DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
October 1, 2026
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
CRUZALEGUI VASQUEZ, ROSMERY JOSEFINA FIE MGR SELF CONTAINED I CAFETERI	Fleming Island Elementary	Effective 2026-09-21 CAFETERI / Annual
GREEN, BRIAN A LAE ASST PRINCIPAL EL 11 MOS 11 MONTH	Lake Asbury Elementary	Effective 2026-09-11 11 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract

I. Administrative Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignments

I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
MORRIS, TRINITY C OLJ MGR SELF CONTAINED I CAFETERI	Oakleaf Junior High School	Effective 2026-08-27 /transfer from / FNS MANAGER FOOD SERVICES INTE

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
CRUZALEGUI VASQUEZ, ROSMERY JOSEFINA FIE CAFE ASSISTANT 6 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-09-18 RESIGNATION
MOREE, MELISSA CAROLE VAUGHN COOR MENTAL HEALTH - COOR I 12 MONTH	Exceptional Student Education	Effective 2026-09-25 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	
	ROCKWELL, JESSICA L WJH TT1 SUP ED SUPPLEME	Wilkinson Jr High	Appointment

II. Professional Managerial Actions

A. APPOINTMENT

	Name/Assignment	Site	

II. Professional Managerial Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	

II. Professional Managerial Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

II. Professional Managerial Actions

D. TRANSFER

	Name/Assignment	Site	

II. Professional Managerial Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	

II. Professional Managerial Actions

F. SUPPLEMENT

	Name/Assignment	Site	

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	ANDERSON, LAURA JEAN OLJ TEACHER, BUSINESS ED 10 MONTH	Oakleaf Junior High School	Effective 2026-09-02 10 MONTH / Instructional Probationary Annual
	ANDERSON, LENOIR DANA CHS TEACHER, VE/INCLUSION 10 MONTH	Clay High	Effective 2026-09-14 10 MONTH / Instructional Probationary Annual
	BERREY, STEVEN BRETT OHS TEACHER, TECHNOLOGY ED 10 MONTH	Oakleaf High School	Effective 2026-09-10 10 MONTH / Instructional Probationary Annual
	BOYER, ERIN ELIZABETH POE MEDIA SPECIALIST, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-24 10 MONTH / Annual
	BROWN, ANSONIA TELEDO LEVEITTE STS SCHOOL SOCIAL WORKER 10 MONTH	Exceptional Student Education	Effective 2026-08-31 10 MONTH / Instructional Probationary Annual
0.5	CHAMBERS, CARYN F POE TEACHER, PRE-K 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-14 10 MONTH / Instructional Probationary Annual
0.5	CHAMBERS, CARYN F POE TEACHER, PRE-KDG ESE 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-14 10 MONTH / Instructional Probationary Annual
	COOPER, JOHN D POE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-10 10 MONTH / Instructional Probationary Annual
0.4	FRISBEE, JENNIFER HOFFMANN ESE TEACHER, SPEECH CLINICIAN SPECIAL	Discovery Oaks Elementary	Effective 2026-09-02 SPECIAL / Instructional Probationary Annual
	GAINEY, LOREAL PARIS OHS TEACHER, VE/INCLUSION 10 MONTH	Oakleaf High School	Effective 2026-09-24 10 MONTH / Instructional Probationary Annual
	GIBSON, NICKOLAS COURTNEY MHS TEACHER, SUPP FACIL 10 MONTH	Middleburg High	Effective 2026-09-22 10 MONTH / Instructional Probationary Annual
	GRAVES, ASHLEY M SPS VE SELF-CONTAINED-ASD 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-09-24 10 MONTH / Instructional Probationary Annual
	GRIGGS, INYAM OWETE LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	Effective 2026-08-27 10 MONTH / Instructional Probationary Annual
0.2	HAMILTON, ARON STEPHENS FIH TEACHER, DROPOUT PREV SH 10 MONTH	Fleming Island High School	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
0.8	HAMILTON, ARON STEPHENS FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
	KOHNE, JORDAN RAJAT MBE TEACHER, PHYSICAL ED EL 10 MONTH	Middleburg Elementary	Effective 2026-08-31 10 MONTH / Instructional Probationary Annual
0.5	LEWIS III, MELVIN L DOE TEACHER, GIFTED 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-02 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
0.5	LEWIS III, MELVIN L POE TEACHER, GIFTED 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-02 10 MONTH / Instructional Probationary Annual
	MABREY, JACQUELYN MOORE OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
	MENDEZ, RAYCHELL JEAN LAJ TEACHER, CTE ORIENTATION 10 MONTH	Lake Asbury Junior High School	Effective 2026-09-17 10 MONTH / Instructional Probationary Annual
	MILLER, EMILY MICHELE CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2026-09-09 10 MONTH / Instructional Probationary Annual
	MILLNER, DESTINY MARIA MRE TEACHER, SC, THIRD GR 10 MONTH	Mcrae Elementary	Effective 2026-08-27 10 MONTH / Instructional Probationary Annual
	MOULIN, JESSI LOUISE LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2026-09-14 10 MONTH / Instructional Probationary Annual
	STRICKLAND, MILLISABEL GWINETH POE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-18 10 MONTH / Instructional Probationary Annual
	TALLEY, KEYANNA CHARISE DOE TEACHER, VE/INCLUSION 10 MONTH	Discovery Oaks Elementary	Effective 2026-09-10 10 MONTH / Annual
	WANAMAKER, KATHRYN ELISE STS SCHOOL SOCIAL WORKER 10 MONTH	Exceptional Student Education	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
	WESTWOOD, PATRICIA M COOR MENTAL HEALTH - COOR I 12 MONTH	Lakeside Junior High	Effective 2026-09-28 12 MONTH / Annual

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
RICHARDSON, AMBER DAWN KHE TEACHER, SC, SIXTH GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual

III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignment
	PARSONS, VIRGINIA A MRE TEACHER, MUSIC, ELEM 10 MONTH	Mcrae Elementary	Effective 2026-08-27 / redesignated from / INSTRUCTIONAL - CWL 10 MO / LNG TRM
0.8	PREVATT, VANNESSA CHASE ESE TEACHER, SPEECH CLINICIAN SPECIAL	Keystone Heights Elementary	Effective 2026-09-28 / redesignated from / ESE TEACHER, SPEECH CLINICIAN / 10 MONTH

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
CLARK-ALEXANDER, VERNESTER MCE VE SELF-CONTAINED-EBD 10 MONTH	Rideout Elementary	Effective 2026-11-02 /transfer from / ROE COUNSELOR, ELEM
DURBAN, JODY ELDER OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-09-02 /transfer from / SLE VE SELF-CONTAINED-EBD
HANSON, SARAH ELLIOTT SPS TEACHER ENGLISH LANG DEV. 10 MONTH	ESOL	Effective 2026-09-28 /transfer from / ELL SUPPORT FACILITATOR
LIBRETTO, LARA LEE SPC MEDIA SPECIALIST, ELEM 10 MONTH	Thunderbolt Elementary	Effective 2026-10-19 /transfer from / TBE TEACHER, VE/INCLUSION
OLLEY, KAREN ANN FIH TEACHER, FOREIGN LANG, SH 10 MONTH	Fleming Island High School	Effective 2026-09-23 /transfer from / OPJ TEACHER, READING, JH
SABLOUH, JESSICA LYNN RVE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2026-10-05 /transfer from / POE VE SELF-CONTAINED-ASD

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
0.4	ADAMS, ALICIA ABIGAIL ESE TEACHER, SPEECH CLINICIAN SPECIAL	Lake Asbury Junior High School	Effective 2026-08-24 RESIGNATION
	CAMPBELL, NATHAN CHRISTOPHER MCE TEACHER ENGLISH LANG DEV. 10 MONTH	Montclair Elementary	Effective 2026-09-24 RESIGNATION
	CARTER, KAMESA EVETTE BLC VE SELF-CONTAINED-IND 10 MONTH	Bannerman Learning Center	Effective 2026-09-17 RESIGNATION
	DEL RIO, MADELINE SPS TEACHER ENGLISH LANG DEV. 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-09-18 RESIGNATION
	GLIKAS, ALICIA RENAI FIE COUNSELOR, ELEM 10 MONTH	Fleming Island Elementary	Effective 2026-09-18 RESIGNATION
	GRAY, CIARRA L MENTAL HEALTH CLINICIAN 11 MO 11 MONTH	Exceptional Student Education	Effective 2026-10-02 RESIGNATION
	GRIFFIN, MONET CHERIE OPJ VE SELF-CONTAINED-IND 10 MONTH	Orange Park Jr High	Effective 2026-09-08 RESIGNATION
	IRIGOYEN-MEYERS, LILIA ELIZABETH FIH TEACHER, FOREIGN LANG, SH 10 MONTH	Fleming Island High School	Effective 2026-09-15 RETIREMENT
	LANGSTON, ALLISON JEANINE KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2026-09-18 RESIGNATION
	LAWRENZ, LORI FRANCES CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2027-01-04 RETIREMENT
	MCEARL, CHARLENE CRYSTAL CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2026-10-02 RESIGNATION
	MCNEIL, LARA MARIE TBE TEACHER, SC, SIXTH GR 10 MONTH	Thunderbolt Elementary	Effective 2026-09-25 RESIGNATION
	RUSE, GABRIELA DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-09-16 RESIGNATION
	SAD, MANDY LYNNE MENTAL HEALTH CLINICIAN 11 MO 11 MONTH	Exceptional Student Education	Effective 2026-10-30 RESIGNATION
	VAN TASSEL, WILLIAM JUSTIN GCJ TEACHER, RESEARCH/CRIT JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-09-23 RESIGNATION
	VIOLA, JENNIFER MARIE CHS TEACHER, READING, SH	Clay High	Effective 2026-09-11 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	10 MONTH		
	WESTWOOD, PATRICIA M MENTAL HEALTH CLINICIAN 10 MO 10 MONTH	Lakeside Junior High	Effective 2026-09-27 RESIGNATION
	WORMAN, TROY LAVERNE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2026-08-31 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
2.0	ADAMS, TERESA ANN SUPPORT PEER TEACHER SUPPLEME	S. Bryan Jennings Elementary	Appointment
0.5	ADDISON, IVONNE MARIELY CHS FRESHMAN CLASS SPONSOR SUPPLEME	Clay High	Appointment
	ALLSUP, SARAH PATRICIA FIH ESE INTERVENTION FAC. SUPPLEME	Fleming Island High School	Appointment
0.5	ANDERSEN, SARAH MARIE RHS SENIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	ARNETTE, ROBERT BRYAN FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.5	AUSTIN, KELSIE WOODS RVE DEPT HEAD (11-16 SUPPLEME	Ridgeview Elementary	Appointment
2.0	BARNETT, TARA LYN SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
2.0	BAUM, KENDRA MISHELLE SUPPORT PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
	BIEBEL, BRANDEN MILLER WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	BLACKALL, KAILEB ANDREW OLJ SOCCER HEAD JH SUPPLEME	Oakleaf Junior High School	Appointment
	BLACKALL, KAILEB ANDREW OLJ SOFTBALL FP HD JH SUPPLEME	Oakleaf Junior High School	Appointment
0.5	BREINDEL-HILL, JULIE ANN CHS JUNIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	BROWN, RACHEL ELIZABETH OLJ SCI FAIR COOR LOCAL SUPPLEME	Oakleaf Junior High School	Appointment
	BROWN, VERONICA CLARK OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
4.0	BRYMER, JENNIFER D SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
2.0	BURGHART, LINDSAY ANN SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
2.0	CAMPBELL, ROBIN MARIE SUPPORT PEER TEACHER SUPPLEME	Wilkinson Jr High	Appointment
2.0	CAMPBELL, RYAN S SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
	CARLSON, MICHAEL ROBERT	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	LJH BASKETBALL HD JH SUPPLEME		
	CHANDLER, CAROLINE BIZIER OPH ESE INTERVENTION FAC. SUPPLEME	Exceptional Student Education	Resignation
	CHIPOLETTI, DEREK NEAL FIH FOOTBALL HD JV 75% SUPPLEME	Fleming Island High School	Appointment
2.0	CLEMONS-KIRBY, STEPHANIE NICOLE SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
	COLLINS, BIANCA TILNAY OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
0.1	CONOVER, KIMBERLY ANNE CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
0.5	COUTU, RACHEL OLIVIA CHS JUNIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	DANIELS, JUSTIN LEE OPH WRESTLING HD SH SUPPLEME	Orange Park High	Appointment
0.1	DAVIE, ELISE RENA MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
2.0	DAVIS, AVERY LYNN SUPPORT PEER TEACHER SUPPLEME	Argyle Elementary	Appointment
	DEROUSIE, BETHANY LOIS RHS SCI FAIR COOR LOCAL SUPPLEME	Clay Virtual Academy	Appointment
	DICKEY, SHERI LYNN RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
2.0	DUFFY, LINDSAY RAE SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
2.0	ERVIN, MEGAN BLAKELY SUPPORT PEER TEACHER SUPPLEME	Robert M. Paterson Elementary	Appointment
4.0	FATIMA, BATUL SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
2.0	FORBIS, MICHELLE DEANNE SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
0.1	GIDDENS, AMANDA UPCHURCH FIH (.128) SIXTH PERIOD SUPPLEME	Fleming Island High School	Appointment
0.1	GOUGE-SINGLETARY, PATRICIA K KHH (.128) SIXTH PERIOD SUPPLEME	Keystone Heights High School	Appointment
2.0	GOUGE-SINGLETARY,	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	PATRICIA K SUPPORT PEER TEACHER SUPPLEME		
	GRAHAM, CLARISSA BERNADETTE OPJ SOCCER HEAD JH SUPPLEME	Orange Park Jr High	Appointment
0.5	GRAHAM, NICOLE LEIBOLD KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
0.1	GRANDSTAFF, MAX MORGAN FIH (.128) SIXTH PERIOD SUPPLEME	Fleming Island High School	Appointment
	GREEN, SAVANNAH DIANE GCJ SOCCER HEAD JH SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	HAINES, KATHRYN ANNE CHS FRESHMAN CLASS SPONSOR SUPPLEME	Clay High	Appointment
2.0	HARTSHORN, BRENDA J SUPPORT PEER TEACHER SUPPLEME	Montclair Elementary	Appointment
	HENDERSON, CHERON MONIQUE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
	HERRINGDINE, JASON KELLY OPH WRESTLING ASST SH SUPPLEME	Orange Park High	Appointment
2.0	HOLMGREN, RACHEL ANN SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
2.0	HUBE, SHANNON RENEE SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
0.1	IACOB, PAIGE DARCIE OPJ (.128) SIXTH PERIOD SUPPLEME	Orange Park Jr High	Appointment
	JOSEY, JENNIFER DANETTE OHS ACADEMIC COACH, LOCAL SUPPLEME	Oakleaf High School	Appointment
	KELLER, RODNEY SCOTT CHS WEIGHTLIFTING HD SH SUPPLEME	Clay Virtual Academy	Appointment
0.1	KNOWLES, CELENA ANN FIH (.128) SIXTH PERIOD SUPPLEME	Fleming Island High School	Appointment
	LAYT, EMILY LOUISE OHS DRAMA SH SUPPLEME	Oakleaf High School	Appointment
	LEMAK, KAYLA REE OHS FLAG CORPS SUPPLEME	Oakleaf High School	Appointment
0.5	LILLARD, LEIGH A CEB TITLE 1 SUP ED	Charles E. Bennett Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
0.1	MARKUM, COLLIN JAMES MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
	MASDEN, TAMMY L RHS DISCRETIONARY SUPPLEME	Ridgeview High School	Appointment
0.5	MAULDIN, ADDYSON VICTORIA RHS SENIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	MESSER, CHRISTOPHER BRIAN RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	MICHAELS, MARK FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.1	MILAM, HEATHER LYNN MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
	MINZENMAYER, EMILY LYNN WEC DISCRETIONARY SUPPLEME	W.E. Cherry Elementary	Appointment
	NEDRICH, BRIAN WILLIAM FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.5	NERO, CARLA LINNEA RVE DEPT HEAD (11-16 SUPPLEME	Ridgeview Elementary	Appointment
	OTERO, CHRISTOPHER JOSEPH FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
	PACE, JADA LEIGH-JUNG DOE DEPT HEAD (11-16 SUPPLEME	Exceptional Student Education	Appointment
	PEREZ JR, JUAN CARLOS LJH SOFTBALL FP HD JH SUPPLEME	Lakeside Junior High	Appointment
2.0	PEREZ, CYBEL CRISTINA SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
0.5	PHILLIPS, MICHAEL DAVID LAJ DEPT HEAD (6-10) SUPPLEME	Lake Asbury Junior High School	Appointment
2.0	PRYOR, EMILY ANNE SUPPORT PEER TEACHER SUPPLEME	Doctors Inlet Elementary	Appointment
0.1	RAJA SOMU, GRACE VIOLET CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
2.0	RENEAU, KIMBERLY L SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
	REPPER, KIMBERLI DAWN FIH ESE INTERVENTION FAC. SUPPLEME	Fleming Island High School	Resignation

