

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

March 5, 2020

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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
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I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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I. Administrative Actions

C. RE-DESIGNATION

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

D. TRANSFER

	Name/Assignment	Site	Contract
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I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
WARD, JOHN OPR DIRECTOR, OPERATIONS 12 MONTH	DIVISION OF SUP	Effective 2020-03-17 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

Human Resources is leading the revision of all job descriptions throughout the District. Each month, a department's job descriptions will be brought before the Board, after being carefully reviewed and revised. The purpose is to bring all job descriptions up to date to reflect current responsibilities and delete obsolete or dated language. This month, Food and Nutrition Services (FNS) has carefully reviewed and revised each job description within their department.

O-1.1.22 Director of Food and Nutrition Services

Current job description reviewed and changes made to include program requirements of the National School Lunch, Breakfast and After School Snack Program.

L-1.2.06 Food and Nutrition Services Manager-Self Contained

Current job description reviewed and change made to department title.

L-1.2.19 Food and Nutrition Services Manager- Satellite Base

Current job description reviewed and change made to align with other cafeteria management positions. Changes were also made to the department title.

L-1.2.21 Food and Nutrition Services Manager-Satellite

Current job description reviewed and changes made to align with other cafeteria management positions. Changes were also made to the department title.

L-1.2.22 Food and Nutrition Services Manager-Mobile Food Truck

Current job description reviewed and change made to the Director's title.

L-1.2.23 Food and Nutrition Services Manager-Manager Intern

Current job description reviewed and made changes to titles for consistency.

L-1.2.30 Food and Nutrition Services- Specialist

Current job description reviewed and change made to department title.

B-1.2.42 Coordinator of School Food and Nutrition Services

Current Job description reviewed and updated to remove a desirable qualification no longer applicable and corrected job title for the Director.

Job Locator: O-1.1.22

Title: Director of Food and Nutrition Services

Position Grade: Director II

Evaluated by: Assistant Superintendent for ~~Business Affairs~~ Operations

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

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

4. Advanced training in nutrition, menu planning, audits, purchasing, and staffing.

Desired Qualifications:

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

Revised: 07/14/1983

Revised: 12/12/1984

Revised: 09/09/1997

Revised: 03/18/2004

Revised: 10/13/2011

Revised: 02/10/2014

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.06

Title: Food and Nutrition Services Manager- Self Contained

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services ~~Director~~ & Principal

Job Description:

The ~~School~~ Food & Nutrition Services Manager is directly responsible to the School Principal and Director of ~~School~~Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the ~~Food Service~~ Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedure Manual.
8. Perform related as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.

5. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.19

Title: Food and Nutrition Services Manager - Satellite Base

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services ~~Director~~ & Principal

Job Description:

This employee is directly responsible to the Director of ~~School Food Service~~ Food and Nutrition Services and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Base School and Satellite Food Service programs.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the ~~Food Service~~ Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
- ~~5. Utilize cost control procedures for cash including prepayments for meals and bank deposits, food, supplies and equipment inventories.~~
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure programs operate effectively.
8. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Pass physical examination upon initial employment.

4. Possess State of Florida, Department of Health & Rehabilitative Services, Certified Professional Food Manager Certification.
5. If employed as a manager after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991

Revised: 07/18/1996

Reviewed: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.22

Title: Food and Nutrition Services Manager- Mobile Food Truck

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services Director

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Prepare meals by properly following written recipes, portioning instructions, and presentation procedures in order to ensure cost effectiveness, as well as compliance with state, local, and federal requirements. Gathers needed supplies from base kitchen to prepare meals and provide required and desired beverages.
2. Directs food truck from base school to scheduled location. Travels throughout Clay County as designated.
3. Prepare work schedule(s). Communicates effectively with school staff to include base cafeteria manager.
4. Practices safe food handling according to Hazardous Analysis Critical Control Point (HACCP), Clay County Health Department, and CCDS Food Services Standard Operating Procedures as per the Procedures Manual. Document accordingly per HACCP procedures and accurately complete HACCP forms.
5. Assist in cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day.
6. Clean and sanitize serving line, work stations, service areas, storage areas, food truck floor, equipment and tools. Washing dishes and utensils and empty refuse.
7. Document usage by verifying and recording daily food production and consumption on base production records.
8. Participate in management training sessions and attend managers meetings as required.
9. Prepare daily safety inspections of truck and follow written procedure with start up and closing down generator, electric and water supply as applicable.
10. Ability to drive food truck. Successfully complete skills course training provided by transportation.
11. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment. 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.

12. Must maintain a safe driving record while employed.

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

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
3. Pass physical examination upon initial employment.
4. Possess State of Florida Department of Health and Rehabilitative Service, Certified Professional Food Manager Certification.
5. If employed, as a manager, after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Board Approved: 10/05/2017

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.23

Title: Food and Nutrition Services Manager - Manager Intern

Position Grade: Administrative Salary Schedule

Evaluated by: Director of Food and Nutrition Services ~~Director~~

Job Description:

This employee is directly responsible to the Director of ~~School~~ Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food & and Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of ~~School~~ Food & and Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotate among scheduled school locations to gain management skills and experience as directed by the Director of ~~School~~ Food & Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the ~~School~~ Food & Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the ~~School~~ Food & Nutrition Services Manager or Director of ~~School~~ Food and Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Pass physical examination upon initial employment.

4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
5. Mobility for travel throughout Clay County.
6. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification within 6 months of hire.

Desired Qualifications:

1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/1994

Revised: 07/18/1996

Revised:07/17/1997

Revised: 06/30/1999

Revised: 10/19/2006

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: L-1.2.30

Title: Food and Nutrition Services - Specialist

Position Grade: Coordinator IV

Evaluated by: Director of Food and Nutrition Services ~~Director~~

Job Description:

This employee is responsible to the Director of Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist with the comprehensive planning process for the ~~School Food Service~~ Food and Nutrition Services Department.
2. Assist with the analysis of cost data and development of strategies to control excessive costs. Work with cafeteria managers to implement the designated strategies to control costs in the local school setting.
3. Assist cafeteria managers with planning, production, merchandising, proper use and care of equipment, special projects, implementation of new programs, training of cafeteria employees and corrective action to resolve deficiencies noted in evaluations and audits as directed.
4. Manage and operate any school food service program in accordance with district policies, Federal and State regulations in the absence of the manager or as directed.
5. Assist with evaluating program operations as directed.
6. Assist with menu planning and preparation of menu worksheet.
7. Assist with preparation and/or compilation of product usage data as directed.
8. Assist with the testing of potential new products.
9. Assist with planning, conduction and evaluating in-service training as directed.
10. Attend manager's meetings and management training sessions.
11. Perform related duties as assigned by Director of Food and Nutrition Services.

