

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
August 17, 2006**

TABLE OF CONTENTS

I. <u>Administrative Actions</u>	
A. New Appointments	I-p.A-1
B. Transfers	I-p.A-1
II. <u>Job Descriptions and Supporting Documents</u>	II-p.1-72
III. <u>Instructional Actions</u>	
A. New Appointments	III-A-1
B. Reappointments	III-B-1
C. Redesignations	III-C-1
D. Transfers	III-D-1
E. Resignations/Retirements/Terminations (2005-2006)	III-E-1
F. Resignations/Retirements/Terminations (2006-2007)	III-F-1
G. Supplements	III-G-1
H. NBPTS Excellent Teacher Program Mentors 2006-07	III-H-1
IV. <u>Instructional Miscellaneous Actions</u>	
A. Adult Education	IV-A-1
B. Miscellaneous After Hours 2005-06	IV-B-1
V. <u>Instructional Substitute Teacher Actions</u>	
A. Substitute Teacher Approval 2006-07	V-A-1
B. Long Term Substitute Teacher Approval	V-B-1
VI. <u>Support Actions</u>	
A. New Appointments 2006-07	VI-A-1
B. Reappointments 2006-07	VI-B-1
C. Redesignations 2006-07	VI-C-1
D. Resignations/Retirements/Terminations 2006-07	VI-D-1
E. Transfers 2006-07	VI-E-1
F. Redesignations	VI-F-1
G. Resignations/Retirements/Terminations 2005-06	VI-G-1
H. Transfers 2005-06	VI-H-1
VII. <u>Deferred Retirement Option Program (DROP) Enrollees</u>	VII-A-1

I. ADMINISTRATIVE ACTIONS 2006-2007

A. Appointments

De Jesus, Adalberto	MBH	Effective 07/03/06	Asst. Principal 12 mos	Annual
Gentry, Angela M	OLS	Effective 08/01/06	.5 Asst. Principal 10 mos	Annual/PSC Teacher
Grissom, Carolyn H	Info. Serv.	Effective 07/17/06	Supervisor Info Serv 12 mos	Annual/CC Teacher
Henderson, Gregory G	FIH	Effective 07/31/06	Asst. Principal 12 mos	Annual/PSC Teacher
Parker, Paul E	C & T	Effective 07/03/06	Director of Career & Tech	Annual
Rabidoux, Diana L	WES	Effective 08/01/06	.5 Asst. Principal 10 mos.	Annual/PSC Teacher
Rovira-Daly, Michelle M	OPH	Effective 07/17/06	Asst. Principal 12 mos	Annual/PSC Teacher
Schlichtman, John L	LSE	Effective 07/03/06	Principal	Annual/CC Teacher
Troutman, Brenda G	MBH	Effective 07/03/06	Asst. Principal 12 mos	Annual/PSC Teacher

B. TRANSFERS

Holden, Rita	Transfer to FNS Cafe. Mgr. Intern	Effective 7/27/06	From LAJH Cafe. Asst. - 4.0 hrs.
Jackson, Stacy	Transfer to CHS Cafe. Mgr.	Effective 7/27/06	From FNS Cafe. Mgr. Intern
Kellogg, Janice	Transfer to FNS Cafe. Mgr. Intern	Effective 7/27/06	From PES Cafe. Asst. - 6.5 hrs.
Scott, Lisa	Transfer to PES Cafe. Mgr.	Effective 7/27/06	From SPC Cafe. Mgr.

II. Job Description Actions

The following job descriptions have been amended, due to the Clay County Public Health Department no longer requiring a pre-employment conference for Nurses:

C-3.8.15 Registered Nurse
C-3.7.16 Licensed Practical Nurse

The following support job descriptions have been amended, as per an agreement with CESP, to delete the typing requirements:

C-3.2.05 Press Operator, Sr.
C-3.2.16 Testing and Administrative Support Assistant
C-3.7.01 Bookkeeper
C-3.7.12 ESE Secretary
C-3.7.13 Health Assistant
C-3.7.19 School Secretary
C-3.7.20 Student Records Secretary
C-3.8.01 Accounting Assistant
C-3.8.02 Accounting Support Assistant
C-3.8.03 Administrative Secretary
C-3.8.05 Administrative Support Assistant
C-3.8.06 Clerical Assistant
C-3.8.09 Clerical Support Assistant

The following Confidential job descriptions have been amended to delete the typing requirements, effective 8/17/06:

C-3.5.01 - Confidential Data Entry/Records Technician
C-3.5.02 - Confidential Personnel Assistant
C-3.7.18 - Confidential Principal's Secretary

The following certificated job descriptions have been revised to expand the language regarding certification requirements in order to accommodate those applicants applying from out of state or those individuals who are eligible, but have not received official certification. No revisions have been made to the actual qualifications of these positions.

G(I) 2.1.01	Teacher/Adult Education
G-2.1.01	Classroom Teacher
L-2.1.02	Guidance Counselor
L-2.1.03	Media Specialist
L-2.1.04	Homebound Teacher
G-2.1.06	Prekindergarten Teacher
I-2.1.07	Inclusion Teacher
L-2.1.08	Title I Teacher
L-2.1.10	Technology Integration Specialist
I-2.1.12	Strategic Intervention Teacher
I-2.1.18	ESE Alternative Teacher
L-2.1.20	Behavior Management Teacher
I-2.1.21	ESE Reading/Direct Instruction Specialist
I-2.1.22	Job Placement/Transition Specialist
I-2.2.01	School Psychologist
G-2.2.04	Speech Clinician
I-2.2.05	Physical Therapist
I-2.2.06	Occupational Therapist/ESE
I-2.2.11	ESE Curriculum Specialist
I-2.2.14	Curriculum Specialist
I-2.2.16	Work Evaluator
I-2.2.17	Prekindergarten Specialist
I-2.2.18	Specialist/School Psychologist
I-2.2.21	Attendance Assistant/Social Worker
I-2.2.24	Specialist- Attendance Assistant/Social Worker
I-2.2.28	Health Education Specialist
I-2.2.30	ESE (SEDNET) Specialist (Project Manager)
I-2.2.31	ESE (SEDNET) Specialist
I-2.2.36	Specialist - Title I
I-2.2.37	Title I School Improvement Specialist
I-2.2.40	ESE Behavioral Resource Teacher
P-2.2.42	SPRINT Specialist
I-2.2.43	Instructional Personnel Specialist
I-2.2.46	ESE Staffing Specialist
I-2.2.48	Reading First - Reading Coach
I-2.2.49	Reading Coach (Grades K-6)
I-2.2.50	Reading Coach (Grades 7-12)
I-2.2.51	Instructional Technology Teacher
I-2.2.53	Job Training Teacher
I-2.2.54	Math Coach (Grades K-6)

I-2.2.61	Professional Development Program Specialist
I-2.2.69	Mental Health Counselor
I-2.2.73	Instructional Media Services Specialist
I-2.2.75	ESE Speech/Language Specialist
I-2.2.82	Success for All Facilitator
I-2.2.84	Instructional Technology/Network Specialist
I-2.2.87	Grants Development Specialist
I-2.2.88	Instructional Technology Specialist
I-2.2.89	Student Hearing Officer Specialist
I-2.2.98	ESE Program Support Facilitator
I-2.2.99	Secondary Gifted Counselor

Job Locator: C-3.8.15

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 complete pre-employment screening by Public Health Department Nurse Supervisor or designee for placement in RN applicant pool.~~
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. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

Board Approved: 3/31/99

Revised: 4/17/03, 11-16-04, 8/17/06

Job Locator: C-3.7.16
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. Assures health room is maintained in an organized manner and facility is maintained in hygienic condition to ensure a safe environment.
7. 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.
8. Assists in providing staff awareness regarding health related instruction including, but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
9. Participates in workshops and training sessions as required.
10. Provides other duties of a similar nature or level.

Required Qualifications:

1. ~~Must complete pre-employment screening by Public Health Department Nurse Supervisor or designee for placement in LPN applicant pool.~~
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. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

Board Approved: 5/20/93
Revised: 9/15/94, 3/20/97, 3/31/99
4/17/03, 5/15/03, 11/16/04,
8/17/06

Job Locator: C-3.2.05
Press Operator, Sr.
Position Grade: Support Salary Schedule
Evaluated By: Supervisor of Instructional Support
Services

Job Description:

This employee is directly responsible to the Supervisor of Instructional Support Services.

Responsibilities and duties of this position include:

1. Monitors and participates in the production and delivery of district print requests under the direction of the Supervisor.
2. Support Services or his/her designee. Monitors and participates in the production and delivery of district print requests under the direction of the Supervisor.
3. Receives and verifies print requests and maintains records; posts receipts by entering into print center database, and monitors inventory levels.
4. Assists Supervisor in comprehensive planning and budgeting; monitors status of equipment and supplies; searches State contracts and district bids for current equipment prices to select vendors and submits purchase order needs to Supervisor; loads, unloads, and stocks supplies; contacts vendor or supervisor in the event of discrepancies.
5. Arranges for the delivery of completed work to all schools; responds to special requests or problems.
6. Maintains and types correspondence, reports and manuals including the District's Right to Know, Print Center Cost Guide and bi-annual inventory reports.
7. Responds to calls regarding print center requests, delivery errors and receipt of incorrect or damaged goods; receives returns and damaged goods, and communicates identified problems to Supervisor of Instructional Support Services.
8. Performs other duties of a similar nature or level or nature that may be assigned by the Supervisor of Instructional

Required Qualifications:

1. Requires previous print shop experience or specialized training in graphic arts and/or production.
2. Must be a high school graduate or have passed the GED equivalency examination.
3. Must demonstrate skills in keyboarding and knowledge of Windows based computer applications as documented by a passing score on the test administered by Human Resources.
4. Must pass secretarial skills test and level II clerical (40 CWPM).

Desired Qualifications:

1. Graduate from an accredited college or university with an Associate or Bachelor's Degree.
2. Previous experience or training in management procedures.
3. Layout and Design experience.
4. Must have the ability to work in harmony with other School Board employees and the general public.

Board Approved: 05/20/93

Revised: 9/04/03, **8/17/06**

Job Locator: C-3.2.16
Testing and Administrative Support Assistant
Position Grade: Support Salary Schedule
Evaluated by: Assigned Administrator

Job Description:

Provides assistance for the testing/assessment program 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 of this position include:

1. Provides support for the district testing program, including material preparation, test scanning, generation of reports, and monitoring of inventory of test materials.
2. Assists in the preparation of reports to communicate testing results and school improvement results.
3. Administers the ESOL aural/oral test.
4. Conducts training on administering the ESOL aural/oral test for school personnel.
5. Types/word processes correspondence, memoranda, reports, notices and other materials as assigned.
6. Compiles and verifies information for reports. Prepares reports, such as the School/Parent accountability Report (SPAR), and distributes as required; maintains related logs and records.
7. Performs miscellaneous clerical duties such as filing and photocopying board backup, agendas, scheduling, designing forms, etc.
8. Inputs various types of information for a variety of data processing applications into the computer and verifies the data as appropriate.
9. Monitors and screens telephone calls; provides general information and assistance as required, and routes calls to appropriate person or department.
10. Monitors and orders supplies and materials as needed for assigned areas.
11. Inputs purchase orders for equipment, projects and other needs.
12. Prepares and submits payroll information for assigned areas and employees.
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 examination.
2. Must possess one or more years of general secretarial/clerical experience.
3. ~~Minimum of 50 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.

Effective: 02/16/96
Revised: 06/15/00, **8/17/06**

Job Locator: C-3.7.01
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 District office for payment.
6. May balance school budget and make internal budget transfers, prepares budget amendments for District to line budget as needed.
7. May maintain and submit school payroll records, including collecting leave forms, ensuring leave forms are complete and signed by administrator, and distributing forms to District office.
8. Maintains ledger for sales tax due; prepares sales tax return and writes check for tax.
9. May operate 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, fund raising 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. ~~Minimum of 30 CWPM typing ability~~
4. Pass the 10-key calculator test.
5. Pass the secretarial/clerical skills test.

Board Approved: 5/2-/93
Revised: 3/21/96, 8/17/06

Job Locator: C-3.7.12

ESE Secretary

Position Grade: Classified Salary Schedule

Evaluated By: Principal

Job Description:

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

Responsibilities and duties of this position include:

1. Enters Exceptional Student Education (E.S.E.) Data on the computer; updates information and maintains, verifies and corrects printout 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 cumulative folders.
3. Schedules meetings for Individual Education Plan re-evaluation meetings (I.E.P.) between guidance counselors, psychologists, parents and teachers; prepares materials and forms for meetings and sends notifications; 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 E.S.E. department.
6. Schedules for 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 the District of withdrawals, additions and status changes; completes District reports relating to E.S.E. students.
9. Compiles information of E.S.E. students to submit to school to use in preparing F.T.E. student count; verifies student schedules, programs and classroom time and compares to students' I.E.P. plans.
10. Collects and documents information for temporary placement of E.S.E. students; submits forms and records to District office.
11. Completes and submits special education request forms for students requiring special transportation.
12. Reviews E.S.E. student schedules and compares against current I.E.P. 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. ~~Minimum of 40 CWPM typing ability.~~
3. Pass the secretarial/clerical skills test.
4. Combination of previous education, training, and or experience which provides for an equivalent background necessary to perform the work.

Board Approved: 5/20/93

Revised: 3-21/96, **8/17/06**

Job Locator: C-3.7.13

Health Assistant
Position Grade: Classified 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 health office.
2. Maintains current health and accident information on students and completes and updates related reports, records charts and logs.
3. Observes students for emotional, behavioral and non-medical needs and makes referrals as appropriate.
4. 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.
5. Administers medication authorized by a physician and in compliance with State guidelines; observes students for medication reactions.
6. Reports health status of students to staff, bus drivers and parents as required.
7. Conducts health, vision, height, weight and lice screenings and informs parents of screening results as necessary.
8. 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. ~~Minimum of 30 CWPM typing ability.~~
4. Certified in CPR and First Aid.

Board Approved: 5/20/93
Revised: 3/21/96, **8/17/06**

Job Locator: C-3.7.19

School Secretary
Position Grade: Classified Salary Schedule
Evaluated By: Principal

Job Description:

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

Responsibilities and duties of this position include:

1. Maintains attendance and tardy records and enter into computer; runs and distributes attendance reports to administrators and teachers. Calls parents of students on absentee list to notify them of student's absence.
2. Check 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 individual; answers phones and takes and delivers messages to students and teachers.
4. Types materials including lists, forms, letters, memos, reports, handbooks, directories, etc.
5. Enrolls and withdraws students including entering/withdrawing information into/out of 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 school store, collecting money from vending machines, preparing deposit slips, and preparing FTE report.
7. May prepare individual student records for free/reduced lunches from forms that have been processed by the District; enters students lunch status into computer; maintains related reports; distributes reports to cafeteria and District office and, sends notices to parents on free/reduced lunch status.
8. Enters discipline reports on computer and maintains discipline files. May serve as 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 maintains daily log on substitutes working.
11. May assist in coordinating school pictures, including notifying classes of 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 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 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. ~~Minimum of 40 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.

Board Approved: 5/20/93
Revised: 3/21/96, **8/17/06**

Job Locator: C-3.7.20

Student Records Secretary

Position Grade: Classified 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 student; inputs and edits student information and records on 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, forwards requests for records, assembles student cumulative folders, records student information in student record log and enters data on computer; may escort students to classrooms.
4. Processes student withdrawals, including completing withdrawal forms and distributing to teachers, obtaining principal's signature, deleting student records from computer system, photocopying records and/or forwarding records to other County schools and maintaining student withdrawal log.
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, monitor students in front office; xeroxing; ordering supplies; calling absentees; etc.
8. May compile various surveys and reports from the computer including verifying data, making correction, 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 yearly audit of 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. Minimum of 40 CWPM typing ability~~
4. Data entry/input skills.

Board Approved: 5/20/93

Revised: 3/21/96, **8/17/06**

Job Locator: C-3.8.01
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 proper bid price, amounts received or other information.
2. Posts, codes, balances and/or maintains the general ledger and revenue journal
3. Posts capital outlay expenditures and balances to budget expenditures.
4. Posts revenues and expenditures to appropriate accounts according to established procedures.
5. Prepares bank deposits for revenues received. Posts and codes receipts. May reconcile bank statements.
6. Compiles revenue and expenditure information to prepare and type reports required by the school or state.
7. Updates, enters and maintains vendor information and orders on computer and maintains departmental files and records.
8. Maintains, posts and balances transfers and deletions of fixed assets from property reports to budget.
9. Types manual checks and maintains check registers.
10. Types and/or prepares letters, memos, budget amendments or other correspondence in the conduct of duties.
11. 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. 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. Pass the secretarial/clerical skills test.
4. ~~Minimum of 40 CWPM typing ability.~~

Board Approved: 05/20/93
Revised: 03/21/96
Revised: 02/20/97,
Revised: **8/17/06**

Job Locator: C-3.8.02
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. Processes purchase orders and expedites payment on purchase orders to ensure payment of purchases for the District. Conducts all accounts payable activities to ensure deadlines and the accounts payable functions are performed according to established school and accounting procedures.

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 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. Audits and enters invoices for payment of District wide purchase orders, Payroll insurance payables and all other District expenditures. Resolves problems and makes recommendations to School Administrators, Departments and vendors regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, back orders, canceled orders, researches past due statements and verifies contract prices.
2. Adds new expenditures, donations and deletions to master control schedule and balances to maintain ledger accounts. Pulls and prepares invoices and purchase order receiving copies for auditing.
3. Print checks, check register, and expenditure reports. Processes Accounts Payable fund total (indicates total amount paid for each fund when checks are run) and submits to Accounting Department to make deposits. Verifies payments are correct, separates and mails checks, compiles back-up to corresponding permanent file voucher.
4. Compiles 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 ensuing months. Compiles and submits the monthly accounts payable total to the Coordinator of Purchasing/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. Reviews purchase order aging report for District and vendors to ensure appropriate paper work is submitted to complete purchase orders.
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 Property Control Coordinator for implementation. Identifies policy and procedure issues relating to payments. Refers appropriate questions to Director 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 inservice training for new building designated property managers. Assists Purchasing/AP Coordinator in conducting inservice training for accounts payable purchasing program users. Gathers and duplicates data on contracts for distribution to schools/departments.
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 exam.
2. Minimum of two year's previous bookkeeping and or accounting experience providing background necessary to perform the work.
3. ~~Minimum of 40 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.
5. Possess basic computer skills
5. Pass the 10-key calculator test.

