL THERAPIST SPECIAL	Lake Asbury Elementary	SPECIAL / Annual
	KING JR, LOCKE CRAIG LAJ TEACHER ESE APP TECH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
	KUHL, CANDACE J ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Fleming Island Elementary	10 MONTH / Annual
	LACKEY, MOLLIE AMANDA LAE TEACHER, SC, FIRST GR 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
	LAKE, CHRISTEL CLAUDINE RHS VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	10 MONTH / Annual
	LEDIX, GUITO OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
	LEE JR, AARON CLYDE MHS TEACHER, ROTC/MILITARY SH 11 MONTH	Middleburg High	11 MONTH / Annual
	LEE, CHRISTOPHER ANDREW CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	10 MONTH / Annual
	LEE, JILLIAN LEIGH DEAN-JH 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
	LEIGH, HEATHER CITTA GCJ TEACHER, SOC STUD, JH 10 MONTH	Green Cove Springs Junior High	10 MONTH / Annual
	LEVINE, BRANSHONDA CHARMESE STS STUD SERV PSYCH 12 MO 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual
	LOGSDON, CHELSEA NOELLE OLJ TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
	LOPER, STEPHANIE LYNN CHE TEACHER, VE/INCLUSION 10 MONTH	Clay Hill Elementary	10 MONTH / Annual
	LOPEZ, LIZ ARIANA POE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
	LOPRESTI, KATLYN NICHOLE CHS TEACHER, AGRICULTURE 11 MONTH	Clay High	11 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LUCAS, LINDSEY DANIELLE OVE TEACHER, SC, KINDERGARTEN 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
LUDER, ELIZABETH GRACE ESE BEHAVIOR SITE COACH 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
MABRY, SUSAN MCDERMONT MBE TEACHER, SC, KINDERGARTEN 10 MONTH	Middleburg Elementary	10 MONTH / Annual
MACE-SCHOFIELD, SHANNA RAE TES TEACHER, SC, SIXTH GR 10 MONTH	Ridgeview High School	10 MONTH / Professional Services
MADAYCHIK, MICHAEL ANDRE KHH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Keystone Heights High School	10 MONTH / Annual
MAHONEY, REBEKAH ELIZABETH OHS TEACHER, SCIENCE, SH 10 MONTH	Doctors Inlet Elementary	10 MONTH / Annual
MAKINS NULL, AUTUMN SIERRA CHS TEACHER, SCIENCE, SH 10 MONTH	Clay High	10 MONTH / Annual
MANZO, SAMANTHA JOAN MHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Middleburg High	10 MONTH / Annual
MATHEWS, CALLIE ELIZABETH FIE TEACHER, SC, FOURTH GR 10 MONTH	Montclair Elementary	10 MONTH / Annual
MATTHEWS, KAYLA LOREAL AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
MAYS, CULLENA LAVON OLJ TEACHER, BUSINESS ED 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
MCCALL JR, ALLEN CGE TEACHER, DRAMA, ELEM 10 MONTH	Ridgeview High School	10 MONTH / Annual
MCDONALD, STACY-ANN KIMALA POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
MCEACHIN, SEAN PATRICK OVE TEACHER, SC, SIXTH GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
MCLAIN, ERIN MIRANDA CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
MEALOR, JAMIE LYNNE LES TEACHER, SC, FIRST GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MENDEZ, KRISTINA MARIE GPE TEACHER, SC, FIRST GR 10 MONTH	Grove Park Elementary	10 MONTH / Annual
MERCER, AMANDA MICHELLE LES TEACHER, SC, FIFTH GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
MICHAELS, MELISSA DAWN OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
MILLER, EMILY THOMAS TBE TEACHER, VE/INCLUSION 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
MITCHELL-ADAMS, LISA JEANINE KHH TEACHER, READING, SH 10 MONTH	Keystone Heights High School	10 MONTH / Annual
MITERA, PAYTON ELIZABETH POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
MOORE, ALANNA FOREVER MHS TEACHER, TECHNOLOGY ED 10 MONTH	Middleburg High	10 MONTH / Annual
MOORE, MARTINA SHAWNTAE OHS TEACHER, STRATEGIC INT 10 MONTH	Oakleaf High School	10 MONTH / Annual
MORALES III, GILBERTO FIH TEACHER, PHYSICAL ED SH 10 MONTH	Fleming Island High School	10 MONTH / Annual
MORALES, ESTEFANIA RAMOS OHS TEACHER, FOREIGN LANG, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
MOREE, MELISSA CAROLE VAUGHN STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	11 MONTH / Annual
MORGAN, ASHLEE LAYNE AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
MORRAND, VANESSA NICOLE OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
MORRISON, KATHERINE ANN CGE TEACHER, SC, SIXTH GR 10 MONTH	Coppergate Elementary	10 MONTH / Annual
MUMINOVIC, MARJORIE PEREA SLE TEACHER, SC, SECOND GR 10 MONTH	Shadowlawn Elementary	10 MONTH / Annual
MUNOZ, ALLISON CLAIRE POE TEACHER, SC, SECOND GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MUNOZ, VANNESSA CHASE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
NASSER, BOUCHRA OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	10 MONTH / Annual
NELSON, ANGELICA CHRISTINE WEC TEACHER, SC, KINDERGARTEN 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
NELSON, COLE GARETH MRE TEACHER, SC, FOURTH GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
NELSON, DIONNA EVELYNN MHS TEACHER, FAMILY/CONSUMER 10 MONTH	Middleburg High	10 MONTH / Annual
NGUYEN, JESSICA THANH THAO CGE TEACHER, SC, THIRD GR 10 MONTH	Coppergate Elementary	10 MONTH / Annual
NIXON, LISA DAWN OHS TEACHER, READING, SH 10 MONTH	Oakleaf High School	10 MONTH / Professional Services
NORMAN, ALEXANDRA ELIZABETH LAJ VE SELF-CONTAINED-IND 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
NUTTER, KELSEY ANNE WEC TEACHER, SC, FOURTH GR 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
NZUZU, TAMISHA SHANTELE AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
O SHEA , MALEAH NOEL SPS TEACHER SC THIRD GR 10 MONTH	Robert M. Paterson Elementary	10 MONTH / Annual
O SHIELDS, CHRISTOPHER DENNIS OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
OGDEN, ROBIN DIANE WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	10 MONTH / Annual
ONTIVEROS, JOHANNA QUINTERO AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
PAIGE, BRENDA REBECCA OHS COUNSELOR, SH 11 MO 11 MONTH	Oakleaf High School	11 MONTH / Annual
PELESKO, NATALIE RENEE	Coppergate Elementary	10 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	CGE TEACHER, SC, FIFTH GR 10 MONTH		
	PELLEGRIN, APRIL MARIE DOE TEACHER, SC, SIXTH GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
	PENDARVIS, ESTELLA DENTON MRE TEACHER, SC, FIFTH GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
	PEREZ, ERIKA LYN DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
	PERRY, SKYLAR RENEE OPH TEACHER, SOC STUD, SH 10 MONTH	Orange Park High	10 MONTH / Annual
	PHELPS, HOLLY ALEXANDRA CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay High	10 MONTH / Annual
	PHORNSAVANH, MEGAN MARIE DIS TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	10 MONTH / Annual
	PITTMAN, JADE JESSICA RHS TEACHER, BUSINESS ED 10 MONTH	Ridgeview High School	10 MONTH / Annual
	PONTON JR, JOHN WILLIAM OPJ TEACHER, SOC STUD, JH 10 MONTH	Orange Park Jr High	10 MONTH / Annual
	POWELL, ARINTON D LES TEACHER, PHYSICAL ED EL 10 MONTH	Lakeside Elementary	10 MONTH / Annual
	POWERS-YOUNG, JOHN OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
	PRINTY, CLAIRE EILEEN POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
	PRUITT, LEAH CHRISTINE KHH TEACHER, MATHEMATICS, JH 10 MONTH	Keystone Heights High School	10 MONTH / Annual
	RACE, JASON EARL OHS TEACHER, ROTC/MILITARY SH 11 MONTH	Oakleaf High School	11 MONTH / Annual
	RAINEY, SOPHONIA WHITE OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
0.5	RAMSEY, LAURA LUCENTE ESE TEACHER, SPEECH CLINICIAN SPECIAL	Orange Park Jr High	SPECIAL / Annual
	REINHARD, LISA HUSSEY WEC TEACHER, GIFTED 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
	RENO, TERRI MARIE	Ridgeview Elementary	10 MONTH / Annual

### III. Instructional Actions

#### B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
RVE TEACHER, TITLE I, ELEM 10 MONTH		
RESIGA, ENIKO RHS TEACHER, SOC STUD, SH 10 MONTH	Ridgeview High School	10 MONTH / Professional Services
RICHARD, DANIEL PAUL LJH TEACHER, SOC STUD, JH 10 MONTH	Lakeside Junior High	10 MONTH / Annual
RICHARDSON, ERIN KIMBERLY KHE TEACHER, PRE-KDG ESE 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
ROBERTS, CHRISTOPHER ALLEN OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Professional Services
ROBERTS, KIMBERLY MICHELE JAROSCH TES TEACHER, VE/INCLUSION 10 MONTH	Tynes Elementary	10 MONTH / Annual
RODRIGUEZ, MALIEVI OHS TEACHER, FOREIGN LANG, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
ROE, TERESA JANE CGE TEACHER, SC, SIXTH GR 10 MONTH	Coppergate Elementary	10 MONTH / Professional Services
ROOT, SILAS WESLEY OLJ TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
ROSSI, MICHAEL JULIUS SLE TEACHER, SC, FOURTH GR 10 MONTH	Shadowlawn Elementary	10 MONTH / Annual
RUFFIN, SHADONNA DEMETRICE CEB TEACHER, PRE-KDG ESE 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
RUSH, MICHELLE ALMASY CHE TEACHER, SC, FIRST GR 10 MONTH	Clay Hill Elementary	10 MONTH / Annual
RUSSELL, MICHELLE DENISE OVE TEACHER, SC, SIXTH GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
RYKALSKY, CAROL ANN MCE TEACHER, TITLE I, ELEM 10 MONTH	Montclair Elementary	10 MONTH / Annual
SAMUELS, JEFF S OHS TEACHER, TECHNOLOGY ED 10 MONTH	Oakleaf High School	10 MONTH / Annual
SANDERS, ALLISON JAMES KHE VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
SASON, TYLER BRANDON ESE BEHAVIOR SITE COACH 10 MONTH	Middleburg High	10 MONTH / Annual
SCHAUS, CHRISTOPHER	Coppergate Elementary	10 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	WARREN CGE TEACHER, SC, FOURTH GR 10 MONTH		
	SENTERS, TYLER ALEXANDER CHS TEACHER, DROPOUT PREV SH 10 MONTH	Clay High	10 MONTH / Annual
	SHANNON, TAMMY J OPH TEACHER, SOC STUD, SH 10 MONTH	Orange Park High	10 MONTH / Annual
	SHANNON-COVEY, KATHLEEN NORA SBJ TEACHER, SC, SIXTH GR 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
	SHAVER, EMILIE ROSE GCJ TEACHER, VE/INCLUSION 10 MONTH	Green Cove Springs Junior High	10 MONTH / Annual
	SHAW, HILARY ANN OPJ COUNSELOR, JH 11 MONTH 11 MONTH	Orange Park Jr High	11 MONTH / Annual
0.5	SHILLINGS, ELIZABETH JOAN LAJ TEACHER, SOC STUD, JH SPECIAL	Lake Asbury Junior High School	SPECIAL / Professional Services
	SHOREMOUNT, PAUL D WJH TEACHER, MUSIC, JH 10 MONTH	Wilkinson Jr High	10 MONTH / Annual
	SHUEY, KARL ANTHONY OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
	SLATER, ROBYN LABRONE POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
	SLOAN, KATHRYN SHANNON OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
	SMILEY, KELLEY ANN CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
	SMITH, BAILEY ELIZABETH CEB TEACHER, SC, SECOND GR 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
	SNELL, JONATHON LEE OPH TEACHER, INDUSTRIAL ED 10 MONTH	Orange Park High	10 MONTH / Annual
	SOLOMON, ROXANNE FAYE ROE TEACHER, SC, SIXTH GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
	SPANN, ASHLEY DENISE ROGERS AES TEACHER, PRE-K 10 MONTH	Argyle Elementary	10 MONTH / Annual
	SPEAR, JESSICA SHEREE CGE TEACHER, SC, THIRD GR 10 MONTH	Coppergate Elementary	10 MONTH / Annual