Required Qualifications:

1. Associate in Science Degree in Food Service Technology, Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies. In lieu of the above educational requirement: three (3) years of full-time experience as a School Food Service Manager or manager in a quantity food service operation or closely related management or administrative experience.
2. Mobility for travel throughout Clay County.

3. Demonstrate effective, positive interpersonal communication skills.

Desired Qualifications:

1. Advanced training and/or education in Food Service Technology and/or management.
2. Bachelor of Science Degree in School Food Service Administration or closely related field.

Effective: 07/01/1992

Revised: 04/21/1994

Revised: 07/01/1994

Revised: 07/18/1996

Revised: 06/20/2002

Revised: 03/18/2004

Revised: 02/10/2014

Revised: 05/03/2018

Pending Board Approval: 3/5/2020

Job Locator: B-1.2.42

Title: Coordinator of School Food and Nutrition Services

Position Grade: Coordinator II

Evaluated by: Director of ~~School~~ Food and Nutrition Services

Job Description

The Coordinator of School Food and Nutrition Services is directly responsible to the Director of ~~School~~ Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist Director with implementation and monitoring of District's Wellness Policy.
2. Supervise and monitor the school food service cafeteria units to assure compliance with program standards and federal, state and local regulations and to ensure the operation of a nutritionally sound program.
3. Perform annual cost control program reviews and maintain a record of each formal site visitation.
4. Assist with the technical assistance provided to cafeteria managers with planning, production, merchandising, work scheduling, staffing, proper use and care of equipment, special projects, implementation of new programs and corrective action to resolve deficiencies noted in program reviews and audits.
5. Assist with the compilation of financial cost data and the development of strategies to control excessive costs.
6. Coordinate menu planning and the preparation of the menu worksheet. Perform nutritional analysis of menus and develop pre-cost information. Coordinate commodity processing of food served to District's students.
7. Assist with the identification, testing and development of new products and recipes.
8. Assist with the planning, conducting and evaluating of staff development training programs.
9. Attend manager's meetings and management training sessions.
10. Perform related duties as assigned by the Director of ~~School~~ Food and Nutrition Services.
11. Develop nutrition education materials for staff and students.

Required Qualifications:

1. A Bachelor's degree from an accredited college or university.

2. Two (2) years successful administrative or supervisory experience in school food service, multi unit food service operation or Closely related experience.
3. Demonstrate effective, positive interpersonal communication skills.

Desired Qualifications:

1. Status as Registered Dietitian with the American Dietetic Association and/or Certification as a Director of Food Service from the American School Food Service Association.
2. Advance training in nutrition, accounting, business management and/or purchasing.
3. ~~Florida Educator's Certificate in area of School Food Service.~~

Board Approved: 02/18/1999 (Effective 07/01/1999)

Revised: 05/15/2008 (Effective 07/01/2008)

Reviewed: 02/10/2014

Pending Board Approval: 3/5/2020

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

Human Resources is leading the revision of all job descriptions throughout the District. Each month, a department's job descriptions will be brought before the Board, after being carefully reviewed and revised. The purpose is to bring all job descriptions up to date to reflect current responsibilities and delete obsolete or dated language. This month, Food and Nutrition Services (FNS) has carefully reviewed and revised each job description within their department.

3.4.05 Cafeteria Assistant

Current job description reviewed and no changes are needed.

3.4.06 Cafeteria Van Driver

Current job description reviewed and updated to reflect program changes and to align with the Cafeteria Assistant job description.

3.4.60 Food and Nutrition Services Equipment and Warehouse Manager

Current job description reviewed and updated to remove duty no longer required.

3.4.63 Lead Cafeteria Kitchen Equipment (CKE) Technician

Additions were Physical Effort grid and Working Conditions grid.

3.4.64 Cafeteria Kitchen Equipment (CKE) Technician

Additions were Physical Effort grid and Working Conditions grid.

3.8.20 School Food Support Assistant

Current job description reviewed and updated to remove duty no longer required and update department title.

JOB TITLE	Cafeteria Assistant	DEPT/LOCATION	C-3.4.05
REPORTS TO	Cafeteria Manager at Assigned School Location		
EVALUATED BY	School Administration & Cafeteria Manager		
PAY GRADE/ SALARY	A-12	See Table IIA - Support Personnel Pay Structure	
CONTRACT LENGTH	9 month calendar – up to 185 days per year		
WORK SCHEDULE	3 to 7.5 hours per day not to exceed 37.5 hours per week without overtime		
PROFESSIONAL DEVELOPMENT	Blood-born Pathogens; Based on the Professional Standards in Schools Provision, staff receive 4-6 hours of training per year.		
CAREER PATHWAY	May have the opportunity to progress through Professional Development, experience and training from Cafeteria Assistant to available Cafeteria Management Internship position.		
JOB PURPOSE	Assisting as part of a team providing for large scale food production to meet the nutritional needs of students, faculty and staff in an effort to promote a healthy and positive learning environment in a cost-effective manner.		
ESSENTIAL FUNCTIONS			
<ol style="list-style-type: none"> 1. Follow direction from the Cafeteria Manager by assisting with the preparation of meals, properly following written recipes, portioning instructions and presentation procedures in order to ensure cost effectiveness and quality. 2. Maintain safe food handling procedures by monitoring and adhering to proper temperature controls and personal hygiene. 3. Enhance knowledge, skills and abilities by participating in site based training on the proper use of kitchen equipment including cleaning, sanitizing and safety. 4. Setup, maintain and break down service line in order to provide efficient service and store unused food using proper sanitary procedures. 5. Handle cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day. 6. Clean and sanitize serving lines, work stations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager. 7. Document usage by verifying and recording daily food production and consumption. 8. Assist in maintaining accurate inventory by loading, unloading, stocking and organizing food and supplies while adhering to "first in – first out" procedures. 9. Perform other duties of a similar level or nature. 			
MACHINES, TOOLS AND EQUIPMENT FREQUENTLY USED			
Professional ovens, stoves, meat slicers, dish machines, hot and cold food storage equipment, and other food service equipment. May also use computers for record keeping, email communications and cashiering practices.			
REQUIRED QUALIFICATIONS			
Education	None		
Certifications	None		
Licenses	None		
Physical Requirements	Be able to lift 50 pounds and pass a physical exam required by the Board upon initial employment.		