Board Approved: 5/20/93
Revised: 3/21/96, 3/31/99 (Effective 4/1/99)
Revised: **8/17/06**

Job Locator: C-3.8.03

Administrative Secretary
Position Grade: Classified 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:

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 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 person or department.
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 computer and distributes 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. Minimum of 50 CWPM typing ability.~~
3. Pass the secretarial/clerical skills test.
4. Two years secretarial experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

Board Approved: 5/20/93
Revised: 3/21/96, **8/17/06**

Job Locator: C-3.8.05

Administrative Support Assistant
Position Grade: Classified 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 computer and verifies data as appropriate.
5. Monitors and screens telephone calls; provides general information and assistance, as required, and routes calls to appropriate person or department.
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 department and other assigned employees.
9. May contact substitute teachers to arrange for teacher coverage in the absence of teachers and maintains daily log on substitutes working.
10. May perform miscellaneous bookkeeping functions and maintain accounts and related items including selling supplies and school items at school store, collecting money from vending machines, preparing deposit slips, and preparing FTE report.
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 general secretarial/clerical experience.
3. ~~Minimum of 40 CWPM typing ability.~~
4. Pass the secretarial/clerical skills test.
5. Ability to deal with the public in an effective and courteous manner.

Board Approved: 5/20/93
Revised: 3/21/96, **8/17/06**

Job Locator: C-3.8.06

Clerical Assistant
Position Grade: Classified Salary Schedule
Evaluated By: Assigned Administrator

Job Description:

Performs general clerical, switchboard and receptionist duties to assigned work site.

Responsibilities and duties of this position include:

1. May serve as receptionist.
2. Types correspondence, memoranda, notices, curriculum guides, reports, and other material.
4. Maintains current files and reports.
5. Assists in providing clerical support for other authorized personnel.
6. 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. Demonstrate adequate general office and clerical skills.
3. Must have the ability to work in harmony with the general public and other School Board employees.
4. ~~Minimum of 30 CWPM typing ability.~~
5. Pass the secretarial/clerical skills test.

Board Approved: 5/20/93
Revised: 3/21/96, 9/20/01, **8/17/06**

Job Locator: C-3.8.09

Clerical Support Assistant

Position Grade: Classified Salary Schedule

Evaluated by: Assigned Administrator

Job Description:

Performs clerical duties to assist in the functioning of the District-level offices or Schools.

Responsibilities and duties of this position include:

1. Provides clerical support for the assigned administrator.
2. Types correspondence, memoranda, notices, reports, routine forms, and other materials.
3. Maintains current files and reports.
4. Handles routine telephone calls and inquiries.
5. Performs other duties of a similar nature or level as assigned by the assigned Administrator.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Demonstrate adequate general office and clerical skills.
3. Must have the ability to work in harmony with the general public and other school board employees.
4. ~~Minimum of 30 words per minute typing ability.~~
5. Pass the secretarial/clerical skills test.

Board approved: 2/15/96

Revised: 3/21/96, **8/17/06**

Job Locator: C-3.5.01 - Confidential
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 updating of employment data cards, reference materials, or departmental files/records.

Responsibilities and duties of this position include:

1. Scans employment, pre-employment and personal employee data into the personnel database. Proofs printouts to ensure accuracy of input data and reports.
2. Conducts fingerprinting and drug screening for all new employees. Notifies supervisor of results.
3. Collects and distributes department mail.
4. Updates and maintains the Human Resources library, policy manuals and reference materials by removing obsolete materials, inserting new page of policies, replacing old materials, or categorizing new reference or materials.
5. Assists and updates employment data cards in the instructional or support personnel department to ensure the accuracy of contracts, summer school information, Board action and reappointment letters.
6. May type and send requisitions for supplies or materials to the warehouse and records vendor numbers or other needed information on the requisitions.
7. Serves as a backup to the switchboard operator or departmental receptionist by answering calls and assisting callers with requested information.
8. Performs other duties of a comparable level/type.

Required Qualifications:

1. High school diploma or equivalent (GED).
2. One year data entry experience.
3. ~~Minimum of forty (40) CSPM typing ability~~
4. Passing score on the Primary Skills Test

Board Approved: 5/20/93
Revised: 2/19/2004, 8/17/06

Job Locator: C-3.5.02 (C)

Personnel Assistant - Confidential

Position Grade: Confidential Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

Provides assistance to applicants for classified and instructional positions regarding the District's employment application process, ensures documentation is complete and maintains employee files for school board action and payroll purposes.

Responsibilities and duties of this position include:

1. Greets applicants or answers telephone and responds to general questions regarding the employment application process; schedules and processes new hires throughout the pre-employment process; prepares and maintains pool of eligible applicants for classified and substitute positions; prepares related paperwork. May assist in placement of substitute teachers.
2. Sets up and maintains confidential files; records and completes employee history forms and enters information on computer; ensures applications are complete and may score applications to determine minimum eligibility for employment; creates and maintains employee green cards and permanent and confidential personnel files.
3. Performs miscellaneous clerical duties such as distributing and stamping mail; composing, typing and distributing routine correspondence and agenda items; data entry; recording information; photocopying; scheduling meetings; and filing. Designs forms and makes modifications as required.
4. Processes personnel forms such as retirement, credit applications, inservice teacher and travel applications and, unemployment claims. Orders supplies and materials, conducts employee background checks and collects employment related fees.
5. Collects and categorizes or prepares various personnel related items, such as, summer school applications, personnel consent agendas, reappointments, and performance evaluations. Distributes or submits to appropriate administrators as required.
6. May prepare and process applications and teacher certification information and related paperwork including drug screening and fingerprints for classified substitutes and new hires; enters substitute and temporary payroll information for payroll purposes; may enroll and record information for beginning teachers with the State DOE.
7. Types, verifies, distributes, and maintains records for related employment information, such as, reappointment letters, payslips, contracts, physical examinations, agendas, lending institutions, etc.
8. May schedule and test clerical/secretarial applicants for typing, spelling, grammar and punctuation skills.
9. May review leave forms for proper signatures, categorizes by type of leave, and distributes to data entry and payroll for processing.
10. May prepare and collect written verification of District position requirements to other employing institutions to assist in establishing pay, sick leave, contract status, and certification requirements.
11. May assist in preparing program and financial reports to the District and State and monitor Human Resources budget.
12. May prepare payroll report and maintain payroll files and maintain payroll files for Human Resources Department employees. Prepares and records salary change information including transfers, promotions, etc.
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 examination.
2. ~~Minimum of 50 CWPM typing ability.~~
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.

Board Approved: 5/20/93

Revised: 3/21/96, **8/17/06**

Job Locator: C-3.7.18 (C)

Principal's Secretary – Confidential

Position Grade: Confidential Salary

Schedule

Evaluated By: Principal

Job Description:

Performs secretarial and administrative duties for the building principal, maintains 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 and maintains 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 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 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 book issue and inventory forms, daily announcements, insurance requisitions, work orders, etc.
9. May administer free and reduced lunch program, including approving lunch applications, entering information on computer, and maintaining current roster. Completes monthly reports and submits to 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 consistent with competitive prices.
11. May distribute and collect insurance and worker's compensation information and forms to and from employees and submit 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. ~~Minimum of 50 CWPM typing ability~~
3. Pass the secretarial/clerical skills test.
4. Two years secretarial/clerical experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.

Board Approved: 5/20/93

Revised: 3/21/96, 8/19/04, **8/17/06**

Job Locator: G(I) 2.1.01
Teacher/ Adult Education
Position Grade: See Teacher Master Contract
**Evaluated by: Administrator of Adult/
Community Education**

Job Description:

The Teacher of Adult Education is responsible to the Administrator of Adult/Community Education.

Responsibilities and duties of this position include:

1. Ensure all students are registered for class.
2. Inform students of policies and schedules.
3. Prepare and present, to the Administrator of Adult/Community Education, a course outline covering subject area taught. Agree to follow the outline within the degree possible, taking individual class needs into consideration.
4. Keep attendance records for each student and maintain student progress records.
5. Complete and submit an attendance and all other necessary reports to the Administrator of Adult/Community Education.
6. Summarize attainment for each period (term, quarter, year) as required by the Administrator.
7. Be responsible for using varied techniques and materials suited to needs of student.
8. Utilize the following outline in class organization:
 - a. Establish favorable climate.
 - b. Diagnose individual class member needs.
 - c. Establish teacher/student planning procedure.
 - d. Design learning program according to specific student needs.
 - e. Develop learning experience sequence.
 - f. Evaluate learning experiences.
9. Attend all orientation and inservice programs as prescribed by the Administrator of Adult/Community Education.
10. Leave used facilities in proper order.
11. Become familiar with total scope of available Adult General Education.
12. Report all vandalism, burglaries, missing or broken equipment.
13. Become thoroughly acquainted with and abide by guidelines set forth in teacher handbook.

Required Qualifications:

1. ~~Teacher certification in subject area.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Ability to make decisions consistent with County policy in absence of administrator.

Revised: 10/19/00, 8/17/06

Job Locator: G-2.1.01
Classroom Teacher
Position Grade: Teachers Salary Schedule
Evaluated by: School Principal

Job Description:

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

Responsibilities and duties of this position include:

1. Establish a classroom climate conducive to learning classroom management.
2. Demonstrate an interest in and a willingness to assist students inside and outside the classroom.
3. Demonstrate personal enthusiasm and generate student enthusiasm.
4. Become alert to the physical needs of the students.
5. Demonstrate preparation.
6. Demonstrate general knowledge of the subject area.
7. Provide for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual deprivations).
8. Exhibit good judgment with regard to personal feelings of colleagues, parents, and students.
9. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
10. Evaluate student's progress and keep appropriate records.
11. Perform other duties as requested by the Principal.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Certified in-field for position.
3. When enrollment dictates ESOL, teacher must possess required bilingual skills.

Desirable Qualifications:

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

Revised: 12/15/94

Revised: 8/17/06

Job Locator: L-2.1.02
Guidance Counselor
Position Grade: Teacher Salary Schedule
Evaluated by: Principal

Job Description:

The Guidance Counselor is directly responsible to the Principal.

Responsibilities and duties of this position include:

1. Plan and develop the guidance program of the school.
2. Provide the opportunity for individual and group counseling to all students.
3. Provide leadership and consultation in the school's program of pupil appraisal.
4. Provide assistance to students and parents in educational and occupational planning for the student.
5. Coordinate and initiate referrals of students to other specialists in student services and to public and private agencies in the community.
6. May serve as a consultant for ESE screenings, staffings and follow-up procedures.
7. Provide placement services to students by assisting them in making appropriate choices of school subjects/courses of study, and in making transitions from one school level to another, one school to another, and from school to employment.
8. Consult with parents and act as resource person on the growth and development of their children.
9. Work closely with members of the administrative/teaching staff to the end that all school resources are directed toward meeting individual students' needs.
10. Assist in disseminating research findings to school staff members.
11. Interpret counseling and guidance services of the school to school staff members, parents, and community.
12. May plan with Occupational Specialists to implement their program. (Secondary Only)
13. Perform other such duties as requested by the Principal.
14. 12 Month counselors may be responsible for supervising the guidance department and implementing the guidance program.

Required Qualifications:

1. ~~Valid Florida Educator's Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate** with certification in guidance and counseling.

Desirable Qualifications:

1. Skills in human relations and public relations.
2. Knowledge of Clay County curriculum. (Including exceptional student education and vocational education)
3. Two (2) years teaching experience.

Revised: 1/18/90, 11/16/99,
6/20/02, 8/17/06

Job Locator: L-2.1.03
Media Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

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

Responsibilities and Duties of this Position Include:

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

Required Qualifications:

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

Desired Qualifications:

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

Revised: 11/16/99

Revised: 2/20/03, 8/17/06

Job Locator: I-2.1.04
Homebound Teacher
Position Grade: Teacher Salary Schedule
Evaluated by: Director of Exceptional Student Education

Job Description:

The Homebound Teacher serves in a staff relationship to other instructional personnel and is directly responsible to the Director of Exceptional Student Education.

Responsibilities and duties of this position include:

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

Required Qualifications:

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

Desirable Qualifications:

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

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

Job Locator: G-2.1.06
Prekindergarten Teacher
Position Grade: Teacher Salary Schedule
Evaluated by: School Principal

Job Description:

The Prekindergarten teacher, supported by the prekindergarten specialist, is directly responsible to the principal for the instruction, supervision and assessment of students.

Responsibilities and duties of this position include:

1. Establish a developmentally appropriate prekindergarten classroom.
2. Carry out the recommended curriculum including the appropriate use of instructional technology.
3. Be cognizant of the physical and emotional needs of the students.
4. Demonstrate general knowledge of early childhood education.
5. Provide for students of varying ability, through the use of a variety of activities, techniques, questions and materials.
6. Exhibit good judgement with regard to personal feelings of colleagues, parents, and students.
7. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
8. Prepare and keep appropriate records necessary to the prekindergarten program.
9. Communicate program needs to the PreK Specialist.
10. Monitor the duties of classroom aide.
11. Attend staff development training, prekindergarten meetings, and early childhood workshops.
12. Attend parent meetings and assist the PreK Specialist with parent involvement.
13. Perform other duties as assigned by the principal.

Required Qualifications:

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

Desirable Qualifications:

1. Evidence of successful experience in an early childhood setting.
2. Additional professional preparation beyond undergraduate degree.

Board Approved: 3/20/03,

Revised: 8/17/06

Job Locator: I-2.1.07
Inclusion Teacher
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

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

Responsibilities and Duties of this Position Include:

1. Establish a classroom climate conducive to learning classroom management.
2. Demonstrate an interest in and a willingness to assist students inside and outside the classroom.
3. Demonstrate personal enthusiasm and generate student enthusiasm.
4. Become alert to the physical needs of the students.
5. Demonstrate preparation.
6. Demonstrate general knowledge of the subject area.
7. Provide for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual deprivations).
8. Exhibit good judgment with regard to personal feelings of colleagues, parents, and students.
9. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
10. Evaluate student's progress and keep appropriate records.
11. Participate in required ESE meetings and author IEP's for assigned ESE students.
12. Perform other duties as requested by the Principal.

Required Qualifications:

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

Desired Qualifications:

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

Board Approved: 10/20/05
Revised: 8/17/06

Job Locator: L-2.1.08

Title I Teacher

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal

Job Description:

The Title I Teacher is responsible directly to the principal and serves in a staff relationship with other teachers.

Responsibilities and duties of this position include:

1. Establish a classroom climate conducive to learning-classroom management.
2. Demonstrate an interest in and a willingness to assist students inside and outside the classroom.
3. Demonstrate personal enthusiasm and generate student enthusiasm.
4. Become alert to the physical needs of the students.
5. Demonstrate preparation.
6. Demonstrate general knowledge of the subject area.
7. Provide for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual deprivations.)
8. Exhibit good judgement with regard to personal feelings of colleagues, parents, and students.
9. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
10. Evaluate student's progress and keep appropriate records.
11. Provide coordination with L.E.A. teachers as required by Federal and State Regulations.
12. Provide necessary data and reports as needed by the Title I Specialist to comply with Federal and State Regulations.
13. Perform other duties as requested by the Principal.

Required Qualifications:

1. ~~Valid Florida Certificate.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Meet county and state requirements for an in-field position.

Desired Qualifications:

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

Revised: 6/19/2003

Revised: 8/17/06

Job Locator: I-2.1.10
Technology Integration Specialist
Position Grade: Teacher Salary Schedule
Evaluated by: Instructional Support Services Administrator

Job Description:

The Technology Integration Specialist is directly responsible to the Administrator of Instructional Support Services. He/she serves in a staff relationship with Instructional Division Administrators and other curriculum specialists.

Responsibilities and Duties of this Position Include:

1. Serve in a staff relationship with other curriculum specialists in facilitating and coordinating technology integration in all K-12 curriculum areas.
2. Provide technology integration inservice training, coaching and modeling to K-12 teachers.
3. Facilitate the implementation of technology integration in the classroom with appropriate curricula and instructional materials adoptions.
4. Evaluate a variety of materials and equipment based upon the curriculum, needs and interests of the students and the staff.
5. Assist schools in the development and implementation of strategies to integrate technology into the curriculum.
6. Identify appropriate software and materials and demonstrate their use.
7. Assist teachers with instruction in the classroom when requested, including modeling effective technology integration strategies at school sites.
8. Provide support and coaching to teachers to improve their technology integration skills in teaching when requested.
9. Train teachers to use the district selected gradebook software and troubleshoot software, networks, and equipment as needed to keep the program operational at all school sites.
10. Train teachers to utilize online resources and other technology resources provided through the school library media program and troubleshoot library media software, network, and equipment as needed.
11. Promote district technology resources to the students, staff, and community.
12. Perform other duties as assigned by the immediate supervisor.

Required Qualifications:

1. ~~Valid Florida Educator's certificate, Bachelor's or higher.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Three years successful experience in classroom teaching, including experience in technology integration.
3. Experience with computer networks and troubleshooting software, networks, and computer equipment.
4. Ability to communicate and work well with others.