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
2.0	RESURRECCION, MIA PAYTON OLJ VOLLEYBALL HD JH SUPPLEME	Oakleaf Junior High School	Appointment
	RICHARD, DANIEL PAUL OHS BASEBALL JV HD SH SUPPLEME	Oakleaf High School	Appointment
6.0	ROBBINS, MICHELLE MAE SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
	ROE, CHRISTINE PAULINE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
0.5	SANDERS, ALLISON JAMES KHE DEPT HD (3-5) SUPPLEME	Keystone Heights Elementary	Appointment
0.5	SAUNDERS, KRISTEN ANNE CEB TITLE 1 SUP ED SUPPLEME	Charles E. Bennett Elementary	Appointment
	SCHARF, EVAN S FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.5	SEERAM, JOSHUA OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
0.5	SEERAM, JOSHUA OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment
	SGRO, DENNIS NATHAN CHS STUDENT COUNCIL SH SUPPLEME	Clay High	Appointment
2.0	SIERUTA, MARGARET ANNE SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
	SIMMONS, TANISHA SHENAA OLJ ACADEMIC COACH, LOCAL SUPPLEME	Oakleaf Junior High School	Appointment
2.0	SIMMONS, TANISHA SHENAA SUPPORT PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
	SMITH, ELIZABETH JANE RHS ESE INTERVENTION FAC. SUPPLEME	Exceptional Student Education	Appointment
2.0	SOKOLOWSKI, CHRISTINE D SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
2.0	STUDER, LAUREN DEGRYSE SUPPORT PEER TEACHER SUPPLEME	Shadowlawn Elementary	Appointment
	STUTZ, AIMEE LYNNE RHS CROSS COUNTRY HD SH SUPPLEME	Ridgeview High School	Appointment
	THORNTON-NUGENT, CONNOR SULLIVAN OPJ SOCCER HEAD JH SUPPLEME	Orange Park Jr High	Appointment
	TODD, TROY SPENCER	Fleming Island High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	FIH FOOTBALL ASST SH 75% SUPPLEME		
	TOSH, TASHINA MARIE OPH WRESTLING ASST SH SUPPLEME	Ridgeview High School	Resignation
2.0	TULLY, KRISTEN ANN SUPPORT PEER TEACHER SUPPLEME	Fleming Island Elementary	Appointment
2.0	WALLS, MELANIE DAWN SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
0.1	WIDER LEWIS, FELICIA ALEXANDRA OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
0.5	WOOD, WILLIAM H LAJ DEPT HEAD (11-16 SUPPLEME	Lake Asbury Junior High School	Appointment
	WOODS, MACKENZIE JANICE CHS SOFTBALL FP HD SH SUPPLEME	Clay High	Appointment
0.5	WRIGHT JR, DALE LANELL OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
0.5	WRIGHT JR, DALE LANELL OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment

III. INSTRUCTIONAL ACTIONS 2026-2027

G. PENDING APPOINTMENTS

Last Name	First Name	Site	Subject	OOF Subject

NONE

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Adams	Scarlett	AES	Grade 6 Accelerated Math	Math 5-9 OOF
Bankhead	JonChristy	AES	Grade 6	ESOL OOF
Seibert	Dlna	AES	School Counseling	School Counseling OOF
Slade	Madeline	AES	Grade 5	Elementary Education K-6 OOF
Hunter	Jeffery	BLC/CVA	ELA	English 6-12 OOF
Hunter	Jeffery	BLC/CVA	ELA	ESOL OOF
Bishop	Jessica	CEB	Grade 4	ESOL OOF
Girotto	Beatriz	CEB	Grade 1	ESOL OOF
Grine	Natalie	CEB	Grade 4	ESOL OOF
Leonard	Isabel	CEB	Grade 2	ESOL OOF
McLain	Erin	CEB	Grade 6 Accelerated Math	Math 5-9 OOF
Mitchell	Grace	CEB	Grade 4	Elementary Education K-6 OOF
Mitchell	Grace	CEB	Grade 4	ESOL OOF
Smiley	Kelley	CEB	Grade 2	ESOL OOF
Steele	Hannah	CEB	Grade 3	ESOL OOF
Suss	Kaitlyn	CEB	Grade 5	ESOL OOF
Tucci	Michael	CEB	Grade 6	Elementary Education K-6 OOF
Arnold	Ethan	CGE	ESE VESC EBD	Elementary Education K-6 OOF
Black	Asia	CGE	Grade 5	ESOL OOF
Freeman	Kelli	CGE	Grade 3	ESOL OOF
Miskowski	Kimberly	CGE	Grade 4	ESOL OOF
Provost	Stacy	CGE	ESE - PreK-Behavior Comm	Prek/Primary OOF
Rogers	Donna	CGE	Kindergarten	Long-term Sub
Shearin	Michelle	CGE	Grade 4	ESOL OOF
Spon	Jason	CGE	ESE VESC EBD	Elementary Education K-6 OOF
Williams	Michael	CGE	ESE Inc Elem	ESE OOF
Atteberry	Brittney	CHE	Grade 2	ESOL OOF
Carnes	Kali	CHE	Kindergarten	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Dupont	DeeAnn	CHE	Grade 2	ESOL OOF
Smith	Lacie	CHE	Grade 3-4	Elementary Education K-6 OOF
Addison	Ivonne	CHS	ELA	English 6-12 OOF
Coutu	Rachel	CHS	Math	Math 6-12 OOF
Lang	John	CHS	Critical Thinking	Long-term Sub
Lentz	Billie Anne	CHS	School Counselor	School Counseling OOF
Hunter	Jeffery	CVA/BLC	ELA	English 6-12 OOF
Hunter	Jeffery	CVA/BLC	ELA	ESOL OOF
Richard	Daniel	CVA/OHS	US Government Hon	Social Science 6-12 OOF
Bishop	Hannah	DIS	Grade 6	Elementary Education K-6 OOF
Bresnock	Casey	DIS	Grade 2	ESOL OOF
Clark	Bobbie	DIS	Grade 5	ESOL OOF
Daniels	Lisa	DIS	Grade 1	ESOL OOF
Harrison	Crystal	DIS	Grade 1	ESOL OOF
Purvis	Taylor	DIS	Grade 3	ESOL OOF
Curtis	B'Nekia	DOE	Grade 5	ESOL OOF
Daka	Deborah	DOE	Math and ELA	Long-term Sub
Diaz	Danelle	DOE	Grade 3	ESOL OOF
Gaughan	Sharon	DOE	ESE VESC ASD	ESOL OOF
Gonzalez	Crystal	DOE	Grade 4	Elementary Education K-6 OOF
Hammons	Kylie	DOE	Grade 5	Elementary Education K-6 OOF
Jacobs	Jayla	DOE	Grade 3	ESOL OOF
McDaniel	Keryn	DOE	Grade 1	ESOL OOF
McWiliams/Talley	Keyanna	DOE	ESE Inclusion	ESOL OOF
McWilliams/Talley	Keyanna	DOE	ESE Inclusion	ESE OOF
Murray	Christie	DOE	Kindergarten	ESOL OOF
Pless	Lilliam	DOE	ESE PreK/VPK	Prek/Primary OOF
Trescot	Rebecca	DOE	Grade 4	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Lewis	Melvin	DOE/POE	Gifted .5/.5	Gifted OOF
Cascante	Molly	FIE	ESE Gifted	Gifted OOF
Cruzen	Cory	FIE	Prek/Kdg ESE ASD	Prek/Primary OOF
Cruzen	Cory	FIE	Prek/Kdg ESE ASD	ESOL OOF
Irigoyen	Cecila	FIE	Grade 2	ESOL OOF
Knott	Angela	FIE	ESE VESC ASD	ESOL OOF
Pilgrim	Amber	FIE	Pre-K ESE / VPK	Prek/Primary OOF
Rowe	Cherish	FIE	Grade 2	Long-tem Sub
Shoesmith	Anna	FIE	Gifted	Long-term Sub
McKinney	Jillian	FIH	DOP	Long-term Sub
Norman	Benjamin	FIH	Math for Data	Math 6-12 OOF
Robinson	Baylee	FIH	Am. Sign Lang.	ASL OOF
Bussey	Amanda	GCJ	Social Studies	ESOL OOF
Dawe	Michelle	GCJ	School Counselor	School Counseling OOF
Mackin	Timothy	GCJ	ESE Supp Facilitator -Math	ESE OOF
Nelson	Victoria	GCJ	ESE Supp Facilitator-English	ESE OOF
Nelson	Victoria	GCJ	ESE Supp Facilitator-English	ESOL OOF
Oldfield	Kyle	GCJ	ESE Support Facilitator	ESOL OOF
Stork	Elizabeth	GCJ	ESE Support Facilitator	ESE OOF
Van Tassel	William	GCJ	ELA	English 5-9 OOF
Van Tassel	William	GCJ	ELA	ESOL OOF
Burnett	Nkenge	GPE	ESE VESC ASD	Elementary Ed OOF
Hernandez	Briseyda	GPE	Grade 4	ESOL OOF
Lindeman	Melissa	GPE	ESE VESC ASD	Elementary Education K-6 OOF
Lockette	Daphne	GPE	Grade 2	Prek/Primary OOF
McDuffie	Cornell	GPE	Grade 3	ESOL OOF
Roebuck	Ruth	GPE	ESE-PreK Beh/Comm.	Elementary Education K-6 OOF
Roebuck	Ruth	GPE	ESE-PreK Beh/Comm.	ESE OOF
Savage	Kelsie	GPE	ESE VESC ASD	ESE OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Savage	Kelsie	GPE	ESE VESC ASD	Elementary Education K-6 OOF
Scotto	Ronald	GPE	School Counselor	School Counseling OOF
Wright	Tonya	GPE	Kindergarten	ESOL OOF
Balkcom	Casey	KHE	Pre-K ESE / VPK	Prek/Primary OOF
Earnest	Angie	KHE	Music	Long-term Sub
Page	Holliane	KHE	Grade 5	ESOL OOF
Reschke	Polly	KHE	Grade 1	ESOL OOF
Connolly	Jamie	KHH	ESE VESC ASD	Elementary Education K-6 OOF
Connolly	Jamie	KHH	ESE VESC ASD	ESE OOF
Grier	Jordae	KHH	DOP-Social Studies	Social Science 6-12 OOF
Hawkins-Burcher	Jewella	KHH	Math and ESE	Long-term Sub
Hunter	Misty	KHH	Social Studies/ DOP	Social Science 6-12
Marshall	Eleanor	KHH	ESE Inclusion ELA	ESE OOF
Marshall	Eleanor	KHH	ESE Inclusion ELA	English 6-12 OOF
Marshall	Eleanor	KHH	ESE Inclusion	ESOL OOF
Morgan	Kristi	KHH	Gifted	Gifted OOF
Segars	Jamie	KHH	Support Facilitator EBD	ESE OOF
Segars	Jamie	KHH	Support Facilitator EBD	Science 5-9 OOF
Autry	Jennifer	LAE	Grade 5	ESOL OOF
Bradley	Courtney	LAE	Grade 4	ESOL OOF
Dallmann	Rose	LAE	Grade 2	ESOL OOF
Gourley	Taylor	LAE	Grade 5	ESOL OOF
Lackey	Mollie	LAE	Grade 1	ESOL OOF
LeForge	Laura	LAE	Grade 5	Elementary Education K-6 OOF
Marshall	Christina	LAE	ESE VESC ASD	ESOL OOF
Schliff	Meghan	LAE	ESE VESC ASD	ESOL OOF
Gayle	Christa	LAJ	Reading	ESOL OOF
Hamilton	Davan	LAJ	ELA	ESOL OOF
Kane	Heather	LAJ	School Counselor	School Counseling OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Lewis	Matthew	LAJ	CTE-Agriculture	Agriculture OOF
Lomonaco	Michael	LAJ	ELA	ESOL OOF
Mann	Chelsea	LAJ	ELA	English OOF
Mann	Chelsea	LAJ	ELA	ESOL OOF
Morin	Ashley	LAJ	ELA	ESOL OOF
Ritchie	Edward	LAJ	ESE VESC ASD	Elementary Education K-6 OOF
Rivera	Samuel	LAJ	ELA	English 5-9 OOF
Saucier	Emily	LAJ	ESE VESC ASD	Elementary Education K-6 OOF
Fulford	Stephanie	LES	Grade 2	ESOL OOF
Johnson	Corrine	LES	Kindergarten	ESOL OOF
Jones	Amy	LES	Grade 1	ESOL OOF
Nelson	Erica	LES	Grade 2	ESOL OOF
Phillips	Adarshauna	LES	Grade 4	ESOL OOF
Raybeck	Carrie	LES	Grade 1	ESOL OOF
Reed	Tosha	LES	AIMS	ESOL OOF
Cannegieter	Celeste	LJH	Science	ESOL OOF
Celeste	Cannegieter	LJH	Social Studies/Science	Science 5-9 OOF
Creel	Stanley	LJH	ELA	ESOL OOF
Griggs	Inyam	LJH	ESE Support Facilitator	ESE OOF
Meacham	Blake	LJH	ELA	ESOL OOF
Mitchell	Elizabeth	LJH	ESE Support Facilitator	ESOL OOF
Wilkins	Melissa	LJH	Multi Grades/Subjects	Long-term Sub
Alba	Cassie	MBE	ESE VESC ASD	Elementary Education K-6 OOF
Alba	Cassie	MBE	ESE VESC ASD	ESE OOF
Bicknell	Mary Ann	MBE	Grade 3	ESOL OOF
King	Karolyn	MBE	Multi Grades	Long-term Sub
O'Connell	Katherine	MBE	Grade 2	Elementary or Prek;Primary OOF
Polan	Morgan	MBE	School Counselor	School Counseling OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Cadley-Mach	Kimberly	MCE	Grade 2	ESOL OOF
Davis	Jeffrey	MCE	Grade 6 Sci/Soc Stud	Science 5-9 or 6-12 OOF
Goodyear	Rachel	MCE	Grade 5	ESOL OOF
Marcos	Maria	MCE	Grade 2	ESOL OOF
Matei	Danut	MCE	Grade 6	ESOL OOF
Moody	Jessica	MCE	ESE VESC	Long-term Sub
Rau	Amanda	MCE	Grade 1	ESOL OOF
Thomas	Michelle	MCE	Grade 3	ESOL OOF
Wilson	Aaron	MCE	ESE VESC EBD	ESE OOF
Czerenda	Lori	MHS	ESE Inclusion ELA	ESE OOF
Czerenda	Lori	MHS	ESE Inclusion ELA	English 6-12 OOF
Eddins	Lisa	MHS	ELA	ESOL OOF
Fields	Riley	MHS	ESE VESC IND	Elementary Education K-6 OOF
Fields	Riley	MHS	ESE VESC IND	ESE OOF
Gibson	Nickolas	MHS	ESE Support Facilitator Math for Financial Algebra	ESE OOF
Gibson	Nickolas	MHS	ESE Support Facilitator Math for Financial Algebra	Math 6-12 OOF
Katheryn	Hall	MHS	Math	Math 6-12 OOF
Mullins	Gene	MHS	ELA	ESOL OOF
Toledo	Andrea	MHS	Science	Long-term Sub
Triplett	Rebecca	MHS	School Counseling	School Counseling OOF
Bell	Kerri	MRE	Gifted	Gifted OOF
Carbone	Meghan	MRE	Grade 1	Elementary Education K-6 OOF or Prek/Primary OOF
DeCrosta	Jessica	MRE	Kindergarten	Elementary Education K-6 OOF or Prek/Primary OOF
Millner	Destiny	MRE	Grade 3	Elementary Education K-6 OOF or Prek/Primary OOF
Parsons	Virginia	MRE	Music	Music OOF
Payne	Katie	MRE	Grade 4	Elementary Ed K-6 OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Rabe	Eliza	MRE	ESE Inclusion	ESE OOF
Silcox	Ashley	MRE	Grade 2	Elementary Education K-6 OOF or Prek/Primary OOF
Slack	Brooke	MRE	ESE VESC ASD	Elementary Education K-6 OOF
Slack	Brooke	MRE	ESE VESC ASD	ESE OOF
Stone	Kyleigh	MRE	Grade 1	Long-term Sub
White	Anna	MRE	ESE Inclusion	ESOL OOF
Wilson	Yvette	MRE	Grade 1	ESOL OOF
Aiken	Elizabeth	OHS	ELA	ESOL OOF
Anna	Bartlett	OHS	ELA	ESOL OOF
Barbara	Lacey-Allen	OHS	ELA	ESOL OOF
Barengo	Rachel	OHS	ESE Inclusion Social Studies	Social Science 6-12 OOF
Carter	Stockton	OHS	ELA	English 6-12 OOF
Carter	Stockton	OHS	ELA	ESOL OOF
Evans	Esmeralda	OHS	English/ESOL	English 6-12 OOF
Evans	Esmeralda	OHS	English/ESOL	ESOL OOF
Evans	Ta'lisa	OHS	Science	Long-term Sub
Gainey	Loreal	OHS	ESE Inclusion Math	ESE OOF
Hendryx	Stacey	OHS	School Counselor	School Counseling OOF
Henry	Jack	OHS	ELA	ESOL OOF
Juergensen	Danny	OHS	ELA	ESOL OOF
Laberis	Sean	OHS	Physics	Physics OOF
Mack	Mariah	OHS	School Counselor	School Counseling OOF
Makayla	Kendrick	OHS	ELA	ESOL OOF
Margaret	Myers	OHS	ELA	ESOL OOF
Mauril	Gertride	OHS	ESE VESC IND	Elementary Education K-6 OOF
Mauril	Gertride	OHS	ESE VESC IND	ESE OOF
Michelle	Davis	OHS	Research/Critical Thinking	ESOL OOF
Reiley	Megan	OHS	ELA	English 6-12 OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Reiley	Megan	OHS	ELA	ESOL OOF
Richard	Daniel	OHS/CVA	US Government Hon	Social Science 6-12 OOF
Webber	Taylor	OHS	ESE Inclusion	ESOL OOF
Wiggins	Ethelyn	OHS	ELA	Long-term Sub
Williams	Jennifer	OHS	Math/ESE	ESE OOF
Anderson	Laura	OLJ	Business Education	Business Ed OOF
Bacon	Shontay	OLJ	Social Studies	Social Science 5-9 OOF
Corbett	Christopher	OLJ	ELA	ESOL OOF
Gonzalez	Tashawn	OLJ	ELA	Long-term Sub
Harris	Heather	OLJ	Social Studies	Long-term Sub
Hayes	Danielle	OLJ	ELA	ESOL OOF
Jackson	Skyla	OLJ	ESE Support Facilitator	ESE OOF
Mabrey	Jaquelyn	OLJ	ESE Support Facilitator	ESE OOF
Notice	Stacyann	OLJ	Business Education	ESOL OOF
Scott	Rhudolph	OLJ	Science	Science 5-9 or 6-12
Sims	Dawn	OLJ	ELA	Long-term Sub
Hall	Kaylla	OPE	Kindergarten	ESOL OOF
Horne-Nelson	Chelsea	OPE	Kindergarten	Long-term Sub
Yeoman	Sara	OPE	Grade 2	ESOL OOF
Younger	Anna	OPE	Kindergarten	ESOL OOF
Collins	Bianca	OPH	ESE Support Facilitator English	English 6-12 OOF
Damlos-Mitchell	Sean	OPH	ESE Inclusion	ESOL OOF
Holton	Tara	OPH	ELA	ESOL OOF
Mahoney	Teena	OPH	ELA	ESOL OOF
Saz-Gonzalez	Sarah	OPH	ELA	ESOL OOF
Smalenski	Jordan	OPH	ESE Inclusion Math	ESE OOF
Smalenski	Jordan	OPH	ESE Inclusion Math	Math 6-12 OOF
Snow	Shaquita	OPH	Math Alg 1	Math 5-9 or 6-12 OOF
Starling	Melanie	OPH	ELA	ESOL OOF
Clinkscales	Daneka	OPJ	ESE Inclusion Math	ESE OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Dinunzio	Pamela	OPJ	ELA	ESOL OOF
Drain	Paulette	OPJ	ESE Support Facilitator	ESE OOF
Drury	David	OPJ	ELA	ESOL OOF
Harper	Kathryn	OPJ	Science	Science 5-9 OOF
Revels	Lisa	OPJ	ELA	Long-term Sub
Smith	Theresa	OPJ	ELA	Long-term Sub
Welsh	Kristina	OPJ	ELA	ESOL OOF
Burr	Jessi	OVE	Kindergarten	ESOL OOF
Gonzales	Joyce	OVE	Grade 1	ESOL OOF
Haley	Morgan	OVE	Grade 5	ESOL OOF
Mayberry	Stephanie	OVE	Grade 4	ESOL OOF
Pendleton	Ashley	OVE	Kindergarten	ESOL OOF
Reid	Antoinette	OVE	Kindergarten	ESOL OOF
Smith	Melissa	OVE	School Counselor	School Counseling OOF
Suhr	Casey	OVE	Grade 2	ESOL OOF
Titchenell	Jasmine	OVE	Prek-KDG ESE	ESOL OOF
McKenzie	Maria	PES	ESE VESC Language Impaired	ESOL OOF
Morgan	Rebecca	PES	ESE VESC Language Impaired	ESOL OOF
Terry	Bonnie	PES	ESE VESC Language Impaired	ESOL OOF
Barbosa	Charity	POE	Kindergarten	ESOL OOF
Breaston	Camella	POE	ESE-VESC-ASD	Elementary Education K-6 OOF
Breaston	Camella	POE	ESE-VESC-ASD	ESE OOF
Breaston	Camella	POE	ESE-VESC-ASD	ESOL OOF
Burroughs	April	POE	ESE VESC ASD	Elementary Education K-6 OOF
Burroughs	April	POE	ESE VESC ASD	ESE OOF
Burroughs	April	POE	ESE VESC ASD	ESOL OOF
Carpinelli	Joni	POE	Grade 2	ESOL OOF
Eldridge	Kelsey	POE	Grade 5	ESOL OOF
Fiorentino	Harlley	POE	Grade 5	Elementary Education K-6 OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Grunewald	Samantha	POE	Multi Courses	Long-term Sub
Kenney	Haley	POE	Grade 1	ESOL OOF
Lewis	Melvin	POE	Gifted	Gifted OOF
Mercer	Monica	POE	School Counselor	School Counseling OOF
Moore	Lisa	POE	Kindergarten	ESOL OOF
O'Brien	Christina	POE	Grade 2	ESOL OOF
Strickland	Millisabell	POE	Kindergarten	ESOL OOF
Strombeck	Laura	POE	Grade 1	ESOL OOF
Terry	Lucinda	POE	ESE VESC ASD	ESOL OOF
Torres	Ashley	POE	Grade 2	ESOL OOF
Weeks	Nicole	POE	Grade 1	ESOL OOF
Aranda	Leanne	RHS	ELA	ESOL OOF
Crowley	Edward	RHS	Math Alg 1	Math 6-12 or Math 5-9 OOF
De la Cruz Colon	Michelle	RHS	School Counselor	School Counseling OOF
Henning	Joanne	RHS	Reading	ESOL SUbject Area or English 6-12 OOF
Kerr	Diana	RHS	ESE Inclusion	ESOL OOF
Matthews	Kate	RHS	ESE Social Studies	ESE OOF
McDuffie	Hansrani	RHS	Social Science	ESOL OOF
Pollard	Errin	RHS	ESE Support Facilitator	ESE OOF
Ross	Joshua	RHS	ESE/Visual/Performing arts	Music or Art OOF
Coalwell	Hannah	ROE	Grade 5	ESOL OOF
Crutcher	Morgan	ROE	Kindergarten	ESOL OOF
Donaldson	Hollie	ROE	Grade 5	ESOL OOF
Duckworth	Kandace	ROE	Grade 3	ESOL OOF
Fillion	Christina	ROE	Art	Art OOF
Fillion	Christina	ROE	Art	ESOL OOF
Jourdan	Jana	ROE	Grade 1	ESOL OOF
Lambert	Megan	ROE	Grade 1	ESOL OOF
Powell	Kailey	ROE	Grade 3	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Admire	Christy	RVE	Art	Art OOF
Cordoba	Erley	RVE	ELD	Long-term Sub
Dubose	Alexis	RVE	Grade 4	ESOL OOF
Farris	Kristina	RVE	ESE VESC IND	Elementary Education K-6 OOF
Ganas	Donna	RVE	Grade 1	ESOL OOF
Gregoire	Stannie	RVE	Grade 4	ESOL OOF
Leaman	Christina	RVE	Grade 5	ESOL OOF
Marshall	Atecia	RVE	Grade 3	ESOL OOF
Monaco	Alexandra	RVE	Grade 6	ESOL OOF
Sepulveda	Katelyn	RVE	Grade 2	Long-term Sub
Wilson	Bonnie	RVE	Gifted	Gifted
Covey-Shannon	Finnian	SBJ	Grade 3	ESOL OOF
Hall	Carol	SBJ	Grade 5	Long-term Sub
Herbst	Richard	SBJ	ESE Inclusion	ESOL OOF
Monahan	Mary	SBJ	Grade 2	ESOL OOF
Newman	Kristen	SBJ	Grade 5	ESOL OOF
Tappe	Eva	SBJ	Prek Disabilities	Long-term Sub
Wallace	Marrissa	SBJ	Grade 6	Long-term Sub
Wheeler	Abigail	SBJ	Grade 5	Long-term Sub
Alberson	Meaghan	SLE	Grade 2	ESOL OOF
Hermanson	Romona	SPC	Media	Long-term Sub
Madine	Nicole	SPC	Kindergarten	ESOL OOF
Mayer	Isaac	SPC	Grade 6	ESOL OOF
Richard	Leanne	SPC	Grade 3	ESOL OOF
Bassette	Aminda	SPS	Grade 2	ESOL OOF
Bunn	Jordan	SPS	Kindergarten	ESOL OOF
Graves	Ashley	SPS	ESE VESC ASD	ESE OOF
Johnson	Mary May	SPS	Prek-Kd ESE	ESOL OOF
Richardson	Danielle	SPS	Grade 5	Elementary Education K-6 OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Richardson	Danielle	SPS	Grade 5	ESOL OOF
Tarducci	Mia	SPS	ESE Inclusion	ESE OOF
Tyler	Tristan	SPS	Grade 2	ESOL OOF
Lindsey	Angie	STS	Educational Evaluator	ESOL OOF
Phelps	Hannah	TBE	Grade 1	ESOL OOF
Robinson	Kimberly	TBE	ESE VESC IND	Elementary Education K-6 OOF
Batten	Shannon	TES	Grade 5	Elementary Education K-6 OOF
Holland	Troysha	TES	Kindergarten	ESOL OOF
Holmes-Mitchell	Haneefah	TES	Grade 5	Elementary Education K-6 OOF
Holmes-Mitchell	Haneefah	TES	Grade 5	ESOL OOF
Jimerson	Jessica	TES	ESE PreK	Prek/Primary OOF
Schultz	Kirsten	TES	Kindergarten	ESOL OOF
Burran	Stephanie	WEC	ESE VESC ASD	ESOL OOF
Cline	Lauren	WEC	ESE Inclusion	ESE OOF
Emily	Minzenmayer	WEC	Gifted	Gifted OOF
Ingram	Jessie	WEC	ESE/ Pre-K	Prek/Primary OOF
Jones Keeton	La Tanya	WEC	ESE VESC IND	ESOL OOF
Licini	Samantha	WEC	Grade 5	ESOL OOF
Lopez	Liza	WEC	ESE VESC ASD	ESOL OOF
Ryan	Candace	WEC	Art	Art OOF
Seip	Sydney	WEC	ESE-Pre-k ASD	Prek/Primary OOF
Swenson	Erin	WEC	ESE VESC ASD	ESOL OOF
Turner	Heaven	WEC	ESE VESC ASD	Elementary Education K-6 OOF
Turner	Heaven	WEC	ESE VESC ASD	ESOL OOF
Wheeler	Kim	WEC	Grade 5	ESOL OOF
Amidon	Sara	WES	Grade 1	ESOL OOF
Geiger-Steinke	Susan	WES	Grade 5	Social Science 5-9 OOF
Jett	Aimee	WES	Grade 2	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject
Kronforst	Wendy	WES	Grade 2	ESOL OOF
Lancaster	Stephanie	WES	Gifted	Gifted OOF
Morris	Ambra	WES	ESE Pre-K	Prek/Primary OOF
Padgett	Tanya	WES	Grade 1	ESOL OOF
Sinclair	Brandy	WES	Grade 2	ESOL OOF
Stagg	Julie	WES	Grade 3	ESOL OOF
Troutman	Brittany	WES	Grade 2	ESOL OOF
Underwood	Angela	WES	ESE Inclusion	ESE OOF
Brown	Jordan	WJH	Math	Math 5-9 or Math 6-12
Diaz	Pedro	WJH	Tech/Engineering CTE	Engineering & Techology OOF
LaBarrie	Natasha	WJH	ELA	English 6-12 or 5-9 OOF
LaBarrie	Natasha	WJH	ELA	ESOL OOF
Mathewson	Katlyn	WJH	Science	Science 5-9
Morano	Jessica	WJH	School Counselor	School Counseling OOF
Saletta	Roxanne	WJH	ELA	ESOL OOF