Other Skills	Must be able to understand and act upon written and oral directions.
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Clay County District Schools
Cafeteria Assistant Job Description

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		



Clay County District Schools

Discovering Endless Possibilities

I understand the physical requirements, qualifications and essential job functions listed in this job description for **CAFETERIA ASSISTANT**. I affirm that I meet all of the physical requirements and possess the knowledge and skills required by this position. I will perform all of the job duties listed, as well as any additional duties requested by my cafeteria manager or the Director of Food and Nutrition Services.

Printed Name

Signature

Date

Board Approved: 06/29/2017

Reviewed: March 5, 2020

Job Locator: C-3.4.06

Title: Cafeteria Van Driver

Position Grade: Support Salary Schedule

Evaluated BY: Assigned Administrator

Job Description:

Performs various support tasks involved in the preparation and serving of meals to school children and building personnel. Assists in the set up and serving of meals. Maintains, cleans and sanitizes food equipment, utensils and work areas. Loads and unloads food and/or supplies in van and delivers to Satellite kitchen, and assumes the responsibility of servicing the van.

Responsibilities and duties of this position include:

- ~~1. Assists in the preparation of food items including main entree, side dishes, desserts and condiments according to specifications for the day's menu and under the Cafeteria Manager's direction.~~
1. Follow direction from the Cafeteria Manager by assisting with the preparation of meals, properly following written recipes, portioning instructions and presentation procedures in order to ensure cost effectiveness and quality.
- ~~2. Cleans and sanitizes kitchen work areas, dining areas, equipment, van, utensils and dishes. Empties trash, sweeps and mops the floor after meals to maintain a clean and safe environment.~~
2. Maintain safe food handling procedures by monitoring and adhering to proper temperature and personal hygiene.
- ~~3. Sets up and maintains the serving line in order to maintain efficient and quick service.~~
3. Enhance knowledge, skills and abilities by participating in site based training on the proper use of kitchen equipment including cleaning, sanitizing and safety.
- ~~4. Operates the dish room including draining and cleaning dish machine; stacking and sending trays and pans through machine, counting trays processed and cleaning room at the end of the day.~~
4. Setup, maintain and break down service line in order to provide efficient service and store unused food using proper sanitary procedures.
- ~~5. Serves food to students and school personnel determining proper portioning standards and checks student food combinations to ensure proper nutritional content.~~
5. Handle cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day.
- ~~6. Collects money and/or lunch tickets from students for meals. Counts, sorts and wraps bills and coins to prepare money for bank deposit.~~

6. Clean and sanitize serving lines, work stations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager.

~~7. Counts lunches served per day and records on Roster System.~~

7. Document usage by verifying and recording daily food production and consumption.

8. Assist in maintaining accurate inventory by loading, unloading, stocking and organizing food and supplies while adhering to "first in – first out" procedures.

9. Loads, unloads food van, delivers food, and stores food supplies in their proper place according to proper inventory procedures (first in – first out).

10. Fuels transport van as needed and reports any vehicle issues to the Cafeteria Manager.

11. Participates in a minimum of 4-6 hours of training to meet the Professional Standards in Schools Provision.

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

Required Qualifications:

1. Requires no specific educational or experience requirements. Must be able to follow written and oral instructions without supervision.
2. Must be able to move objects weighing up to 50 pounds.
3. Ability to perform assigned duties in a wide range of temperatures.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have 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.
6. Must maintain a safe driving record while employed.

<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 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: 09/21/1995

Pending School Board Approval: 3/5/2020

Job Locator: C-3.4.60

Title: Food and Nutrition Services Equipment and Warehouse Manager

Position Grade: Support Salary Schedule

Evaluated by: Director of Food & Nutrition Services

Job Description:

Manages the Food and Nutrition Services warehouse to include ordering, receiving, and delivery of small and large equipment for all school cafeterias. Serves as both the Property Control Manager and Records Manager in compliance with the School Board Policy. Assist the Director of FNS with supervision and coordination of the School Food Services Support Assistant.

Responsibilities and duties of this position include:

1. Maintains Food and Nutrition Services warehouse to assure small and large equipment is ordered, received, and delivered to proper location.
2. Coordinates transfer of property from location to location. Assures all property is tagged upon receipt and report to property control. Maintain property records of all required items. Coordinate and prepare items that are to be surveyed using required forms and prepare inventory for annual audit.
3. Ensure records are stored and in compliance with State of Florida GS7 and GS1-SL guidelines. Maintains records by defining procedure for retention, protection, retrieval, transfer and disposal of records. Maintain manual records of inventories and retention schedule.
4. Inspects kitchen equipment and recommends replacement.
5. Oversees requisitions for purchases of small and large equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
6. Communicate and organize replacement and installation with equipment vendors.
7. Oversees the coordination of vehicle repairs with the Transportation Department; responds to initial reports from food service staff regarding vehicle repair needs; collects data and presents report to the Director regarding short and long-range vehicle repair cost and replacement needs.
8. ~~Organizes and implements the yearly plan for optimal storage of frozen foods following school closures for the summer;~~ eCoordinates with maintenance staff and others in movement of stored foods in response to shut-down schedule and emergencies affecting food storage.
9. Oversees the coordination of repairs and troubleshoots computer hardware and software problems associated with the point of sale software program; reports major hardware/software problems to the vendor and follows up for completion of repairs.

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. Must possess training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid CDL Florida Drivers License and maintain same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: One 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 records search; and no convictions for DUI within the seven (7) years immediately preceding the records search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must possess ability to move objects weighing up to 50 pounds.
7. Ability to operate a forklift and pallet jack.

<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 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>	X			
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Board Approved: 05/03/2018

Pending School Board Approval: 3/5/2020

Job Locator: C-3.4.63

Title: Lead Cafeteria Kitchen Equipment (CKE) Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Plans and coordinates the installation and maintenance of all District cafeteria kitchen equipment; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with Cafeteria Kitchen Equipment (CKE); Reads and understands wiring and mechanical schematics, and theory of operation of assigned equipment. Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set standards; Maintains familiarity with all facets of the commercial CKE trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises CKE shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of CKE and related systems.
2. Services and refurbishes all types of CKE to include steam kettles, milk carts, hot/cold serving carts, pass through, coolers, ice machines, combi-ovens, refrigerators, freezers, coolers, garbage disposals, dishwashers and associated booster heaters and may assemble, install, or relocate CKE systems in District facilities as needed.
3. Maintains EPA Refrigerant Recovery Journal for the department.
4. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
7. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the CKE shop when needed.