Desired Qualifications:

1. Master's Degree and/or MCSI Certification.

Board Approved: 2/20/03
Revised: 8/17/06

Job Locator: I-2.1.12
Strategic Intervention Teacher
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

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

Responsibilities and Duties of this Position Include:

1. Establish a classroom climate conducive to learning classroom management.
2. Demonstrate an interest in and a willingness to assist students inside and outside the classroom.
3. Demonstrate personal enthusiasm and generate student enthusiasm.
4. Become alert to the physical needs of the students.
5. Demonstrate preparation.
6. Demonstrate general knowledge of the subject area.
7. Provide for students of varying ability through the use of a variety of activities, techniques, questions, materials and student input (compensate for individual deprivations).
8. Exhibit good judgment with regard to personal feelings of colleagues, parents, and students.
9. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
10. Evaluate student's progress and keep appropriate records.
11. Participate in required ESE meetings and author IEP's for assigned ESE students.
12. Perform other duties as requested by the Principal.
13. Implement Strategic Intervention Strategies (SIMS) with all assigned students.

Required Qualifications:

1. ~~Valid Florida Certificate.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Certified in-field for position.
3. Certification in appropriate ESE area to match the Course Code Directory and separate subject area content certifications or the Middle Grades Integrated Curriculum, whichever is appropriate.
4. Complete Strategic Intervention Model professional development or activity pursuing this as determined by the District ESE office.

Desired Qualifications:

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

Approved: 12/15/05
Revised: 8/17/06

Job Locator: I-2.1.18
Exceptional Student Education Alternative Teacher
Position Grade: Teacher Salary Schedule
Evaluated By: Director of Exceptional Student
Education

Job Description:

The Exceptional Student Education Alternative Teacher is directly responsible to the Director of Exceptional Student Education. He/she serves in a staff relationship with teachers of the Exceptional students he/she serves.

Responsibilities and duties of this position include:

1. Provide tutorial assistance to ESE students assigned to the ESE Alternative program, as called for in their IEPs.
2. Participate in staffings and IEP Reviews to ensure a smooth transition for the ESE student to and from the ESE Alternative Program.
3. Provide and coordinate the gathering of documentation necessary to refer ESE Alternative students to appropriate programs and services.
4. Provide assistance to school administrators and ESE teachers in identifying and implementing behavioral intervention and crises prevention strategies for ESE students.
5. Provide inservice and technical assistance in implementing the EH affective curriculum and accessing available resources.
6. Provide and facilitate communication with and among administrators, ESE teachers, service providers and parents regarding student progress and status.
7. Provide other assistance, as assigned, by the ESE Director, in the ESE referral, staffing, placement, IEP and dismissal processes.

Required Qualifications:

1. ~~Hold a valid Rank III Florida Teaching Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate** in an area of Exceptional Student Education.
2. Successful work experience dealing directly with students with behavioral/emotional problems.

Desired Qualifications:

1. Master's Degree in Emotionally Handicapped, Severely Emotionally Disturbed, School Psychology or Counseling.

Effective: 2/20/92
Revised: 8/17/06

Job Locator: I-2.1.20
Behavior Management Teacher
Position Grade: Teachers Salary Schedule
Evaluated By: Principal

Job Description:

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

Responsibilities and Duties of this Position Include:

1. Provide contact with the home school principals to help assess grades, discipline, attendance, and the student's impact on the safe school climate.
2. Serve as a site-based resource person to provide behavior management expertise for all discipline students.
3. Track returning Bannerman students to their home school for on-going follow-up for continued school success.
4. Provide behavior management programs for students as needed and track their involvement with community resources.
5. Provide instruction in conflict resolution, peer mediation, self-esteem building and any other area as the need arises.
6. Provide assistance to regular education teachers in identifying and implementing behavioral management techniques.
7. Collect, analyze and evaluate data to determine student success.
8. Provide other assistance, as assigned by the principal, in the school's discipline program.

Required Qualifications:

1. ~~Hold a valid Florida Teaching Certificate, any field.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Some experience in counseling, behavior management techniques.

Desired Qualifications:

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

Effective: 6/22/95

Revised: 8/17/06

Job Locator: I-2.1.21
ESE Reading/Direct Instruction Specialist
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Exceptional Student
Education

Job Description:

The Exceptional Student Education Reading/Direct Instruction Specialist is directly responsible to the Director of Exceptional Student Education. He/she serves in a staff relationship with Exceptional Student Education Teachers.

Responsibilities and duties of this position include:

1. Provides direct instruction to students as assigned (including using phonological awareness oriented reading materials).
2. Models, provides training, provide support and coaching, identifies materials and programs, analyzes test results, and identifies compatible computer programs for ESE teachers in reading, phonological awareness, math, affective education and other areas.
3. Assists Director in new program development and program evaluation, including related curriculum issues and the Comprehensive Planning Process and in answering requests from principals for assistance.
4. Provides input to Director regarding district procedures, federal procedures and compliance, and grant applications.
5. Serves as technical assistant at particularly complex ESE staffings and IEP Reviews, covering Director Instruction and other materials and programs.
6. Develops, monitors, provides training, and represents the district regarding ESE programs and Reading and Direct Instruction programs.
7. Serves as a Staffing Specialist when necessary and assigned by the ESE Director or assist with other ESE-related responsibilities.

Required Qualifications:

1. ~~Hold a~~ Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate, in at least one exceptionality.
2. Two years of successful teaching experience in at least one exceptionality including using Director Instruction techniques and phonological awareness methods.
3. Willingness to continually train in these areas.

Desirable Qualifications:

1. Master's Degree in an area of Exceptional Student Education involved.
2. Certificate in more than one exceptionality.
3. Experience in curriculum development, IEP development, diagnostic and prescriptive teaching, providing inservice, monitoring ESE processes and procedures.

Board Approved: 06/17/99, Effective 1/18/90

Revised: 8/17/06

Job Locator: I-2.1.22

Job Placement/Transition Specialist

Position Grade: Teachers Salary Schedule

Evaluated by: Director of Exceptional Student Educ.

Job Description:

The Job Placement/Transition Specialist is responsible to the Director of Exceptional Student Education for the development, implementation and monitoring of the ESE Job Training Program and coordination of services for ESE students in vocational education classes.

Responsibilities and duties of this position include:

1. Conducts job development through employer networking, contacts, interviews and presentations.
2. Conduct job assessments through task analyzes and job modification considerations.
3. Conduct job/student matching through use of environmental inventories, student and job assessments.
4. Works closely with students, parents, and teachers to determine program eligibility through use of interviews, school records, assessments and observations.
5. Provides job placement and intensive training for individual students until job skills are learned and fading and follow along can be implemented (supported employment).
6. Coordinates with teachers, administrators, employers, parents, and adult agencies for continuation of employment after graduation and adult agency job support and maintenance and assist in organizing transition meetings with multiple agencies.
7. Participates in IEP meetings and inservice training and staff development.
8. Communicates with parents and teachers on a regular basis once the student is employed.
9. Serves as Staffing Specialist when necessary and assigned by the ESE Director.
10. Assists Director, as assigned, with other ESE-related responsibilities.

Required Qualifications:

1. Bachelor's level Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate (certification in ~~Vocational~~ Career/Technical Education; certification in ESE).
2. Two (2) years teaching experience in ~~Vocational~~ Career/Technical Education or Exceptional Student Education.

Desirable Qualifications:

1. Master's Degree in Exceptional Student Education or ~~Vocational~~ Career/Technical Education.
2. Certification in ~~Vocational~~ Career/Technical Education and Exceptional Student Education.
3. Experience in both ~~Vocational~~ Career/Technical and Exceptional Student Education with expertise in job placement, transition, community based instruction, curriculum based assessment and vocational evaluation.

Board approved: 06/17/99

Effective: 07/01/99

Revised: 08/16/06

Job Locator: I-2.2.01
School Psychologist
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Student Services

Job Description:

The School Psychologist is responsible to the Director of Student Services and has a staff relationship with all other personnel

Responsibilities and duties of this position include:

1. Assist school related personnel in identifying children with learning problems.
2. Review screening data and cumulative records of students to determine appropriate testing which is needed.
3. Administer and score various psychological tests used to identify the intellectually handicapped, learning disabled, emotionally maladjusted, socially maladjusted, or gifted teacher.
4. Interpret educational and psychological information to appropriate individuals concerning the appropriateness of educational programs for different types of children.
5. Prepare psychological reports interpreting test results, and giving appropriate recommendations concerning educational programs for students.
6. Work with school administrators, teachers, and parents in helping design educational programs to meet the needs of children ineligible for special programs.
7. Work with teachers toward solution of management problems of children whose learning or adjustment disabilities interfere with classroom activities.
8. Work with individual and/or small groups of children whose social/emotional disabilities interfere with classroom activity.
9. Explore means by which parents and school can more effectively work together to assist child.
10. Expedite referrals to other specialist and agencies when appropriate.
11. Assume responsibility as outlined by the Department of Education and Florida School Laws.
12. Perform other such duties as requested by the Director of Student Services.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate showing certification as specialist in psychology.

Desirable Qualifications:

1. Specialist or Doctoral Degree in School Psychology or related field.
2. Five (5) years psychological experience or equivalent.
3. Knowledge of curriculum including exceptional student education.

Revised: 08/27/81
Revised: 05/13/82
Revised: 01/18/90
Revised: 8/17/06

Job Locator: G-2.2.04

Speech Clinician

Position Grade: Teachers Salary Schedule

Evaluated by: Principal or Director of Exceptional Student Education

Job Description:

The Speech Clinician serves in a staff relationship with other instructional personnel and is directly responsible to the principal or to the Director of Exceptional Student Education (ESE).

Responsibilities and duties of this position include:

1. Conduct screenings of children referred because of speech and language difficulties, as outlined in ESE district procedures.
2. Complete appropriate evaluations and participation in official ESE staffings of speech and language students in keeping with Exceptional Student Education district procedures.
3. Display an awareness of the individual needs of each student and an understanding of the characteristics exhibited by each student which have led to his Exceptional Student Education placement. Evidence of this awareness and understanding includes the administration of and reference to appropriate tests and ability measures and the acquisition of reports and relevant information from other agencies which have worked with the child.
4. Display knowledge of the disorders or disabilities exhibited by the students and of the appropriate techniques to be used in the remediation process.
5. Plan and implement a prescriptive remediation program which reflects an understanding and accurate interpretation of the testing and other diagnostic information available.
6. Be flexible in responding to evidence that there is a need for change in a planned activity in order to better meet students' needs.
7. Make use of a variety of reinforcements in helping students learn and grow.
8. Keep written records of each student's progress including results of regular reevaluations.
9. Clearly and accurately communicate needs, progress, status and recommendations regarding students in written reports and in conferences with teachers, parents, administrators, and resource agencies and individuals.
10. Display an openness to learning and a willingness to change, be receptive to new ideas and suggestions and take advantage of opportunities to learn and grow professionally.

Required Qualifications:

1. ~~Hold, at least a~~ Currently possess, or eligibility to receive a valid Temporary Florida Educator's Certificate in Speech-Language Impaired, K-12, (Bachelor's Degree).
2. Ability and commitment to obtain Master's Degree in Speech Pathology.

Desirable Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Professional Renewable Educator's Certificate in Speech-Language Impaired, K-12 (Master's Degree) or
2. Valid Florida licensure in Speech Pathology.
3. Certificate of Clinical Competence in Speech Pathology

Effective: 06/13/85

Revised: 01/18/90

Revised: 8/17/06

Job Locator: I-2.2.05
Physical Therapist
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Exceptional Student
Education

Job Description:

The Physical Therapist is directly responsible to the Director of Exceptional Student Education.

Responsibilities and duties of this position include:

1. Assist school personnel in the preliminary identification of students who might benefit from physical therapy.
2. Review Referrals from schools.
3. Complete appropriate screening and/or evaluation of students referred.
4. Attend ESE staffings regarding Physical Therapy as assigned by ESE Director.
5. Develop, maintain and review IEPs for students staffed into Physical Therapy.
6. Provide therapy, classroom and/or home programs and alternatives for students referred for physical therapy.
7. Assist in inservice training for parents, teachers, and administrators in the area of physical therapy.

Required Qualifications:

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

Desirable Qualifications:

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

Revised: 11/16/99

Revised: 8/17/06

Job Locator: I-2.2.06
Occupational Therapist/Exceptional Student Educ.
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Exceptional Student Educ.

Job Description:

The Occupational Therapist is directly responsible to the Director of Exceptional Student Education.

Responsibilities and duties of this position include:

1. Assist school personnel in the preliminary identification of students who might benefit from occupational therapy.
2. Review referrals from schools.
3. Complete appropriate screening and/or evaluation of students referred.
4. Attend ESE staffings regarding occupational therapy as assigned by ESE Director.
5. Develop, maintain, and review IEPs for students staffed into Occupational Therapy.
6. Provide therapy, classroom and/or home programs and alternatives for students referred for Occupational Therapy.
7. Assist in inservice training for parents, teachers, and administrators in the area of Occupational Therapy.

Required Qualifications:

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

Desirable Qualifications:

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

Revised: 11/16/99

Revised: 8/17/06

Job Locator: I-2.2.11

Exceptional Student Education Curriculum Specialist

Position Grade: Teacher Salary Schedule

Evaluated By: Director of ESE

Job Description:

The Exceptional Student Education Curriculum Specialist is directly responsible to the Director of Exceptional Student Education. He/she serves in a staff relationship with Exceptional Student Education Teachers.

Responsibilities and Duties of this position include:

1. Assist ESE Director in new program development and program evaluation, including curriculum issues.
2. Plan and coordinate delivery of appropriate County-wide ESE Inservice activities and participate in the Comprehensive Planning Process.
3. Assist Director in answering requests from principals for assistance involving assigned program areas and including knowledge of the basic curriculum and assessment.
4. Provides input to Director regarding District Procedures, Federal procedures and compliance and grant applications.
5. Serve as technical assistant at particularly complex ESE staffings and IEP Reviews, primarily in assigned program areas, including out-of-county staffings.
6. Develop, monitor, provide training, represent the district, in assigned program areas, and prepare for audits on ESE Compliance or Medicaid reimbursement procedures.
7. Assist teachers with classroom academics and behavioral techniques.
8. Serve as a Staffing Specialist when necessary and assigned by the ESE Director.
9. Demonstrate model lessons in classrooms.
10. Provide consultive assistance to schools regarding ESE curriculum and procedures on-site and via phone.
11. Assist Director, as assigned, with other ESE-related responsibilities.

Required Qualifications:

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

Desired Qualifications:

1. Master's Degree in an area of Exceptional Student Education, Guidance and Counseling or School Psychology.
2. Director experience in monitoring or supervising the ESE referral, staffing and IEP procedures.
3. Skills in monitoring documentation, ESE procedures and processes, planning and delivering inservice education, working with parents, IEP development and familiarity with ESE Curriculum.

Revised: 5/13/82

Revised: 5/12/83

Revised: 3/19/98

Revised: 7/17/03

Revised: 8/17/06

Job Locator: I-2.2.14
Curriculum Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: Assigned Instructional
Division Administrator

Job Description:

The Curriculum Specialist is directly responsible to the assigned Instructional Division Administrator.

Responsibilities and duties of this position include:

1. Serve in a staff relationship with other curriculum specialists in facilitating and coordinating specifically assigned curriculum areas.
2. Facilitate the development and implementation of the overall education curriculum program in conjunction with appropriate curricula and instructional materials adoptions.
3. Facilitate articulation through district curriculum/articulation meetings and teaching sharing sessions.
4. Assist with identifying instructional needs and implementing appropriate staff development and instructional support, including curriculum development activities.
5. Assist schools in the development and implementation of strategies to integrate various curricula.
6. Identify appropriate curriculum materials and demonstrate their use.
7. Assist with analyzing appropriate test results.
8. Assist teachers with instruction in the classroom when requested, including modeling effective teaching strategies at school sites.
9. Provide support and coaching to teachers to improve their skill in teaching when requested.
10. Perform tasks and assume responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. ~~Valid Florida Educator's Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Five (5) years successful experience in classroom teaching.
3. Ability to communicate and work well with others.

Desired Qualifications:

1. Master's Degree

Board Approved: 2/20/97 (Effective 7/01/97)
Revised: 4/15/04 (Effective May 20, 2004)
Revised: 8/17/06

Job Locator: I-2.2.16

Work Evaluator

Position Grade: Teachers Salary Schedule

**Evaluated by: Director of Career/Technical
Education**

Job Description:

The Work Evaluator is responsible to the Director of Career/Technical Education.

Responsibilities and duties of this position include:

1. Assist students with special needs to identify vocational interests and aptitudes.
2. Provide a systematic process of evaluating vocational interest, aptitudes, work attitudes, temperaments and learning styles, for all 8th grade, disadvantaged students and targeted dropouts.
3. Make use of testing systems designed for vocational evaluation through use of Career Futures and Reading Free Vocational Interest.
4. Assist students in making valid decisions regarding vocational plans and recommend vocational training.
5. Provide evaluation reports (including a summary and recommendations) and support services to the Job Placement Specialist for the Handicapped, guidance and career counselors, and the parents of the student evaluated.
6. Assist students in interpreting results of the evaluation process.
7. Assist counselors and occupational specialists in interpreting evaluation results so they may be utilized in scheduling for the student.
8. Maintain a data base of all student interest inventories.
9. Assist Director as assigned, with other vocational related responsibilities.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Two (2) years successful teaching or related school experience.

Effective: 05/17/90

Revised: 11/16/99

Revised: 8/17/06

Job Locator: I-2.2.17
Prekindergarten Specialist
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Elementary Education

Job Description:

The Prekindergarten Specialist is directly responsible to the Director of Elementary Education. He/she serves in a staff relationship with the prekindergarten teachers.