**III. Instructional Actions**

**B. RE-APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	STARLING, KARSYN B MRE TEACHER, SC, FIRST GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
	STEVENS, EDWARD L RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
	STILTS, BREYANA MICHELLE MHS TEACHER, SOC STUD, SH 10 MONTH	Middleburg High	10 MONTH / Annual
	STOUDNOUR, KELLY LAUREN TBE TEACHER, SC, SIXTH GR 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
	STURROCK, VICTORIA LANE TES TEACHER, SC, FIRST GR 10 MONTH	Tynes Elementary	10 MONTH / Annual
	SUAREZ, CHRISTOPHER STEVEN RHS TEACHER, INDUSTRIAL ED 10 MONTH	Ridgeview High School	10 MONTH / Annual
	SUMMERSETTFRANCIS, TONYA DENIS OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual
	SUTTON, KAILEY MARIE DOE TEACHER, SC, SECOND GR 10 MONTH	Coppergate Elementary	10 MONTH / Annual
	SWAFFORD, MAUREEN ELIZABETH LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lakeside Junior High	10 MONTH / Annual
	SWEENEY, SEAN PATRICK MHS TEACHER, SOC STUD, SH 10 MONTH	Middleburg High	10 MONTH / Annual
	TAICLET-JETT, MELISSA LYNN OVE TEACHER, SC, FIFTH GR 10 MONTH	Oakleaf Village Elementary	10 MONTH / Professional Services
	TATO, ASHLEY LAPOINT ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
	TERRY, MEGAN JEAN LES TEACHER, SC, THIRD GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
	THOMPSON SR, DEMETRIUS L LAJ TEACHER, BUSINESS ED 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
	THOMPSON, AMIE MICHELE DOE TEACHER, PHYSICAL ED EL 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
	THRASH, KELLI ELIZABETH WEC TEACHER, VE/INCLUSION 10 MONTH	W.E. Cherry Elementary	10 MONTH / Annual
	TOOKE, JACQUELYN MARIE	Ridgeview Elementary	10 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

Name/Assignment	Site	Contract
RVE TEACHER, SC, THIRD GR 10 MONTH		
TRENT, LAURA ELISE OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	10 MONTH / Annual
TROLDORG, NIELS KRISTIAN CEB TEACHER, MUSIC, ELEM 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
URGO, MANDI LEIGH POE TEACHER, SC, SIXTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
VANDEN HEUVEL, GAIL LYNN LES TEACHER, SC, SECOND GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
VASQUEZ, EVANGELINA FRANCES OPH TEACHER, SCIENCE, SH 10 MONTH	Orange Park High	10 MONTH / Annual
VON EBERS, KARRI JO TBE TEACHER, SC, SIXTH GR 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
WALKER, MIRANDA RAE BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	10 MONTH / Annual
WALKER, VALERIE ANN MRE TEACHER, SC, FIFTH GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
WATERS, JULIA ALISON KHE TEACHER, SC, SIXTH GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
WEBBER, CASEY NICOLE LAE TEACHER, PHYSICAL ED EL 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
WELCH, JOHNAISHA LESLIE OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	10 MONTH / Annual
WELLS, AMY STAMBAUGH ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
WHITE, ANNA GARNETT MRE TEACHER, SC, SIXTH GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
WIDER LEWIS, FELICIA ALEXANDRA OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	10 MONTH / Annual
WILKINSON, CHRISTIE LEE STS SCHOOL SOCIAL WORKER 10 MONTH	CLIMATE AND CULTURE	10 MONTH / Annual
WILLARD, MARIE LYNN WES TEACHER, SC, FOURTH GR	Wilkinson Elementary	10 MONTH / Annual

**III. Instructional Actions**

**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
10 MONTH		
WILLIAMS, TARICO DEVONNE OLJ TEACHER, BUSINESS ED 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
WILSON, GRACE LEANN MRE TEACHER, SC, THIRD GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
WIMBERLY, MARCUS JUANALD OPH TEACHER, PHYS ED SH 11MO 11 MONTH	Orange Park High	11 MONTH / Annual
WISE, KATHERINE MARGARET STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	11 MONTH / Annual
WOLTER, CHRISTIANNE LUCILLE MHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Middleburg High	10 MONTH / Annual
WRIGHT, KIMBERLY BRANESE DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
YUN, NATALIE MARIE DOE TEACHER, SC, THIRD GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
ZACHARY, JULY KARINA OPH TEACHER, FOREIGN LANG, SH 10 MONTH	Orange Park High	10 MONTH / Annual
ZACZEK, ALLISON R SBJ TEACHER, SC, FIRST GR 10 MONTH	S. Bryan Jennings Elementary	10 MONTH / Annual
ZAKERS, DERICK C OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	10 MONTH / Annual
ZIPPERER, SARA C ESE BEHAVIOR SITE COACH 10 MONTH	Mcrae Elementary	10 MONTH / Annual

**III. Instructional Actions**

**C. RE-DESIGNATION**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
0.5	RICH, SASHA J STS SCHOOL SOCIAL WORKER SPECIAL	CLIMATE AND CULTURE	EFFECTIVE 08/02/2023 / REDESIGNATE FROM .4 STS SCHOOL SOCIAL WORKER / 10 MONTH
	SADO, MICHELLE COLETTE CURR SPEC SCH IMP/PD - 12 MO 12 MONTH	PROFESSIONAL DEVELOPMENT	EFFECTIVE 07/01/2023 / REDESIGNATE FROM SIP CURRICULUM COACH/TRAINER/ 10 MONTH
0.6	STEVENS, CANDICE ELBON CHE TEACHER, TITLE I, ELEM SPECIAL	Clay Hill Elementary	EFFECTIVE 08/02/2023 / REDESIGNATE FROM CHE TEACHER, SC, THIRD GR / 10 MONTH
0.6	THOMAS, CATHLEEN CARNEY ESE TEACHER, SPEECH CLINICIAN SPECIAL	Clay High	EFFECTIVE 08/02/2023 / REDESIGNATE FROM .8 ESE TEACHER, SPEECH CLINICIAN / 10MONTH
0.8	WILLIAMS, VALERIE PAIGE ESE TEACHER, SPEECH CLINICIAN SPECIAL	Mcrae Elementary	EFFECTIVE 08/02/2023 / REDESIGNATE FROM ESE TEACHER, SPEECH CLINICIAN/ 10 MONTH

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
ABREU-FIGUEROA, ALEXANDRA OHS TEACHER, MUSIC, SH 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OLJ TEACHER, MUSIC, JH/ 10 MONTH
BELL, KERRI A RESIDENT CLINICAL FACULTY 10 MONTH	Clay High	EFFECTIVE 08/02/2023 / TRANSFER FROM CHS TEACHER, DROPOUT PREV SH / 10 MONTH
BOYETTE, HANNAH MARIE LAJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OLJ TEACHER, SOC STUD, JH/ 10 MONTH
BRISCOE, JODI MICHELLE KHH TEACHER, SCIENCE, JH 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM KHE TEACHER, GIFTED/ 10 MONTH
BRUNDIGE, SARAH ELIZABETH LAE TEACHER, VE/INCLUSION 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, VE/INCLUSION/ 10 MONTH
BURRIS, TRACY G LAE TEACHER, SC, FIRST GR 10 MONTH	Coppergate Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CGE TEACHER, SC, FIRST GR/ 10 MONTH
CABALLERO, KYLE R DOE TEACHER, PHYSICAL ED EL 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, PHYSICAL ED EL/ 10 MONTH
CARTER, JANETT LYNETTE SIP CURRICULUM COACH/TRAINER 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM DOE TEACHER, VE/INCLUSION/ 10 MONTH
CARTER, JESSICA DYKES KHH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM KHE TEACHER, SC, SIXTH GR/ 10 MONTH
CASTANON, IVY YVETTE OHS TEACHER, SUPP FACIL 10 MONTH	Orange Park High	EFFECTIVE 08/02/2023 / TRANSFER FROM OPH TEACHER, SUPP FACIL / 10 MONTH
CHADWICK, KERI LYNN LES TEACHER, SC, KINDERGARTEN 10 MONTH	Grove Park Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM GPE TEACHER, SC, KINDERGARTEN/ 10 MONTH
COLEMAN, JENNIFER LEIGH RVE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, PHYSICAL ED EL/ 10 MONTH
CONNER, COURTNEY DENISE CHE TEACHER, SC, FIRST GR 10 MONTH	Shadowlawn Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM SLE TEACHER, SC, KINDERGARTEN/ 10 MONTH
CONOVER, KIMBERLY ANNE	Lake Asbury Elementary	EFFECTIVE 08/02/2023 /

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
CHS TEACHER, SCIENCE, SH 10 MONTH		TRANSFER FROM LAE TEACHER, SC, FOURTH GR / 10 MONTH
COSTON, BRETT MATTHEW RVE TEACHER, SP DE PE 10 MONTH	Ridgeview High School	EFFECTIVE 08/02/2023 / TRANSFER FROM RHS TEACHER, SP DE PE/ 10 MONTH
DOYLE, SARAH H DOE TEACHER, SC, FIRST GR 10 MONTH	Coppergate Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM /CGE TEACHER, SC, FIRST GR 10 MONTH
FARLEY, KRISTA CRUISE RHS TEACHER ESE APP TECH 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM LAJ VE SELF-CONTAINED-IND/ 10 MONTH
FLAGG, PAMELA REGINA ESE STAFFING SPECIALIST 10 MO 10 MONTH	Exceptional Student Education	EFFECTIVE 08/02/2023 / TRANSFER FROM OHS TEACHER, SUPP FACIL / 10 MONTH
FREEZE, ANN MARGARET ROE TEACHER, SC, KINDERGARTEN 10 MONTH	Oakleaf Village Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM OVE TEACHER, SC, FIRST GR/ 10 MONTH
FUHS, THOMAS M DOE TEACHER, SC, FIFTH GR 10 MONTH	Montclair Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM MCE TEACHER, SC, SIXTH GR / 10 MONTH
FURUYA, KIMBERLEY DAWN WEC TEACHER, SC, FOURTH GR 10 MONTH	Argyle Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM AES TEACHER, SC, FOURTH GR/ 10 MONTH
GARCIA, JENIFER LEE LAE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM SPS TEACHER SC FOURTH GR/ 10 MONTH
GARNER, WILLIAM HENRY LAE TEACHER, PHYSICAL ED EL 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, SC, SIXTH GR / 10 MONTH
GELINAS, CRYSTAL LEE LAE TEACHER, SC, FIRST GR 10 MONTH	Oakleaf Village Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM OVE TEACHER, SC, FIRST GR / 10 MONTH
GOMEZ, LICET RVE TEACHER, SC, SIXTH GR 10 MONTH	Green Cove Springs Junior High	EFFECTIVE 08/02/2023 / TRANSFER FROM GCJ TEACHER, SCIENCE, JH/ 10 MONTH
GORANSON, TAYLOR A SBJ TEACHER, VE/INCLUSION 10 MONTH	Swimming Pen Creek Elem	EFFECTIVE 08/02/2023 / TRANSFER FROM ESE BEHAVIOR SITE COACH/ 10 MONTH
GRANDSTAFF, MAX MORGAN FIH TEACHER, SCIENCE, SH 10 MONTH	Middleburg High	EFFECTIVE 08/02/2023 / TRANSFER FROM MHS TEACHER, SCIENCE, SH/ 10