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
NONE		

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

C. ADULT EDUCATION

Appointments

NONE

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ACUNA, ELIZABETH MAGALI TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	ADAIR, KYLEIGH DAKOTA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	ALEXANDER, ARIEL LATRESE BLC CHILD CARE ASSISTANT 9 MON SU	Bannerman Learning Center	Effective 2026-08-07 9 MON SU / Annual
0.8	ALVES EDWARDS, GREYCIANI FERNANDA LJH ESOL CLASSROOM ASSISTANT 9 MON SU	Lakeside Junior High	Effective 2026-08-07 9 MON SU / Annual
0.9	BACKENSTO, SAMANTHA MARIE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2026-08-31 9 MON SU / Annual
0.9	BAILEY ROGERS, JESSICA CHE IN SCHOOL SUSPENSION 9 MON SU	Clay Hill Elementary	Effective 2026-08-07 9 MON SU / Annual
	BAILEY, TAYLOR BRONKIE CEB CAFE ASSISTANT 5.25 HOURS 9 MON SU	Charles E. Bennett Elementary	Effective 2026-08-20 9 MON SU / Annual
	BARLOW, DAWAYNE L TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	BARRETT, TARA MAE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
	BENSON, SHELLEY JEAN FPC ACCOUNTING ASSISTANT 12 MO SU	Division Of Support Services	Effective 2026-07-20 12 MO SU / Annual
	BERGER, LUZ CHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Clay High	Effective 2026-08-10 9 MON SU / Annual
	BOYD, KRISTINE MARIE CHE TITLE I ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2026-08-07 9 MON SU / Annual
	BRADDOCK, KIMBERLY MEGHAN WES SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Elementary	Effective 2026-08-03 10 MONTH / Annual
	BROWN, WALTER WILLIAM CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	Effective 2026-08-17 9 MON SU / Annual
0.9	BRYANT II, JONATHAN DEVON MHS INSTRUCTINAL ASSISTANT 10 MONTH	Middleburg High	Effective 2026-08-07 10 MONTH / Annual
0.9	BRYANT, JARHONDA MICHELLE DOE BEHAVIORAL HEALTH	Discovery Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 9 MON SU		
0.8	BUCHMAN, TIFFANIE A OPE MEDIA TECHNICAL ASST 10 MONTH	Orange Park Elementary	Effective 2026-08-13 10 MONTH / Annual
	BURKHOLDER, TARRA AMBER WJH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Wilkinson Jr High	Effective 2026-08-11 9 MON SU / Annual
0.9	BURKS, ALICEA DESIREE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-08-07 9 MON SU / Annual
	BURTON, TAKELIA LASHAWNA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	BUTLER, PHYLISA JEAN MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	BUTLER, SARAH NICOLE MBE BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	CAJAS, JOHNNY P ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
	CALCIANO, COURTNEY MARIE MCE CAFE ASSISTANT 3.25 HOURS 9 MON SU	Montclair Elementary	Effective 2026-08-28 9 MON SU / Annual
0.9	CALHOUN, BRITT DELAIR CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	CANNON, MEGAN R KHE IN SCHOOL SUSPENSION 9 MON SU	Keystone Heights Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	CAPPS, CHELSEA RENEE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-12 9 MON SU / Annual
0.9	CAREY, ELIZABETH DUGGER MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2026-08-07 9 MON SU / Annual
0.9	CASTILLO, CHRISTINA ALEXIS MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
	CHAK, NICOLE RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2026-09-08 10 MONTH / Annual
	CHAPIN, ELIZABETH WHITNEY SLE SCHOOL SECRETARY 10 MONTH 10 MONTH	Shadowlawn Elementary	Effective 2026-08-03 10 MONTH / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	CHARLES, CATHY DENISE OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2026-09-17 9 MON SU / Annual
	CHELETTE GIBBS, DIXIE AMBER MRE REGISTERED NURSE 10 MONTH	Mcrae Elementary	Effective 2026-08-03 10 MONTH / Annual
	CLARK, GINA CHERAY OHS CAFE ASSISTANT 4 HOURS 9 MON SU	Oakleaf High School	Effective 2026-08-10 9 MON SU / Annual
0.8	COLLINS, JAMES E OHS IN SCHOOL SUSPENSION 9 MON SU	Oakleaf High School	Effective 2026-08-07 9 MON SU / Annual
0.8	CONAWAY, HEIDI M OPH IN SCHOOL SUSPENSION 9 MON SU	Orange Park High	Effective 2026-08-07 9 MON SU / Annual
	COPPOTELLI, MELISSA S CGE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Coppergate Elementary	Effective 2026-08-10 9 MON SU / Annual
	COR, OMUR SPC CAFE ASSISTANT 5.5 HOURS 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-10 9 MON SU / Annual
0.9	CORREDOR SABINO, ALANI MALISE WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-18 9 MON SU / Annual
0.9	COX, CHARLES KAAHU FIH BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island High School	Effective 2026-08-18 9 MON SU / Annual
0.9	CRISTODERO, ANNA MBE TITLE I ASSISTANT 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	DAISE, GRACE MARIE LAJ COMPUTER LAB ASSISTANT 9 MON SU	Lake Asbury Junior High School	Effective 2026-08-18 9 MON SU / Annual
0.9	DANIELS, DARRIS LASHUN WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-28 9 MON SU / Annual
0.9	DAVIS, MARIBETH MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-14 9 MON SU / Annual
0.8	DE LOS SANTOS ORTIZ, JANAURY ORGANIA OPJ ESOL CLASSROOM ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-08-11 9 MON SU / Annual
0.8	DEFEE, SAMANTHA POOLE SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-08-07 9 MON SU / Annual
0.2	DEFEE, SAMANTHA POOLE	S. Bryan Jennings Elementary	Effective 2026-08-07

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	SBJ TITLE I ASSISTANT 9 MON SU		9 MON SU / Annual
0.9	DEL CASTILLO TAMAYO, LILIA MARIA RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	DEVLIN, AUDREE MARIE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	DIXON, KARIENA ELIZABETH MRE GENERAL HEALTH ASSISTA 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
	DIXON, SABRINA NICOLE SBJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-08-10 9 MON SU / Annual
0.8	DOTY, JOSHALYNN CREE SPS IN SCHOOL SUSPENSION 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	DOWDY, KAMREY GRACE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-08-07 9 MON SU / Annual
	DRESSLER, ALEC DAKKAR CHS REGISTERED NURSE 10 MONTH	Clay High	Effective 2026-08-03 10 MONTH / Annual
	E0201315 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0206888 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208090 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208194 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208204 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208228 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
0.8	EARLS, BRITTANY MARIE DOE HEALTH ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	EASDALE, LAUREN RENEE POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
	ELLIS, MONICA LEE LJH SCHOOL SECRETARY 10 MONTH 10 MONTH	Lakeside Junior High	Effective 2026-08-03 10 MONTH / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	FARLEY, GRACE KELSEY OPJ GENERAL HEALTH ASSISTA 9 MON SU	Orange Park Jr High	Effective 2026-08-11 9 MON SU / Annual
0.8	FERNANDEZ RODRIGUEZ, MARIA A GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2026-08-13 9 MON SU / Annual
0.9	FIGUEROA JR, ELIJAH RAY GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	FONSECA, BETHANY DAWN FIH BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island High School	Effective 2026-08-07 9 MON SU / Annual
	FREUND, TYLER JOSEPH SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
	GILLIS, EMILY ELIZABETH LES TITLE I ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2026-08-07 9 MON SU / Annual
	GLENN, IRIS VENITA FIE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-08-10 9 MON SU / Annual
	GRAY, MEAGAN LEIGH CGE SECRETARY 11 MO 11 MONTH	Coppergate Elementary	Effective 2026-07-20 11 MONTH / Annual
0.9	GUERRERO EVANS, KRYSTEL ARGELIS OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	HALL, A NISHA ALEXANDRIA NICOL POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
	HALL, PAULETTE C POE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-09-03 9 MON SU / Annual
0.8	HALLO, REBECCA LYN PES GENERIC CLASSROOM ASSISTAN 9 MON SU	Robert M. Paterson Elementary	Effective 2026-08-26 9 MON SU / Annual
0.9	HARRELL, JUANDA L RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
	HAYES, ROBYN GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2026-09-10 12 MO SU / Annual
	HAYNIE, NICOLE PAULA TRN CUSTODIAN 12 MO SU	Transportation	Effective 2026-08-31 12 MO SU / Annual
0.8	HAYRE, AUDREY E	Grove Park Elementary	Effective 2026-08-03