Responsibilities and duties of this position include:

1. Assist in planning, developing, implementing and monitoring the prekindergarten curriculum.
2. Assist in planning and implementing staff development programs for non-instructional prekindergarten personnel.
3. Assist in planning and implementing parent education training.
4. Serve as a liaison between the home and the school.
5. Provide articulation between the prekindergarten program and the district K-3 program, the School Readiness Coalition.
6. Observe the prekindergarten classes and provide on-going coaching to the staff.
7. Assist in the scheduling and coordinating of screening and referrals.
8. Provide leadership in developing programs to increase parental involvement.
9. Assist the Director of Elementary Education, as assigned, with other prekindergarten related responsibilities.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Prekindergarten/Primary Education, Primary Education or Early Childhood.
2. Three (3) years of successful teaching experience in primary education.

Desirable Qualifications:

1. Master's degree in Early Childhood Education.
2. Experience in a developmental kindergarten program.
3. Experience in curriculum development.

Effective: 07/20/89

Revised: 11/16/99

Revised: 8/17/06

Job Locator: I-2.2.18
Specialist/School Psychologist
Position Grade: 12-Month Instructional
Evaluated by: Director of Student Services

Job Description:

The Specialist/School Psychologist is directly responsible to the Director of Student Services.

Responsibilities and duties of this position include:

1. Assume the responsibilities listed under school psychologist.
2. Process orders from school psychologists - professional materials and testing supplies.
3. Assist in scheduling school psychologists to the schools.
4. Render professional assistance in procedures and guidelines for school psychologists.
5. Review school psychologists' reports when requested.
6. Serve as a contact person on issues to be addressed by student services concerning school psychologists.
7. Assist in gathering data from potential school psychologists' staff and provides orientation experiences for new staff members.
8. Assist in planning and coordinating inservice needs for school psychologists.
9. Perform other such duties as requested by the Director of Student Services.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate showing certification in school psychology.

Desirable Qualifications:

1. Specialist or Doctoral degree in school psychology or related field.
2. Five (5) years psychological experience or equivalent.
3. In-depth knowledge concerning curriculum requirements for the broad field of education including exceptional student education.

Revised: 01/18/90

Revised: 8/17/06

Job Locator: I-2.2.21
Attendance Assistant/Social Worker
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Student Services

Job Description:

The Attendance Assistant/Social Worker is directly responsible to the Director of Student Services.

Responsibilities and duties of this position include:

1. Help identify and resolve social and emotional difficulties of children and youth which interfere with their attendance, adjustment and achievement in school.
2. Accept all appropriate referrals through established intake procedures and respond to these requests as stated in school board policy.
3. Assist parents in gaining a greater awareness and understanding of information regarding their children's school placement, the school's operating procedures, and state and federal laws.
4. Make home visitations to interview parents and facilitate the ESE procedures for students in need of special education, and upon request, serve on school staffings.
5. Assist the on-going coordination between community agencies and the school system.
6. Seek to secure assistance for need families who cannot provide the basic needs of food, clothing, and medical services.
7. Serve as consultant upon request of the principal concerning instances of child abuse, Florida Statute 282.041.
8. Perform other such duties as requested by the Director of Student Services.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate showing certification in visiting teacher school social worker.

Desirable Qualifications:

1. Working knowledge of Clay County communities and Florida School System.
2. Experience in school social work.

Effective: 08/08/81
Revised: 01/18/90
Revised: 8/17/06

Job Locator: I-2.2.24
Specialist-Attendance Assistant/Social Worker
Position Grade: Teachers Salary Schedule
Evaluated by: Director of Student Services

Job Description:

The Specialist-Attendance Assistant/Social Worker is directly responsible to the Director of Student Services.

Responsibilities and duties of this position include:

1. Assume the responsibilities listed under attendance assistant/social worker job description.
2. Render professional assistance on establishing procedures and guidelines for attendance assistants/social workers (including scheduling to schools, reviewing referrals, and processing orders for professional materials).
3. Serve as a contact person on issues concerning attendance assistants/social workers and provide orientation experiences for new staff members.
4. Assist in planning and coordinating inservice needs for attendance assistants/social workers.
5. Assist in the filing of petitions with courts relative to truancy, and make recommendations regarding attendance referrals to HRS, state attendance office, and courts.
6. Assist in collecting and compiling Fall Student Survey.
7. Assist in coordinating child abuse and neglect procedures, missing students procedures, home school program, an driver's license legislation.
8. Assist in delivering letters of recommend expulsion when requested.
9. Assist in compiling monthly and annual attendance data for reporting purposes, and coordinate all attendance data collection in Clay County school system.
10. Assist in coordinating issuance of certificates of exemption on annual basis - F.S. 232.06.
11. Perform other such duties as requested by the Director of Student Services.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate showing certification in visiting teacher school social worker.
2. Working knowledge of Clay County communities and Florida School System.

Desirable Qualifications:

1. Master's degree in Administration/Supervision, or experience in supervision.

Effective: 06/13/85
Revised: 01/18/90
Revised: 8/17/06

Job Locator: I-2.2.28
Health Education Specialist
Position Grade: Teachers Salary Schedule
Evaluated by: Supervisor of Secondary Curriculum

Job Description:

The Health Education Specialist is directly responsible to the Supervisor of Secondary Curriculum. He/she serves in a staff relationship with Health Education Teachers and designated Health contacts (K-12).

Responsibilities and duties of this position include:

1. Assist curriculum supervisors in health/science curricula development and refinement.
2. Assist supervisors in new program development.
3. Plan and coordinate delivery of appropriate health education inservice activities.
4. Serve as a liaison with health department, Sheriff's department, and other community agencies relative to health related matters.
5. Assist supervisors in answering requests from school personnel for assistance regarding health education policies, procedures, other requirements, etc.
6. Provide input to supervisors regarding comprehensive planning, district procedures, grant applications, etc.

Required Qualifications:

1. ~~Hold a~~ Currently possess, or eligibility to receive a valid Rank-III Florida Teaching Certificate in Health Education.
2. Three years of successful teaching experience in Health Education.

Desired Qualifications:

1. ~~Rank II or Master's Level Florida Teaching Certificate~~ Master's Degree
2. Certification in additional areas of science.
3. Five (5) years teaching experience in Health Education.

Effective: 04/10/86
Revised: 09/15/94
Revised: 8/17/06

Job Locator: I-2.2.30
ESE (SEDNET) Specialist (Project Manager)
Position Grade: Teachers Salary Schedule
Evaluated by: Director of ESE

Job Description:

The SEDNET Project Manager is directly responsible to the Director of Exceptional Student Education, Clay County Schools. He/she serves in a staff relationship with other ESE Specialists and ESE teachers.

Responsibilities and duties of this position include:

1. Coordinate Advisory Board meeting agenda and implementation of decisions.
2. Chair FSPITs in county(ies) as assigned.
3. Provide direct case management for school identified SED/EH students as designated by FSPITs.
4. Provide technical assistance to referring persons regarding application for FSPIT services.
5. Receive and review all referrals for children/adolescents who are eligible for FSPIT services in designated county(ies).
6. Schedule FSPIT meetings.
7. Notify participants of meetings.
8. Work to ensure that a comprehensive plan is developed for each child reviewed by FSPIT.
9. Work to ensure accurate tracking of all FSPIT plans.
10. Schedule re-evaluation/review dates as designated on FSPIT plans.
11. Review and monitor FSPIT plans.
12. Approve wrap-around and contingency fund spending for participating FSPIT county(ies).
13. Coordinate project needs and evaluation activities.
14. Assist with fiscal operation of the project.
15. Plan and facilitate training activities.

Required Qualifications:

1. Knowledge or experience in programming and planning for the educational and/or mental health needs of SED/EH children and youth.
2. Currently possess, or eligibility to receive a valid Florida Teaching Certification Educator's Certificate and/or licensure in a child-related field (i.e., Special Education, Guidance and Counseling, Social Work, Psychology).

Desired Qualifications:

1. Master's degree in Emotionally Handicapped, or a related area (i.e., Special Education, Guidance and Counseling, Social Work, Psychology).
2. Familiarity with case management procedures and skills.
3. Experience with automated management of data.
4. Ability to supervise and direct.

Effective: 08/17/89

Revised: 8/17/06

Job Locator: I-2.2.31
ESE (SEDNET) Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: Director of ESE

Job Description:

The SEDNET Specialist is directly responsible to the Director of Exceptional Student Education, Clay County Schools. He/she serves in a staff relationship with other ESE Specialists and ESE Teachers. The Specialist will serve as a liaison between the SEDNET Advisory Board and the FSPIT participating agencies.

Responsibilities and duties of this position include:

1. Ensure implementation of Advisory Board decisions.
2. Chair FSPIT in county(ies) as assigned.
3. Provide direct case management for school identified SED/EH students as designated by FSPITs.
4. Provide technical assistance to referring persons regarding FSPIT services.
5. Receive and review all referrals for children/adolescents who are eligible for FSPIT services.
6. Schedule FSPIT meetings.
7. Notify participants of meetings.
8. Work to ensure that a comprehensive plan is developed for each child reviewed by FSPIT.
9. Work to ensure accurate tracking of all plans.
10. Schedule re-evaluation/review dates as designated on FSPIT.
11. Review and monitor all FSPIT plans.
12. Approve wrap-around and contingency/fund spending for participating FSPIT counties.

Required Qualifications:

1. Knowledge of experience in programming and planning for the educational and/or mental health needs of SED/EH children and youth.
2. ~~Florida Teaching Certificate and/or licensure~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in a child-related field, (Special Education, Guidance and Counseling, Social Work or Psychology).

Desired Qualifications:

1. Master's Degree in Education, Guidance and Counseling, Social Work, or Psychology.
2. Ability to supervise and direct.
3. Familiarity with case management procedures and skills.
4. Experience with automated management of data.

Effective: 8/17/1989

Revised: 8/17/2006

Job Locator : I-2.2.36
Specialist Title I
Position Grade: Teacher Salary Schedule
Evaluated By: Director of Elem. Ed.

Job Description:

The Title I Specialist is directly responsible to the Director of Elementary Education.

Responsibilities and duties of this position include:

1. Provide technical assistance to all Targeted Assisted and Schoolwide Title I Schools.
2. Monitor compliance with the Clay County Title I Project, state guidelines, and federal regulations.
3. Assume major responsibility for preparation of the Title I Project.
4. Assume major responsibility for Project amendments.
5. Make on-site visits bi-weekly to each Title I approved educational agency.
6. Assist with Department of Education statistical reports.
7. Prepare and conduct in-service activities to meet identified needs of Title I staff, regular teachers, and Title I parents.
8. Monitor monthly expenditure reports and the purchasing of instructional materials and equipment.
9. Perform other duties as assigned by the Director of Elementary Education.

Required Qualifications:

1. ~~Valid Florida Educator's Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate** in Elementary Education and/or Administration.
2. Minimum of three (3) years experience teaching educationally disadvantaged children.
3. Knowledge of computer technology.

Desired Qualifications:

1. ~~Valid Florida Educator's Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate** in Reading.
2. Advanced training in Educational Leadership.

Effective: 6/21/90

Revised: 11/16/99

Revised: 8/17/06

Job Locator: I-2.2.37
Title I School Improvement Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: Director of Elementary Education

Job Description

The Title I School Improvement Specialist is directly responsible to the Director of Elementary Education.

Responsibilities and duties of the position include:

1. Provide assistance to the Title I program in the implementation, data collection, and evaluation of all Title I schools.
2. Provide assistance to the Title I Program in implementing all "School Improvement" mandates, including, but not limited to "choice options", "supplemental educational services", "corrective action", and "restructuring".
3. Assist Title I schools in comparative analysis reports regarding student achievement.
4. Assist Title I schools in the development of School Improvement Plans and the submission of quarterly and year end reports.
5. Assist Title I schools in the development of quality Parent Involvement Programs.
6. Assist the in the implementation and maintenance of all District Parent Involvement programs.
7. Assist other Curriculum Specialists in providing research based Professional Development for Title I Schools.
8. Maintain knowledge of Federal Legislation and the impact of such legislation on Title I Programs.
9. Perform other duties as assigned by the Director of Elementary Education.

Required Qualifications:

1. ~~Valid Florida Educator's Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in Elementary Education
2. Minimum of three (3) years experience teaching
3. Knowledge of spreadsheet and database applications

Desired Qualifications:

1. Valid Florida Educator's Certificate in Reading

Board Approved: 2/24/05 Effective: 7/1/05
Revised: 8/17/06

Job Locator: I-2.2.40
**Exceptional Student Education Behavioral
Resource Teacher**
Position Grade: Teacher Salary Schedule
Evaluated By: Principal

Job Description:

The Exceptional Student Education Behavioral Resource Teacher is directly responsible to the principal. He/she serves in a staff relationship with other teachers in the school.

Responsibilities and duties of this position include:

1. Provide assistance to ESE and regular education teachers in identifying and implementing behavioral intervention and crises prevention strategies for ESE students.
2. Provide inservice and technical assistance in implementing the EH affective curriculum and its mainstreaming components.
3. Serve as the principal's designee, as assigned, at IEP Reviews, involving possible suspension of ESE students.
4. Coordinate the planning and delivery of parent education for, at least, the parents of Emotionally Handicapped students in the school.
5. Assist in inservicing new teachers and staff regarding ESE procedures and documentation requirements.
6. Serve as the liaison between the school's ESE teachers, resources within the school system and outside agencies serving ESE students.
7. Provide other assistance, as assigned by the principal, in the school's ESE referral, staffing, placement, service, and dismissal processes.

Required Qualifications:

1. ~~Florida valid Rank III Florida Teaching Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in the areas of Emotionally Handicapped, **and/or Exceptional Student Education K-12.**
2. Three (3) years of successful teaching experience with Emotionally Handicapped students.

Desired Qualifications:

1. Master's degree in Emotionally Handicapped, Severely Emotionally Disturbed, School Psychology or Counseling.

Effective: 8/22/90
Revised: 8/17/06

Job Locator: P-2.2.42

SPRINT Specialist

Position Grade: Teacher's Salary Schedule

Evaluated by: Director of Instructional Personnel Services

Job Description:

The SPRINT Specialist is responsible to the Director of Instructional Personnel Services.

Responsibilities and duties of this position include:

1. Recommend and facilitate appropriate placements for pre-interns/interns.
2. Observe and consult with UNF pre-interns, and assist in writing and updating the professional development plans for these pre-interns.
3. Teach seminars for pre-interns for the University of North Florida three days a week.
4. Act as liaison between university supervisory personnel and the directing teachers and school personnel where interns have been placed.
5. Serve as a consultant for pre-interns/interns, beginning teachers, and probationary teachers and other teachers requesting peer consultation.
6. Research, create, and facilitate staff development/in-service workshops that deal with effective teaching practices and the State of Florida mandated teacher competencies.
7. Research, acquire and maintain a library of effective teaching resources.
8. Assist the Director of Instructional Personnel Services in the implementation of the Teacher Induction Program (T.I.P.) For Clay County. Conduct orientations to the program requirements, maintain required databases, conduct training workshops, monitor and evaluate program completion for T.I.P. participants.
9. Upon request, observe teachers requiring support/resources. Provide consultation and recommendations for the teacher and school administrator.

Required Qualifications:

1. Currently employed Clay County teacher with five years of successful teaching, three of which must be in Clay County.
2. Skills in supervision through coursework or through practice as a directing teacher, department head or peer teacher.
3. Training as an FPMS certified Summative or Formative Instrument Observer (or must be completed within 3 months).
4. Clinical Educator Training (or must be completed within 3 months) and willingness to gain state trainer status in C.E.T..
5. Master's Degree **and currently possess, or eligibility to receive a valid Florida Educator's Certificate.**

Desirable Qualifications:

1. Training in educational research.
2. Recent experience as a facilitator/presenter for inservice training.

Effective: 4/20/89

Revised: 9/20/90, 3/16/95, 12/18/97, 3/16/00,
9/19/02, 8/17/06

Job Locator: 2.2.43

Instructional Personnel Specialist

Position Grade: Teacher's Salary Schedule

Evaluated By: Director of Instructional Personnel

Job Description:

The Instructional Personnel Specialist is directly responsible to the Director of Instructional Personnel Services.

Responsibilities and duties of this position include:

1. Assist in screening and evaluating the qualifications of instructional applicants who apply to Clay County via the online application system.
2. Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.
3. Present training to new teachers when appropriate.
4. Evaluate certification status of applicants and assist in monitoring the certification status of presently employed teachers.
5. Assist in recruitment of new teachers to Clay County including organizing recruitment materials and preparing required paperwork to participate in recruitment events.
6. Assist in monitoring compliance with No Child Left Behind related to teacher certification.
7. Assist in presentation and organization of pre-employment meetings for new hires
8. Assist in verifying accuracy of personnel files materials received after employment.
9. Other duties as deemed necessary by the Director

Required Qualifications:

1. Bachelors degree
2. ~~Holds a valid Florida Educator's certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in at least one academic coverage.
3. 5 years of successful teaching experience, three of which must be in Clay County
4. Has demonstrated supervision leadership skills through serving as a directing teacher, department head, peer teacher, grade chairperson, or other educational leadership positions.
5. Ability to effectively communicate and work cooperatively with others
6. Be willing to become trained by the Dept. of Education in Florida Certification rules.

Desired Qualifications:

1. Master's degree
2. Experience as a facilitator/presenter for inservice workshops/training
3. Training in educational research
4. Certified in Educational Leadership/Administration-Supervision

Board Approved: 2/16/06

Revised: 8/17/06

Job Locator: I-2.2.46
Exceptional Student Education Staffing Specialist
Position Grade: Teachers Salary Schedule
Evaluated by: Director of ESE

Job Description:

The Exceptional Student Education Staffing Specialist is directly responsible to the Director of Exceptional Student Education. He/she serves in a staff relationship with other ESE Specialists and teachers and supports and promotes inclusion activities.