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
		MONTH
GROVES, KRISTA DANIELLE OVE TEACHER, SC, SECOND GR 10 MONTH	Keystone Heights Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM KHE TEACHER, SC, SECOND GR/ 10 MONTH
GULINO, ANGELA LEIGH LAE TEACHER, SC, SECOND GR 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, SC, KINDERGARTEN/ 10 MONTH
GUTHRIE GRINER, JENNIFER KORINE RHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OHS TEACHER, SOC STUD, SH / 10 MONTH
HAGOPIAN, AMBER WELLS CHE TEACHER, PRE-KDG ESE 10 MONTH	Oakleaf Village Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM OVE TEACHER, SC, SECOND GR / 10 MONTH
HENDRYX, STACEY JEANE ESE STAFFING SPECIALIST 10 MO 10 MONTH	Oakleaf High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OHS TEACHER, SUPP FACIL/ 10 MONTH
HODGDEN, JESSICA ANNE MARIE LAE TEACHER, PRE-KDG/ASD ESE 10 MONTH	Mcrae Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM MRE TEACHER, PRE-KDG/ASD ESE/ 10 MONTH
HUSKEY, AIMEE LEANNE BLC TEACHER, AGRICULTURE 10 MO 10 MONTH	FL Youth Challenge Academy	EFFECTIVE 08/02/2023 / TRANSFER FROM FYA TEACHER, AGRICULTURE / 10 MONTH
JACKSON, ALICIA RAE CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park Jr High	EFFECTIVE 08/02/2023 / TRANSFER FROM OPJ TEACHER, LANGUAGE ARTS, JH/ 10 MONTH
JOURDAN, JANA A ROE TEACHER, SC, FIRST GR 10 MONTH	Middleburg Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM MBE TEACHER, SC, FIRST GR / 10 MONTH
KACZMAREK, SAMANTHA L SPC TEACHER, SC, THIRD GR 10 MONTH	Montclair Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM MCE TEACHER, SC, FOURTH GR/ 10 MONTH
KANDT, SIERRA DANYELLE SIP CURRICULUM COACH/TRAINER 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, SC, FIFTH GR / 10 MONTH
KASTELZ, HEATHER MICHELE ESE STAFFING SPECIALIST 10 MO 10 MONTH	Middleburg High	EFFECTIVE 08/02/2023 / TRANSFER FROM MHS VE SELF-CONTAINED-IND/ 10 MONTH
KIRNIE, KATHLEEN MARIE LAE TEACHER, SC, FIFTH GR 10 MONTH	Rideout Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM ROE TEACHER, SC, FIFTH GR/ 10 MONTH

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
KUCHTA, KAILA MARIE OVE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM DOE TEACHER, SC, FIFTH GR/ 10 MONTH
KUCHTA-DONOHUE, BREANNA MARIE OVE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM DOE TEACHER, SC, SECOND GR/ 10 MONTH
LAZZARO, JENNIFER LYNN RVE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, SC, KINDERGARTEN/ 10 MONTH
LEEDY, AMANDA STARR LAE TEACHER, SC, THIRD GR 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, SC, THIRD GR / 10 MONTH
LEGG, KELLIE D RVE TEACHER, INSTRUCT TECH EL 10 MONTH	Tynes Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM TES TEACHER, SC, KINDERGARTEN/ 10 MONTH
LENDVAY, JEFFREY D ROE TEACHER, MUSIC, ELEM 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, SC, FOURTH GR/ 10 MONTH
LEVO, BLAIR ELIZABETH ESE BEHAVIOR SITE COACH 10 MONTH	Lakeside Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM LES BEHAVIOR SITE COACH/ 10 MONTH
LOCKMAN, TRACY RUTH LAE TEACHER, GIFTED 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, SC, FIFTH GR/ 10 MONTH
MALONE, WENDY RVE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, SC, KINDERGARTEN / 10 MONTH
MARROLETTI, CIERRA LEANN TBE TEACHER, SC, FIRST GR 10 MONTH	Charles E. Bennett Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CEB TEACHER, TITLE I, ELEM/ 10 MONTH
MASTANDREA, DANIELLE E RVE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, SC, KINDERGARTEN/ 10 MONTH
MASTERS, CYNTHIA D OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OHS TEACHER, LANGUAGE ARTS, SH/ 10 MONTH
MATZ, MELISSA ANNE SIP CURRICULUM COACH/TRAINER 10 MONTH	Lakeside Junior High	EFFECTIVE 08/02/2023 / TRANSFER FROM LJH TEACHER, MATHEMATICS, JH / 10 MONTH
MCCLAIN, AMY LYNN RHS TEACHER, READING, SH 10 MONTH	Lake Asbury Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM LAE TEACHER, SC, FIRST GR/ 10 MONTH



### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
MILLA, MEREDITH ASHLEY LAE TEACHER, SC, SIXTH GR 10 MONTH	Rideout Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM ROE TEACHER, SC, SIXTH GR/ 10 MONTH
MILLER, TYLER ALLAN OPH TEACHER, SUPP FACIL 10 MONTH	Middleburg High	EFFECTIVE 08/02/2023 / TRANSFER FROM MHS VE SELF-CONTAINED-EBD / 10 MONTH
MOORE, MAKENZIE FAY MHS TEACHER, SUPP FACIL 10 MONTH	Coppergate Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CGE TEACHER, VE/INCLUSION/ 10 MONTH
MORANO, JESSICA LYNN RHS TEACHER, READING, SH 10 MONTH	Orange Park Jr High	EFFECTIVE 08/02/2023 / TRANSFER FROM OPJ TEACHER, READING, JH/ 10 MONTH
MYERS, ANGELA RAE LJH TEACHER, VE SELF- CONTAINED 10 MONTH	Thunderbolt Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM TBE TEACHER, VE SELF- CONTAINED/ 10 MONTH
NEBESNYK, HEIDI RENE SPC TEACHER, VE/INCLUSION 10 MONTH	Montclair Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM MCE TEACHER, TITLE I, ELEM/ 10 MONTH
NIX, GABRIELLE A LAE TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM CEB TEACHER, SC, FIFTH GR / 10 MONTH
PETRUCCI, YASMIN ORTIZ FIH TEACHER, SCIENCE, SH 10 MONTH	Ridgeview High School	EFFECTIVE 08/02/2023 / TRANSFER FROM RHS TEACHER, SCIENCE, SH/ 10 MONTH
PEYTON, LISA A LAE TEACHER, VE/INCLUSION 10 MONTH	Shadowlawn Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM SLE VE SELF-CONTAINED-LI/ 10 MONTH
PRINCE-WARINSKY, BROOKE ELLEN SPS TEACHER VE/INCLUSION 10 MONTH	Oakleaf Village Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM OVE TEACHER, SC, THIRD GR/ 10 MONTH
RASCH, TRACIE LEHMANN OHS TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OLJ TEACHER, BUSINESS ED/ 10 MONTH
RAVENELL, SHALONDA TERRELLE DEAN-JH 10 MONTH	Oakleaf High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OHS TEACHER, FAMILY/CONSUMER / 10 MONTH
ROBBINS, CANDICE NICOLE MHS TEACHER, SCIENCE, SH 10 MONTH	W.E. Cherry Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM WEC TEACHER, SC, SIXTH GR/ 10 MONTH

### III. Instructional Actions

#### D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
SCARBOROUGH, DIANA Q KHH TEACHER, FOREIGN LANG, SH 10 MONTH	Oakleaf High School	EFFECTIVE 08/02/2023 / TRANSFER FROM OHS TEACHER, FOREIGN LANG, SH / 10 MONTH
SCHWARTZ, KOURTNEY WARREN SPS TEACHER PHYSICAL ED EL 10 MONTH	Shadowlawn Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM SLE TEACHER, SC, KINDERGARTEN / 10 MONTH
SHIPE, ABBIE E CTE COLLEGE/CAREER CH 10 MONTH	Orange Park Jr High	EFFECTIVE 08/02/2023 / TRANSFER FROM OPJ TEACHER, ART, JH/ 10 MONTH
SIMMONS, CHRISTY LYN LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Ridgeview Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM RVE TEACHER, SC, KINDERGARTEN/ 10 MONTH
SMITH, ANSLEY POLLI LJH TEACHER, MATHEMATICS, JH 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM POE TEACHER, SC, SIXTH GR/ 10 MONTH
STININGER, RENEE LEIGH ESE BEHAVIOR SITE COACH 10 MONTH	Fleming Island Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM FIE TEACHER, PRE-KDG/ASD ESE/ 10 MONTH
SWANN, BENJAMIN W GCJ TEACHER, PHYSICAL ED JH 10 MONTH	Orange Park Jr High	EFFECTIVE 08/02/2023 / TRANSFER FROM OPJ TEACHER, GIFTED / 10 MONTH
TATE, BRITTANY MARIE TBE VE SELF-CONTAINED-IND 10 MONTH	Ridgeview High School	EFFECTIVE 08/02/2023 / TRANSFER FROM RHS TEACHER, VE SELF- CONTAINED/ 10 MONTH
TONEY, ELIZABETH MCEWEN LAE TEACHER, MUSIC, ELEM 10 MONTH	Rideout Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM ROE TEACHER, MUSIC, ELEM/ 10 MONTH
USON, JEWEL SHAY TEACHER SUPPORT COACH/TRAINER 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM DOE TEACHER, VE/INCLUSION/ 10 MONTH
VALERO, GARY B WEC TEACHER, PHYSICAL ED EL 10 MONTH	Orange Park High	EFFECTIVE 08/02/2023 / TRANSFER FROM OPH TEACHER, MATHEMATICS, SR/ 10 MONTH
WILLIAMS, KAYLA ELAINE ROE TEACHER, SC, SECOND GR 10 MONTH	Oakleaf Village Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM OVE TEACHER, SC, FIRST GR / 10 MONTH
WINKLER, TESS MARIE ESE BEHAVIOR SITE COACH 10 MONTH	Lake Asbury Elementary	EFFECTIVE 08/02/2023 / TRANSFER FROM LAE VE SELF-CONTAINED-ASD/ 10 MONTH
YACAVONE, GREER E CHS TEACHER, SCIENCE, SH 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/02/2023 / TRANSFER FROM LAJ TEACHER, SCIENCE, JH/ 10 MONTH

**III. Instructional Actions**

**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
ZUROWSKI, ADAM W CHS TEACHER, SCIENCE, SH 10 MONTH	Green Cove Springs Junior High	EFFECTIVE 08/02/2023 / TRANSFER FROM GCJ TEACHER, SCIENCE, JH / 10 MONTH

III. Instructional Actions

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E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

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<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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**III. INSTRUCTIONAL ACTIONS 2023-2024**

**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 2023-2024**

**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

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
ADDIE, NICOLE ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
ADKINS, ASHLEY LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
ALFANO, KELLY MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
ALTWATER, ALLISON GAIL SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
ALVES, AIREN M DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
ANDERSON, DEBRA GEORGANNE MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30
ANDRADE, MICHELLE C SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
BADEN, MELINDA SUE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BAKER ALLEN, ALICIA M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BAKER, AMANDA LYNN CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
BARNETT, TARA LYN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BARNHART, KRISTIAN D SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BECK, DAWN RENE A DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
BEGIN, MARGARET E SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
BERARDUCCI, CHARLES J CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
BIGG, BRENDA DARLENE DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
BLAKELY, JAMES WILLIAM SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BORSELLINO, RUBI TERESA DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
BOWERS, VICTORIA JEAN SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
BOWMAN JR, JOHN WILLIAM LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
BOWMAN, KAREN ELIZABETH MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
BRADLEY, KRISTYN N SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
BRAMAN, KRISTEN MARIE SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
BRANCH, CHRISTIN DANIELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BRAZELL, ANNETTE SHAVONNE CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
BRIGGS, LASEL ANN CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30



## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
BROOKS, MEGGHAN ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BROUGHTON, CASSANDRA L SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
BROWN, CANDICE LACHELLE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
BROWN, CHASSITY DOMINIQUE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BROWN, ERIN NAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BROWN, HANNAH MARIA ELIZABETH DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
BUNN, TARA J SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
BUONOPANE, KAREN MICHELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CALHOUN, SHAY SUE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
CARELLA, MICHELLE A SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CAREY, EMILY R SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
CARROLL, KELLY REBECCA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CARTER, DARLENE DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
CARTER, JANETT LYNETTE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CASTANON, IVY YVETTE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
CHAPMAN, CLAUDINE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CHRISTIAN, JENNIFER DAWN LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
CLARK, JARRICA LEE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
CLARK, TREVOR M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CLAVERE, ZOE RENEE TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
CLINE, KAITLYN ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CLOUD, EMILY NICOLLE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
CLOUD, KRISTI J SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
COLEMAN, LISA MARIE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
COLLINS, MOLLY NICOLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
COLON, NOELIA YVONNE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
COMPTON, TIFFANY M MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
CORBITT, MARY JO SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-30 - 2023-06-30
CORNWELL, BRYAN SCOTT SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CRAN, CARLA G SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CRAWFORD, ERIN C SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
CREO, VERONICA MICHAELE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
CUELLAR, STEPHANIE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
CURVIER, ANGELA VIRGINIA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
CYRUS, ELIZABETH QUINTERO SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
DANELLA, CHRISTINA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
DAVIS, EMILY LAUREN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-30 - 2023-06-30
DEANGELO, LIDIA ELENA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
DEATON, CHERRY A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
DELANO, SHALAUNDA M MRE LICENSED PRAC NURSE	Mcrae Elementary	Effective 2023-06-08 - 2023-06-30
DETWYLER JR, KENNETH P SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
DEVERATURDA, FANY ROSALES SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
DIAZ, RAMONA M DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
DONALDSON, HOLLIE AMBER TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
DOYLE, NATALIE ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
DRAGO, GINA DIANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
DUFFORD, BRENDA LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
EGITTO III, ANTHONY LOUIS CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
ELLIS, SHANTELL RENE A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
ENGLISH, JESSICA HAMILTON SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
ETELAMAKI, MCKENZIE DIANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
FARINA, CARRIE B MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
FELLS, CORA SHANELLE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
FERRARO, DENISE MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
FIGUEROA, ADRIENNE LESLEY DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
FINN, LINDA LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
FISCHER, MICHELLE N SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
FITE, KRISTEN MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
FLAGG, PAMELA REGINA SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
FLANAGAN, SUMMER NICHOLE MADDEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
FLOYD, VICKIE C SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
FOGLE, LEAH MICHELLE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
FORBIS, MICHELLE DEANNE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
FORD-HUDSON, SUSAN DIANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
FULLER, MALIKA COZIER SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
GABB, DANIELLE MICHELE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
GAETANO, ASHLY MICHELLE MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30
GEIGER, KRISTEN JANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
GLIDDEN, KARLA ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
GRANT, YOLANDA THOMPSON SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
GRIFFITH, STEVEN STANTON SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
HAGER, JOSHUA C SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HALL, KATHERYN LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HALL, MADISON AMAYA BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2023-06-08 - 2023-06-30
HAMM, MELVIN L SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
HANSFORD, TAYLOR DENISE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
HARLAMOR, INA SUZANNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HARVILL, BARBARA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
HAWKINS, CHRISTINA M SBJ HEALTH ASSISTANT SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
HAWKINS, KIMBERLY A SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HEAD, TAUSHA NIKOLE CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
HOBBS, KIMBERLY MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HOFFMAN, KATHLEEN DELINDA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HOLMGREN, RACHEL ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HORNBACK, JESSICA SUE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
HOWARD, KAREN M SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
HOWARD, LINDA SUE MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30
HOWE, ANDREA BELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
IGNACIO, VERONICA DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
IRWIN, RACHEL MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
JACKSON, ALICIA RAE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
JACKSON, JESSICA C SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
JADRO, CAROLYN TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
JEFFERS, BETH F DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
JOHNSON, DONALD CRAIG SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
JOHNSTON, JENNIFER GARDNER SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
JONES, MELISSA ANN SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
JOSEY, JENNIFER DANETTE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
KENNEDY, JENNIFER ANN CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
KING, HEATHER CRISTY SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
KINSEY, BRITTANY LOUISE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
KIRNIE, KATHLEEN MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
LAFONTAINE, LINDSAY WIDELL SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LASAUCE, JOY MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
LAWRENZ, LORI FRANCES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LEAR, LYNN SUMMERLY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LEAVITT, CALEB JAMES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LEE, JENNY ELISABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LEVICKI, CRYSTAL GAYLE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
LEWIS, ASHLEIGH MORGAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LICKI, DEBORAH MARY DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
LICKLITER SPAIN, JOANNA V LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
LONG, HANNAH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LONGO, MICHELE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LORENZO, NICOLE KRISTAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LUCAS, AIMEE COLLEEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
LYBARGER, TARA JUSTINE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MACFARLAND, MELISSA SUE MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-06-08 - 2023-06-30
MALONEY, MARILOU J TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
MANSEL, DESMOND JAMAL LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
MARBUT, KIMBERLY A CGE REGISTERED NURSE	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
MARTELLE, JASON SCOTT SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MARTELLE, LAURA MARIE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
MARTIN, AVANTHIA CRUISE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
MASTANTUNO, SARAH LAUREN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MATHIS, JOHNNY L DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
MAY, GAYLE D SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MCBRIDE, DAWN MARIE TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
MCDANIEL, CANDACE NICOLE SLE HEALTH ASSISTANT SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
MCGAHEE, MICHELLE L SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
MCGEE, LISA RENE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MCKENZIE, BETSY MARY SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
MCLENDON, BROOKLYN CAROLINE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MCSWAIN, ANTONELLA DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
MEALOR, JAMIE LYNNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MESSER, VALARIE NICOLE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
MILLER MARTELLE, TRICIA MICHEE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
MILLER, VICTORIA LIEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MILLIGAN, TAYLOR MACKENZIE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
MITERA, PAYTON ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MOLERIO, MOLLY KATHERINE SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
MOODY, JESSICA L LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
MOORE, HALEY MELISSA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MOORE, SHARON HOWARD SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MORAN, STEPHANIE K SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MORELAND, LAURA LEA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MORRIS, CYNTHIA RAE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MORWAY, ALLISON JADE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
MYERS, LINA ANGELICA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
NELSON, AMBER NICOLE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
NEWMAN, TERRY ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
NEWPORT, MELANIE DAWN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
NICHOLSON, CORY JACOB LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
NIEVES, XIOMARA J DOE HEALTH ASSISTANT SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
NOONEY, ANDREA BROOKE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
NZUZU, TAMISHA SHANTELE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
PAINE, LAUREN DANIELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PARSONS, VIRGINIA A SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PAUL, MARIAN ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PEASE, LINDA CLARK SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PELZER, BENITA R SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PEREZ, MABEL MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PETERSON, KRYSTAL R SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
PIKE, CARRIE ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PLACILLA, KELLY DUNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
POPE, CASSANDRA M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
POWELL, PAISLEY HOPE CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
PRENDERGAST, CATHERINE T SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
PRUITT, LEAH CHRISTINE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
PRUITT, LEAH CHRISTINE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
PRYOR, EMILY ANNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RAGAN, JOSEPH DAVID SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
RAMOS, ANGELEE MARIE DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
RAMOS, JESSICA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RAMOS, JESSICA MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
REED, KIMBERLY CHLOE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
REINHART, SALLI DEANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RESIGA, ENIKO SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RHODEN, KRISTEN MICHELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RHODRIQUEZ, CHARLYNN D SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RICE, LINDSAY ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RICHMOND, BERNARD D DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
RINERE, MICHAEL JAMES LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
RIOU, SHAWNITA AMISHA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RODRIGUEZ, MARIA M MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30
RODRIGUEZ, NATALIE ALTAGRACIA CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
RUDAO, KATIE LYNN SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
RUSH, MICHELLE ALMASY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RUSSELL, MICHELLE DENISE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
RYDEL, KIMBERLY JOY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SABLE, TANIA SABINE SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
SAKSA, TESSIE S SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SANTIAGO, ANGELA D MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-06-08 - 2023-06-30
SANTIAGO, KISSELY YARIE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
SCHARF, EVAN S SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SCHELLHORN, ADAM MICHAEL SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SCHNIREL, KELLY LYNN BLC LICENSED PRAC NURSE	Bannerman Learning Center	Effective 2023-06-08 - 2023-06-30
SCHOENBECK, HEAVEN ABIGAIL CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
SCOTT, JARUTHA MARY SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
SEDAM, AMANDA KAY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SILIAC, TORI CHANTAE MCE HEALTH ASSISTANT SS	Montclair Elementary	Effective 2023-06-08 - 2023-06-30
SLATER, ANNE F SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SMITH, ANSLEY POLLI SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-05-31 - 2023-06-30
SMITH, CAITLYN ROSE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SMITH, JACKLYN P SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SNYDER, ALICE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
SPELLINS, SHELBY AN DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
SPENCER, PEIGHTON NOELLE BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2023-06-08 - 2023-06-30



## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
SPINELLO, KRISTI EILEEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
STILTNER, LORI A TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
STREATY, JESSICA VICTORIA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
STRICKLAND, MELISSA L MBE HEALTH ASSISTANT SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30
SWARD, SABLE KAE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
TAICLET-JETT, MELISSA LYNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
TANG, DEBRA L MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30
TAYLOR, DEBORAH D DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
TAYLOR, SARAH JANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
TEAL, MARLA VIRGINIA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
THOMAS, BIANCA SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-06-08 - 2023-06-30
THOMAS, JESSICA LYNN MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-06-08 - 2023-06-30
THOMPSON, SHALANDA TUWANA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
TODD, TROY SPENCER SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
TORRES, SUZETTE M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
TRUJILLO, DAVID SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
USRY, LEEANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
VALENTINE, EBONY EVETTE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
VANDEN HEUVEL, GAIL LYNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
VANDERCREEK, JULIE KAY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
VANG, SAI YANG SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-06-08 - 2023-06-30
VITALE, BRENDA A DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-06-08 - 2023-06-30
WALTON, KARLEEN MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WASHINGTON, DESTINEY BRIANA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WATKINS, DYLAN NICOLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WEISS, AUBREY LEIGH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
WELLONS, TECHLA ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WHITE, DIAMITRA TASHA MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-06-08 - 2023-06-30
WHITE, ORBORA S CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-06-08 - 2023-06-30
WILLEMSSEN, NICOLE ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WILLIAMS, MICHAEL DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-06-08 - 2023-06-30
WILSON, AARON JONATHAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WINGATE, CINDY WILSON SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WOODLEY, JACQUELYN RAE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
WOOLFLEY, NANCY R LAJ REGISTERED NURSE	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
WORSHAM, DIANE RAYLEEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
YEARSLEY, BRITTANI LYNNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-05-31 - 2023-06-30
ZARKIS, TINA LYNN TBE REGISTERED NURSE	Thunderbolt Elementary	Effective 2023-06-08 - 2023-06-30
ZEIGLER, LAURIE ANN MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-06-08 - 2023-06-30