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	GPE SCHOOL SECRETARY 10 MONTH 10 MONTH		10 MONTH / Annual
0.2	HAYRE, AUDREY E GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
	HILL, BEATRIZ COSTA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	HOBBS, MIRANDA LOUISE GCJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2026-08-18 9 MON SU / Annual
0.9	HOLLENBERGER, HALEY VON DER LUFT LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2026-08-14 9 MON SU / Annual
0.9	HOLM, BRITTANIE NICOLE DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	HUDSON, EMILY JEAN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-13 9 MON SU / Annual
0.9	HUMPHREY, SHAKIRA FANTASIAS TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-08-07 9 MON SU / Annual
	HUSKEY, JACOB CRAIG MNT ELECTRONICS TECH 12 MO SU	Division of Support Srvcs	Effective 2026-09-15 12 MO SU / Annual
0.9	JACKSON, JOANNA MCLEAN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	JACKSON, JOSEPH NATHANIEL SLE GENERIC CLASSROOM ASSISTAN 9 MON SU	Shadowlawn Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JACKSON, ZAHIIR MALIK AMIN TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-08-12 9 MON SU / Annual
0.9	JENNINGS, KATHERINE ANNE MARIE MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JOHNS, HAILEY ELIZABETH WES GENERAL ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2026-08-07 9 MON SU / Annual
	JOHNS, LISA ANN SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
	JOHNSON GRIMES, LILLIE MAE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	JOHNSON, CASSANDRA MARIE OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2026-08-07 9 MON SU / Annual
	JOHNSTONE, ALYSSA RUTH DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-31 9 MON SU / Annual
0.9	JOINER, JORDAN LANE PES BEHAVIORAL HEALTH ASST 9 MON SU	Robert M. Paterson Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JONAS, TAYLOR LYNN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
	JONES, DEBORAH TAYLOR TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	JONES, HANNAH MICHELLE TBE REGISTERED NURSE 10 MONTH	Thunderbolt Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	JORDAN, WILLIAM HAMILTON RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2026-08-07 9 MON SU / Annual
	JOSEPH, LAURA ROSE SLE REGISTERED NURSE 10 MONTH	Shadowlawn Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	KENNEDY, ALEXANDER ROE GENERAL HEALTH ASSISTA 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	KENNEDY, LINDSEY NICOLE CHE GENERAL ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2026-08-07 9 MON SU / Annual
	KERSEY, BRETT LEWIS LEE MNT ELECTRONICS TECH 12 MO SU	Division of Support Srvcs	Effective 2026-09-08 12 MO SU / Annual
0.9	KINSEY, BAILEY ABIGAIL SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-09-10 9 MON SU / Annual
0.9	KIRBY, ZOE ARIEL POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-09-04 9 MON SU / Annual
0.9	KOSSUTH, MICHAEL JAMES TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-08-07 9 MON SU / Annual
	KUEHL, ALYCE LYNN POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-19 9 MON SU / Annual
	LANGEHENNIG, ASHLEY NICHELLE DOE SCHOOL SECRETARY 10	Discovery Oaks Elementary	Effective 2026-08-03 10 MONTH / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	MONTH 10 MONTH		
0.9	LANIER, CAROLINE PAIGE OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	LANTIGUA JONES, CAROLINA DOE GENERAL ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	LATORRE, SACHA MARY FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-13 9 MON SU / Annual
	LEBARON, JULIE CHRISTINE WJH REGISTERED NURSE 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Annual
0.9	LEES, WINTERANN MICHELE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
	LENHOFF, KIMBERLY ROMANOWSKI GPE REGISTERED NURSE 10 MONTH	Grove Park Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	LITTLE, REBECCA LEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-08-07 9 MON SU / Annual
0.9	LOMBARDO, CHERYL ANN CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	LUCAS, MACEY GRACE DOE GENERAL HEALTH ASSISTA 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-20 9 MON SU / Annual
	LUNA, MALVINA VERONICA TES CAFE ASSISTANT 5 HOURS 9 MON SU	Tynes Elementary	Effective 2026-08-31 9 MON SU / Annual
0.9	MACDONALD, CRYSTAL LEIGH WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MARCUM, JASMYN CHAYLEIA TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-09-08 9 MON SU / Annual
0.9	MASTERS, AMANDA FAYE WES GENERAL HEALTH ASSISTA 9 MON SU	Wilkinson Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MCCORD, JUANA BETULIA OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-08-11 9 MON SU / Annual
	MCCUIN, ELI EZEKIEL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	MCDANIEL, CANDACE NICOLE	Exceptional Student Education	Effective 2026-08-19

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	STS HEALTH ASSISTANT 9 MON SU		9 MON SU / Annual
0.9	MCDANIEL, SHAQUITA QUANTEL OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-08-07 9 MON SU / Annual
0.9	MCELROY, KAYLEE RAE CGE GENERAL ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MCGAFFIC, JESSICA ROSE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MEDLOCK, LAWARREN SEAQUESE KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2026-08-25 9 MON SU / Annual
0.9	MELTON, MARISSA CORINE KHE GENERAL ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	MENDEZ, MAITE LUZ RVE ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-08-19 9 MON SU / Annual
0.1	MENDEZ, MAITE LUZ RVE TITLE I ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-08-19 9 MON SU / Annual
0.9	MERRITT JR, ANTHONY H MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-08-07 9 MON SU / Annual
	MILORD, MIROSE RVE CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2026-09-08 12 MO SU / Annual
0.6	MONTALVO, KRYSTAL RENAE OHS CLASSROOM ASSISTANT PREK 9 MON SU	Oakleaf High School	Effective 2026-08-07 9 MON SU / Annual
0.9	MONTOYA, BRITANY NICHOLE DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-07 9 MON SU / Annual
	MONZON, REGINA AMPARO MCE CAFE ASSISTANT 3.25 HOURS 9 MON SU	Montclair Elementary	Effective 2026-08-10 9 MON SU / Annual
0.9	MOORE, MIKERIA TYRUNIA LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-08-25 9 MON SU / Annual
	MOROCHO CORONEL, WILSON PATRICIO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	MORRIS, MELISSA FAYE OPH COMPUTER LAB ASSISTANT 9 MON SU	Orange Park High	Effective 2026-08-13 9 MON SU / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	MOXLEY, JENNIFER RENAE MBE BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MYERS, ELYSE HELEN LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	Effective 2026-08-07 9 MON SU / Annual
	MYERS, MEGAN NICOLE MHS SCHOOL SECRETARY 10 MONTH 10 MONTH	Middleburg High	Effective 2026-08-03 10 MONTH / Annual
0.9	NATTERER, LILY AIYANA LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	NOLAN, KAITLYN JEWEL WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2026-08-07 9 MON SU / Annual
	OWENS, MADISON MARIE MCE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Montclair Elementary	Effective 2026-09-15 9 MON SU / Annual
0.9	PACK, KAEDYN NICOLE ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	PATRICK, STEPHANY JEAN GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	Effective 2026-09-04 9 MON SU / Annual
0.9	PEACE, EURECKA DENISE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-09-03 9 MON SU / Annual
	PENDLETON, MONICA L CEB SCHOOL SECRETARY 10 MONTH 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Annual
	PETERSON, COLTON ANTHONY RHS CAFE ASSISTANT 6 HOURS 9 MON SU	Ridgeview High School	Effective 2026-08-25 9 MON SU / Annual
0.9	PHILLIPS, TAYLOR DAWN ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	PLUMMER, MEGAN MALLORY MRE IN SCHOOL SUSPENSION 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
	POTEETE, JOANN HOBBS WES CAFE VAN DRIVER 6.5 HOURS 9 MON SU	Wilkinson Elementary	Effective 2026-08-10 9 MON SU / Annual
0.8	PRUITT, TOYA CHANTEL DE LESE CGE TITLE I ASSISTANT	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
0.9	QUAILS, SARAH ASAMI WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	QUILES REYES, JOSHMARY MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	RECHIS, DANIELLA M MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
	REYNOLDS, TIFFANI NACOLE KHE CAFE ASSISTANT 5 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-09-04 9 MON SU / Annual
0.8	RICARD, VICTORIA JO NEL OPJ COMPUTER LAB ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-08-07 9 MON SU / Annual
0.9	RICH, BRAEDEN CHANCELLOR MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-08-07 9 MON SU / Annual
0.9	RIGGS, JESSICA LAUREN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	RIVERA PORRO, IVETTE MAGALY BLC CHILD CARE ASSISTANT 9 MON SU	Bannerman Learning Center	Effective 2026-08-07 9 MON SU / Annual
0.9	ROBBINS, ELIJAH JOEL GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
	ROBERTS, JULIE ANNALEE SPS MEDIA TECHNICAL ASST 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-03 10 MONTH / Annual
0.9	ROBINSON, KANDI ALECIA CGE GENERAL ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	ROBINSON, TORIJEAN ESTELLE PES CAFE ASSISTANT 3.5 HOURS 9 MON SU	Robert M. Paterson Elementary	Effective 2026-08-10 9 MON SU / Annual
0.9	RODRIGUEZ, KIMBERLY NELVA ARROYO GCJ IN SCHOOL SUSPENSION 9 MON SU	Green Cove Springs Junior High	Effective 2026-08-07 9 MON SU / Annual
	ROSS, WENDY NOEL LJH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-08-10 9 MON SU / Annual
	RUSU, REMUS D SPS CUSTODIAN	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-27 12 MO SU / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	12 MO SU		
0.9	RYALS, FELICIA NICOLE OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-08-28 9 MON SU / Annual
0.9	RYAN, BRADY SCOTT WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-09-14 9 MON SU / Annual
0.8	SAD, COLBY NATHANIEL WEC ESOL CLASSROOM ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
	SALAS, ALYSSA NICOLE WJH SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Annual
0.6	SALLIOTTE, JAYDEN MARIE OPH CHILD CARE ASSISTANT 9 MON SU	Orange Park High	Effective 2026-08-07 9 MON SU / Annual
0.8	SAMPSON, SANDRA BERNADETTE CGE GENERIC CLASSROOM ASSISTAN 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	SEDEU NISHEVIKJ, GRACE KESSLER FIE REGISTERED NURSE 10 MONTH	Fleming Island Elementary	Effective 2026-08-03 10 MONTH / Annual
0.8	SENATIL, PAUL OVE HEALTH ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	SHERYCH, LANA HERLINDA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	SIGLER, MEGHAN MARIE DIS BEHAVIORAL HEALTH ASST 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	SIMPO, CHRISTINA N RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
	SMIT, KRISTON BREE ANN SLE MEDIA TECHNICAL ASST 10 MONTH	Shadowlawn Elementary	Effective 2026-08-10 10 MONTH / Annual
0.9	SMITH, CLEVELAND BERNICE CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	Effective 2026-08-19 9 MON SU / Annual
0.8	SMITH, CORTNEY BENAI OHS ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf High School	Effective 2026-08-07 9 MON SU / Annual
	SNOWDEN, TUESDAY MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.8	SPENCER, BRANDI MARIE DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-10 9 MON SU / Annual
	SPENCER, HALLEY LAVON TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	STARNES, BENJAMIN DAVID SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	STELLEY, BRITTNEE NOEL SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	STEVENSON, DESHIA D TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-08-13 9 MON SU / Annual
	STEWART, DIANA LYNN FIE REGISTERED NURSE 10 MONTH	Fleming Island Elementary	Effective 2026-09-10 10 MONTH / Annual
	STEWART, RHONA FIH CAFE ASSISTANT 3.5 HOURS 9 MON SU	Fleming Island High School	Effective 2026-08-10 9 MON SU / Annual
	STILL, CHLOE BRYNN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	STOVALL JR, MICHAEL BEAUCHAMP BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2026-08-24 9 MON SU / Annual
0.9	STURCH, MELISSA BRIANA SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-10 9 MON SU / Annual
	SZWABO, MARK S DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2026-08-21 12 MO SU / Annual
0.9	TARRIS, REBECCA MICHELLE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	TAYLOR, CARLEE PAIGE LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Lake Asbury Junior High School	Effective 2026-08-11 10 MONTH / Annual
	THOMAS, LATONYA DIESCHONE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	THOMPSON, IVY MAREE OLJ CAFE ASSISTANT 5.75 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2026-08-10 9 MON SU / Annual
0.9	TORIBIO, ALKISA MBE BEHAVIORAL HEALTH	Middleburg Elementary	Effective 2026-09-14 9 MON SU / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 9 MON SU		
	TRACY, TERESA RAE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	TREACY, PEYTON RENE SPC IN SCHOOL SUSPENSION 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
0.9	TRIMBLE III, RAYMOND EARNEST KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-08-07 9 MON SU / Annual
	TUCKER, ARLETHA SANN OHS CAFE ASSISTANT 6 HOURS 9 MON SU	Oakleaf High School	Effective 2026-08-10 9 MON SU / Annual
0.9	VASQUEZ MATEO, JOCABET MARIA WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-14 9 MON SU / Annual
	VICENTE, STACEY LYNN TES REGISTERED NURSE 10 MONTH	Tynes Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	WAKEHAM, HANNAH CHRISTINE GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	WALKER, ELIZABETH CARTER SPC ESOL CLASSROOM ASSISTANT 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
0.9	WALTERS, SHERI LYNN SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.8	WARD, RICHELLE ATIENZA POE GENERIC CLASSROOM ASSISTAN 9 MON SU	Plantation Oaks Elementary	Effective 2026-09-14 9 MON SU / Annual
0.9	WEHNER, KYRSTEN LEIGH CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	Effective 2026-08-21 9 MON SU / Annual
	WENSELL, MICHELE MARIE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
0.9	WEST, LEE ANN WJH GENERAL ASSISTANT 9 MON SU	Wilkinson Jr High	Effective 2026-08-07 9 MON SU / Annual
0.6	WHITE, AMY MARIE FIH CHILD CARE ASSISTANT 9 MON SU	Fleming Island High School	Effective 2026-08-07 9 MON SU / Annual
	WILLIAMS, SYMPHANY KARMA OPH VPK CHILD CARE LEAD	Orange Park High	Effective 2026-09-15 10 MONTH / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 10 MONTH		
0.9	WRIGHT, STEVEN ALEXANDER OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2026-08-18 9 MON SU / Annual
	ZEBULSKE, TODD A OPH REGISTERED NURSE 10 MONTH	Orange Park High	Effective 2026-09-03 10 MONTH / Annual
0.8	ZURLO, VINCENT J MBE GENERIC CLASSROOM ASSISTAN 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.1	ZURLO, VINCENT J MBE TITLE I ASSISTANT 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	ZYDELIS, MARY GRACE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-10 9 MON SU / Annual

V. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	BAUTISTA ACUNA, JUAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	BROWN, SAQUANA NIREE' TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	GORDON, SHANNON RENEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	SIEWERT, DEBORAH L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	SPICER, JESSICA A FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional

V. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

V. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	DEFEO LA ROCCA, EMILIA LJH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-09-11 /transfer from / OPJ CAFE ASSISTANT 3 HOURS
	E0203125 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-09-14 /transfer from / SCHOOL SAFETY OFFICER
	E0203742 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-09-14 /transfer from / SCHOOL SAFETY OFFICER
	ELLENBECKER, KARLEE ROSE LAE SECRETARY 11 MO 11 MONTH	Lake Asbury Elementary	Effective 2026-08-24 /transfer from / LAE BEHAVIORAL HEALTH ASST
0.9	NEWMAN, JENNY DAHLAN OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2026-09-14 /transfer from / OVE GENERAL ASSISTANT
	ODEI DANSO, EMMA CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-09-14 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS
	PUFKO, AMBER ANNE SLE CAFE ASSISTANT 6 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-09-14 /transfer from / SLE CAFE ASSISTANT 4 HOURS
	ROBERTS, ASHLEY MARIE LAJ CAFE ASSISTANT 3.75 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2026-09-03 /transfer from / SLE CAFE ASSISTANT 5.5 HOURS
	SAFI, SEMIN LAE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Elementary	Effective 2026-08-31 /transfer from / CHS CAFE ASSISTANT 5 HOURS
	SAMUELS, KENDALL MICHAEL OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	EFFECTIVE 2026-8-7 TRANSFER FROM OPJ ESE GENERAL HEALTH ASST
	SMITH, ANGELA HUDSON STS ADMIN SECRETARY SR 12 MO SU	Exceptional Student Education	Effective 2026-10-05 /transfer from / ESE ADMINSTRATIVE SUPPORT ASST
	SMITH, DARRELL A MNT CARPENTER 12 MO SU	Division of Support Srvcs	Effective 2026-09-03 /transfer from / MNT CARPENTER ASSISTANT
	WARNEZ PONTON, ETHEL PADAYHAG LAE CAFE ASSISTANT 6.75 HOURS 9 MON SU	Lake Asbury Elementary	Effective 2026-09-14 /transfer from / WEC CAFE ASSISTANT 6 HOURS

V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	ADAMS, ANGELA DAWN KHE CAFE ASSISTANT 4 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-09-18 RESIGNATION
	BARNOWSKI, ALICIA MARIE TRN PAYROLLSEC 12 MO SU	Transportation	Effective 2026-08-28 RESIGNATION
0.9	BLANKENSHIP, JADE CHRISTEINE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-09-04 RESIGNATION
0.9	BOWMAN, KAREN ELIZABETH RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-09-10 RESIGNATION
	BRYANT, HENRIETTA MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-08-31 RESIGNATION
	BUMBALOUGH, LOUISA MARIE CHS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Clay High	Effective 2026-09-11 RESIGNATION
	CONE, CRYSTAL GAIL LAE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Elementary	Effective 2026-08-28 RESIGNATION
	DURDEN, ROBERT W MRE CUSTODIAN 12 MO SU	Mcrae Elementary	Effective 2026-10-30 RETIREMENT
	GONZALEZ ESCALONA, CLARA OPJ CUSTODIAN LNG TRM	Orange Park Jr High	Effective 2026-08-24 RESIGNATION
0.9	GRAF, MADISON CARROLL TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-10-02 RESIGNATION
0.9	HAYSLETT, COBY JEVON OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2026-09-08 RESIGNATION
	HOLDWAY, THERESA DIANNE MHS CUSTODIAN 12 MO SU	Middleburg High	Effective 2026-12-31 RETIREMENT
0.8	JACKSON, JOCELYN ANNABELLE KHH DROP OUT PREV. CR ASST 9 MON SU	Keystone Heights High School	Effective 2026-09-08 RESIGNATION
	KRONFORST, ERIC SCOTT TRN MECHANIC 12 MO SU	Transportation	Effective 2026-08-21 RESIGNATION
	LOPEZ LOPEZ, LILI SELENA SLE CAFE ASSISTANT 6 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-09-02 RESIGNATION
0.9	MCINTYRE, HILLARY MARTIN PES BEHAVIORAL HEALTH ASST	Robert M. Paterson Elementary	Effective 2026-09-04 RESIGNATION

V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
	MCKAY, KATHERINE S BAF ACCOUNTING ASSISTANT 12 MO SU	BAF ACCOUNTS PAYABLE	Effective 2026-10-30 RETIREMENT
	MOBLEY JR, WILLIAM HENRY TRN BUS DRIVER LNG TRM	Transportation	Effective 2026-08-20 CONCLUDE EMPLOYMENT
	MOLYNEAUX, TAYLOR NICOLE TRN ROUTING DISPATCHER LNG TRM	Transportation	Effective 2026-09-24 RESIGNATION
	MONROE, TOMMIE O BRIAN CEB CUSTODIAN 12 MO SU	Charles E. Bennett Elementary	Effective 2026-09-18 RESIGNATION
0.9	PANG, SHULIAN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-10-01 RESIGNATION
	RAMOS, DAMARIS OPE CUSTODIAN 12 MO SU	Orange Park Elementary	Effective 2026-09-25 RESIGNATION
	RIOS JR, ALBERTO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-09-18 RESIGNATION
	SAXTON, JEFFREY G POE CUSTODIAN 12 MO SU	Plantation Oaks Elementary	Effective 2026-11-13 RETIREMENT
	SAYAGO, JONATHAN TRAVIS OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-09-04 RESIGNATION
	SMITH, AMY MARIE TRN BUS DRIVER LNG TRM	Transportation	Effective 2026-08-25 RESIGNATION
	TOTTY, ALEXIS MARIE CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-08-28 RESIGNATION
	VAUGHAN, JESSICA LEANN TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-08-14 CONCLUDE EMPLOYMENT
	WELCH, STEPHANIE M TRN ADMINSTRATIVE SECRETARY LNG TRM	Transportation	Effective 2026-09-15 RESIGNATION
0.9	WITTIG, BRIA NOEL PES BEHAVIORAL HEALTH ASST 9 MON SU	Robert M. Paterson Elementary	Effective 2026-09-25 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	Previous
BURNS, KURAE RHS BASKETBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
BURNS, KURAE RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
CERVANTES, SONYA M OHS NATIONAL BETA CLUB SP SUPPLEME	Oakleaf High School	Appointment
MCCRAY, JUBA M OHS TRACK HD SH SUPPLEME	Oakleaf High School	Resignation
MEDLOCK, LAWARREN SEAQUESE KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights High School	Appointment
PINER, EDMOND RHS WRESTLING ASST SH SUPPLEME	Discovery Oaks Elementary	Resignation
WALLS, HERBERT B T KHH GOLF HD SH SUPPLEME	Keystone Heights High School	Appointment
WILLIAMS, JOEY LEROY GCJ BASKETBALL HD JH SUPPLEME	Fleming Island High School	Appointment

VI. JOB DESCRIPTION ACTIONS

A. Administration - Approve the following job descriptions:

REVISED:

The following Maintenance job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions align them with the correct salary schedule table and do not change any position grades or pay classifications.

- **Director of Maintenance**
- **Lead Building Automation System (BAS) Coordinator**
- **Building Automation System (BAS) Coordinator**
- **Maintenance Supervisor - Technical and General**

Job Locator: O-1.1.23
Job Title: Director of Maintenance
Position Grade: Director I
Evaluated By: Assistant Superintendent for Operations

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

1. Bachelor Degree.
2. Be knowledgeable of all phases of trades relating to facilities maintenance.
3. Be able to work in harmony with school based administrators, staff, subordinates and the public.
4. Be able to read and interpret plans and specifications, estimate cost and plan and schedule work.

5. Have demonstrated abilities in oral and written communication skills.
6. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desired Qualifications:

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

Revised: 12/13/1984, 08/13/1987, 09/21/1989, 01/17/1991, 04/21/1994, 09/19/1997, 02/15/2001, 01/20/2005, 01/20/2005, 02/21/2008, 02/10/2014, 04/05/2018, 12/10/2020, 10/01/2026
~~Revised: 08/13/1987~~
~~Revised: 09/21/1989~~
~~Revised: 01/17/1991~~
~~Revised: 04/21/1994~~
~~Revised: 09/19/1997~~
~~Revised: 02/15/2001~~
~~Revised: 01/20/2005~~
~~Revised: 02/21/2008~~
~~Revised: 02/10/2014~~
~~Revised: 04/05/2018~~
~~Revised: 12/10/2020~~

Job Locator: O-1.1.72
Title: Lead Building Automation System (BAS) Coordinator
Pay Grade: Coordinator I
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Coordinates the workload of the Building Automation Department personnel and assigned contractors in performing scheduled and unscheduled maintenance on complex building automation systems. Coordinate personnel to perform scheduled audits of building automation systems and work in coordination with campus administrators concerning comfort complaints. Coordinates with local utility authority on energy management and resource usage to include identifying excessive power and water usage, and developing real time analytics for each school campus. Performs and directs installation, tests, programs, troubleshoots, and diagnoses all types of integrated control systems and associated software with building automation systems. Operates and maintains within the District network the Niagara Pelican and KE2 dashboards for BAS integrated controls for all District facilities. Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Demonstrates proficiency with computer skills; Complies with and supports all safety standards. Has working knowledge of frequency jobs. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of building automation systems (BAS). Coordinates with other District trades-people, senior staff, vendors and outside contractors when required.

Responsibilities and Duties:

1. Supervises BAS Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of building automation systems.
2. Manages BAS projects and warranties, including coordinating with engineers and contractors and performing job inspections.
3. Responds to reports from principals and coordinates corrective action with appropriate parties.
4. Provides technical guidance, assistance, and training to District staff regarding installation, maintenance and operation of BAS.
5. Conducts periodic inspections of existing building systems, including HVAC and BAS in order to determine priority for repair and/or upgrade of various system components.
6. Troubleshoots and maintains large multi-tiered HVAC systems controls, associated controllers and their Direct Digital Controls (DDC) and other applications as warranted.
7. Maintains automated logic controls such as BacNet, Niagara,Tridium and TraneTracer protocols.
8. Programs digital access control locking systems.
9. Reviews drawings and specifications from design professionals relating to new construction, remodeling and renovation of existing buildings and BAS systems.

10. Develops and maintains a filing system for the latest programming revisions at each school, including plans, contractor's name, system modifications, warranty duration and follow-up inspections.

11. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Seven (7) years of experience focused in BAS in the design, construction, renovations and/or operation and maintenance of institutional facilities.

2. NIAGARA-AX certification or equivalent management software certification.

3. Must have working knowledge of basic data networks and computer operation.

4. Must have working knowledge of BACnet protocols for building management systems and controls.

5. Must be able to interpret drawings and sequence of operation into DDC programming.

6. Must be able to communicate with various contractors with similar skill sets in order to identify and diagnose complex issues in proprietary automation control systems.