10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties or a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a Journeyman license in a related field or three years' experience, or a combination of previous education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand Refrigeration schematics to troubleshoot and repair refrigeration equipment.
2. Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have 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.
7. Must maintain a safe driving record while employed.

<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</u>	<u>X</u>			

<u>wrists, hands and fingers</u>				
<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 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: 04/04/2019

Pending School Board Approval: 3/5/2020

Job Locator: C-3.4.64

Title: Cafeteria Kitchen Equipment (CKE) Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Installs, inspects, maintains, repairs and replaces District CKE and related systems; Provides for the safe condition and efficient operation of all electrical and mechanical food service (kitchen) systems in District facilities; Understands written and verbal instructions with the ability to work independently; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District kitchen food service equipment and other systems as assigned by Lead Kitchen Equipment Technician.
2. Duties include scheduled and unscheduled maintenance and repair on all District food service equipment and other systems as directed.
3. Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. Tests, troubleshoots, calibrates and repairs kitchen equipment to include refrigerators, freezers, commercial dishwashers, steam cookers, ovens, mixers, large commercial garbage disposals, ice machines, motors, fuses, contactors, heating elements, hot/cold serving carts thermostats, pressure regulators, valves, pumps, steam traps, electrical components, etc.
5. Wires and connects motors, compressors, temperature and humidity controls according to wiring schematics.
6. May assemble, install, or relocate CKE systems in District facilities as needed.
7. Performs other duties of a similar level or nature as assigned.

Required Qualifications:

1. Requires a minimum of two years' experience involved in the troubleshooting, installation, maintenance and repair of commercial kitchen equipment and/or refrigeration systems and equipment; or Vocational/Technical/Military certification in commercial kitchen equipment or other electrical electronic equipment trade and one year previous experience; or a combination of previous education/training/experience that provides for an equivalent background necessary to perform the work assigned.
2. Be able to read and interpret blueprints, both electrical and mechanical engineering drawings.

3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have 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.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<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			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Working in 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: 04/04/2019

Pending School Board Approval: 3/5/2020

Job Locator: C-3.8.20

Title: School Food Services Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of School Food Services

Job Description:

Performs various tasks in direct support of the Food and Nutrition Services Department District School Food Services program, assisting Food and Nutrition Services School Food Service Managers and Departmental staff as appropriate.

Responsibilities and duties of this position include:

1. Picks up and delivers equipment and supplies; assembles equipment as necessary and when appropriate; plans and implements efficient route schedule.
2. Assists in evaluating existing equipment for serviceability; completes necessary documentation to comply with property inventory requirements; stores and maintains inventory of surplus equipment and utensils.
3. Prepares requisitions for purchases of small equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
4. Assists in coordinating vehicle repairs with the Transportation Department; responds to initial reports from food services staff regarding vehicle repair needs; collects data and presents reports to the Director regarding short and long-range vehicle repair costs and replacement needs.
5. ~~Organizes and implements the yearly plan for optimal storage of frozen foods following school closures for the summer;~~ schedules and arranges transferal of frozen items as necessary between school terms; coordinates with Maintenance Department staff and others in movement of stored foods in response to shut-down schedules and emergencies affecting food storage.
6. Assists Cafeteria Managers with computer hardware and software problems associated with the point-of-sale program; performs minor repairs and maintenance on computer hardware as appropriate; reports major hardware/software problems to the vendor and follows up for completion of repairs.
7. Assists in budget preparation by collecting and maintaining data related to equipment repair and replacement.
8. 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 training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and, no conviction for DUI with the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain safe driving record while employed.
6. Must possess ability to move objects weighing up to 50 pounds.

<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 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>	X			
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Board Approved: 10/19/2000

Pending School Board Approval: 3/5/2020

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
BERRY, MAKAYLA LYNN CEB TEACHER, SC, THIRD GR (OOF) 10 MONTH	CHARLES E. BENN	Effective 2020-02-06 10 MONTH / interim
BISHOP, ALLISON LEAH OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2020-01-27 10 MONTH / interim
BODZIONY, JULIANNA LUCILLE AES TEACHER, SC, FIRST GR 10 MONTH	ARGYLE ELEMENTA	Effective 2020-01-27 10 MONTH / interim
DAWKINS, MISHA ANTONIA LJH TEACHER, MATHEMATICS, JH 10 MONTH	LAKESIDE JUNIOR	Effective 2020-01-17 10 MONTH / interim
DELPHA, KIMBERLY CGE TEACHER, TITLE I, ELEM 10 MONTH	COPPERGATE ELEM	Effective 2020-01-15 10 MONTH / interim
HARVEY, BRADLEY SCOTT KHH TEACHER, HEALTH SCIENCE ED 10 MONTH	KEYSTONE HEIGHT	Effective 2020-01-29 10 MONTH / interim
HODGDEN, JESSICA ANNE MARIE BLC TEACHER, AUTISM SPECTR DIS(OOF) 10 MONTH	BANNERMAN LEARN	Effective 2020-01-21 10 MONTH / interim
MARTINEZ-ZARATE, LAURA MELISA CEB TEACHER, SC, FIFTH GR 10 MONTH	CHARLES E. BENN	Effective 2020-01-23 10 MONTH / interim
MARTORANO, BROOKE NICOLE FIH TEACHER, FOREIGN LANG, SH (OOF) 10 MONTH	FLEMING ISLAND	Effective 2020-01-15 10 MONTH / interim
MATHEWS, KEVIN W FIH TEACHER, ROTC/MILITARY SH 11 MONTH	FLEMING ISLAND	Effective 2020-02-10 11 MONTH / interim
NICHOLS, DAVID M CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2020-01-23 10 MONTH / interim
NICHOLS, LENA GRACE CEB TEACHER, CURRICULUM COACH 10 MONTH	CHARLES E. BENN	Effective 2020-02-03 10 MONTH / interim
RHODES, KRISTEN SUE POE TEACHER, PRE-KDG/ASD ESE 10 MONTH	PLANTATION OAKS	Effective 2020-02-06 10 MONTH / interim
ROY, HEATHER MARIE ESE BEHAVIOR SITE COACH 10 MONTH	PLANTATION OAKS	Effective 2020-01-21 10 MONTH / interim
SARRA, MICHELLE RENEE FIE TEACHER, SC, FOURTH GR (OOF) 10 MONTH	FLEMING ISLAND	Effective 2020-02-06 10 MONTH / interim