Responsibilities and duties of this position include:

1. Review ESE Referrals and placement papers and work with principal or designee to ensure accuracy and completeness.
2. Serve as the ESE Director's designee in conducting Eligibility and Placement staffings and serve as the local education agency representative (LEA) for development and revision and annual reviews of the Individual Educational Plan (IEP).
3. Assist principals in the monitoring of ESE documentation relevant to audit requirements.
4. Assist principals in training school personnel in ESE procedures and documentation requirements.
5. Assist Director and Principal, as assigned, with other ESE-related responsibilities.
6. When assigned by the ESE Director, provide consultative services to regular basic and vocational teachers and assist in promoting inclusion activities.
7. When assigned by the ESE Director, function as a Compliance Specialist for preparing manuals, forms, and procedures, as well as parent materials, newsletters, and notices for ESE compliance with state and federal laws.
8. All other ESE-related duties as assigned by the Director.

Required Qualifications:

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

Desired Qualifications:

1. Master's degree in area of Exceptional Student Education, Guidance and Counseling, or School Psychology.
2. Direct experience in monitoring or supervising the ESE referral, staffing, and IEP process.
3. Skills in monitoring documentation, ESE procedures and processes, planning and delivering inservice education, working with parents, IEP development.

Effective: 07/24/89

Revised: 03/19/98

Revised: 8/17/06

(Reading First) Reading Coach I-2.2.48
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

The reading coach is responsible directly to the principal for managing K-3 reading instruction as specified in Clay County Reading First grant. The reading coach will be a mentor and staff development facilitator for K-3 and ESE teachers.

Responsibilities and Duties of this Position Include:

1. Assist the teacher in establishing a classroom environment conducive to learning to read.
2. Demonstrate knowledge of assessments, the core reading program, guided reading practices and all supplemental and remediation programs as specified in the grant.
3. Attend coaching institutes and inservice training including the Florida Summer Reading Academy.
4. Develop model classrooms at each grade level.
5. Collaborate with Title I and ESE teachers to implement the core reading program.
6. Align core curriculum instruction with guided reading lessons, learning centers and assessments.
7. Assist teachers in assessing, analyzing data, grouping, releveling, and making informed instructional decisions about strategies to be used during the reading block.
8. Ensure that reading lessons are well executed.
9. Provide demonstration lessons, side-by-side coaching and inservice training.
10. Assist in identifying professional development needs.
11. Conduct staff development sessions on guided reading practices, diagnostic assessments, portfolio assessments and reading best practices.
12. Monitor student progress and collaborate with teachers in providing differentiated instruction.
13. Shadow the SRA McGras-Hill consultant during visits to schools.

Required Qualifications:

1. ~~Valid Florida Teaching Certificate.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Certified in Elementary Education, or Pre-Kindergarten - Primary, or Primary Education K-3.

Desired Qualifications:

1. Five years teaching experience.
2. Additional professional preparation beyond undergraduate degree.
3. Experience in Guided Reading Practices and/or Direct Instruction programs.

Board Approved: 5/15/2003
Revised: 6/05/03, 3/17/05, 8/17/06

Job Locator: I-2.2.49
Reading Coach (Grades K – 6)
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

The reading coach is responsible directly to the principal for managing reading instruction as specified in the District Reading Plan. The reading coach will be a mentor and staff development facilitator for K-6 and ESE teachers.

Responsibilities and Duties of this Position Include:

1. Assist the classroom teacher in establishing a classroom environment conducive to learning to read.
2. Demonstrate knowledge of assessments, the core reading program, guided reading practices, and all supplemental and remediation programs as specified in the District Reading Plan.
3. Attend coaching institutes and other training opportunities.
4. Model effective reading instruction at each grade level.
5. Collaborate with Title I and ESE teachers to implement the core reading program.
6. Align core curriculum instruction with appropriate curriculum and assessments.
7. Assist teachers in implementing the 90-minute reading block.
8. Assist teachers in assessing, analyzing data, grouping, and making informed instructional decisions about strategies to be used during the 90- minute reading block.
9. Provide demonstration lessons, coaching and inservice training.
10. Assist in identifying professional development needs.
11. Conduct staff development sessions on guided reading practices, diagnostic assessments and best teaching practices.
12. Monitor student progress and collaborate with teachers in providing differentiated instruction.
13. Assist in monitoring the progress of teachers working on Competency 6 (Practicum) of the Reading Endorsement.

Required Qualifications:

1. ~~Valid Florida Teaching Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Certified in Elementary Education or Primary Education
3. Pursuing endorsement or certification in reading.

Desired Qualifications:

1. Five years teaching experience.
2. Experience in Guided Reading and/or Direct Instruction programs.
3. Certified or endorsed in reading.

Board Approved: 3/17/05
Revised: 8/17/06

Job Locator: I-2.2.50
Reading Coach (Grades 7 - 12)
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

The reading coach is responsible directly to the principal for managing reading instruction as specified in the District Reading Plan. The reading coach will be a mentor and staff development facilitator for secondary teachers (including ESE teachers).

Responsibilities and Duties of this Position Include:

1. Assist the classroom teacher in establishing a classroom environment conducive to learning to read.
2. Demonstrate knowledge of assessments, the core reading program, guided reading practices, and all supplemental and remediation programs as specified in the District Reading Plan.
3. Attend coaching institutes and other training opportunities.
4. Model effective reading instruction at each grade level.
5. Collaborate with regular education and ESE teachers to implement the core reading program.
6. Align core curriculum instruction with appropriate curriculum and assessments.
7. Assist teachers in implementing the 50 (or more) minute reading block.
8. Assist teachers in assessing, analyzing data, grouping, and making informed instructional decisions to be used during the 50 (or more) minute reading block.
9. Provide demonstration lessons, coaching and inservice training.
10. Assist in identifying professional development needs.
11. Conduct staff development sessions on guided reading practices, diagnostic assessments and best teaching practices.
12. Monitor student progress and collaborate with teachers in providing differentiated instruction.
13. Assist in monitoring the progress of teachers working on Competency 6 (Practicum) of the Reading Endorsement.

Required Qualifications:

1. ~~Valid Florida Teaching Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Certified in Secondary Education or Middle School Education
3. Pursuing endorsement or certification in reading.

Desired Qualifications:

1. Five years teaching experience.
2. Experience in Guided Reading and/or Direct Instruction programs.
3. Certified or endorsed in reading.

Board Approved: 3/17/05

Revised: 8/17/06

Job Locator: I-2.2.51
Instructional Technology Teacher
Position Grade: Teachers Salary Schedule
Evaluated by: Supervisor of Elementary Curriculum

Job Description:

The Instructional Technology Teacher is directly responsible to the Supervisor of Elementary Curriculum. He/She serves in a staff relationship with classroom teachers, the Instructional Technology Specialist, and designated computer education advisors.

Responsibilities and duties of this position include:

1. Assist classroom teachers in the elementary grades with the operation of classroom computers and hardware.
2. Assist classroom teachers in the elementary grades with the selection of appropriate computer software.
3. Review instructional technology use and make recommendations to teachers regarding its use in the classroom.
4. Assist in promoting a positive attitude regarding technology use.
5. Maintain such records and reports as are necessary to the successful execution of the job.
6. Perform such other tasks and assume such other responsibilities as the Supervisor of Elementary Curriculum may assign.
7. Assist in promoting classroom management through the use of instructional technology.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Professional Certificate, Bachelor's or higher level
2. Three (3) years experience in teaching.
3. Experience teaching computer science/or computer operation/or programmer/or systems analyst/ or extensive experience using personal computers.
4. Ability to communicate well and work well with people.

Effective: 07/18/91
Revised: 8/17/06

Job Locator: I-2.2.53

Job Training Teacher

Position Grade: Teacher Salary Schedule

Evaluated by: Administrator of Adult, Community, &
Vocational Education

Job Description:

The Job Training Teacher is responsible to the Administrator of Adult, Community, & Vocational Education for the development, implementation, and monitoring of the Special Needs Job Training program.

Responsibilities and Duties:

1. Provide assistance to the Job Placement Specialist as assigned by the Administrator of Adult, Community, & Vocational Education.
2. Conduct student assessment through detailed questioning of students, while reviewing work evaluation information and school records. These activities should help to ensure a proper job match.
3. Work with Job Placement Specialist for job development employer contacts to assist students as needed.
4. Inform the parents of the need for contact with Social Security Administration. Assist students in obtaining proper I.D. Also, ensure the student has current medical. The job placement and job training specialists should ensure all work prerequisites are in place prior to the students' first day of work.
5. Work with students to ensure job preparedness and personal job training needs.
6. Interact with students' job supervisor and the student for proper training of student along with his/her teacher.
7. Attend IEP and ITP meeting whenever work schedule permits.
8. Provide assistance to the Administrator of Adult, Community, & Vocational Education as needed to upgrade grants (Carl Perkins), make necessary state meetings, and ensure proper training for special needs students in all programs.
9. Complete any other tasks assigned by the Administrator of Adult, Community, & Vocational Education.

Required Qualifications:

1. ~~Bachelor's level Florida Teaching Certificate.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Certification in Vocational Education.
3. Five (5) years experience in Vocational Education.
4. Ability to work with people.

Effective: 8/15/91

Revised: 4/23/92

Revised: 8/17/06

Job Locator: I-2.2.54
Math Coach (Grades K-6)
Position Grade: Teacher Salary Schedule
Evaluated by: School Principal

Job Description:

The math coach is responsible directly to the principal for managing math instruction as specified by the FCAT Sunshine State Standards. The math coach will be a mentor, data manager and staff development facilitator for K-6 standard curriculum and ESE teachers.

Responsibilities and Duties of this Position Include:

1. Assist the classroom teacher in establishing a classroom environment conducive to mastery of grade level math standards.
2. Demonstrate knowledge of assessments, core math curriculum, and supplemental programs including remediation and enrichment.
3. Identify data collection instruments, design new instruments, and/or modify existing instruments to meet program needs.
4. Assist teachers with collection of data for progress monitoring.
5. Oversee progress monitoring by preparing data for analysis, leading the analysis and interpretation process.
6. Model/demonstrate effective math instruction at each grade level.
7. Collaborate with ESE and Title I teachers to implement core math program.
8. Align core curriculum instruction with appropriate curriculum materials, assessments and technology.
9. Assist in identifying professional development needs.
10. Provide coaching and inservice training.
11. Work collaborative with District Curriculum and Title I Specialist.
12. Monitor student progress and collaborate with teachers in providing differentiated instruction.
13. Attend workshops/inservice and other training opportunities.
14. Tutor students on a limited basis.

Required Qualifications:

1. ~~Valid Florida Teaching Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Certified in Elementary Education (1-6 or K-6)

Desired Qualifications:

1. Five years teaching experience.
2. Experience in math instruction in area of remediation and enrichment.
3. Experienced in technology.
4. Experience in data collection

Board Approved: 4/20/06

Revised: 8/17/06

Job Locator: I-2.2.61

Professional Development Program Specialist

Position Grade: Teacher Salary Schedule

Evaluated by: Director of Secondary Education

Job Description:

The Professional Development Program Specialist is directly responsible to the Director of Secondary Education. He/she serves in a staff relationship with other teachers.

Responsibilities and duties of this position include:

1. Provide inservice training, coaching and modeling to teachers in mathematics, science, and/or other academic curriculum and methods.
2. Assist classroom teachers with the selection of appropriate math, science, and/or other academic curriculum materials.
3. Develop workshops and instructional materials for teachers in mathematics, science, and/or other academic areas.
4. Maintain such records and reports as are necessary to the successful execution of the job.
5. Perform such other tasks and assume such other responsibilities as the Director of Secondary Education may assign.

Required Qualifications:

1. ~~Florida Educator's Professional Certificate, Bachelor's or higher degree~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** with a concentration of coursework or degree in the math or science area of elementary education.
2. Three years successful teaching experience in Clay County.
3. Ability to communicate and work well with others.
4. Experience in teaching math, science, or other academic curricula and methods, whichever is applicable to the posted job.

Desired Qualifications:

1. Master's degree in math, science, or other related curriculum areas.
2. Five years successful teaching experience.
3. Demonstrated proficiency in integrating technology into the curriculum.

Effective: 1/17/91

Revised: 11/19/92, 6/15/93, 7/15/93,

9/15/94, 10/19/95, 6/19/97,

9/09/97, 6/20/02, 8/15/02, 8/17/06

Job Locator: I-2.2.69
Mental Health Counselor
Position Grade: Teachers Salary Schedule
Evaluated by: Principal

Job Description:

The Mental Health Counselor serves in a staff relationship with other instructional personnel and is directly responsible to the Principal.

Responsibilities and duties of this position include:

1. Assist with the design, implementation, and follow-up of behavioral management programs for students to remediate behavioral and social problems.
2. Participate in the development of the individual educational programs for students.
3. Participate as a team member in the evaluation of and planning for student progress.
4. Provide individual and group counseling to students on a regular basis to include socialization activities (e.g., reality therapy, play therapy, etc.)
5. Develop and maintain psychosocial and behavioral data on these students.
6. Assist other professionals with student crisis intervention.
7. Plan and confer with classroom teachers concerning any behavioral, social, or personal problems affecting the students.
8. Assist in the development and delivery of inservice activities regarding techniques for remediating behavioral, social or personal problems of students.
9. Assist in the provision of individual parent education and counseling sessions.
10. Assist parents in locating and obtaining appropriate community resources which are available to students and their families.
11. Assist with other duties and responsibilities, as assigned by the principal.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Psychology, School Social Worker, Guidance and Counseling, or Valid Florida Licensure as a Mental Health Counselor, Social Worker, or like professional.
2. At least three (3) years of successful experience providing mental health counseling to Emotionally Handicapped and/or Severely Emotionally Disturbed students.

Desired Qualifications:

1. Graduate work beyond the Master's level.

Effective: 05/21/92
Revised: 11/16/99
Revised: 8/17/06

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

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

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

Desirable Qualifications:

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

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

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

Job Locator: I-2.2.75
ESE Speech/Language Specialist
Position Grade: Teachers Salary Schedule
Evaluated by: Director of ESE

Job Description:

The Exceptional Student Education Speech/Language Specialist is directly responsible to the Director of Exceptional Student Education and serves in a staff relationship with Exceptional Student Education Teachers.

Responsibilities and duties of this position include:

1. Review Specialist's Evaluation reports completed and submitted by speech clinicians and work with clinicians to ensure accuracy and completeness.
2. Plan and coordinate delivery of appropriate county-wide Speech/Language/Hearing Inservice activities.
3. Assist ESE Director in speech/language curricula development and refinement.
4. Serve as liaison with FDLRS.
5. Provide input to ESE Director regarding Comprehensive Planning, District Procedures, and grant applications.
6. Attend Duval and other out-of-county Speech/Language and Hearing Impaired staffings as assigned.
7. Serve as technical assistant to LEA representative at complex Speech/Language and Hearing Impaired staffings and IEP Reviews.
8. Serve as Clinical Fellowship sponsor, if assigned.
9. Assist the Director, as assigned, with other duties as may be required.

Required Qualifications:

1. ~~Hold a valid Rank II Florida Teaching~~ Currently possess, or eligibility to receive a valid Florida Educator's Certificate in Speech Corrections, K-12/ Speech Language Impaired K-12
2. Current member of the American Speech/Language/Hearing Association (ASHA) and hold ASHA Certificate of Clinical Competence in Speech Pathology.

Desired Qualifications:

1. Master's Degree in Speech Pathology.
2. Experience in curricula development, IEP development, diagnostic and prescriptive training.

Approved: 03/25/93

Revised: 07/01/93

Revised: 8/17/06

Job Locator: I-2.2.82
Success for All Facilitator
Position Grade: Teacher Salary Schedule
Evaluated by: Principal

Job Description:

The Success for All Facilitator is directly responsible to the principal with input from the Director of Elementary Education.

Responsibilities and duties of this position include:

1. Monitor Success for All program implementation.
2. Ensure curricular model intent as it relates to all aspects of Success for All.
3. Organize and distribute Success for All materials.
4. Organize eight-week assessments, reading groups, and tutoring assignments.
5. Model curriculum for teachers and tutors.
6. Mentor classroom teachers and tutors in reading curriculum.
7. Co-chair family support teams.
8. Facilitate communication between tutors and reading teachers.
9. Communicate and coordinate program with Johns Hopkins University's facilitators.
10. Inform and publicize the Success for All program to community and school.
11. Conduct regular grade level meetings.
12. Perform such other tasks and assume other responsibilities as the principal and/or Director of Elementary Education may assign.

Required Qualifications:

1. ~~Bachelor level~~ Currently possess, or eligibility to receive a valid Florida Teacher Educator's Certificate.
2. Employed Clay County teacher with three years of successful teaching experience.
3. Strong understanding of the reading process.
4. Background in the fundamentals of cooperative learning.
5. Good organizational and interpretational skills.

Desired Qualifications:

1. ~~Master level~~ Currently possess, or eligibility to receive a valid Florida Teaching Educator's Certificate with an emphasis in reading.
2. Employed Clay County teacher with eight or more years successful teaching experience in the primary and intermediate grades.

Effective: 02/15/96
Revised: 02/19/98
Revised: 8/17/06

Job Locator: I-2.2.84

Instructional Technology/Network Specialist

Position Grade: Teacher Salary Schedule

Evaluated by: Principal

Job Description:

The Instructional Technology/Network Specialist is directly responsible to the Principal. In collaboration with the school media specialist and the school technology committee, he/she is responsible for coordinating, organizing and facilitating the effective utilization of instructional technology within the school. He/she serves in a liaison relationship with district office personnel and technical representatives of vendors.