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023

##### B. COMMUNITY EDUCATION

###### Appointments

NONE

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2022-2023**

**C. ADULT EDUCATION**

**Appointments**

NONE

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
ADDIE, NICOLE ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
ADKINS, ASHLEY LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
ALFANO, KELLY MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
ALTWATER, ALLISON GAIL SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
ALVES, AIREN M DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
ANDERSON, DEBRA GEORGANNE MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20
ANDRADE, MICHELLE C SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
BADEN, MELINDA SUE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BAKER ALLEN, ALICIA M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BAKER, AMANDA LYNN CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
BARNETT, TARA LYN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BARNHART, KRISTIAN D SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BECK, DAWN RENE A DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
BEGIN, MARGARET E SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
BERARDUCCI, CHARLES J CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
BIGG, BRENDA DARLENE DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
BLAKELY, JAMES WILLIAM SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BOWERS, VICTORIA JEAN SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
BOWMAN JR, JOHN WILLIAM LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
BOWMAN, KAREN ELIZABETH MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-12
BRADLEY, KRISTYN N SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
BRAMAN, KRISTEN MARIE SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
BRANCH, CHRISTIN DANIELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BRAZELL, ANNETTE SHAVONNE CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
BRIGGS, LASEL ANN CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
BROOKS, MEGGHAN ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
BROUGHTON, CASSANDRA L SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
BROWN, CANDICE LACHELLE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
BROWN, CHASSITY DOMINIQUE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BROWN, ERIN NAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BROWN, HANNAH MARIA ELIZABETH DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-20
BUNN, TARA J SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
BUONOPANE, KAREN MICHELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CALHOUN, SHAY SUE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
CARELLA, MICHELLE A SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CAREY, EMILY R SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
CARROLL, KELLY REBECCA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CARTER, DARLENE DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
CARTER, JANETT LYNETTE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CASTANON, IVY YVETTE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
CHAPMAN, CLAUDINE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CHRISTIAN, JENNIFER DAWN LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
CLARK, JARRICA LEE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-12
CLARK, TREVOR M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CLAVERE, ZOE RENEE TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
CLINE, KAITLYN ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CLOUD, EMILY NICOLLE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
CLOUD, KRISTI J SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
COLEMAN, LISA MARIE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
COLLINS, MOLLY NICOLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
COLON, NOELIA YVONNE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
COMPTON, TIFFANY M MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
CORBITT, MARY JO SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CORNWELL, BRYAN SCOTT SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CRAN, CARLA G SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CRAWFORD, ERIN C SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
CREO, VERONICA MICHAEL MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-20
CUELLAR, STEPHANIE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
CURVIER, ANGELA VIRGINIA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
CYRUS, ELIZABETH QUINTERO SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DANELLA, CHRISTINA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DAVIS, EMILY LAUREN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DEANGELO, LIDIA ELENA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DEATON, CHERRY A SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
DELANO, SHALAUNDA M MRE LICENSED PRAC NURSE	Mcrae Elementary	Effective 2023-07-01 - 2023-07-20
DETWYLER JR, KENNETH P SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DEVERATURDA, FANY ROSALES SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
DIAZ, RAMONA M DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
DONALDSON, HOLLIE AMBER TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
DOYLE, NATALIE ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DRAGO, GINA DIANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
DUFFORD, BRENDA LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
EGITTO III, ANTHONY LOUIS CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
ELLIS, SHANTELL RENE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
ENGLISH, JESSICA HAMILTON SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
ETELAMAKI, MCKENZIE DIANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
FARINA, CARRIE B MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
FELLS, CORA SHANELLE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-20

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
FERRARO, DENISE MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
FIGUEROA, ADRIENNE LESLEY DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
FINN, LINDA LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
FISCHER, MICHELLE N SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
FITE, KRISTEN MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
FLAGG, PAMELA REGINA SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
FLANAGAN, SUMMER NICHOLE MADDEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
FLOYD, VICKIE C SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
FOGLE, LEAH MICHELLE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
FORBIS, MICHELLE DEANNE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
FORD-HUDSON, SUSAN DIANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
FULLER, MALIKA COZIER SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
GABB, DANIELLE MICHELE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
GAETANO, ASHLY MICHELLE MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20
GEIGER, KRISTEN JANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
GLIDDEN, KARLA ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
GRANT, YOLANDA THOMPSON SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
GRIFFITH, STEVEN STANTON SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
HAGER, JOSHUA C SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HALL, KATHERYN LEE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HALL, MADISON AMAYA BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2023-07-01 - 2023-07-12
HAMM, MELVIN L SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
HANSFORD, TAYLOR DENISE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
HARLAMOR, INA SUZANNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HARVILL, BARBARA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HAWKINS, CHRISTINA M SBJ HEALTH ASSISTANT SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20



MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
HAWKINS, KIMBERLY A SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HEAD, TAUSHA NIKOLE CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
HOBBS, KIMBERLY MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HOFFMAN, KATHLEEN DELINDA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HOLMGREN, RACHEL ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HORNBACK, JESSICA SUE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
HOWARD, KAREN M SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
HOWARD, LINDA SUE MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20
HOWE, ANDREA BELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
IGNACIO, VERONICA DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
IRWIN, RACHEL MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
JACKSON, ALICIA RAE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
JACKSON, JESSICA C SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
JADRO, CAROLYN TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
JEFFERS, BETH F DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-31
JOHNSON, DONALD CRAIG SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
JOHNSTON, JENNIFER GARDNER SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
JONES, MELISSA ANN SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
JOSEY, JENNIFER DANETTE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
KENNEDY, JENNIFER ANN CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
KING, HEATHER CRISTY SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
KINSEY, BRITTANY LOUISE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
KIRNIE, KATHLEEN MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
LAFONTAINE, LINDSAY WIDELL SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LASAUCE, JOY MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LAWRENZ, LORI FRANCES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
LEAR, LYNN SUMMERLY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LEAVITT, CALEB JAMES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LEE, JENNY ELISABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LEVICKI, CRYSTAL GAYLE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
LEWIS, ASHLEIGH MORGAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LICKI, DEBORAH MARY DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
LICKLITER SPAIN, JOANNA V LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-20
LONG, HANNAH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LONGO, MICHELE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LORENZO, NICOLE KRISTAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LUCAS, AIMEE COLLEEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
LYBARGER, TARA JUSTINE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MACFARLAND, MELISSA SUE MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-07-01 - 2023-07-20
MALONEY, MARILOU J TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
MANSEL, DESMOND JAMAL LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
MARBUT, KIMBERLY A CGE REGISTERED NURSE	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
MARTELLE, JASON SCOTT SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MARTELLE, LAURA MARIE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
MARTIN, AVANTHIA CRUISE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-12
MASTANTUNO, SARAH LAUREN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MATHIS, JOHNNY L DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-20
MAY, GAYLE D SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MCBRIDE, DAWN MARIE TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
MCDANIEL, CANDACE NICOLE SLE HEALTH ASSISTANT SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
MCGAHEE, MICHELLE L SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MCGEE, LISA RENE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
MCKENZIE, BETSY MARY SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
MCLENDON, BROOKLYN CAROLINE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MEALOR, JAMIE LYNNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MESSER, VALARIE NICOLE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
MILLER MARTELLE, TRICIA MICHEE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
MILLER, VICTORIA LIEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MILLIGAN, TAYLOR MACKENZIE MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-20
MITERA, PAYTON ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MOLERIO, MOLLY KATHERINE SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
MOODY, JESSICA L LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
MOORE, HALEY MELISSA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MOORE, SHARON HOWARD SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MORAN, STEPHANIE K SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MORELAND, LAURA LEA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MORRIS, CYNTHIA RAE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MORWAY, ALLISON JADE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
MYERS, LINA ANGELICA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
NELSON, AMBER NICOLE LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
NEWMAN, TERRY ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
NEWPORT, MELANIE DAWN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
NICHOLSON, CORY JACOB LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
NIEVES, XIOMARA J DOE HEALTH ASSISTANT SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
NOONEY, ANDREA BROOKE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
NZUZU, TAMISHA SHANTELE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PAINE, LAUREN DANIELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PARSONS, VIRGINIA A SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
PAUL, MARIAN ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PEASE, LINDA CLARK SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PELZER, BENITA R SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PEREZ, MABEL MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PETERSON, KRYSTAL R SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
PIKE, CARRIE ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PLACILLA, KELLY DUNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
POPE, CASSANDRA M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
POWELL, PAISLEY HOPE CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
PRENDERGAST, CATHERINE T SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
PRUITT, LEAH CHRISTINE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
PRUITT, LEAH CHRISTINE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
PRYOR, EMILY ANNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RAGAN, JOSEPH DAVID SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
RAMOS, ANGELEE MARIE DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-31
RAMOS, JESSICA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RAMOS, JESSICA MARIE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
REED, KIMBERLY CHLOE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
REINHART, SALLI DEANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RESIGA, ENIKO SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RHODEN, KRISTEN MICHELLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RHODRIQUEZ, CHARLYNN D SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RICE, LINDSAY ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RICHMOND, BERNARD D DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
RINERE, MICHAEL JAMES LAJ ESE ASST SUMMER SCHOOL	Lake Asbury Junior High School	Effective 2023-06-08 - 2023-06-30
RIOU, SHAWNTA AMISHA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
RODRIGUEZ, MARIA M MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20
RODRIGUEZ, NATALIE ALTAGRACIA CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
RUDAO, KATIE LYNN SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
RUSH, MICHELLE ALMASY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RUSSELL, MICHELLE DENISE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
RYDEL, KIMBERLY JOY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SABLE, TANIA SABINE SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
SAKSA, TESSIE S SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SANTIAGO, ANGELA D MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-07-01 - 2023-07-20
SANTIAGO, KISSELY YARIE MCE GEN CLRM ASST SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
SCHARF, EVAN S SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SCHELLHORN, ADAM MICHAEL SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SCHNIREL, KELLY LYNN BLC LICENSED PRAC NURSE	Bannerman Learning Center	Effective 2023-07-01 - 2023-07-20
SCHOENBECK, HEAVEN ABIGAIL CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
SCOTT, JARUTHA MARY SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
SEDAM, AMANDA KAY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SHEFFIELD, ANNEKE GEOFANI DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
SILIAC, TORI CHANTAE MCE HEALTH ASSISTANT SS	Montclair Elementary	Effective 2023-07-01 - 2023-07-20
SLATER, ANNE F SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SMITH, ANSLEY POLLI SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2023-07-01 - 2023-07-31
SMITH, CAITLYN ROSE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SMITH, JACKLYN P SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SNYDER, ALICE MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
SPELLINS, SHELBY AN DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
SPENCER, PEIGHTON NOELLE BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2023-07-01 - 2023-07-12
SPINELLO, KRISTI EILEEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
STILTNER, LORI A TBE GEN CLRM ASST SS	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
STREATY, JESSICA VICTORIA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
STRICKLAND, MELISSA L MBE HEALTH ASSISTANT SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20
SWARD, SABLE KAE SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
TAICLET-JETT, MELISSA LYNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
TANG, DEBRA L MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20
TAYLOR, DEBORAH D DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-31
TAYLOR, SARAH JANE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
TEAL, MARLA VIRGINIA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
THOMAS, BIANCA SBJ GEN CLRM ASST SS	S. Bryan Jennings Elementary	Effective 2023-07-01 - 2023-07-20
THOMAS, JESSICA LYNN MRE GEN CLRM ASST SS	Mcrae Elementary	Effective 2023-07-01 - 2023-07-20
THOMPSON, SHALANDA TUWANA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
TODD, TROY SPENCER SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
TORRES, SUZETTE M SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
TRUJILLO, DAVID SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
USRY, LEEANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
VALENTINE, EBONY EVETTE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
VANDEN HEUVEL, GAIL LYNN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
VANDERCREEK, JULIE KAY SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
VANG, SAI YANG SLE GEN CLRM ASST SS	Shadowlawn Elementary	Effective 2023-07-01 - 2023-07-20
VITALE, BRENDA A DIS GEN CLRM ASST SS	Doctors Inlet Elementary	Effective 2023-07-01 - 2023-07-31
WALTON, KARLEEN MARIE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WASHINGTON, DESTINEY BRIANA SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WATKINS, DYLAN NICOLE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WEISS, AUBREY LEIGH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WELLONS, TECHLA ANN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31