III. Instructional Actions

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
ANGRY, TAMMIE MARIE RHS TEACHER ESE APP TECH 10 MONTH	RIDGEVIEW HIGH	Effective 2020-01-13 / redesignated from / RHS TEACHER, AUTISM SPECTR DIS Out of field / 10 MONTH
FORSHAY, ALLISON H PES COUNSELOR, ELEM 10 MONTH	PATERSON ELEMEN	Effective 2020-02-05 / redesignated from / PES COUNSELOR, ELEM Out of field / 10 MONTH
LAMBERT III, GAVIN S OPJ TEACHER, LANGUAGE ARTS, JH(OOF) 10 MONTH	ORANGE PARK JUN	Effective 2019-08-06 /transfer from / OPJ TEACHER, VE/INCLUSION / 10 MONTH

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
ANDERSON, PATRICIA R RHS TEACHER, VE/INCLUSION 10 MONTH	RIDGEVIEW HIGH	Effective 2020-01-06 /transfer from / FIH TEACHER, SCIENCE, SH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
0.9	BISHOP, ALLISON LEAH MCE BEHAVIORAL HEALTH ASST 9 MON SU	ORANGE PARK HIG	Effective 2020-01-24 RESIGNATION
	CHAMBERS, JULIE ELIZABETH KHE TEACHER, SC, FOURTH GR 10 MONTH	KEYSTONE HEIGHT	Effective 2020-05-29 RETIREMENT
0.8	DELPHA, KIMBERLY CGE IN SCHOOL SUSPENSION 9 MON SU	COPPERGATE ELEM	Effective 2020-01-14 RESIGNATION
0.1	DELPHA, KIMBERLY CGE TITLE I ASSISTANT 9 MON SU	COPPERGATE ELEM	Effective 2020-01-14 RESIGNATION
	HEITMAN, TIFFANY MARIE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	ORANGE PARK HIG	Effective 2020-02-21 RESIGNATION
	JOHNSON, KRISTIAN E OPJ TEACHER, VE/INCLUSION 10 MONTH	ORANGE PARK JUN	Effective 2020-02-21 RESIGNATION
	MILLER, MARILYN E OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	OAKLEAF JUNIOR	Effective 2020-06-05 RESIGNATION
	ROBERTS, MARK ARLIS FIH TEACHER, TECHNOLOGY ED 10 MONTH	FLEMING ISLAND	Effective 2020-02-20 RESIGNATION
	SCIANDRA, CATHERINE CELESTE POE TEACHER, SC, THIRD GR 10 MONTH	PLANTATION OAKS	Effective 2020-02-21 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	BALDWIN, KRISTI LEIGH OHS FRESHMAN CLASS SPONSOR SUPPLEME	OAKLEAF HIGH SC	Appointment
	BASSETT, JENNIFER HUBBARD TBE ELEM PERF/PROD SUPPLEME	THUNDERBOLT ELE	Appointment
	BATTLE, TONY S CHS TRACK ASST SH SUPPLEME	GREEN COVE SPRI	Appointment
0.5	BILLIOT, REBECCA ROY SPELLING BEE COOR SUPPLEME	INTRUCTIONAL-SE	Appointment
0.5	CAMBRON, CHRISTOPHER TODD ELE TRACK ELEM COOR SUPPLEME	RIDEOUT ELEMENT	Appointment
	CHAMBERS, JULIE ELIZABETH OHS CHEERLEADING JV SUPPLEME	KEYSTONE HEIGHT	Resignation
	CHIOSSONE, CHRISTINA MARIE GCJ SOFTBALL FP HD JH SUPPLEME	GREEN COVE SPRI	Resignation
	CLINE, KAITLYN ANN KHH SOFTBALL FP ASST SH SUPPLEME	KEYSTONE HEIGHT	Appointment
	CUMMINGS, TRACY OHS FRESHMAN CLASS SPONSOR SUPPLEME	OAKLEAF HIGH SC	Resignation
	GILPIN, TERRI JACKSON TES DEPT HEAD (6-10) SUPPLEME	TYNES ELEMENTAR	Appointment
	GIRGIS, ROBERT FRED RHS BASEBALL JV HD SH SUPPLEME	RIDGEVIEW HIGH	Appointment
	GODDARD, CHRISTOPHER DANIEL OPJ BASEBALL HEAD JH SUPPLEME	ORANGE PARK JUN	Appointment
	GREEN, TONI A STS DOD CORE TEAM SUPPLEME	OAKLEAF HIGH SC	Appointment
	GRINER JR, BRUCE ALLEN CHS TRACK ASST SH SUPPLEME	CLAY HIGH	Appointment
0.5	HARMON, JANNA C LAJ DEPT HEAD (11-16) SUPPLEME	LAKE ASBURY JUN	Appointment
	HARVEY, BRADLEY SCOTT KHH FLAG FOOTBALL HD SH/JH SUPPLEME	KEYSTONE HEIGHT	Appointment
	HOUSTON, ASHLEY NICOLE MHS SOFTBALL FP HD SH SUPPLEME	MIDDLEBURG HIGH	Appointment
	JACQMEIN, BENJAMIN F	BANNERMAN LEARN	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	CHS TRACK HD SH SUPPLEME		
0.5	JOHNSON, AMY A CEB ESE INTERVENTION FAC. SUPPLEME	CHARLES E. BENN	Appointment
	KELLER, RODNEY SCOTT CHS WEIGHTLIFTING HD SH SUPPLEME	CLAY HIGH	Resignation
0.1	KEVERN, PAMELA NICOLE LAJ (.128) SIXTH PERIOD SUPPLEME	LAKE ASBURY JUN	Appointment
	KIVETT, MARY CATHERINE OPJ TRACK ASST JH SUPPLEME	ORANGE PARK JUN	Appointment
	KRABILL, MATTHEW SCOTT LAJ WRESTLING HD JH SUPPLEME	LAKE ASBURY JUN	Appointment
0.5	LABELLE, HEATHER JONES GCJ SOFTBALL FP HD JH SUPPLEME	GREEN COVE SPRI	Appointment
	MARQUART, JESSICA ANN KHH SOFTBALL FP HD JV SUPPLEME	KEYSTONE HEIGHT	Appointment
	MIMBS, JOHN ALAN KHH BASKETBALL HD JH SUPPLEME	KEYSTONE HEIGHT	Appointment
	MOUNTS, KRISTEN ELIZABETH POE DEPT HEAD (6-10) SUPPLEME	PLANTATION OAKS	Appointment
0.5	PENN, CARNELL LEBRON ELE TRACK ELEM COOR SUPPLEME	S. BRYAN JENNIN	Appointment
	SCIANDRA, CATHERINE CELESTE POE DEPT HEAD (6-10) SUPPLEME	PLANTATION OAKS	Resignation
	STILIANOU, JOHN WILLARD CHS WEIGHTLIFTING HD SH SUPPLEME	CLAY HIGH	Appointment
0.5	TUCCILLO, CHRISTINA COCCIA CEB ESE INTERVENTION FAC. SUPPLEME	CHARLES E. BENN	Appointment
0.5	UMBAUGH, JENNIFER NICOLE SPELLING BEE COOR SUPPLEME	INSTRUCTIONAL P	Appointment
	WATERS, TREVOR H KHH SOCCER HEAD SH SUPPLEME	KEYSTONE HEIGHT	Appointment
	WRIGHT, ERIC CHARLES STS DOD CORE TEAM SUPPLEME	TYNES ELEMENTAR	Appointment