Responsibilities and duties of this position include:

1. Establish an environment which encourages use of instructional technology throughout the school.
2. Contribute to students' development of skills in the use of instructional technology resources.
3. Assist educators in planning for the use and integration of technology in the instructional program.
4. Assist teachers and staff with the selection and implementation of appropriate technology and software to support instructional objectives identified by state standards.
5. Model effective uses of appropriate instructional technology in the classroom and school media center for teachers and students.
6. Assist teachers and staff with the operation of computers, other hardware, and the network system in classrooms, media center, and office areas.
7. Manage the school-wide computer network system, whether by his/her own expertise or by accessing the appropriate personnel/resources to accomplish this.
8. Assist in the organization of technology resources for easy accessibility by students and educators.
9. Assist in the implementation of standard inventory and maintenance procedures for media/technology resources.
10. Incorporate principles of the district technology plan into the development of the school technology plan.
11. Develop and coordinate on-going implementation of the school technology plan, making modifications as needed.
12. Recommend budget requirements for an effective school media/technology program.
13. Participate in staff development training provided and/or promoted by the district.
14. Design, coordinate, and provide instructional technology inservice opportunities for school-based personnel.
15. Serve as a member of district committees for the development of activities, training materials and programs to disseminate technology information and promote cooperation among schools.
16. Maintain such records and reports as are necessary to the successful execution of the job.
17. Perform other tasks and duties as assigned by the Principal.

Required Qualifications:

1. ~~Certification/eligibility for Florida Educator's Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in Educational Media Specialist, K-12, or certification/eligibility for Florida Educator's Certificate or District issued certificate with appropriate training in technology.
2. Successful experience in the utilization of instructional technology in the classroom.
3. Ability to maintain effective working relationships with co-workers and students.
4. Evidence of professional growth by participation in activities such as inservice training, workshops, meetings, college course work, and professional organizations.

Desired Qualifications:

1. Master's Degree (or higher) in instructional technology or related technology field.
2. Specialized training in instructional technology.
3. Successful classroom teaching experience.
4. Leadership and organizational qualities.

Board Approved: 6/18/96

Revised: 8/20/98

Revised: 4/20/00, 8/17/06

Job Locator: I-2.2.87
Grants Development Specialist
Position Grade: Teacher Salary Schedule
Evaluated by: Assigned Administrator

Job Description:

The Grants Development Specialist is responsible to the Assigned Administrator and serves in a staff relationship with teachers and other specialists.

Responsibilities and duties of this position include:

1. Surveys funding sources and recommends funding opportunities to appropriate schools and departments.
2. Coordinates grant efforts with other departments and with community resources.
3. Provides technical assistance to schools and district staff including grant development workshops assistance with proposal design and budget development and implementation. Assists in actual writing of grants and proposals, as requested by school and/or district staff.
4. Summarizes proposals for School Board approval of grants.
5. Assists with development/submission of grant reports and budget reconciliations.
6. Serves as the Superintendent's liaison to the Clay County Education Foundation.
7. Assists with other projects and responsibilities as assigned.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Skills in oral and written communication.
3. Knowledge of State and district budget development and implementation requirements.

Effective: 07/01/94
Revised: 07/17/97
Revised: 06/30/99 (Effective 07/01/99)
Revised: 8/17/06

Job Locator: I-2.2.88
Instructional Technology Specialist
Position Grade: Teacher Salary Schedule
Evaluated by: Chief Information Officer

Job Description:

The Instructional Technology Specialist is directly responsible to the Chief Information Officer. He/she is directly responsible for all activities related to Instructional Technology in the district.

Responsibilities and Duties of this position:

1. Work with the CIO and other department employees and school system employees to analyze computer hardware and software and networking needs to meet district instructional needs.
2. Coordinate work flow for maintaining and repairing district hardware and software.
3. Assist school and district personnel in the operation and effective utilization of instructional technology.
4. Assist the CIO with designing and implementing the minimum system requirements and standardized system specifications throughout the district.
5. Assist school and district personnel in the selection, organization, and use of appropriate technological software, hardware, and related resources.
6. Coordinate and assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
7. Review, coordinate, and monitor the development and implementation of appropriate curriculum and technology programs with school and district personnel with emphasis on classroom applications (K-12), and technical support.
8. Generate and maintain records and reports necessary to the successful execution of the job; i.e. district technology plan, school technology plans, projects, and inventories.
9. Provide technological support for the instructional program through regularly scheduled meetings with technology advisors, visits to schools, and articulation within the Instructional Division and all other departments.
10. Collaborate and assist in the management of the daily operation of the instructional television and distance learning programs.
11. Coordinate the setup of computer and telecommunications networks district wide, including maintaining related records and information.
12. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. ~~Valid Florida Educator's Certificate, Bachelor's or higher level.~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.**
2. Three (3) years experience in teaching.
3. Experience teaching computer science/or computer operation/or programmer/or system analyst/or extensive experience using personal computer.
4. Ability to communicate well and work well with people.

Effective: 7/19/90
Revised: 7/15/93, 9/15/94, 10/17/96,
2/20/97 (effective 7/1/97)
Revised: 1/19/06, 8/17/06

Job Locator: I-2.2.89
Student Hearing Officer Specialist
Position Grade: Teacher Salary Schedule
Evaluated by: Director of Student Services

Job Description:

This position supports effectively the Director of Student Services in such a way as to supplement and complement the discipline program of the district and supports the initiatives. The Student Hearing Officer Specialist is responsible to the Director of Student Services and serves in a staff relationship with other instructional specialist employees.

Responsibilities and duties of this position include:

1. Assist in the planning, training, implementation, and evaluation of the district's comprehensive program of violence prevention and intervention.
2. Conduct and document disciplinary district-wide reviews in accordance with school board policy.
3. Assist in the development of administrative guidelines and policies related to discipline.
4. Keep well informed about current trends in programs and services for at-risk students.
5. Work with principals to monitor reporting procedures and make recommendations regarding discipline referral forms (local and county office).
6. Assist in the preparation of required reports and maintain all appropriate records related to the discipline and safety of students.
7. Perform other duties and tasks as assigned by the Director of Student Services, Assistant Superintendent for Instruction, and/or the Superintendent.

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Bachelor's-level Florida Educator's Certificate.
2. Five (5) years of successful instruction and/or administrative experience.
3. Working knowledge of District ESE Discipline Procedures.

Desirable Qualifications:

1. Advanced training beyond degree required for certification.
2. Skills in human/public relations.
3. In-depth knowledge of secondary discipline.

Board Approved: 2/18/99 (Effective 7/1/99)
Revised: 8/17/06

Job Locator: I-2.2.98
ESE Program Support Facilitator
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

The teacher is responsible directly to the Principal. He/she provides for the instruction, supervision, and evaluation of assigned students on an as needed basis. He/she supports both general education and ESE teachers. He/she serves in a staff relationship with other teachers and supports and promotes ESE inclusion activities.

Responsibilities and Duties of this Position Include:

1. Provide support for ESE students' achievement in the general class through cooperative consultation and co-teaching. This person should not teach more than two periods of co-teaching and should not be a contact person for more than 25 students nor have a case load greater than 90 students. Consults and assists general education teachers and ESE students as needed. Uses Strategic Instruction Model and other strategies.
2. Provides the level and frequency of support based upon general educators' and students' need for assistance.
3. Arranges for classroom and testing accommodations for students with disabilities, working with the school Guidance Counselor. Can serve as ESE LEA Designee and as a member of individual educational plan (IEP) meetings.
4. Develops and adapts curriculum and testing materials to meet needs of teachers and students.
5. May provide some small group instruction to ESE students in general classes, not on a regular basis.
6. Arranges for a full array of services to students with disabilities, including, but not limited to, coordination with the district specialists with regard to behavior needs.
7. Assists in establishing work placements and Community Based Instruction activities.
8. Provides modifications for special diploma students attending basic classes.

Required Qualifications:

1. ~~Valid Florida Certificate~~ **Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in Exceptional Student Education.
2. Masters or bachelors from an accredited educational institution.

Desired Qualifications:

1. **Certification Currently possess, or eligibility to receive a valid Florida Educator's Certificate.** in basic education and experience with interventions and accommodations.
2. Additional professional preparation beyond undergraduate degree.

Board Approved: 3/17/05
Revised: 8/17/06

Job Locator: I-2.2.99

Secondary Gifted Counselor

Position Grade: Teacher Salary Schedule

Evaluated by: Director of ESE

Job Description:

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

Responsibilities and Duties of this position include:

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

Required Qualifications:

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

Desired Qualifications:

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

Board Approved: 3/17/05

Revised: 8/17/06

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

Abraham, Alexis K	AES	Effective 08/01/06	Gr. 2	Annual
Allen, Steven L	FIH	Effective 08/01/06	Soc. Studies	Annual
Anken, Amy L	OLS	Effective 08/01/06	Gr. 1	Annual
Appling, Leonard T	KHH	Effective 08/01/06	Lang. Arts JH	Annual
Austin, Bradley J	LAJ	Effective 08/01/06	Soc. Studies	Annual
Baden, Melinda S	SPC	Effective 08/01/06	VE	Annual
Barbetti, Lisa A	SS	Effective 08/01/06	Sch. Psy. 10 mos	Annual
Barfield, Dallas M	ROE	Effective 08/01/06	Kindergarten	Annual
Beane, Melinda L	CEB	Effective 08/01/06	Kindergarten	Annual
Bender, Amanda L	OPH	Effective 08/01/06	Math	Annual
Blevins, Patricia K	DIS	Effective 08/01/06	Kindergarten	Annual
Boer, Shana A	TES	Effective 08/01/06	Gr. 4	Annual
Boes, Nathan D	SBJ	Effective 08/01/06	Gr. 4	Annual
Brennan, Sarah E	OLS	Effective 08/01/06	Inclusion	Annual
Broadway, Cheri L	GCSJ	Effective 08/01/06	Science	Annual
Brown, Carrie D	CEB	Effective 08/01/06	Gr. 5	Annual
Brugh, Karen L	CEB	Effective 08/01/06	Gr. 1 50% + 1 day	PSC
Bryan, Leslee D	LAJ	Effective 08/01/06	Life Science	Annual
Budzinski, Ted S	SPC	Effective 08/01/06	Gr. 3	Annual
Burns, Diana L	DIS	Effective 08/01/06	Gr. 4	Annual
Campbell, Dorothy R	SBJ	Effective 08/01/06	Gr. 5	Annual
Capezzer, Rebeca R	DIS	Effective 08/01/06	Gr. 3	Annual
Capriola, Patrick A	WJH	Effective 08/01/06	.6 Soc. Studies/.4 Gifted OF	Annual
Carroll, Elizabeth A	OLS	Effective 08/01/06	Gr. 4	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

Carter, Christopher J	WES	Effective 08/01/06	Art	Annual
Chambers, Bonnie L	KHH	Effective 08/01/06	Int. Reading OF	Annual
Chiorando, Lauren M	OPH	Effective 08/01/06	Inclusion	Annual
Clark, Courtney L	DIS	Effective 08/01/06	Gr. 1	Annual
Coker, Courtney A	FIH	Effective 08/01/06	Music	Annual
Conley, John C	OLS	Effective 08/01/06	Soc. Studies JH	Annual
Corry, Lindsay R	LAE	Effective 08/01/06	Gr. 1	Annual
Crim, Simone	OPJ	Effective 08/01/06	Reading	Annual
Crosby, James M	LAJ	Effective 08/01/06	Math	Annual
Crosby, Teresa D	SPC	Effective 08/01/06	Gr. 4	Annual
Crowley, Michael C	RVH	Effective 08/01/06	Chemistry	Annual
Dale, Kimberly R	SS	Effective 08/02/06	Sch. Psy.	Annual
Dawson, Wanda F	CHS	Effective 08/01/06	Chemistry	Annual
Divell, Angela R	CHE	Effective 08/01/06	Gr. 3	Annual
Dougher, Patrick A	GCSJ	Effective 08/01/06	Math	Annual
Dunn, Kelly J	WEC	Effective 08/01/06	Autistic	Annual
Dutcher, Gerald E	RVH	Effective 08/01/06	PE	Annual
Ellis, Christine C	LSJ	Effective 08/01/06	Science	Annual
Epperson, Sarah M	OPJ	Effective 08/01/06	Math	Annual
Fisher, Patricia L	TBE	Effective 08/01/06	Gr. 4	Annual
Flaitz, Mary B	ESE	Effective 08/01/06	Speech Clinician	Annual
Fontneau, Mary K	MBH	Effective 08/01/06	Inclusion	Annual
Fowler, Jeffrey R	WJH	Effective 08/01/06	Soc. Studies	Annual
Gassett, Sara M	LSE	Effective 08/01/06	VE	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

Gaulding, Jr., Robert C.	FIH	Effective 08/01/06	Reading OF	Annual
Geoppo, Jamie R	MBH	Effective 08/01/06	Soc. Studies	Annual
Gilbert, Erika S	OLS	Effective 08/01/06	Counselor	Annual
Goodman, Barbara J	AES	Effective 08/01/06	Kindergarten	Annual
Gray, Cynthia G	SS	Effective 07/03/06	Sch. Psy. 12 mos	Annual
Guevara, Rosa R	FIH	Effective 08/01/06	Spanish	Annual
Guy, Sarah B	TBE	Effective 08/01/06	Gr. 2	Annual
Gwaltney, Lisa M	LAE	Effective 08/01/06	Art	Annual
Hackbardt, Michael A	KHE	Effective 08/01/06	Gr. 3	Annual
Hanlin, Anita L	DIS	Effective 08/01/06	Gr. 3	Annual
Harris, Karyn L	OPH	Effective 08/01/06	Lang. Arts	Annual
Harrison, Kimberly K	CEB	Effective 08/01/06	Gr. 6	Annual
Hawkins, Linda K	LAJ	Effective 08/01/06	EMH	Annual
Hawkins, Margaret W	WJH	Effective 08/01/06	Math	Annual
Hedberg, Angelina M	LAE	Effective 08/01/06	Gr. 6	Annual
Heidinger, Angie M	OLS	Effective 08/01/06	Gr. 6 Science	Annual
Helock, Dina A	TBE	Effective 08/01/06	Kindergarten	Annual
Heupel, Annie S	OLS	Effective 08/01/06	Int. Math JH OF	Annual
Higgins, Katia M	WEC	Effective 08/01/06	Gr. 2	Annual
Hintz, Christine M	KHH	Effective 08/01/06	Int. Reading OF	Annual
Hogmire, Joshua J	FIH	Effective 08/01/06	Math	Annual
Houde, Michele L	WES	Effective 08/01/06	Gr. 1	Annual
Howard, Kimberly A	CEB	Effective 08/01/06	Gr. 4	Annual
Humpal, Renee	MBH	Effective 08/01/06	Inclusion	Annual
Huxtable-Mount, Grace R	OLS	Effective 08/01/06	Gr. 6	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

Jones, Syble A	OLS	Effective 08/01/06	Business Ed.	Annual
Kale, Megan M	TES	Effective 08/01/06	Counselor	Annual
Kawabe, Katie L	GCSJ	Effective 08/01/06	Soc. Studies	Annual
Kendrick, Julie A	TBE	Effective 08/01/06	VE	Annual
King, Amber D	MBH	Effective 08/01/06	Lang. Arts	Annual
Kinnett, Kathryn L	WEC	Effective 08/01/06	Autistic	Annual
Kirby, Monica O	RVE	Effective 08/01/06	EHSC	Annual
Koehler, Stefanie L	RVH	Effective 08/01/06	Lang. Arts	Annual
Kohnen, Kenneth J	WJH	Effective 08/01/06	Lang. Arts	Annual
Kostenko, Susan K	OPJ	Effective 08/01/06	Counselor	Annual
Krause, Sheree A	WJH	Effective 08/01/06	Inclusion OF	Annual
Kretchmer, Melissa M	MBE	Effective 08/01/06	Gr. 1	Annual
Laster-Smith, Lauren	LAJ	Effective 08/01/06	Inclusion	Annual
Ledbetter, Jane N	OLS	Effective 08/01/06	Inclusion	Annual
Lempicki, Cari L	LAE	Effective 08/01/06	Gr. 6 Science	Annual
Leveton, Alan L	MBH	Effective 08/01/06	Math	Annual
Lott, Jenny G	RVH	Effective 08/01/06	Math	Annual
Low-Tullous, Susan M	RVE	Effective 08/01/06	Kindergarten	Annual
Lum, Carrie R	TBE	Effective 08/01/06	Gr. 2	Annual
MacGregor, Sharon J	TBE	Effective 08/01/06	Gr. 1	Annual
Machtinger, Keith E	OPH	Effective 08/01/06	Soc. Studies	Annual
MacPherson, Samantha R	LAE	Effective 08/01/06	Kindergarten	Annual
Marks, Jonathan L	MBH	Effective 08/01/06	.5 Integrated Science/.5 Life Mang.	Annual
Marquis, Stephen P	RVH	Effective 08/01/06	Math	Annual
McDonald, Kristal L	LSE	Effective 08/01/06	Gr. 1	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

McEachin, Michelle P	WES	Effective 08/01/06	Kindergarten	Annual
McEwen, Tina D	OLS	Effective 08/01/06	Gr. 1	Annual
McIntosh, Leticia C	KHE	Effective 08/01/06	Gr. 1	Annual
McLaughlin, Tracy L	LSJ	Effective 08/01/06	Inclusion. Reading OF	Annual
Mecaj, Ismeralda	CEB	Effective 08/01/06	VE	Annual
Miller, Luke A	OPH	Effective 08/01/06	Math	Annual
Mills, Angie L	LSJ	Effective 08/01/06	Autistic OF	Annual
Milner, William R	OLS	Effective 08/01/06	Inclusion	Annual
Mochowski, Joseph M	RVH	Effective 08/01/06	Reading OF	Annual
Monsorno, Melody A	OLS	Effective 08/01/06	Lang. Arts JH	Annual
Morello, Debbi A	FIH	Effective 08/01/06	Com. Photo Tech.	Annual
Morgan, Melinda S	LAE	Effective 08/01/06	Gr. 4	Annual
Mosteller, Alicia E	ROE	Effective 08/01/06	Gr. 6	Annual
Mothershed, Lucille E	ROE	Effective 08/01/06	Gr. 6	Annual
Mozo, Lisa M	ROE	Effective 08/01/06	VE	Annual
O'Connell, Rhonda F	RVE	Effective 08/01/06	EMH	Annual
Oosterman, April S	PES	Effective 08/01/06	PE	Annual
Orsi, Anne C	LAJ	Effective 08/01/06	PE	Annual
Palmer, Tammie M	OPJ	Effective 08/01/06	Life Science	Annual
Panella, Melinda M	SPC	Effective 08/01/06	Gr. 4	Annual
Parker, Teresa R.	CHS	Effective 08/01/06	Inclusion	Annual
Pasnak, Mary E	DIS	Effective 08/01/06	Gr. 2	Annual
Paternoster, Dawn M	SPC	Effective 08/01/06	Gr. 4	Annual
Peters, Vikki C	PES	Effective 08/01/06	Art	Annual
Pinaula, Rebecca M	CEB	Effective 08/01/06	Gr. 2	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