7. Must have good communications skills both verbal and written.

8. Read, understand and interpret architectural blueprints and integrated system sequence of operations.

9. Requires a minimum of a vocational or technical training in computer science, programming or experience in related fields.

10. Requires understanding of HVAC operations.

11. Must be a high school graduate or have passed the G.E.D. equivalency exam.

12. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

13. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month prior within the 3 (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.

14. Must maintain a safe driving record while employed.

Board Approved: 03/03/2022
Reviewed: 10/01/2026

Job Locator: O-1.1.72
Title: Lead Building Automation System (BAS) Coordinator
Pay Grade: Coordinator I
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Coordinates the workload of the Building Automation Department personnel and assigned contractors in performing scheduled and unscheduled maintenance on complex building automation systems. Coordinate personnel to perform scheduled audits of building automation systems and work in coordination with campus administrators concerning comfort complaints. Coordinates with local utility authority on energy management and resource usage to include identifying excessive power and water usage, and developing real time analytics for each school campus. Performs and directs installation, tests, programs, troubleshoots, and diagnoses all types of integrated control systems and associated software with building automation systems. Operates and maintains within the District network the Niagara Pelican and KE2 dashboards for BAS integrated controls for all District facilities. Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Demonstrates proficiency with computer skills; Complies with and supports all safety standards. Has working knowledge of frequency jobs. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of building automation systems (BAS). Coordinates with other District trades-people, senior staff, vendors and outside contractors when required.

Responsibilities and Duties:

1. Supervises BAS Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of building automation systems.

2. Manages BAS projects and warranties, including coordinating with engineers and contractors and performing job inspections.

3. Responds to reports from principals and coordinates corrective action with appropriate parties.

4. Provides technical guidance, assistance, and training to District staff regarding installation, maintenance and operation of BAS.

5. Conducts periodic inspections of existing building systems, including HVAC and BAS in order to determine priority for repair and/or upgrade of various system components.

6. Troubleshoots and maintains large multi-tiered HVAC systems controls, associated controllers and their Direct Digital Controls (DDC) and other applications as warranted.

7. Maintains automated logic controls such as BacNet, Niagara,Tridium and TraneTracer protocols.

8. Programs digital access control locking systems.

9. Reviews drawings and specifications from design professionals relating to new construction, remodeling and renovation of existing buildings and BAS systems.

10. Develops and maintains a filing system for the latest programming revisions at each school, including plans, contractor's name, system modifications, warranty duration and follow-up inspections.

11. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Seven (7) years of experience focused in BAS in the design, construction, renovations and/or operation and maintenance of institutional facilities.

2. NIAGARA-AX certification or equivalent management software certification.

3. Must have working knowledge of basic data networks and computer operation.

4. Must have working knowledge of BACnet protocols for building management systems and controls.

5. Must be able to interpret drawings and sequence of operation into DDC programming.

6. Must be able to communicate with various contractors with similar skill sets in order to identify and diagnose complex issues in proprietary automation control systems.

7. Must have good communications skills both verbal and written.

8. Read, understand and interpret architectural blueprints and integrated system sequence of operations.

9. Requires a minimum of a vocational or technical training in computer science, programming or experience in related fields.

10. Requires understanding of HVAC operations.

11. Must be a high school graduate or have passed the G.E.D. equivalency exam.

12. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

13. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month prior within the 3 (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.

14. Must maintain a safe driving record while employed.

Board Approved: 03/03/2022
Reviewed: 10/01/2026

Job Locator: O-1.2.04
Job Title: Maintenance Supervisor - Technical and General
Position Grade: Supervisor III
Evaluated by: Director of Maintenance

Job Description:

This employee is directly responsible to the Director of Maintenance.

Responsibilities and duties of this position include:

1. Responsible for the supervision of the Maintenance Department in the absence of the Director of Maintenance.
2. Supervise, schedule, and coordinate work assignments and follow up on work orders as required.
3. Review blueprints/plans for school facilities and make recommendations for improvements to the Director of Maintenance.
4. Implement preventive maintenance procedures on equipment and facilities.
5. Process payroll, leave requests, evaluations and other appropriate actions required of the Maintenance Department.
6. Coordinate inservice programs for the Maintenance Department.
7. Establish and implement bid packages, purchasing of materials, and production control.
8. Maintain a cost processing system to account for materials and labor.
9. Assist in the evaluation of personnel.
10. Maintain contracts with vendors as required to perform services that District Maintenance Personnel are not licensed to perform.
11. Maintain all existing permits in accordance with Florida law.
12. Act as Project Manager on related special maintenance projects.
13. Perform other duties as may be assigned by the Director of Maintenance.

Required Qualifications:

1. Bachelor's Degree, or must have a High School Diploma or G.E.D. and ten (10) years experience in related maintenance/building field or hold an associate degree with five (5) years experience.
2. Be knowledgeable of all trades related to facilities maintenance.
3. Be able to work in harmony with the public, staff, and subordinates.
4. Be able to read, interpret plans and specifications, estimate costs and plan work schedules.
5. Be knowledgeable of building, safety-to-life, and fire codes.
6. Must have a valid Florida Drivers License and must maintain a safe driving record during employment.

Desirable Qualifications:

1. Bachelor's Degree.
2. Skills in human relations.
3. Prior experience with the school system.

Board Approved: 05/07/2015
Revised: 12/10/2020, 10/01/2026

VI. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

The following Maintenance job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions align them with the correct salary schedule table and do not change any position grades or pay classifications.

- **Lead Access Controls/Locksmith**
- **Lead Cafeteria Kitchen Equipment (CKE) Technician**
- **Lead Carpenter**
- **Lead Electrical Technician**
- **Lead Electronics Technician**
- **Lead Heavy Equipment Operator**
- **Lead HVAC Technician**
- **Lead Painter**
- **Lead Plumber**
- **Lead Roofer**
- **Warehouse Manager**
- **Building Automation Systems (BAS) Technical Assistant**
- **Carpenter**
- **Carpenter Assistant**
- **Cafeteria Kitchen Equipment (CKE) Technician**
- **Electrical Technician**
- **Electrical Technician Assistant**
- **Electronics Technician**
- **General Maintenance Worker**
- **Heavy Equipment Operator**
- **HVAC Technician**
- **Irrigation Mechanic/Plumber**
- **Locksmith**
- **Plumber**
- **Roofer**
- **Small Engine Mechanic**
- **Warehouser, Senior**
- **Warehouser**

Job Locator: C-3.4.65
Title: Lead Access Controls/Locksmith
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions, organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with computers, power tools and trade practices associated with electronic access controls and locksmith trade. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Coordinates with vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the Access Controls Locksmith shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of District access control systems and other devices both mechanical and electronic to ensure safe, secure, and continuous operation of District facilities and performs maintenance on same equipment when required.
2. Directs and coordinates with electronic badge work center in the creation and access controls software updates and deletions.
3. Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars and related emergency equipment to ensure proper functioning of emergency exits as well as all access control equipment and associated hardware.
4. Ensures the maintenance and security of district keys for all buildings, catalogs all key codes and assists Support Services in determining the availability of remaining key codes.
5. ~~Supervises the repair of building egress systems to include all access control equipment and associated hardware.~~
6. Communicates with Administrators on scheduling work assignments at job sites.
7. Supervises and directs assigned personnel to assist in carpentry projects including, hanging doors, setting hinges, installing locks and associated hardware.
8. Directs the ordering of materials for the Access Control Locksmith work center according to District purchasing policies and procedures.
9. Supervises the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
10. Maintains inventory of equipment, tools and assigned vehicles to work center personnel.
11. Assists in preparing the annual budget for District Locksmith Shop functions and monitors related budget expenditures.
12. Directs the timely data entry of work performed by the District assigned to the work center.
13. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Three years previous related experience or a combination of previous education/training/experience providing for an equivalent background necessary to perform the work with working knowledge of computer based maintenance management systems.

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

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

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

Board Approved: 11/07/2019
Reviewed: 12/10/2020
Revised: 10/01/2026

Job Locator: C-3.4.63
Title: Lead Cafeteria Kitchen Equipment (CKE) Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a Journeyman license in a related field or three years experience, or a combination of previous

education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand refrigeration schematics to troubleshoot and repair refrigeration equipment.

2. Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

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

Approved: 04/04/2019
Revised: 03/05/2020, 10/01/2026

Job Locator: C-3.4.27
Title: Lead Carpenter
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with carpentry. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the carpentry trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the District carpentry ~~and locksmith~~ functions, personnel and related activities including scheduled and unscheduled maintenance and repair of interior/exterior building elements such as walls, railings, stairs, landings, windows, roof systems, screens, floors, doors, ceilings, carpets, partitions and masonry features.
2. ~~Maintains~~ Assists in maintaining building egress systems to include locks, locking devices and associated hardware, doors, panic bars and related emergency equipment to ensure proper functioning of emergency exits.
3. ~~Ensures the maintenance and security of district keys for all buildings, catalogs all key codes and assists Support Services in determining the availability of remaining key codes.~~
4. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the carpentry shop when needed.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
7. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
8. Communicates with Administrators on scheduling work assignments at job sites.
9. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
10. Assists in preparing the annual budget for District carpentry and locksmith functions and monitors related budget expenditures.
11. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
12. Ensures timely data entry of work performed by District personnel.
13. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous carpentry experience involved in the maintenance of structural facilities, rough/finish carpentry work or vocational/technical certification in the carpentry trade and/or a Journeyman license in related field and three years experience.
2. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.

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

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

~~**Desired Qualifications**~~**:**

~~3. Experience with management of assigned personnel.~~
~~4. Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.22
Title: Lead Electrical Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with the National Electric Code (NEC). Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, NEC compliance and follows set building standards. Maintains familiarity with all facets of the electrical trade including electrical formulas. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Electrical Shop functions, personnel and related activities including scheduled and unscheduled maintenance, repair of generators, switching gear networks, electric motors, Frequency Drives, high and low voltage electrical systems, single and multi-phase systems, electrical systems, fixtures, panels and equipment in all District facilities.
2. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the electrical shop when needed.
3. Determines daily work priorities, schedules and assigns work accordingly.
4. Communicates with Administrators on scheduling work assignments at job sites.
5. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
7. Coordinates electrical activities between boards and local utility companies. Answers questions and provides expert opinion. Monitors outside contractors.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Assists in preparing the annual budget for District Electrical Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous electrical experience involving the installation, repair and maintenance electrical services, systems/equipment or vocational/technical certification in the electrical trade and/or a Journeyman license in related field and three years experience. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.

3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment and maintain a safe driving record while employed. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search, and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Masters trade license.

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

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

~~**Desired Qualifications:**~~

~~4. Experience with management of assigned personnel.~~

~~5. Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~

~~6. Masters trade license.Approved: 05/20/1993~~

Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.23
Title: Lead Electronics Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with low voltage electronics systems and equipment. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the electronics trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Electronics Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of Safety-to-Life systems, fire alarms, master clocks, intercoms/PA sound systems audiovisual/enhanced classrooms/video production equipment, security cameras and building control systems.
2. Ensures the integrity of district Safety-to-Life systems, fire alarms, master clocks intercoms/PA sound systems, audiovisual/enhanced classrooms/video production equipment, security cameras and building control systems and conducts regular fire alarms system testing.
3. Performs life cycle analysis of electronic systems, components and equipment including determining frequency rates, severity of failure, and availability of replacement parts, identifying decreased performance trends and suspected causes, to determine economic feasibility of continued maintenance expenditures. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the electronics shop when needed.
4. Determines daily work priorities, schedules and assigns work accordingly.
5. Completes and maintains records relating to the repair and maintenance of electronic equipment; Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with administrators on scheduling work assignments at job sites and provides equipment use training to administrators, teachers and school staff.
8. Meets with vendors to obtain quotes for materials and assists in preparations of formal bid packages.
9. Assists in preparing the annual budget for District Electronics Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires five years previous electronics experience ~~in~~ involving the installation, maintenance and repair of electronic systems and equipment; or, a vocational/technical certification in the electronics trade, and/or a Journeyman license in related field and three years experience.
2. Must acquire and maintain NICET Testing Certification.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Five years' previous experience with troubleshooting and repair of Fire Alarm systems.

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

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

~~**Desired Qualifications:**~~

~~4. Experience with management of assigned personnel.~~
~~5. Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~
~~6. Five years' previous experience with troubleshooting and repair of Fire Alarm systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.24
Title: Lead Heavy Equipment Operator
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools, vehicles, earth moving equipment and trade practices associated with the heavy equipment trade. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control and code compliance with regards to usage of heavy equipment. Maintains familiarity with all facets of the heavy equipment trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Heavy Equipment Operators in performing scheduled and unscheduled maintenance and repair of district grounds, athletic fields, and playgrounds, loading, hauling and unloading of debris to designated drop off sites.
2. Operates equipment and supervises personnel working with a variety of heavy equipment and vehicles to include dump trucks, grappler trucks, excavators, backhoes, bucket tractors and trucks, man-lifts, large gang mowers, box blades, chainsaws, forklifts and a variety of self-propelled mowers and brush cutters.
3. Determines equipment maintenance, repair and replacement schedule and monitors accordingly.
4. Develops schedules and performs repetitive mowing of all district owned campuses, playgrounds and athletic fields. Determines daily work priorities, schedules and assigns work accordingly.
5. Coordinates with staff personnel in the performance of assisting other work centers in digging, trenching and movement of dirt to facilitate maintenance on below ground equipment.
6. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the heavy equipment operators' shop when needed.
7. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Communicates with Administrators on scheduling work assignments at job sites.
10. Meets with vendors to obtain quotes for materials and assists in preparations of formal bid packages.
11. Assists in preparing the annual budget for District Heavy Equipment Operators' Shop functions and monitors related budget expenditures.
12. Conducts inventory of equipment, tools and assigned vehicles. Determines equipment repair and maintenance needs.
13. Ensures timely data entry of work performed by District personnel.
14. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years heavy equipment operations experience involving the maintenance of grounds, athletic fields, or maintenance/construction projects; or vocational/technical certification in the heavy equipment/grounds trade and/or a Journeyman

license in a related field and three years experience.