III. INSTRUCTIONAL ACTIONS 2019-2020

G. PENDING APPOINTMENTS

Name/Assignment

Location

Effective

NONE

III. INSTRUCTIONAL ACTIONS 2019-2020

H. OUT OF FIELD

<u>Name</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Site</u>	<u>Effective</u>
Berry, Makayla	Grade 3	K-6	CEB	02/06/2020
Sarra, Michelle	Grade 4	K-6	FIE	02/06/2020

IV. INSTRUCTIONAL 2019-2020

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ALVAREZ NOVALES, AIXA MARIA CEB CAFE ASSISTANT 6.75 HOURS 9 MON CA	CHARLES E. BENN	Effective 2020-01-08 9 MON CA / Annual
0.9	BEGUE, EMILY DAWN KHH GENERAL HEALTH ASSISTA 9 MON SU	KEYSTONE HEIGHT	Effective 2020-02-03 9 MON SU / Annual
0.9	BRANSCOMB, JENNIFER A ROE BEHAVIORAL HEALTH ASST 9 MON SU	RIDEOUT ELEMENT	Effective 2020-01-09 9 MON SU / Annual
0.9	BREASTON, CAMELLA L POE BEHAVIORAL HEALTH ASST 9 MON SU	PLANTATION OAKS	Effective 2020-02-03 9 MON SU / Annual
	BUENO, PURA D OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-02-03 9 MON CA / Annual
	BURNS, PAMELA SUE PES REGISTERED NURSE 10 MONTH	PATERSON ELEMEN	Effective 2020-01-07 10 MONTH / Annual
0.8	CHECKETTS, MORGAN SUSAN PES HEALTH ASSISTANT 9 MON SU	PATERSON ELEMEN	Effective 2020-01-08 9 MON SU / Annual
	CURRY, BRIAN A SCHOOL RESOURCE OFFICER 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2020-01-24 12 MO SU / Annual
0.8	GANCI, STEPHANIE A SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. BRYAN JENNIN	Effective 2020-01-16 9 MON SU / Annual
0.8	HARRIST, SUSAN ORR RVE GENERIC CLASSROOM ASSISTAN 9 MON SU	RIDGEVIEW ELEME	Effective 2020-01-21 9 MON SU / Annual
0.9	HEFTY, MARY E POE GENERAL HEALTH ASSISTA 9 MON SU	PLANTATION OAKS	Effective 2020-01-08 9 MON SU / Annual
	HERRERA, ADOLFH CEB ESOL CLASSROOM ASSISTANT 9 MON SU	CHARLES E. BENN	Effective 2020-01-21 9 MON SU / limited
	HIGGINBOTHAM, JENNIFER LEIGH HMR PERSONNEL ASST CONFIDEN	HUMAN RESOURCES	Effective 2020-01-13 CONFIDEN / Annual
	HOWARD, VICKI V LES CAFE ASSISTANT 5.25 HOURS 9 MON CA	LAKESIDE ELEMEN	Effective 2020-01-21 9 MON CA / Annual
	JACKSON, THOMARA ANNMARIE AES CAFE ASSISTANT 4.5 HOURS	ARGYLE ELEMENTA	Effective 2020-01-08 9 MON CA / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON CA JOHNSON, DANA T LAE ST RECORD SEC 12 MO 12 MO SU	LAKE ASBURY ELE	Effective 2020-01-21 12 MO SU / Annual
0.9	JONES, ANTHONY PIERRE LES BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE ELEMEN	Effective 2020-01-30 9 MON SU / Annual
0.8	KINSEY, BRITTNEY LOUISE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	SWIMMING PEN CR	Effective 2020-01-07 9 MON SU / Annual
	LAWRENCE, JESSICA M SLE CUSTODIAN 12 MO SU	SHADOWLAWN ELEM	Effective 2020-01-02 12 MO SU / Annual
0.9	MATEI, DANUT G CGE BEHAVIORAL HEALTH ASST 9 MON SU	COPPERGATE ELEM	Effective 2020-01-21 9 MON SU / Annual
	MCCLOUD, DIONNA FELECIA RE OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	ORANGE PARK JUN	Effective 2020-01-27 9 MON CA / Annual
	MCNEAL, PAMELA SUE LAJ CAFE ASSISTANT 3.75 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2020-01-07 9 MON CA / Annual
	MOXLEY, DESIREE LYNN CHE CUSTODIAN 12 MO SU	CLAY HILL ELEME	Effective 2020-01-23 12 MO SU / Annual
	PARRISH, CHERYL JEANINE KHH CAFE ASSISTANT 5 HOURS 9 MON CA	KEYSTONE HEIGHT	Effective 2020-01-07 9 MON CA / Annual
0.9	POWELL, HAZEL DELOISE OVE GENERAL HEALTH ASSISTA 9 MON SU	OAKLEAF VILLAGE	Effective 2020-01-07 9 MON SU / Annual
0.9	PRICE, LANE MARION TES GENERAL ASSISTANT 9 MON SU	TYNES ELEMENTAR	Effective 2020-01-07 9 MON SU / Annual
	REES, JOSHUA NICHOLAS OVE CUSTODIAN 12 MO SU	OAKLEAF VILLAGE	Effective 2020-01-08 12 MO SU / Annual
0.9	RODRIGUEZ-WILDMAN, MARK ANTHON OLJ GENERAL ASSISTANT 9 MON SU	OAKLEAF JUNIOR	Effective 2020-01-07 9 MON SU / Annual
	SMITH, RANDALL S CGE CUSTODIAN 12 MO SU	COPPERGATE ELEM	Effective 2020-01-09 12 MO SU / Annual
	SNELL, STEVONDRIA N PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2020-01-23 12 MO SU / Annual
0.9	STACEY, VERONICA TESS MRE GENERAL ASSISTANT	MCRAE ELEMENTAR	Effective 2020-01-27 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU SWEARINGEN, DAVID L MNT LOCKSMITH 12 MO SU	SUPPORT SVC-MAI	Effective 2020-01-14 12 MO SU / Annual
	SWEAT, JESSICA LYNN RVE CUSTODIAN 12 MO SU	RIDGEVIEW ELEME	Effective 2020-01-21 12 MO SU / Annual
	TWEDT, HEATHER M OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-01-23 9 MON CA / Annual
0.8	WALDEN, COURTNEY LEIGH PES GENERIC CLASSROOM ASSISTAN 9 MON SU	PATERSON ELEMEN	Effective 2020-01-07 9 MON SU / Annual
0.9	WATERS, MICHAELA G TES BEHAVIORAL HEALTH ASST 9 MON SU	TYNES ELEMENTAR	Effective 2020-01-23 9 MON SU / Annual
0.8	WILLIAMS, DEBORAH S TBE ESOL CLASSROOM ASSISTANT 9 MON SU	THUNDERBOLT ELE	Effective 2020-01-13 9 MON SU / Annual
	WOOLFLEY, NANCY R CGE REGISTERED NURSE 10 MONTH	COPPERGATE ELEM	Effective 2020-01-14 10 MONTH / Annual