## MISCELLANEOUS ACTIONS

## A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
WHITE, DIAMITRA TASHA MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2023-07-01 - 2023-07-20
WHITE, ORBORA S CGE GEN CLRM ASST SS	Coppergate Elementary	Effective 2023-07-01 - 2023-07-20
WILLEMSEN, NICOLE ELIZABETH SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WILLIAMS, MICHAEL DOE GEN CLRM ASST SS	Discovery Oaks Elementary	Effective 2023-07-01 - 2023-07-20
WILSON, AARON JONATHAN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WINGATE, CINDY WILSON SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WOODLEY, JACQUELYN RAE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
WOOLFLEY, NANCY R LAJ REGISTERED NURSE	Lake Asbury Junior High School	Effective 2023-07-01 - 2023-07-12
WORSHAM, DIANE RAYLEEN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
YEARSLEY, BRITTANI LYNNE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2023-07-01 - 2023-07-31
ZARKIS, TINA LYNN TBE REGISTERED NURSE	Thunderbolt Elementary	Effective 2023-07-01 - 2023-07-20
ZEIGLER, LAURIE ANN MBE GEN CLRM ASST SS	Middleburg Elementary	Effective 2023-07-01 - 2023-07-20

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024**

**B. COMMUNITY EDUCATION**

**Appointments**

NONE



**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024**

**C. ADULT EDUCATION**

**Appointments**

NONE

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2022-2023**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2023-2024**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE

**VI. Support Actions**

**A. APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	ABBOTT, ASHLEY WEISCOFF MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2023-04-18 9 MON SU / Annual
	BASS, MICHAEL MELVIN MNT HVAC TECH 12 MO SU	Division of Support Srvc	Effective 2023-04-17 12 MO SU / Annual
	BEASLEY, RITA DENISE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-05-01 TRANSPOR / Annual
0.9	DEAN, JESSICA ANN MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2023-05-05 9 MON SU / Annual
	DEFEO LA ROCCA, EMILIA OPJ CAFE ASSISTANT 3 HOURS 9 MON CA	Orange Park Jr High	Effective 2023-04-25 9 MON CA / Annual
	DOWELL, ALIYAH MICHELLE MNT LOCKSMITH 12 MO SU	Division of Support Srvc	Effective 2023-04-17 12 MO SU / Annual
0.9	ELORANTA, MARILYN WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2023-04-19 9 MON SU / Annual
	GIBSON, KATHY R WJH CAFE ASSISTANT 4.25 HOURS 9 MON CA	Wilkinson Jr High	Effective 2023-04-25 9 MON CA / Annual
0.9	INMAN, KATELYN LEEANN OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	Effective 2023-04-20 9 MON SU / Annual
	KNAPP, DANIELLE LAVONNE DOE CAFE ASSISTANT 6.25 HOURS 9 MON CA	Discovery Oaks Elementary	Effective 2023-04-18 9 MON CA / Annual
	LANGLEY, MICHAEL EUGENE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-04-17 TRANSPOR / Annual
	MCCRAY, TAKIRA NICOLE OVE ST RECORD SEC 12 MO 12 MO SU	Oakleaf Village Elementary	Effective 2023-04-17 12 MO SU / Annual
	MERCHAN CAJAS, GUSTAVO E TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-05-01 TRANSPOR / Annual
	NORMAN, SHALIA RENEE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-04-17 TRANSPOR / Annual
	OWENS, BRUCE B SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-04-24 12 MO SU / AC Safety and Security
0.9	PADGETT, BRITTANY HIGDON ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2023-05-01 9 MON SU / Annual
	PFEIFF, TANTY ALI POE CAFE ASSISTANT 5.5	Plantation Oaks Elementary	Effective 2023-04-17 9 MON CA / Annual

## VI. Support Actions

### A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	HOURS 9 MON CA		
	REWIS, DARLA TAYLOR TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-04-17 TRANSPOR / Annual
	RICHARDS, JENNIFER RENEE WJH CAFE ASSISTANT 3.75 HOURS 9 MON CA	Wilkinson Jr High	Effective 2023-04-25 9 MON CA / Annual
	RODRIGUEZ, SEAN A TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-01 TRANSPOR / Annual
	SALMONS, BILLY JOE MNT WAREHOUSER 12 MO SU	Division of Support Srvc	Effective 2023-04-24 12 MO SU / Annual
	SNELL, LARISSA DIANE TRN MECHANIC 12 MO SU	Transportation	Effective 2023-04-26 12 MO SU / Annual
0.9	SOTTILE, RICHARD ALLAN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2023-04-19 9 MON SU / Annual
0.9	TAYLOR, BRENDAN ALEXANDER FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2023-04-24 9 MON SU / Annual
0.9	TILLQUIST, BRITTANY M KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2023-04-24 9 MON SU / Annual
	WINDHAM, CHRISTINA DAWN OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	Orange Park Jr High	Effective 2023-05-01 9 MON CA / Annual
0.9	WITTIG, BRIA NOEL PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2023-04-24 9 MON SU / Annual
	WORTHINGTON II, HUNTER RODGER TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-02 TRANSPOR / Annual

**VI. Support Actions**

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**B. RE-APPOINTMENT**

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<b>Name/Assignment</b>	<b>Site</b>	
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**VI. Support Actions**

**C. RE-DESIGNATION**

<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
LOY, SUSAN M SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2023-04-19 / redesignated from / LJH CAFE VAN DRIVER 7 HOURS / LNG TRM

## VI. Support Actions

## D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	BOYLES, APRIL DAWN WJH CAFE ASSISTANT 5.25 HOURS 9 MON CA	Wilkinson Jr High	EFFECTIVE 2023-04-17 TRANSFER FROM WJH CAFE ASSISTANT 4.25 HOURS
	COTA, AMANDA LEIGH LJH CUSTODIAN 12 MO SU	Fleming Island High School	EFFECTIVE 2023-07-01 TRANSFER FROM FIH CUSTODIAN
0.9	GREENE, ELIZABETH LOUISE MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2023-04-24 /transfer from / WJH BEHAVIORAL HEALTH ASST
	JAMES, MARVIN OPJ CUSTODIAN 12 MO SU	Ridgeview High School	EFFECTIVE 2023-07-01 TRANSFER FROM RHS CUSTODIAN
0.8	JONES, MELISSA ANN CHS COMPUTER LAB ASSISTANT 9 MON SU	Clay High	EFFECTIVE 2023-08-08 TRANSFER FROM CHS CLASSROOM ASST
	OBRIEN, MISTY ANN SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	EFFECTIVE 2023-07-01 FROM AES CUSTODIAN
0.9	REPPER, ROBIN P LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2023-05-04 /transfer from / SUPPORT - CWL 9 M0 188
0.9	RINERE, JENNY LYNN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	EFFECTIVE 2023-08-08 LAJ GENERAL HEALTH ASST
	TAYLOR, DIANE MARIE MHS SECRETARY 11 MO 11 MONTH	Middleburg High	EFFECTIVE 2023-04-28 MHS IN SCHOOL SUSPENSION
	VERNON, AMBER DAWN WJH CUSTODIAN 12 MO SU	Wilkinson Jr High	EFFECTIVE 2023-05-08 WES CAFE VAN DRIVER 5.75 HOURS
0.9	WHITE, DIAMITRA TASHA GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	EFFECTIVE 2023-04-17 GCJ CAFE ASSISTANT 4.25 HOURS
0.9	ZEIGLER JR, RICHARD E MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	EFFECTIVE 2023-04-17 ROE BEHAVIORAL HEALTH ASST



## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<b>Name/Assignment</b>	<b>Site</b>	<b>Effective/Action</b>
	AHMED, HEATHER H OPJ CAFE ASSISTANT 5.5 HOURS 9 MON CA	Orange Park Jr High	Effective 2023-03-10 CONCLUDE EMPLOYMENT
	BANKS, GUYLA MARIE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2023-05-12 RESIGNATION
0.9	BLITCH, MARGARET JEAN DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2023-05-26 RETIREMENT
	BOYLE, LORI JEAN PES REGISTERED NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2023-05-12 RESIGNATION
	BROWN, RANDALL K TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-26 RETIREMENT
0.9	COOLEY, MYRTIE B KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2023-05-26 RESIGNATION
0.9	COULTER, LINDA CHARMAINE RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2023-05-26 RETIREMENT
0.9	COURTNEY, CHASE THOMAS LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2023-05-26 RESIGNATION
	CRAWFORD III, ALBERT TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-01 RESIGNATION
	DAVIS, MISAKO FIE CAFE ASSISTANT 4.5 HOURS 9 MON CA	Fleming Island Elementary	Effective 2023-05-25 RESIGNATION
0.9	DUVERGE, CARVIN JUNIOR MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2023-04-19 RESIGNATION
0.9	ELLIOTT, KARELIS DANETTE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-04-17 RESIGNATION
0.9	ELLIS, JACKIE D KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2023-05-26 CONCLUDE EMPLOYMENT
0.9	GREY, REYNALDO EXZAVIER MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2023-04-21 CONCLUDE EMPLOYMENT
0.9	GRINER, NADIA YVETTE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2023-05-26 RESIGNATION
0.9	GUZMANLAUREANO, MAIJULIES LES BEHAVIORAL HEALTH	Lakeside Elementary	Effective 2023-05-26 RESIGNATION

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	ASST 9 MON SU		
	HARPER, LESLIE NIKOLE OPH CAFE ASSISTANT 5 HOURS 9 MON CA	Orange Park High	Effective 2023-04-13 CONCLUDE EMPLOYMENT
0.8	HARRIST, SUSAN ORR RVE GENERIC CLASSROOM ASSISTAN 9 MON SU	Ridgeview Elementary	Effective 2023-05-26 RETIREMENT
0.1	HARRIST, SUSAN ORR RVE TITLE I ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2023-05-26 RETIREMENT
	HINTON, SHAUNTE MONIQUE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-05-01 RESIGNATION
0.9	HOLT, MELISSA ANN FIE BEHAVIORAL HEALTH ASST LNG TRM	Fleming Island Elementary	Effective 2023-05-02 RESIGNATION
0.9	HURLBUT, CHELSEA L FIE GENERAL ASSISTANT 9 MON SU	Fleming Island Elementary	Effective 2023-05-16 RESIGNATION
	IVEY III, CLAUDIES OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2023-05-11 CONCLUDE EMPLOYMENT
	JOSUE FAHLING, RAMONA LINDA FIH CAFE ASSISTANT 4.5 HOURS 9 MON CA	Fleming Island High School	Effective 2023-05-16 RESIGNATION
	KRUEGER, DESTINY MONIQUE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-03-30 RESIGNATION
0.9	LEEDS, JARROD PARKER CHS GENERAL HEALTH ASSISTA 9 MON SU	Clay High	Effective 2023-04-21 RESIGNATION
	LONGMIRE, SHIRLEY R TRN ESE ASST/BUS MONITOR LNG TRM	Transportation	Effective 2023-03-10 RESIGNATION
0.8	NOBOA, BECKY JANETH OLJ ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2023-05-12 RESIGNATION
0.9	PARRETT, JENNIFER KRISTA OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2023-05-26 RESIGNATION
0.9	QUIETT, SARA ELIZABETH LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2023-05-26 RESIGNATION
0.9	RAUB, BROOKE CRYSTAL LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2023-04-28 RESIGNATION
0.9	RIDINGER, CHRISTINA LYNN	Lake Asbury Elementary	Effective 2023-05-05