Poovey, Mary A	OLS	Effective 08/01/06	Kindergarten	Annual
Price, Jason W	OLS	Effective 08/01/06	PE	Annual
Pugh, Nathan W	GCSJ	Effective 08/01/06	Lang. Arts	Annual
Ravenell, Shalonda T	WJH	Effective 08/01/06	Business Ed.	Annual
Ravenscroft, Troy L	LAE	Effective 08/01/06	Gr. 5	Annual
Reed, Christina L	WEC	Effective 08/01/06	Autistic	Annual
Rimmer, Suzanne D	MBE	Effective 08/01/06	Gr. 6	Annual
Ringhiser, Kelly R	TBE	Effective 08/01/06	Gr. 3	Annual
Robertson, Peggy E	CEB	Effective 08/01/06	Gr. 3	Annual
Robinson, Kyia L	TBE	Effective 08/01/06	Gr. 2	Annual
Roos, Robin M	WES	Effective 08/01/06	Gr. 5	Annual
Rouco, Iris	DIS	Effective 08/01/06	Gr. 3	Annual
Ruszkowski, Michael S	KHH	Effective 08/01/06	Int. Reading OF	Annual
Ryan, Tracie R	DIS	Effective 08/01/06	Gr. 5	Annual
Schuler, John R	OPH	Effective 08/01/06	Lang. Arts	Annual
Schwartz, Bonnie E	SBJ	Effective 08/01/06	Gr. 2	Annual
Schweiger, Patricia	DIS	Effective 08/01/06	Kindergarten	Annual
Scott, Cassandra G	SBJ	Effective 08/01/06	Speech Clinician	Annual
Scott, Carolyn L	CEB	Effective 08/01/06	Gr. 6	Annual
Scott, Denise R	SBJ	Effective 08/01/06	Gr. 2	Annual
Shaw, Amy L	WEC	Effective 08/01/06	Kindergarten	Annual
Short, McKinley L	CHE	Effective 08/01/06	Kindergarten	Annual
Smith, Trevelyn A	TBE	Effective 08/01/06	Counselor 10 mo	Annual
Stalnaker, Shannon M	TES	Effective 08/01/06	Gr. 6	Annual
Steeg, Pamela H	OLS	Effective 08/01/06	Science JH	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

A. Appointments

Stokes, Stuart C	OPE	Effective 08/01/06	Gifted OF	Annual
Stone, Elizabeth J	MRE	Effective 08/01/06	Gr. 2	Annual
Suter, Paul H	Art	Effective 08/01/06	Art	Annual
Swann, Benjamin W	OPJ	Effective 08/01/06	.8 Gifted OF/.2 Science	Annual
Syken, Victoria A	CEB	Effective 08/01/06	Music	Annual
Taylor, Lori K	WES	Effective 08/01/06	Gr. 6	Annual
Thomas, Crystal S	TBE	Effective 08/01/06	Gr. 4	Annual
Toucey, Megan K	CEB	Effective 08/01/06	Kindergarten	Annual
Triebold, Lori D.	FIH	Effective 08/01/06	.4 Phys Sci OF/.6 Biology	Annual
Tudeen, Laurie J	WES	Effective 08/01/06	Kindergarten	Annual
Umberger, Beth E	TBE	Effective 08/01/06	Kindergarten	Annual
VanDiver, Harold K	SPC	Effective 08/01/06	Gr. 4	Annual
Vigue, Jessica N	TES	Effective 08/01/06	Gr. 2	Annual
Vincent, Carrie S	GCSJ	Effective 08/01/06	Inclusion	Annual
Walker, Karen S	OPE	Effective 08/01/06	Gr. 3	Annual
Wallace, Lyndee J	MBH	Effective 08/01/06	Life Mang.	Annual
Wearne, Judy G	LSJ	Effective 08/01/06	Counselor	Annual
Wells, Jessica R	CHE	Effective 08/01/06	Counselor 10 mo	Annual
Wells, Valerie D	MRE	Effective 08/01/06	Counselor 10 mo	Annual
Wilson, Robert M	LSJ	Effective 08/01/06	Gifted	Annual
Winter, Timothy D	OPH	Effective 08/01/06	Math	Annual
Wood, Jennifer R	OPJ	Effective 08/01/06	Earth Science	Annual
Woolard, Danielle M	OPH	Effective 08/01/06	Strategic Inter.	Annual
Woy, Juli R	LAE	Effective 08/01/06	Gr. 2	Annual
Zaliwski, Michelle C	WES	Effective 08/01/06	Gr. 6	Annual

III. INSTRUCTIONAL ACTIONS 2006-2007

B. Re-appointments

Austin, Amanda E	Annual	10
Barton, Vava M Guidance OF	PSC	10
Carpenter, Mark L	Continuing	10
Cody, Susan L	PSC	10
Freeze, Ann M	Annual	10
Frisbee, Jennifer H PE OF	Annual	10
Grau, Lori E	Annual	10
Green, Alexander J	PSC	10
Herbrandson, Lori N .4 Gifted OF/.6 World Geog.	Annual	10
McGhghy, Linda F Gr. 6/ESOL/OF	PSC	10
Mitchell, Paige J	Annual	10
Palmatier, Robert J	Annual	10
Palmatier, Sharon B	PSC	10
Ryan, Rachel M Reading OF	Annual	10
Sedam, Amanda K	Annual	10
Smith, Gary W	Annual	12
Stackhouse, Kammie L	PSC	10
Tucker, Kerry K	PSC	10
Valinski, Gloria V Int. Reading OF	Annual	10
Weldon, Amy E	Annual	10
Worth, Sonya E	Annual	10

III. INSTRUCTIONAL ACTIONS 2006-2007

C. Redesignations

Clark, Joy M	WES	Effective 08/01/06	To .6 Gifted/.4 Reading	From.6 Gifted
Ford, Dana R	FIH	Effective 08/01/06	To 1.0 Math	From.8 Math
Forman, Michael A	FIH	Effective 08/01/06	To Astronomy/Physics OF	From Chemistry
Gartin, Gail W	CHS	Effective 08/01/06	To .8 Biology	From.6 Biology
Rutledge, Charles H	CHS	Effective 08/01/06	To .6 Law Studies	From.4 Law Studies
Wehrmeyer, Sandra K	GPE	Effective 08/01/06	To .6 Title I/.2 Reading	From.6 Title I/.1 Reading

III. INSTRUCTIONAL ACTIONS 2006-2007

D. Transfers

Bullock, Chrystopher	Effective 08/01/06	To FIH	Network Spec.	From GCSJ	PLATO Lab Mang/Math
Burcham, Linda	Effective 08/01/06	To GPE	Gr. 5	From DIS	Gr. 6
Chaff, Wendy	Effective 08/01/06	To LAE	Gr. 5	From MBE	Gr. 5
Ferraro, Jolie	Effective 08/01/06	To KHE	PMH/TMH ESOL OF	From LAJ	TMH
Fowler, Linda	Effective 08/01/06	To OLS	Earth Science	From OPJ	Earth Science
Freeze, Ann M	Effective 08/01/06	To ROE	Kindergarten	From MBE	Leave
Freeze, Ann M	Effective 08/01/06	To ROE	Kindergarten	From MBE	Kindergarten
Frisbee, Jennifer	Effective 08/01/06	To ROE	.6 PE OF	From LAE	Gr. 1
Gentry, Angela M	Effective 08/01/06	To OLS	.5 Gr. 2/3	From KHE	Gr. 6
Hartman, Ronald L	Effective 08/01/06	To KHH	Inclusion OF	From FIH	Business
Heaps, Susan	Effective 07/17/06	To ESE	Speech/Lang Spec. 11 mos	From ESE	Speech Clinician
Henning, JoAnn	Effective 08/01/06	To FIH	Reading	From ROE	Gr. 4
Lee, Connie	Effective 08/01/06	To WES	Title I	From SPC	Gr. 4
Lee, Connie	Effective 08/01/06	To WES/Elem Ed	Title I	From SPC	Gr. 4
Mansfield, Lisa F	Effective 08/01/06	To ROE	Gr. 3	From WES	Gr. 3

III. INSTRUCTIONAL ACTIONS 2006-2007

D. Transfers

Marks, Kimberly	Effective 08/01/06	To SBJ/Elem Ed	Title I	From SBJ	Gr. 5
Megill, Aimee	Effective 08/01/06	To GPE	Gr. 1	From ROE	Gr. 3
Mitchell, J Paige	Effective 08/01/06	To OLS	Gr. 6	From AES	Kindergarten
Muntain, Terry	Effective 08/01/06	To ESE	EHSC	From OPH	Inclusion
Pena, Ileana	Effective 08/01/06	To RVH	Spanish	From OPH	Spanish
Puskar, Tonya	Effective 08/01/06	To OLS	Gr. 2	From DIS	Gr. 2
Rabidoux, Diana L	Effective 08/01/06	To WES	.5 BMT	From LAJ	Math
Smith, Gary W.	Effective 07/03/06	To ACE	Testing Spec.	From ACE	Guidance OF
Steele, Phyllis L	Effective 08/01/06	To WES	Reading Coach	From WES/ Elem Ed	Title I
Tillo, William	Effective 08/01/06	To OLS	Math JH	From OPJ	Math JH
Todd, Bobbie	Effective 08/01/06	To PES	Gr. 6	From LAE	Gr. 4
Wilson, Laura A	Effective 08/01/06	To WJH	EHSC/ESOL OF	From LSE	EHSC Position deleted
Worley, Robert T	Effective 08/01/06	To OPJ	PE	From LAJ	Soc. Studies

III. INSTRUCTIONAL ACTIONS 2005-2006

E. Resignations/Retirements/Terminations

Adolf, Scott E	OPJ	Effective 05/26/06	Conclude Employment	PE
Anderson, Danielle	MBH	Effective 05/26/06	Resignation	Life Mang./Health
Bartlett, Elaine B	GCSJ	Effective 05/26/06	Resignation	Science
Blake, Victoria	SBJ	Effective 05/26/06	Resignation	Speech Clinician
Boley, Deborah	SBJ	Effective 05/26/06	Resignation	VE
Bouaziz, Jennifer L	PES	Effective 05/26/06	Resignation	PE
Boyd, Lori	LAE	Effective 05/26/06	Resignation	Gr. 6 Science
Britt, Yolonda	CEB	Effective 05/26/06	Resignation	VE
Cloutier, Joseph	CEB	Effective 05/26/06	Resignation	Gr. 6
Critzer, Shannan	TBE	Effective 05/26/06	Resignation	Gr. 2
Cutler, Lisa	TES	Effective 05/26/06	Resignation	Gr. 3
deBodisco, Nina	PES	Effective 05/26/06	Resignation	Gifted
Deniakos, Lauri	RVH	Effective 05/26/06	Resignation	Spanish
Duris, Jr, Frank P	OPJ	Effective 05/26/06	Conclude Employment	Earth Science
Edwards, Kelly	DIS	Effective 05/26/06	Resignation	Gr. 5
Elmore, Virginia K	CHS	Effective 05/26/06	Resignation	Music
Emmans, Ruth	GPE	Effective 05/26/06	Resignation	ESOL
Eschbach, Monica M	LAJ	Effective 05/26/06	Resignation	EMH
Faircloth, Sheena	CHE	Effective 05/26/06	Resignation	Kindergarten
Feazel, Marie E	LAJ	Effective 05/26/06	Resignation	Soc. Studies
Guesman, Mary R	WES	Effective 05/26/06	Resignation	Gr. 6
Hall, Karen A	TES	Effective 05/26/06	Conclude Employment	Autistic
Hannigan, Laura	WES	Effective 05/26/06	Resignation	Gr. 5
Henderson, Geralynn	SBJ	Effective 05/26/06	Resignation	Title I
Hintz, Suzanna M	RVH	Effective 05/26/06	Resignation	Math

III. INSTRUCTIONAL ACTIONS 2005-2006

E. Resignations/Retirements/Terminations

Hoffman, Kathleen	MRE	Effective 05/26/06	Resignation	Pre K VE
Howard, Bruce M	OPH	Effective 05/26/06	Resignation	English
Keller, Kristina	TES	Effective 05/26/06	Resignation	Gr. 6
Lane, Michelle R	WES	Effective 05/26/06	Conclude Employment	Leave
Lanham, Holly	GPE	Effective 05/26/06	Resignation	Gr. 1
Leavell, Amanda L	OPJ	Effective 05/26/06	Conclude Employment	Int. Reading OF
Lehman, Theresa L	KHE	Effective 05/26/06	Conclude Employment	Leave
Manson, Tracee	LSJ	Effective 05/26/06	Resignation	Counselor
McNair, Melanie	FIE	Effective 05/26/06	Resignation	Gr. 3
Messer, Kelly	FIH	Effective 05/26/06	Resignation	Art
Metcalf, Heather	OPH	Effective 05/26/06	Resignation	Math
Miltiades, Elizabeth	OPH	Effective 05/26/06	Resignation	Math
Nicholas, Brian	FIH	Effective 05/26/06	Resignation	Science
Trude, Margaret	PES	Effective 05/26/06	Resignation	Gr. 6
Tucker, Charles C	WJH	Effective 05/26/06	Resignation	DOP Lang. Arts
Weinhardt, Joanne	KHE	Effective 05/26/06	Resignation	TMH/PMH
Yarberry, Windolyn	MBH	Effective 05/26/06	Resignation	English

III. INSTRUCTIONAL ACTIONS 2006-2007

F. Resignations/Retirements/Terminations

Carmody, Denice	OLS	Effective 08/01/06	Conclude Employment	Gr. 4
Miller, Mark	OPH	Effective 08/02/06	Resignation	Auto Mech
Padgett, Toni E	FIH	Effective 08/01/06	Resignation (.2 ONLY)	.2 Early Childhood Ed.
Porter, Douglas	FIH	Effective 08/01/06	Resignation	Math
Webb, Rhonda	RVH	Effective 08/03/06	Conclude Employment	Leave

III. INSTRUCTIONAL ACTIONS 2006-2007

G. SUPPLEMENTS

Appointments

*PENDING SUCCESSFUL COMPLETION OF CARE AND PREVENTION OF ATHLETIC INJURY

Andrews, Abbie	CHE	Effective 08/01/06	Dept. Head Gr. 1
Brazelle, Rilla	MBE	Effective 08/01/06	Dept. Head Gr. 5
Dicks, Terri A	LAE	Effective 08/01/06	.5 Dept. Head Gr. 6
Ellis, Betsy	CHE	Effective 08/01/06	Science Fair Coord.
Groover, Suzanne	CHE	Effective 08/01/06	Dept. Head Gr. 5
Hartman, Diana	CHE	Effective 08/01/06	Dept. Head ESE
Hopkins, Mary	CHE	Effective 08/01/06	Dept. Head Gr. 6 Safety Patrol
Jerris, Jered	CHE	Effective 08/01/06	.5 Dept. Head Gr. 3
Lucius, Christine	CHE	Effective 08/01/06	Ed. Tech Advisor
McClain, Adam	LSE	Effective 08/01/06	.2 Elem. Per/Prod
Pope, Lori	CHE	Effective 08/01/06	.5 Dept. Head Gr. 3
Siegmund, Meredith	CHE	Effective 08/01/06	Dept. Head Gr. 4
Stevens, Evelyn K	CHE	Effective 08/01/06	Dept. Head Gr. 2
Walker, Kimberly	LAE	Effective 08/01/06	.5 Dept. Head Gr. 6
Wellhausen, Eileen	CHE	Effective 08/01/06	Dept. Head Kindergarten

Resignations

Chaff, Shannon	MBE	Effective 08/01/06	Dept. Head Gr. 5
----------------	-----	--------------------	------------------

III. INSTRUCTIONAL ACTIONS 2006-2007

H. NBPTS Excellent Teacher Program Mentors

Cornett, Teresa	FIH
Hallstrom, Janet	FIH
Mullin, Mary D	FIE
Myrick, Tiffany	LAE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2006-2007

A. ADULT EDUCATION

Appointments

Mixon, Janey Effective 07/01/06-06/30/07 Substitute/Hourly as needed

Shannon, Steven Effective 07/01/06-06/30/07 English/Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2006-2007

B. MISCELLANEOUS AFTER HOURS

Appointments

Kemp, Jacqueline	ESE	Effective 08/07/06 Homebound Hourly as needed
------------------	-----	--------------------------------------------------