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.9	BROWN, AIMEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	9 MON SU / Multi-Year Conditional
0.9	HARRIS, CASSIDIE L FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	9 MON SU / Annual
0.9	PHIPPS, KIMBERLY MARIE FIE BEHAVIORAL HEALTH ASST 9 MON SU	FLEMING ISLAND	9 MON SU / Annual
0.9	WELCH, STEPHANIE M RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	9 MON SU / 3rd year annual, support

VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous
0.9	HERRERA, JENNIFER LYNN OPH INSTRUCTIONAL ASSISTANT 9 MON SU	ORANGE PARK HIG	Effective 2020-01-07 / redesignated from / LJH INSTRUCTIONAL ASSISTANT / 9 MON SU
0.8	MOREFIELD, CAROL LEE CHE GENERIC CLASSROOM ASSISTAN 9 MON SU	CLAY HILL ELEME	RE-DESIGNATE FROM .8 CLASSROOM ASST TO .8 CLASSROOM ASST .2 TITLE 1 ASST EFFECTIVE 01/07/2020
0.2	MOREFIELD, CAROL LEE CHE TITLE I ASSISTANT 9 MON SU	CLAY HILL ELEME	RE-DESIGNATE FROM .8 CLASSROOM ASST TO .8 CLASSROOM ASST .2 TITLE 1 ASST EFFECTIVE 01/07/2020
0.9	PRICE, AMBER N WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. CHERRY ELE	Effective 2020-01-16 / redesignated from / WEC GENERAL HEALTH ASSISTA / 9 MON SU
0.9	TRAMMELL, KAREN W WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. CHERRY ELE	Effective 2020-01-16 / redesignated from / WEC BEHAVIORAL HEALTH ASST / 9 MON SU

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
0.9	ATKINSON, STEPHANIE DAWN RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2020-01-07 /transfer from / MHS CAFE ASSISTANT 6 HOURS
0.8	CARRION LOPEZ, ROSE A CGE IN SCHOOL SUSPENSION 9 MON SU	COPPERGATE ELEM	Effective 2020-01-17 /transfer from / CGE GENERIC CLASSROOM ASSISTAN
0.1	CARRION LOPEZ, ROSE A CGE TITLE I ASSISTANT 9 MON SU	COPPERGATE ELEM	Effective 2020-01-17 /transfer from / CGE GENERIC CLASSROOM ASSISTAN
0.9	CAUDILL, MAKAYLA D BLC BEHAVIORAL HEALTH ASST 9 MON SU	BANNERMAN LEARN	Effective 2020-01-07 /transfer from / LAJ BEHAVIORAL HEALTH ASST
	CODERRE, SANDRA LYNN BAF INSURANCE ASSISTANT CONFIDEN	BUSINESS AFFAIR	Effective 2020-02-10 /transfer from / ESE ADMINSTRATIVE SUPPORT ASST
0.8	COLLINS, MICHAEL DEAN CHS IN SCHOOL SUSPENSION 9 MON SU	CLAY HIGH	Effective 2020-01-21 /transfer from / RHS BEHAVIORAL HEALTH ASST
	DASHER, RANDALL L SLE CUSTODIAN 12 MO SU	SHADOWLAWN ELEM	Effective 2020-01-06 /transfer from / PES CUSTODIAN
	GARNSEY, BRIAN EARL RHS CUSTODIAN 12 MO SU	RIDGEVIEW HIGH	Effective 2020-01-07 /transfer from / CHE CUSTODIAN
	HERRING, SANDRALENE I DOE CUSTODIAN 12 MO SU	DISCOVERY OAKS ELEMENTARY	Effective 2020-01-21 /transfer from / POE CUSTODIAN
	MINTON, TANIA SUE OVE SECRETARY 11 MO 11 MONTH	OAKLEAF VILLAGE	Effective 2020-01-17 /transfer from / MHS BEHAVIORAL HEALTH ASST
0.8	NASH, RUTH A OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	OAKLEAF VILLAGE	Effective 2020-01-07 /transfer from / OVE SECRETARY 11 MO
	RODRIGUEZ GONZALEZ, CELIMAR POE CAFE ASSISTANT 5.5 HOURS 9 MON CA	PLANTATION OAKS	Effective 2020-01-13 /transfer from / POE CAFE ASSISTANT 3 HOURS
	SAUNDERS, JOSHUA MCQUEEN ACCESS CONTROL TECHNICIAN 12 MO SU	SUPPORT SVC-PLA	Effective 2019-12-16 /transfer from / SCHOOL SAFETY OFFICER
	SILVEIRA, DANA MICHELLE HMR PERSONNEL ASST CONFIDEN	HUMAN RESOURCES	Effective 2020-01-07 /transfer from / HMR DATA ENTRY/RECORDS TECHNIC
	STRODE, VIRGINIA B OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-01-07 /transfer from / OHS CAFE ASSISTANT 4 HOURS
	SULLIVAN, HENRY STEVEN PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2020-01-13 /transfer from / OHS CUSTODIAN