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	LAE BEHAVIORAL HEALTH ASST 9 MON SU		RESIGNATION
0.8	ROBERTS, DANTE LAMAR FIH COMPUTER LAB ASSISTANT 9 MON SU	Fleming Island High School	Effective 2023-05-26 RESIGNATION
	RODRIGUEZ, ANA TERESA OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2023-05-25 RETIREMENT
0.9	ROYALTY, HANNAH R OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2023-05-26 RESIGNATION
	SCHNEDLER, CHERIE MAR RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2023-05-04 RESIGNATION
	SNYDER, DAWN ELAINE AES CAFE ASSISTANT 4.5 HOURS 9 MON CA	Argyle Elementary	Effective 2023-05-26 RESIGNATION
	SPENCER, KRISTIN HORNE POE CAFE ASSISTANT 6 HOURS 9 MON CA	Plantation Oaks Elementary	Effective 2023-05-26 RESIGNATION
	SPENCER, SAVANNAH MICHELLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-04-18 CONCLUDE EMPLOYMENT
0.9	STANSBERRY, HANNAH G RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2023-05-26 RESIGNATION
0.8	STARKEY, ASHLEY LAUREN TES HEALTH ASSISTANT 9 MON SU	Tynes Elementary	Effective 2023-05-26 RESIGNATION
0.8	SUPERALES, CATHERINE ROA TES ESOL CLASSROOM ASSISTANT 9 MON SU	Tynes Elementary	Effective 2023-04-21 RESIGNATION
0.9	THORNTON, SYDNEY CHEYENNE LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2023-04-06 CONCLUDE EMPLOYMENT
0.9	TORRES, MARICELLA ISABEL LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2023-05-26 RESIGNATION
	ULYSSE MARCELLUS, LUCIE DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2023-06-30 CONCLUDE EMPLOYMENT
	VANDERHOFF, ALYSSA MARIE JOYCE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-04-21 CONCLUDE EMPLOYMENT
0.9	VAZQUEZ HERNANDEZ, PERLA	Ridgeview Elementary	Effective 2023-04-10

## VI. Support Actions

### E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	NICOLE RVE GENERAL HEALTH ASSISTA 9 MON SU		CONCLUDE EMPLOYMENT
	VIDA, ALLISON NICOLE POE MEDIA TECHNICAL ASST 10 MONTH	Plantation Oaks Elementary	Effective 2023-05-30 RESIGNATION
0.9	WANEK, JUDY CATHERINE LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2023-05-26 RETIREMENT
0.9	WEST, LEE ANN AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2023-04-18 RESIGNATION
0.9	WHITE, ELIZABETH KAY OPJ GENERAL HEALTH ASSISTA 9 MON SU	Orange Park Jr High	Effective 2023-03-03 CONCLUDE EMPLOYMENT
	WILLIAMS, CATHY LYNN WJH CAFE ASSISTANT 5.25 HOURS 9 MON CA	Wilkinson Jr High	Effective 2023-01-24 RETIREMENT
	WILLOUGHBY, BREANNA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-04-10 RESIGNATION
	WILSON, JUDY LEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-03-27 RESIGNATION
	WISOR, SHERYL L WJH CAFE ASSISTANT 4.25 HOURS 9 MON CA	Wilkinson Jr High	Effective 2023-05-25 RETIREMENT
0.9	YOUNG, JOANETTE PATRICE BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2023-04-06 RESIGNATION

## VI. Support Actions

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### F. SUPPLEMENT

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	<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
	ANDERSON, ANTON FIH FOOTBALL ASST HS 25% SUPPLEME	Bannerman Learning Center	Resignation
0.5	DAVIS, MARIBETH MCE DOD ACADEMIC CH, STEM SUPPLEME	Montclair Elementary	Appointment
	ROBERTS, DANTE LAMAR FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation

**VI. Support Actions**

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**A. APPOINTMENT**

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<b>Name/Assignment</b>	<b>Site</b>	
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## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	ABBOTT, ASHLEY WEISCOFF MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	9 MON SU / Annual
0.9	AGUIAR CHIRINOS, JENNY AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	9 MON SU / Annual
	ALLEN, LISA Y FIH REGISTERED NURSE 10 MONTH	Fleming Island High School	10 MONTH / Multi-Year Conditional
0.9	BEDDOE, JOSHUA MICHAEL RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Annual
	BELL, LINDSEY DANIELLE ITS DATA BASE SPECIALIST 12 MO SU	INFORMATION AND TECH SERVICES	12 MO SU / Annual
0.9	BERARDUCCI, CHARLES J TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Multi-Year Conditional
	BISHOP, SHANNON B KHE PRINCIPAL SECRETARY CONFIDEN	Keystone Heights Elementary	CONFIDEN / Multi-Year Conditional
	BLAYLOCK JR, RICHARD L OPH CUSTODIAN 12 MO SU	Orange Park High	12 MO SU / Annual
	BOLE, CHARLENA MARIE OHS CAFE ASSISTANT 7.5 HOURS 9 MON SU	Oakleaf High School	9 MON SU / Annual
0.9	BRAND, SHANNON NOEL LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	BURRIS, SEBRINA S WJH GENERAL ASSISTANT 9 MON SU	Wilkinson Jr High	9 MON SU / Annual
	BURTON, SHANELL EMERALD OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf High School	9 MON SU / Annual
0.9	CACERES ACOSTA, MARIA ALEJANDRA OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	9 MON SU / Annual
0.9	CARNEGIE, DELROY J WJH BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Jr High	9 MON SU / Multi-Year Conditional
	CENTENO, RYAN ALFONSO RHS REGISTERED NURSE 10 MONTH	Ridgeview High School	10 MONTH / Annual
0.9	CHAMPEN, CARL ROGER RHS BEHAVIORAL HEALTH ASST	Ridgeview High School	9 MON SU / Annual

## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	9 MON SU CHAPU VALDES, GUSTAVO ANTONIO OPH CUSTODIAN 12 MO SU	Orange Park High	12 MO SU / Annual
	CHAU, NANCY H PES CAFE ASSISTANT 4.25 HOURS 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Annual
0.9	COLEMAN, LISA MARIE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
0.9	DAVIS, COURTNEY LIANE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	9 MON SU / Annual
	DAVIS, TAMIKA M OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
0.9	DEAN, JESSICA ANN MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	9 MON SU / Annual
	DEFEO LA ROCCA, EMILIA OPJ CAFE ASSISTANT 3 HOURS 9 MON SU	Orange Park Jr High	9 MON SU / Annual
	DEVIO, CHERYL R RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
0.9	DYAL, SAVANNAH GRACE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Annual
0.9	ELORANTA, MARILYN WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
0.9	FELLS, CORA SHANELLE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	9 MON SU / Annual
	FRANCISCO, NICHOLLI L BAF PAYROLL ASSISTANT CONFIDEN	Business Affairs	CONFIDEN / Multi-Year Conditional
0.9	GENTRY, KELSEY KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
	GIBSON, KATHY R WJH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Wilkinson Jr High	9 MON SU / Annual
	GLOVER, GAVIN STONE MNT ELECTRICAL TECH ASST 12 MO SU	Division of Support Svcs	12 MO SU / Annual



## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	GREENE, ELIZABETH LOUISE MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	9 MON SU / Annual
	GRIFFIN, CARLA DIONA CEB REGISTERED NURSE 10 MONTH	Charles E. Bennett Elementary	10 MONTH / Annual
0.9	HANSFORD, TAYLOR DENISE LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	HARRIS, TAMMY LYNN AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	9 MON SU / Annual
	HUBBARD, KRISTIN KIMBERLY KHE MEDIA TECHNICAL ASST 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
0.9	INMAN, KATELYN LEEANN OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	9 MON SU / Annual
0.9	JACKSON, ISAIAH LEMETRICE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Annual
0.9	JOHNSON, CORRINE NADINE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	9 MON SU / Annual
	KNAPP, DANIELLE LAVONNE DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	9 MON SU / Annual
	KYPREOS, DOVIE D WEC LICENSED PRAC NURSE 10 MONTH	W.E. Cherry Elementary	10 MONTH / Multi-Year Conditional
	LACONTE, CAROL ANN FIE REGISTERED NURSE 10 MONTH	Fleming Island Elementary	10 MONTH / Multi-Year Conditional
	LAVIE FIGUEREDO, LOURDES MARIA LJH CUSTODIAN 12 MO SU	Lakeside Junior High	12 MO SU / Annual
0.9	LICKLITER SPAIN, JOANNA V RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Annual
0.8	LONDONO, MARCELA OPH ESOL CLASSROOM ASSISTANT 9 MON SU	Fleming Island High School	9 MON SU / Annual
	LOPEZ LEBRON, MARGARITA OHS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Oakleaf High School	9 MON SU / Annual
0.9	LOWE, MEGAN MRE BEHAVIORAL HEALTH	Mcrae Elementary	9 MON SU / Multi-Year Conditional

## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ASST 9 MON SU		
	LOWRY, CATHY LUNSFORD CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	9 MON SU / Annual
0.9	LUCAS, AMANDA FAY OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	9 MON SU / Annual
0.9	MANN, CHAROLETTE REBECCA KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
	MARBUT, KIMBERLY A OHS REGISTERED NURSE 10 MONTH	Oakleaf High School	10 MONTH / Multi-Year Conditional
0.9	MCCLELLAN, LAUREN KAY SPS BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Annual
	MCCRAY, TAKIRA NICOLE OVE ST RECORD SEC 12 MO 12 MO SU	Oakleaf Village Elementary	12 MO SU / Annual
	MEDELLIN, LISA A FIE LICENSED PRAC NURSE 10 MONTH	Fleming Island Elementary	10 MONTH / Multi-Year Conditional
0.8	MENSIE, SHANAE LATTRYL OHS IN SCHOOL SUSPENSION 9 MON SU	Oakleaf High School	9 MON SU / Annual
0.9	MOORE, MARY E RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	9 MON SU / Annual
0.9	MOREL, JASLYNN IYANNA POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	9 MON SU / Annual
	MUHLEMAN, STEPHANIE RUTH PES SCHOOL SECRETARY 10 MONTH 10 MONTH	Robert M. Paterson Elementary	10 MONTH / Annual
	MULDER, LISA F WEC LICENSED PRAC NURSE 10 MONTH	W.E. Cherry Elementary	10 MONTH / Multi-Year Conditional
	OLIVER MARNEY, MARY T KHE REGISTERED NURSE 10 MONTH	Keystone Heights Elementary	10 MONTH / Multi-Year Conditional
0.9	PADGETT, BRITTANY HIGDON ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	9 MON SU / Annual
0.9	PELAEZ NUNEZ, JASMINE G RVE SECRETARY 11 MO 11 MONTH	Ridgeview Elementary	11 MONTH / Annual
0.9	PETERS, HEATHER NICOLE LAE BEHAVIORAL HEALTH ASST	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional

## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	9 MON SU PFEIFF, TANTY ALI POE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Plantation Oaks Elementary	9 MON SU / Annual
	PIERCE, TIFFANY MARKESHA LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	12 MO SU / Annual
0.9	RAMOS, ANGELEE MARIE OLJ BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Junior High School	9 MON SU / Annual
	RAMOS, DAMARIS OPE CUSTODIAN 12 MO SU	Orange Park Elementary	12 MO SU / Multi-Year Conditional
	RENN, DOREEN E FIH SCHOOL SEC ADMINISTRATION 10 MONTH	Fleming Island High School	10 MONTH / Annual
	RICH, TASHALA F OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf High School	9 MON SU / Annual
	RICHARDS, JENNIFER RENEE WJH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Wilkinson Jr High	9 MON SU / Annual
0.9	RIDDLE, BRANDI LEA LAJ INSTRUCTIONAL ASSISTANT 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
0.9	RIOS, DIANE ELIZABETH PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Annual
0.9	RODEN, KAITLYN AMBER LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Annual
0.9	RODRIGUEZ, MIRANDA LANE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / Multi-Year Conditional
0.9	SABLE, TANIA SABINE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Annual
	SMITH, TAMARA CRIST CEB MEDIA TECHNICAL ASST 10 MONTH	CLIMATE AND CULTURE	10 MONTH / Multi-Year Conditional
	SMITH, VICTORIA Y OLJ CAFE ASSISTANT 4 HOURS 9 MON SU	Oakleaf Junior High School	9 MON SU / Multi-Year Conditional
0.9	SOTTILE, RICHARD ALLAN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Annual
0.9	TAYLOR, BRENDAN	Fleming Island Elementary	9 MON SU / Annual

## VI. Support Actions

### B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ALEXANDER FIE BEHAVIORAL HEALTH ASST 9 MON SU		
	THOMAS, AQUAN DERRICK OHS CUSTODIAN 12 MO SU	Oakleaf High School	12 MO SU / Annual
	THOMAS, JESSICA LYNN MRE MEDIA TECHNICAL ASST 10 MONTH	Mcrae Elementary	10 MONTH / Multi-Year Conditional
0.9	TILLQUIST, BRITTANY M KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / Annual
0.8	TORRES ITHIER, MARIA VICTORIA CGE ESOL CLASSROOM ASSISTANT 9 MON SU	Coppergate Elementary	9 MON SU / Annual
0.9	TURTURRO, STEPHANIE MILLER DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	9 MON SU /
0.8	VITTETOE, KENIA MARIA TBE ESOL CLASSROOM ASSISTANT 9 MON SU	Thunderbolt Elementary	9 MON SU / Annual
	WATERS, SHEILA L OVE REGISTERED NURSE 10 MONTH	Oakleaf Village Elementary	10 MONTH / Multi-Year Conditional
0.9	WEEKS, TAMMY L LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	WHITE, ORBORA S RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Annual
	WINDHAM, CHRISTINA DAWN OPJ CAFE ASSISTANT 3.5 HOURS 9 MON SU	Orange Park Jr High	9 MON SU / Annual
0.9	WITTIG, BRIA NOEL PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Annual
	YOUMANS, MICHELLE ELAINE SIP ADMINISTRATIVE SECRETARY 12 MO SU	PROFESSIONAL DEVELOPMENT	12 MO SU / Multi-Year Conditional

**VI. Support Actions**

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**C. RE-DESIGNATION**

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

### D. TRANSFER

	<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
0.8	ALVAREZ, CHRISTINE A LAE GENERIC CLASSROOM ASSISTAN 9 MON SU	Thunderbolt Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM TBE GENERAL HEALTH
	ANDERSON, SALLY ANN ITS DATA SERVICES ASSISTANT 12 MO SU	INFORMATION AND TECH SERVICES	EFFECTIVE 2023-07-01 TRANSFER FROM ITS ACCOUNTING
	ANDERSON, TELLY SAVULUS SPS CUSTODIAN 12 MO SU	Clay High	EFFECTIVE 2023-07-01 TRANSFER FROM CHS CUSTODIAN
0.9	BOWMAN, KAREN ELIZABETH RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	EFFECTIVE 2023-08-08 TRANSFER FROM RHS GENERAL ASSISTANT
	BOYLES, APRIL DAWN WJH CAFE ASSISTANT 5.25 HOURS 9 MON SU	Wilkinson Jr High	EFFECTIVE 2023-04-17 TRANSFER FROM WJH CAFE ASSISTANT 4.25 HOURS
	BRYANT, SHACOURTNEY NICOLE GCJ ST RECORD SEC 12 MO 12 MO SU	Green Cove Springs Junior High	EFFECTIVE 2023-07-01 TRANSFER FROM SCHOOL SECRETARY 10 MON
0.9	BUCKLEY, AMANDA SUE FIE GENERAL ASSISTANT 9 MON SU	Fleming Island Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM FIE BEHAVIORAL HEALTH
	BURCHFIELD, DONNA MARIE SPS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Middleburg Elementary	EFFECTIVE 2023-08-09 TRANSFER FROM MBE CAFE ASST 4.75
	CONTRERAS, JENNIFER N SPS CUSTODIAN 12 MO SU	Oakleaf High School	EFFECTIVE 2023-07-01 TRANSFER FROM OHS CUSTODIAN
	COTA, AMANDA LEIGH LJH CUSTODIAN 12 MO SU	Fleming Island High School	EFFECTIVE 2023-07-01 TRANSFER FROM FIH CUSTODIAN
0.8	DEVERATURDA, AMMIE V CEB GENERIC CLASSROOM ASSISTAN 9 MON SU	Fleming Island Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM FIE BEHAVIORAL HEALTH
0.9	FAGAN, EMMIE GRACE SPS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	EFFECTIVE 2023-08-08 TRANSFER FROM MHS CHILD CARE ASST
	FISHER, CHRISTINE MARIE SPS HEAD CUSTODIAN 12 MO SU	Oakleaf High School	EFFECTIVE 2023-07-01 TRANSFER FROM OHS CUSTODIAN
	HAGA, SHERLY ANN SPS IN SCHOOL SUSPENSION 9 MON SU	Lakeside Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM LES BEHAVIORAL HEALTH
0.9	HAGER, LAUREN DENISE SPS BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM LAE BEHAVIORAL HEALTH
0.8	HANANDEH, AYAH NAYEF ALI OVE ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Village Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM OVE CAFE ASST 5.50

## VI. Support Actions

### D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	HICKS, JACLYN K SPS MEDIA TECHNICAL ASST 10 MONTH	Lake Asbury Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM LAE CLASSROOM ASST
0.8	HUPP, LAINE MARIE TES HEALTH ASSISTANT 9 MON SU	CLIMATE AND CULTURE	EFFECTIVE 2023-08-08 TRANSFER FROM STS HEALTH ASST
	JACKSON, STACY LOUISE OHS HEAD CUSTODIAN 12 MO SU	Oakleaf High School	EFFECTIVE 2023-07-01 TRANSFER FROM OHS CUSTODIAN
	JAMES, MARVIN OPJ CUSTODIAN 12 MO SU	Ridgeview High School	EFFECTIVE 2023-07-01 TRANSFER FROM RHS CUSTODIAN
0.8	JONES, MELISSA ANN CHS COMPUTER LAB ASSISTANT 9 MON SU	Clay High	EFFECTIVE 2023-08-08 TRANSFER FROM CHS CLASSROOM ASST
	JOSEPH, AMBER M ESE POSITION CONTROL/ALLOC SP 12 MO SU	Exceptional Student Education	EFFECTIVE 2023-07-01 TRANSFER FROM ESE ADMINISTRATIVE SECRETARY
0.9	KEMMER, RICHARD J FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	EFFECTIVE 2023-08-08 TRANSFER FROM FIE ISS ASST
	KUYAWA, ADAM G ITS TECH SPECIALIST 12 MO SU	Division of Support Svcs	EFFECTIVE 2023-07-01 TRANSFER FROM MNT ELECTRONICS TECH
0.9	LAHMANN, BETTY ANN CHS GENERAL HEALTH ASSISTA 9 MON SU	Clay High	EFFECTIVE 2023-08-08 TRANSFER FROM CHS BEHAVIORAL HEALTH
0.9	LAHMANN, BETTY ANN CHS GENERAL HEALTH ASSISTA 9 MON SU	Clay High	RE-DESIGNATE FROM .9 ESE ASST GENERAL TO .9 ESE ASST BEHAVIORAL HEALTH EFFECTIVE 08/09/2019
	MUMMAW, CHRISTA M ITS DATA SERVICES ASSISTANT 12 MO SU	Human Resources	EFFECTIVE 2023-07-17 FROM HMR ADMIN SECT SR CONF
0.8	NATION, MACAYLA KAREN SPS GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	EFFECTIVE 2023-08-08 SPC GENERIC CLASSROOM ASST
	OBRIEN, MISTY ANN SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	EFFECTIVE 2023-07-01 FROM AES CUSTODIAN
	PEREZ, DONNA F FIH CAFE ASSISTANT 3.5 HOURS 9 MON SU	Fleming Island High School	EFFECTIVE 2023-08-08 FIH CAFE ASSISTANT 5.5 HOURS
	PEREZ, RACHEL A ESE ADMINISTRATIVE SECRETARY 12 MO SU	Exceptional Student Education	EFFECTIVE 2023-07-01 ESE ADMINISTRATIVE SUPP ASST
0.9	RINERE, JENNY LYNN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	EFFECTIVE 2023-08-08 LAJ GENERAL HEALTH ASST

## VI. Support Actions

### D. TRANSFER

	<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
	SHEFFIELD, AMANDA JENNIFER WES CAFE VAN DRIVER 5.75 HOURS 9 MON SU	Middleburg Elementary	EFFECTIVE 2023-08-09 MBE CAFE ASSISTANT 5.75 HOURS
	SHEFFIELD, ANNEKE GEOFANI POE MEDIA TECHNICAL ASST 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 2023-08-08 POE GENERAL ASSISTANT
0.9	SOLOMON, LLOYD A OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	EFFECTIVE 2023-08-08 OVE CAFE ASSISTANT 5.75 HOURS
	STODDARD, BUSABA SPS CUSTODIAN 12 MO SU	Coppergate Elementary	EFFECTIVE 2023-07-01 FROM CGE CUSTODIAN
0.8	STRICKLAND, TYSON W GPE GENERIC CLASSROOM ASSISTAN 9 MON SU	Orange Park High	EFFECTIVE 2023-08-08 OPH CAFE VAN DRIVER 7 HOURS
	TAYLOR, DIANE MARIE MHS SECRETARY 11 MO 11 MONTH	Middleburg High	EFFECTIVE 2023-04-28 MHS IN SCHOOL SUSPENSION
	THOMPSON, GLENDA LEE SPS CAFE ASSISTANT 6.25 HOURS 9 MON SU	Clay High	EFFECTIVE 2023-08-09 CHS CAFE ASSISTANT 6.5 HOURS
	VERNON, AMBER DAWN WJH CUSTODIAN 12 MO SU	Wilkinson Jr High	EFFECTIVE 2023-05-08 WES CAFE VAN DRIVER 5.75 HOURS
	VINSON, LAUREN M SPS ST RECORD SEC 12 MO 12 MO SU	Green Cove Springs Junior High	EFFECTIVE 2023-07-01 GCJ ST RECORD SEC 12 MO
0.9	WHITE, DIAMITRA TASHA GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	EFFECTIVE 2023-04-17 GCJ CAFE ASSISTANT 4.25 HOURS
0.9	ZEIGLER JR, RICHARD E MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	EFFECTIVE 2023-04-17 ROE BEHAVIORAL HEALTH ASST



**VI. Support Actions**

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

<b>Name/Assignment</b>	<b>Site</b>	<b>Action/Effective</b>
CAMPBELL, VIOLA ELAINE LES HEAD CUSTODIAN 12 MO SU	Lakeside Elementary	Effective 2023-07-05 RETIREMENT
GREEN, KEITH ITS NETWORK SPECIALIST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2023-07-05 RETIREMENT

**VI. Support Actions**

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**F. SUPPLEMENT**

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<u>Name/Assignment</u>	<u>Site</u>	
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