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2006-2007

A.. SUBSTITUTE TEACHER APPROVAL

Appointments

Adkinson, Wendi	Effective 08/01/06	Regular
Baker, Katherine	Effective 08/01/06	Emergency
Blumenberg, Danielle	Effective 08/01/06	Regular
Brandon, Tammy	Effective 08/01/06	Regular
Chaney, Angela	Effective 08/01/06	Emergency
Connelly, Latonya	Effective 08/01/06	Emergency
Conomea, Brandy	Effective 08/01/06	Regular
Craig, Michael	Effective 08/01/06	Regular
Crews, Laurienne	Effective 08/01/06	Regular
Davis, Linda	Effective 08/01/06	Regular
Draper, Patricia	Effective 08/01/06	Emergency
Fitts, Paula	Effective 08/01/06	Emergency
Forster, Cheryl	Effective 08/01/06	Emergency
Hall, Debra S.	Effective 08/01/06	Regular
Henderson, Carol	Effective 08/01/06	Regular
Hernandez, Donna	Effective 08/01/06	Emergency
Irigoyen-Meyers, Lilia	Effective 08/01/06	Regular
Jenkins, Rosalynn	Effective 08/01/06	Regular
Jorgensen, Patricia	Effective 08/01/06	Emergency
Klusman, Julia	Effective 08/01/06	Regular
Lewis, Diane P.	Effective 08/01/06	Regular
Miller, Gregory	Effective 08/01/06	Regular
Mills, Barbara	Effective 08/01/06	Emergency

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2006-2007

A.. SUBSTITUTE TEACHER APPROVAL

Appointments

Nelsen, Cynthia	Effective 08/01/06	Regular
Rollins, Sarah	Effective 08/01/06	Regular
Rymer, Cynthia	Effective 08/01/06	Emergency
Smart, Blanca	Effective 08/01/06	Regular
Smith, Michelle	Effective 08/01/06	Regular
Sorel, Jonathon	Effective 08/01/06	Regular
Turner, Yvonda	Effective 08/01/06	Emergency
Waldrop, Diana	Effective 08/01/06	Emergency
Watters, Brendan	Effective 08/01/06	Regular
Wellons-Zahir, Tracie	Effective 08/01/06	Regular
Williams, Glenn	Effective 08/01/06	Regular
Worsham, Diane	Effective 08/01/06	Regular

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2006-2007

B. SUBSTITUTE LONG TERM TEACHER APPROVAL

Appointments

Culver, Ella	Effective 08/03/06
Dycus-Milano, Robin	Effective 08/01/06
Haiduk, Barbara	Effective 08/01/06
Irigoyen-Meyers, Lilia	Effective 08/01/06
Ivie, III, Alfred J.	Effective 08/01/06
Kelch, Kathleen V.	Effective 08/01/06
Powers, Erin	Effective 08/07/06
Smith, Jennifer	Effective 08/02/06
Utech, Barbara	Effective 08/02/06

VI. SUPPORT 2006-2007

A. APPOINTMENTS

Carr, Sharron Title I Asst.	CHE	Effective 8/3/06 Annual Contract
Davis, John ESE Asst. - Autistic/PK	WEC	Effective 8/3/06 Annual Contract
Dreher, Linda Cafe. Asst. - 4.0 hrs.	KHH	Effective 8/4/06 Annual Contract
Dye, Robin .8 LPN	KHE	Effective 8/1/06 Annual Contract
Edwards, Bridget .6 ISS Asst.	SBJ	Effective 8/7/06 Annual Contract
Farfan, Hector Custodian	OLS	Effective 7/3/06 Annual Contract
Gifford, Amber .8 ESE Asst. - PK/VE	WES	Effective 8/3/06 Annual Contract
Green, Andrew Custodian	RHS	Effective 7/10/06 Annual Contract
Green, Candice ESE Secty., 10 mo.	LES	Effective 8/1/06 Annual Contract
Grimm, Birgitta .5 ESE Asst. - VE	DIS	Effective 8/3/06 Annual Contract
Intriago, Rosario Custodian	OLS	Effective 7/3/06 Annual Contract
Intriago, Sophia Custodian	OLS	Effective 7/3/06 Annual Contract
Johnson, Juanita .6 ESE Asst. - VE	OLS	Effective 8/3/06 Annual Contract
Lapointe, Denice ESE Asst. - Autistic	RHS	Effective 8/3/06 Annual Contract
Litzenberg, LLOYD Custodian	LJH	Effective 6/26/06 Annual Contract

VI. SUPPORT 2006-2007

A. APPOINTMENTS

Mansfield, Kimberly Cafe. Asst. - 6.5 hrs.	FIE	Effective 8/4/06 Annual Contract
Martinez, Patricia Cafe. Asst. - 3.25 hrs.	LJH	Effective 8/4/06 Annual Contract
Rang, Barbara Cafe. Asst. - 3.5 hrs.	OPE	Effective 8/4/06 Annual Contract
Ranhorn, Sandra Custodian	OLS	Effective 7/3/06 Annual Contract
Reed, Sandra Custodian	RVE	Effective 7/12/06 Annual Contract
Regel, Christopher ESE Asst. - Ind.	TES	Effective 8/3/06 Annual Contract
Sellers, James Custodian	FIH	Effective 7/3/06 Annual Contract
Spera, Diane .8 Classroom Asst.	WES	Effective 8/3/06 Annual Contract
Stroud, Ella LPN	OPJH	Effective 8/1/06 Annual Contract
Templer, Donna Student Svcs. Asst.	SVCS	Effective 8/1/06 Annual Contract
Touchton, Victoria ESE Asst. - PK/VE	KHE	Effective 8/3/06 Annual Contract
Wimer, Kimberly .5 Technology Suppt. Asst.	CEB	Effective 7/24/06 Annual Contract
Wimer, Kimberly .5 Technology Suppt. Asst.	TBE	Effective 7/24/06 Annual Contract

V. SUPPORT 2006-2007

B. REAPPOINTMENTS

<u>NAME</u>	<u>CONTRACT TYPE</u>	<u>MONTHS</u>
0021 GREEN COVE SPRINGS JUNIOR HIGH VARKOLY, JEANETTE ESE ASST - EHSC	ANNUAL	9
0071 CHARLES E. BENNETT ELEMENTARY JONES, DEBRA SUE TITLE I ASST	MULTI-YEAR CONDITIONAL 80%	9
WALL, SUSAN E TITLE I ASST	MULTI-YEAR CONDITIONAL 80%	9
0111 BANNERMAN LEARNING CENTER GRAVATT, ALLISON B ESE ASST - IND	ANNUAL	9
0201 ORANGE PARK ELEMENTARY FIELDS, CHRISTY BAZEMORE LPN	MULTI-YEAR CONDITIONAL	10
O'CONNELL, ELLEN W CLASSROOM ASST	ANNUAL 80%	9
0241 W.E. CHERRY ELEMENTARY MCKENZIE, PRUDENCE ANGELLA ESE ASST - PK	ANNUAL	9
0261 DOCTORS INLET ELEMENTARY LARUE, JUDY L REGISTERED NURSE	MULTI-YEAR CONDITIONAL	10
0401 RIDGEVIEW ELEMENTARY ROGERS, TERRY D ESE ASST - EMH	MULTI-YEAR CONDITIONAL	9
SMITH, SUZANNE KATHLEEN REGISTERED NURSE	MULTI-YEAR CONDITIONAL 80%	9
0471 PATERSON ELEMENTARY TURNER, YVONDA J ESE ASST - LI	ANNUAL 80%	9
0481 LAKE ASBURY JUNIOR HIGH FORBES, MARK SOMMER ESE ASST - IND	MULTI-YEAR CONDITIONAL	9
FREI, AUREN J CUSTODIAN	ANNUAL	12
0491 WILKINSON ELEMENTARY WAGES, CAROLINE ROSE CLASSROOM ASST	ANNUAL 80%	9

V. SUPPORT 2006-2007

B. REAPPOINTMENTS

<u>NAME</u>	<u>CONTRACT TYPE</u>	<u>MONTHS</u>
0541 RIDEOUT ELEMENTARY GRIMSLEY, MELISSA K CAFE ASST 3 HRS	ANNUAL	9
9010 TRANSPORTATION ARTHUR, BETTY JO ESE ASST/BUS MONITOR	MULTI-YEAR CONDITIONAL	9
AYERS, JOYCE ELIZABETH ESE ASST/BUS MONITOR	MULTI-YEAR CONDITIONAL	9
BLAND, LOLA REA ESE ASST/BUS MONITOR	MULTI-YEAR CONDITIONAL	9
MILLER, TERRANCE J ROUTING DISPATCHER	MULTI-YEAR CONDITIONAL	12
SKAGGS, BEVERLY DIANNE ESE ASST/BUS MONITOR	MULTI-YEAR CONDITIONAL	9
SNIPES, CAROLYN SUE ESE ASST/BUS MONITOR	MULTI-YEAR CONDITIONAL	9

VI. SUPPORT 2006-2007

C. REDESIGNATIONS

Griffin, Elizabeth J. Bus Driver	TRANS	Effective 8/7/06 redesignate from Bus Driver (effective 06/07 start date in error on 6/20/06 Board Agenda)
Heath, Rhonda M. ESE Asst. - VE	LAE	Effective 8/7/06 redesignate from .8 Classroom Asst./ .2 ESE Asst. - PK/VE effective 06/07 start date in error on 6/20/06 Board Agenda)
Schofield, Billy Technical Specialist	ELEM ED	Effective 7/3/06 redesignate from Computer Services Tech (cost center in error on 6/20/06 Board Agenda)
Spivey, Lisa .8 ESE Asst. - PI	RHS	Effective 8/3/06 redesignate from ESE Asst. - PI (allocation decrease on 6/20/06 board)
Torres, Eduardo Custodian	ACE	Effective 7/3/06 redesignate from Custodian (allocation moved to OPH)

VI. SUPPORT 2006-2007

D. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Castelli, Gwendolyn Student Rec. Secty., 12 mo.	GCSJH	Effective 8/1/06 retirement
Pryor, Sylvia LPN	CW	Effective 8/31/06 retirement (from leave)
Trexler, Rebecca Press Operator Sr.	INSTR SUPPT SVCS	Effective 7/20/06 resignation

VI. SUPPORT 2006-2007

E. TRANSFERS

Anderson, Joyce ESE Asst. - Ind.	RVE	Effective 8/3/06 transfer from ESE Asst. - EHSC/SED/Alt. (RVE)
Barker, K. Shirlene Admin. Secty.	ACE	Effective 7/3/06 transfer from Principal's Secty. (PES)
Booth, Lori .5 Technology Suppt. Asst.	MRE	Effective 7/17/06 transfer from ESE Asst. - Ind. (KHE)
Booth, Lori .5 Technology Suppt. Asst.	KHE	Effective 7/17/06 transfer from ESE Asst. - Ind. (KHE)
Brazelle, Annette Custodian	OLS	Effective 7/3/06 transfer from Cafe. Asst. - 4.5 hrs. (CHS)
Chesser, Donna Admin. Secty.	IS	Effective 7/17/06 transfer from Admin. Suppt. Asst. (PES)
Chismark, April Cafe. Asst. - 6.5 hrs.	LAE	Effective 8/4/06 transfer from Cafe. Asst. - 3.5 hrs. (WES)
Clevinger, Tammy Custodian	CEB	Effective 7/3/06 transfer from Custodian (ROE)
Dieter, Lawrence Custodian	KHH	Effective 7/12/06 transfer from Custodian (CHS)
DiFolco, Sara Accting. Suppt. Asst.	IS	Effective 7/17/06 transfer from Personnel Asst. (HRD)
Donaghy, Leanne .6 ISS Asst.	TES	Effective 8/7/06 transfer from ESE Asst. - PK/VE (TES)
Finney, Katherine Student Rec. Secty., 11 mo.	DIS	Effective 7/17/06 transfer from Admin. Secty., 12 mo. (IS)
Forbes, Mark ESE Asst. - Ind.	LAJH	Effective 8/3/06 transfer from Bus Driver (Transportation)
Fortner, Kristie ESE Asst. - EHSC/SED/Alt.	RVE	Effective 8/3/06 transfer from ESE Asst. - EHSC (LJH)
Francisco, Michael Electronics Tech	MAINT	Effective 7/3/06 transfer from Electronics Tech Asst. (MAINT)

VI. SUPPORT 2006-2007

E. TRANSFERS

Funk, Naomi .6 ISS Asst.	LAE	Effective 8/7/06 transfer from .6 ISS Asst. (TES)
Hawkins, Brenda Cafe. Asst. - 6.5 hrs.	SBJ	Effective 8/4/06 transfer from Cafe. Asst. - 6.5 hrs. (PES)
Hughes, Janet Child Care Asst. - 10 mo.	CHS	Effective 8/1/06 transfer from ESE Asst. - PK/VE (CEB)
Johnson, Tricia ESE Asst. - Ind.	AES	Effective 8/3/06 transfer from Child Care Asst. (FIH)
Johnson, Sarah ISS Asst.	MHS	Effective 8/3/06 transfer from .6 Classroom Asst. (FIE)
Knap, Margaret ESE Asst. - PK/VE	TES	Effective 8/3/06 transfer from .8 Classroom Asst. (TES)
Langston, Terri School Secty., 10 mo.	OLS	Effective 8/1/06 transfer from .6 ISS Asst. (AES)
Lansford, Joy Cafe. Asst. - 4.75 hrs.	AES	Effective 8/4/06 transfer from Cafe. Asst. - 6.0 hrs. (AES)
Lawson, Darrell A. Technical Specialist	IS	Effective 7/3/06 transfer from Computer Services Tech (IS)
Lockwood, Evelyn ESE Asst. - Ind.	SPC	Effective 8/3/06 transfer from ESE Asst. - EHSC/SED (RVE)
Lovett, Frances Cafe. Asst. - 6.5 hrs.	SBJ	Effective 8/4/06 transfer from Cafe. Asst. - 4.5 hrs. (PES)
McCann, Holly .8 Classroom Asst.	LES	Effective 8/3/06 transfer from .8 Classroom Asst. (DIS)
Nelsen, Cynthia .6 ISS Asst.	AES	Effective 8/7/06 transfer from .8 Classroom Asst. (OLS)
Palmer, Cynthia ESE Asst. - Ind.	RHS	Effective 8/3/06 transfer from ESE Asst. - EHSC (LJH)
Rogers, Shelley Student Rec. Secty., 12 mo.	GCSJH	Effective 8/2/06 transfer from ESE Secty., 10 mo. (GCSJH)

VI. SUPPORT 2006-2007

E. TRANSFERS

Salvino, Lisa ESE Asst. - Ind.	FIH	Effective 8/3/06 transfer from ESE Asst. - EHSC (FIH)
Santiago-Scaffer, Sandra ESE Asst. - EHSC/SED	SPC	Effective 8/3/06 transfer from ESE Asst. - Ind. (SPC)
Scarborough, Larry ESE Asst. - EHSC/SED	SPC	Effective 8/3/06 transfer from ESE Asst. - EHSC/SED (RVE)
Smith, Suzanne RN	TBE	Effective 8/1/06 transfer from .8 RN (RVE)
Smitley, Valinda ESE Asst. - EHSC	OPJH	Effective 8/3/06 transfer from Custodian (BLC)
Sparks, Janet LPN	MBE	Effective 8/1/06 transfer from LPN (CEB)
Sprouse, William Custodian	KHE	Effective 7/3/06 transfer from Custodian (KHH)
Vonk, Romona ESE Asst. - EHSC	RVE	Effective 8/3/06 transfer from ESE Asst. - TMH/PMH (RVE)
Williams, Delphine ESE Asst. - PK/VE	CEB	Effective 8/3/06 transfer from ESE Asst. - EHSC/SED (LES)
Williard, Catherine Principal's Secty.	PES	Effective 7/10/06 transfer from Accting. Suppt. Asst. (IS)
Young, Laura School Secty., 10 mo.	LAJH	Effective 8/1/06 transfer from ISS Asst. (WJH)

VI. SUPPORT 2005-2006

F. REDESIGNATIONS

Torress, Sandra
resignation

FIE Effective 5/26/06 redesignate from Cafe Asst. -
3.75 hrs. (Cafe. Asst. - 4.0 hrs. in error on
6/20/06 Board Agenda)

VI. SUPPORT 2005-2006

G. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Beach, Pamela LPN	OPE	Effective 5/26/06 resignation
Cedeno, Lidia .6 ISS Asst.	KHE	Effective 5/24/06 resignation
Green, Joanne ESE Interpreter II	KHH	Effective 5/25/06 resignation
Gross, Melissa Child Care Asst., 10 mo.	RHS	Effective 5/26/06 resignation
LaRocca, Maria LPN	SPC	Effective 5/26/06 resignation
O'Connell, Rhonda ESE Asst. - TMH	OPJH	Effective 5/25/06 resignation
Ratcliff, Pamela Custodian	MHS	Effective 4/12/06 (from leave) resignation
Shelley, Betty Jo RN	TBE	Effective 5/26/06 retirement
Smith, Angel ESE Asst. - H.I.	WES	Effective 5/25/06 resignation
Travis, Susan .8 Classroom Asst. - ESOL	GPE	Effective 5/25/06 resignation

VI. SUPPORT 2005-2006

H. TRANSFERS

Sprouse, William
Custodian

KHE

Effective 6/21/06 transfer from Custodian
(KHH)

VII . DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

Acknowledge receipt of DROP enrollment applications and future resignation dates of the following employees:

Alvarez, Gregory Teacher	WJH	DROP enrollment effective 7/1/02 (Bradford Cty) Effective 8/1/06 Clay Cty. Future Resignation 6/30/07
Goodman, Barbara Teacher	AES	DROP enrollment effective 1/1/05 (Duval Cty.) Effective 8/1/06 Clay Cty. Future Resignation 12/31/09
McGee, Johnny Teacher	CHS	DROP enrollment effective 7/1/06 Future Resignation 6/30/11
Moudy, Jillene Teacher	LES	DROP enrollment effective 9/1/06 Future Resignation 8/31/11
Ruszkowski, Michael Teacher	KHH	DROP enrollment effective 7/1/03 (Putnam Cty.) Effective 8/1/06 Clay Cty. Future Resignation 6/30/08
Veres, Robert Director of Transportation	TRANS	DROP enrollment effective 7/1/06 Future Resignation 6/30/11