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	THOMPSON, ANGEL MARIE MHS CAFE ASSISTANT 6 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2020-01-07 /transfer from / MHS CAFE ASSISTANT 5 HOURS
	TODD, MICHELLE A BAF POSITION CONTROL/ALLOC SP CONFIDEN	BUSINESS AFFAIR	Effective 2020-01-02 /transfer from / FPC ADMINISTRATIVE SECRETARY
0.9	WRIGHT, TONYA L FIE GENERAL HEALTH ASSISTA 9 MON SU	FLEMING ISLAND	Effective 2020-01-27 /transfer from / FIE BEHAVIORAL HEALTH ASST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	ALTIER, PATRICIA LYNN TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2020-01-29 RESIGNATION
	BAKER, WILMA J OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2020-01-24 CONCLUDE EMPLOYMENT
	BANALEWICZ, APRIL OLIVIA WJH CAFE ASSISTANT 3.75 HOURS LNG TRM	WILKINSON JUNIO	Effective 2020-01-01 RESIGNATION
0.9	BROOKS, DULCE MARIA RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2020-01-17 RESIGNATION
	CARVER, SHERI LYNN LAJ CAFE ASSISTANT 6.5 HOURS 9 MON CA	LAKE ASBURY JUN	Effective 2020-01-31 RESIGNATION
0.9	CATLETT, BONNIE H LAE GENERAL HEALTH ASSISTA 9 MON SU	LAKE ASBURY ELE	Effective 2020-01-24 RESIGNATION
0.9	CHIPOLETTI, HUNTER NEALE RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2020-01-07 RESIGNATION
	CHRISTY, DEBBIE F WJH MEDIA TECHNICAL ASST 10 MONTH	WILKINSON JUNIO	Effective 2020-03-31 RETIREMENT
0.9	COLEMAN, JANET H OPJ GENERAL HEALTH ASSISTA 9 MON SU	ORANGE PARK JUN	Effective 2020-02-28 RETIREMENT
0.9	COSBY, ABIGAIL RUTH KHH BEHAVIORAL HEALTH ASST 9 MON SU	KEYSTONE HEIGHT	Effective 2020-01-31 RESIGNATION
	E0117948 SCHOOL SAFETY OFFICER 9 MON SU	SUPPORT SVC-PLA	Effective 2020-01-07 RESIGNATION
	FLAGG, SAMUEL L PES CUSTODIAN 12 MO SU	PATERSON ELEMEN	Effective 2020-01-03 RESIGNATION
	JONES, ERIN SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2019-12-19 CONCLUDE EMPLOYMENT
0.9	KEENE, DEBRA GAIL FIE GENERAL HEALTH ASSISTA 9 MON SU	FLEMING ISLAND	Effective 2020-01-24 RESIGNATION
	LECLAIR, JUSTIN L FIH CUSTODIAN 12 MO SU	FLEMING ISLAND	Effective 2020-01-17 RESIGNATION
	MCGURER, CHRISTIE LEE RVE REGISTERED NURSE 9 MON SU	RIDGEVIEW ELEME	Effective 2020-01-16 RESIGNATION
	MOSLEY, JALYN M	TRANSPORTATION	Effective 2020-01-31

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	TRN ESE ASST/BUS MONITOR TRANSPOR		RESIGNATION
	NEWMAN, CHARLES DARYL RHS CAFE ASSISTANT 3.25 HOURS 9 MON CA	RIDGEVIEW HIGH	Effective 2020-01-30 CONCLUDE EMPLOYMENT
	NODAE, AMANDA SUZANNE MHS CAFE ASSISTANT 4 HOURS 9 MON CA	MIDDLEBURG HIGH	Effective 2019-12-11 RESIGNATION
	NOLAN, JENNIFER SUSANNE LAE SCHOOL SEC ADMINISTRATION 10 MONTH	LAKE ASBURY ELE	Effective 2020-02-12 RESIGNATION
0.8	NOVOA-MORALES, DIANJOLLIE GCJ ESOL CLASSROOM ASSISTANT 9 MON SU	GREEN COVE SPRI	Effective 2019-12-18 RESIGNATION
0.9	PEREZ BERRIOS, SHIRA N LJH BEHAVIORAL HEALTH ASST 9 MON SU	LAKESIDE JUNIOR	Effective 2020-01-09 RESIGNATION
	POTTER, MICHELLE LYNN TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2019-12-18 RESIGNATION
	REWINKEL, ROBERT EDWARD TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2020-01-20 RESIGNATION
	ROBERTS, MARCUS LAMAR TRN BUS DRIVER TRANSPOR	TRANSPORTATION	Effective 2020-01-10 RESIGNATION
	SANDS, NICOLE R RVE LICENSED PRAC NURSE 10 MONTH	RIDGEVIEW ELEME	Effective 2020-01-10 RESIGNATION
0.9	SLOANE, TRACEY MARIE WJH BEHAVIORAL HEALTH ASST 9 MON SU	WILKINSON JUNIO	Effective 2020-01-17 RESIGNATION
	TEAGLE, ANGELA MARGARITA ROE CUSTODIAN 12 MO SU	RIDEOUT ELEMENT	Effective 2020-01-30 RESIGNATION
	TINEO, ELSA OHS CAFE ASSISTANT 5 HOURS 9 MON CA	OAKLEAF HIGH SC	Effective 2019-12-13 RESIGNATION
0.9	WHITE JR, HOWARD RHS BEHAVIORAL HEALTH ASST 9 MON SU	RIDGEVIEW HIGH	Effective 2019-12-18 RESIGNATION
	WISEMAN, EDWARD D SCHOOL RESOURCE OFFICER 12 MO SU	SCHOOL POLICE DEPARTMENT	Effective 2020-01-17 RESIGNATION
	WOLTER, CHRISTIANNE LUCILLE OLJ REGISTERED NURSE 10 MONTH	OAKLEAF JUNIOR	Effective 2020-01-31 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	GRIER, JORDAE RHS FOOTBALL ASST HS 25% SUPPLEME	RIDGEVIEW HIGH	Resignation
	HOLDREN, BRANDEN RHS SOCCER HEAD JV SUPPLEME	RIDGEVIEW HIGH	Appointment
2.0	NESMITH, MICHAEL B OPJ BASKETBALL HD JH SUPPLEME	ORANGE PARK JUN	Appointment
	WAGNER, AMANDA LEA KHH SOFTBALL FP HD JH SUPPLEME	MCRAE ELEMENTAR	Appointment