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

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Ability to read and interpret blueprints, engineering drawings and be familiar building codes.

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

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

~~**Desired Qualifications:**~~

~~4. Experience with management of assigned personnel.~~
~~5. Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~
~~6. Ability to read and interpret blueprints, engineering drawings and be familiar building codes.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.25
Job Title: Lead HVAC Technician
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with heating/ventilation/air conditioning (HVAC) systems. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the HVAC trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises HVAC shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of HVAC related systems.
2. Services and refurbishes all types of HVAC related systems to include but not limited to: unitary A/C devices, roof top units (RTU) variable air volume (VAV) controllers, electronic and pneumatic thermostats, variable speed drives (VFD) screw type chillers, water towers, various damper controls both pneumatic and electronic, test and balance HVAC systems, turning vanes, electric motors, belts and controls.
3. Maintains all district air compressors.
4. Maintains EPA Refrigerant Recovery Journal for the department.
5. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
6. Determines daily work priorities, schedules and assigns work accordingly.
7. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
8. Meets with vendors to obtain quotes for materials and assists in preparations of formal bid packages. Collaborates with vendors and manufacturers regarding warranty work and agreements.
9. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
10. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the HVAC shop when needed.
11. Assists in preparing the annual budget for District HVAC Shop functions and monitors related budget expenditures.
12. Conducts inventory of equipment, tools and assigned vehicles. Determines equipment repair and maintenance needs.
13. Coordinates the installation of HVAC systems with architects and contractors during new construction; Inspects new facilities for compliance issues or discrepancies.
14. Ensures timely data entry of work performed by District personnel.
15. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five (5) years previous HVAC experience involved in the installation, maintenance and repair of HVAC systems and equipment; or vocational/technical certification in

the HVAC trade, and/or a Journeyman license in related field and three years experience.

2. Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret blueprints, engineering drawings and be familiar with codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Proficiency in HVAC digital control system software such as Building Automation & Control Networks (BACNET) and Java Application & Control Engine (JACE).
3. Working knowledge of computer base scheduled and unscheduled maintenance management systems.

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

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

~~**Desired Qualifications**~~~~:~~

~~4. Experience with management of assigned personnel.~~

~~5. Proficiency in HVAC digital control system software such as BACNET and JACE.~~

~~6. Working knowledge of computer base scheduled and unscheduled maintenance management systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 10/02/2003, 12/10/2020, 10/01/2026
~~Revised: 10/02/2003~~
~~Revised: 12/10/2020~~

Job Locator: C-3.4.30
Title: Lead Painter
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with painting systems and paint preparation systems. Understands and complies with the Maintenance Safety Data Sheets (MSDS) sheets associated with various paints and chemicals used daily by shop personnel. Supports all safety standards when using power tools and associated equipment. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Paint Shop functions, personnel and participates in scraping, pressure washing and painting of interior/exterior doors, walls, floors ceiling and other building structures.
2. Ensures all personnel comply with the correct (MSDS) when preparing paint, removing paint and operating equipment that produces chemical smells, maintenance of appearance for all District buildings and operates, transports, loads and unloads painting and/or pressure washing equipment.
3. Conducts in-process work inspections of assigned personnel at job sites, and provides specialized training within the paint shop when needed. Ensures adherence to District paint standards..
4. Determines daily work priorities, schedules and assigns work accordingly.
5. Manages material requirements and manpower needs. Uses math skills to estimate total cost and volume of paint needed. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with Administrators on scheduling work assignments at job sites.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
9. Assists in preparing the annual budget for District Paint Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous painting experience involving the painting and preparation of interior/exterior surfaces of structural facilities and or vocational/technical certification in the painting trade, and/or a Journeyman license in related field and three years experience.

2. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management system.

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

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

~~**Desired Qualifications:**~~

~~3. Experience with management of assigned personnel.~~
~~4. Working knowledge of computer based scheduled and unscheduled maintenance management system.~~

Board Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.31
Title: Lead Plumber
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with the plumbing trade. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the plumbing trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the District Plumbing Shop functions, personnel and related activities including scheduled and unscheduled maintenance of plumbing and heating systems, lift stations, controls, pumps, piping, meters, wastewater plants, water plants, boilers plants, sanitary and storm sewer systems, campus irrigation systems.
2. Maintains drinking water chlorination systems for District owned water facilities.
3. Records and monitors water usage at all District campuses for both potable and non-potable water systems.
4. Manages installation, testing and repair of backflow preventers and irrigation systems; responds to problems as they occur.
5. Performs varied and more difficult plumbing repair activities. Troubleshoot problems or extent of damage and type of equipment required. Ensures the maintenance of and repairs/replaces broken water mains, and support, sewer, or waste lines.
6. Roughs in plumbing and trim for new relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
7. Determines daily work priorities, schedules and assigns work accordingly.
8. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the plumbing shop when needed.
9. Manages material requirements and manpower needs and coordinates the procurement of materials according to District purchasing policies and procedures.
10. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
11. Communicates with Administrators on scheduling work assignments at job sites.
12. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
13. Assists in preparing the annual budget for District plumbing functions and monitors related budget expenditures.
14. Conducts inventory of equipment tools and assigned vehicles and determines equipment repair and maintenance needs.
15. Ensures timely data entry of work performed by District personnel.
16. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous plumbing experience involving the installation, maintenance and repair of both potable and non-potable systems or vocational/technical certification in the plumbing trade and/or a Journeyman license in related field and three years experience.
2. Must acquire and maintain Backflow Certification.
3. Must be able to read and interpret blueprints, engineering drawings and be familiar with codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.

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

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

~~**Desired Qualifications:**~~

~~3. Experience with management of assigned personnel.~~
~~4. Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.32
Title: Lead Roofer
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with roofing work. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the roofing trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Roofing Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of roofing systems to include flat rolled roofs, metal roof and shingle roofs, gutters, downspouts and interior ceilings of District facilities.
2. Maintains or installs roofs, gutters and ceilings. May assist other departments as needed.
3. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the roofing shop when needed.
4. Determines daily work priorities, schedules and assigns work accordingly.
5. Manages material requirements and manpower needs. Uses math skills to determine the total square of material needed to complete assigned tasks. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with Administrators on scheduling work assignments at job sites.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
9. Assists in preparing the annual budget for District Roofing Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years drywall and roofing repair experience; or a combination of previous education/training/experience, which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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

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

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.3.06
Title: Warehouse Manager
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance

Job Description:

Directly responsible for the overall operation, inventory, audits, input of purchase orders and security of the central receiving and maintenance warehouses. Supervises, manages and directs assigned personnel providing verbal and written instructions. Organizes and assigns daily priorities including receipt, delivery and issuance of school, custodial and maintenance supplies and equipment. Maintains the digital and written record of all material movement. Inspects merchandise and responds to special requisition delivery issues. Documents work completed using both digital and written work orders. Complies with and supports all safety standards when using power tools, vehicles and associated material handling.

Responsibilities and duties of this position include:

1. Supervises a staff of warehousers in the receipt, delivery and issuance of maintenance, school and custodial supplies. Assigns work duties, monitors and evaluates performance.
2. Obtains purchase order numbers, as required, and ensures accurate records are maintained on the petty cash account. Submits all required reports in a timely manner.
3. Ensures all supplies, materials, equipment and purchase order information are accurately accounted for on maintenance work orders, correctly coded and having appropriate fund sources.
4. Receives and verifies orders and maintains records; posts receipts by entering into accounts receivable program; and monitors inventory levels. Reorders stock as required to ensure adequate inventory of material is on-hand and ready for issue.
5. Inspects delivered equipment and supplies to verify quality or quantity and contacts vendor or supervisor in the event of discrepancies.
6. Loads, unloads and stocks equipment or supplies, using forklifts and other assigned equipment.
7. Schedules delivery to all schools; responds to special requests or problems.
8. Responsible for the security and protection from pilferage of all supplies, material and equipment assigned to the warehouse.
9. Conducts periodic inventories and audits of all shops and trucks to ensure all supplies, material and equipment are properly accounted for.
10. Performs other duties of a similar level or nature.

Required Qualifications:

1. Requires a minimum of five years warehouse experience which includes a minimum of one year supervisory or head experience over warehouse operations. Requires comprehensive knowledge of warehouse procedures and practices; or requires a combination of education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be able to move objects weighing up to 50 pounds.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 04/06/2017, 12/10/2020, 10/01/2026
~~Revised: 04/06/2017~~
~~Revised: 12/10/2020~~

Job Locator: C-3.4.61
Title: Building Automation Systems (BAS) Technical Assistant
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with the BAS Specialist to program, monitor, install, test, inspect, diagnose and repair District building automation integrated systems to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume more complex tasks given more experience and on-the-job training. Provides assistance in maintaining records and completing work using both digital and written work orders as assigned. Complies with and supports all safety standards.

Responsibilities and Duties of this Position:

1. Assists BAS Specialist in maintaining District automated building systems including heating, ventilation air conditioning (HVAC), digital bell schedules, lighting controls, ~~building access controls, video security systems~~ and other digitally integrated systems as assigned.
2. Monitors the operation of automated building systems such as Energy Management Systems.
3. Assists and participates in programing and ~~digital access control locking systems,~~ maintaining computerized databases and installing upgrades to automated building systems.
4. Assists in performing installation, repair and preventive maintenance on HVAC electronic controls.
5. Troubleshoots, tests and repairs large multi-tiered HVAC systems, associated controllers, and their Direct Digital Controls (DDC), and other automated building applications as assigned.
6. ~~Assists with programming automated logic controls systems such as BacNet and JACE protocols.~~
7. Works with industry related tools, computers and associated software; utilizes digital multimeter and related controls calibration and testing tools as they pertain to servicing DDC systems and their end devices.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous experience troubleshooting, programming, repairing and maintaining automated building systems and equipment or vocational/technical certification in either HVAC, electronic digital controls, computer science, or related field or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the job.
2. Read, understand and interpret architectural blueprints, and building mechanical system sequence of operations.
3. Working knowledge of Microsoft Office products.
4. Must be a high school graduate or have passed the G.E.D. equivalency exam.
5. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month prior within the three (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

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

Approved: 08/02/2018
Revised: 12/10/2020, 10/01/2026

Job Locator: C-3.4.07
Title: Carpenter
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District wooden and masonry articles and structures to ensure safe and continuous operation of District facilities. Performs rough and finished carpentry work. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District articles and structures' interior and exterior as assigned by Lead Carpenter.
2. Performs field installation, repair/replace and maintenance activities both scheduled and unscheduled, including hanging, and/or finishing sheetrock, doors and jams; new walls, windows and window blinds, cabinets, shelving, bookcases, bathroom stalls and partitions, and bulletin/white boards.
3. Determines material needs, and installs/repairs/replaces door hardware and locks, as required.
4. Repairs, renovates and remodels interior and exterior of District relocatable buildings using rough sketch diagram. Constructs ramps and steps, repairs and replaces exterior siding and trim.
5. Repairs and replaces floors in District buildings including concrete, tile, wood or vinyl.
6. Assists in locksmith projects including hanging doors, setting hinges, and installing locks.
7. ~~Repairs panic bars and related emergency equipment on District buildings to ensure functioning of emergency building exits.~~
8. Performs miscellaneous carpentry duties involving the repair and maintenance of wood, concrete, sheetrock, tile, carpet, metal, fiberglass and glass. May include entering attic spaces, crawl spaces, operating lifts, digging, etc.
9. Works with and helps train Carpenter Assistants.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience in carpentry work or a vocational/technical certification in a related area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must have experience reading blueprints and working with power tools.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month

6. period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020, 10/01/2026

Job Locator: C-3.4.08
Title: Carpenter Assistant
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Carpenters in the maintenance, repair or replacement of District wooden and masonry articles and structures to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training. Provides assistance in maintaining records and completing work orders. Completes assigned tasks in accordance with work order specifications. Complies with and supports all safety standards when assisting with power tools and associated equipment.

Responsibilities and duties of this position include:

1. Assists Carpenters in maintaining District articles and structures both interior and exterior as assigned by Lead Carpenter.
2. Assists in various carpentry repairs and installations including, but not limited to: hanging/replacing doors, installing gutters, installing new walls, windows, window blinds or ceiling, installing new cabinets, shelves or bookcases, replacing or installing partitions. Assists in the repair or construction of ramps or steps.
3. Participates in various renovations or remodeling projects to District offices, portables or building exteriors.
4. Repairs or replaces exterior siding to portable buildings.
5. Assists in the repair, installation or finishing of sheetrock.
6. Participates in the repair or replacement of floors in District facilities including concrete, tile, wood or vinyl floors.
7. Performs various other carpentry duties. May include entering attic spaces, crawl spaces, digging, operating power tools, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year on the job training or related experience assisting carpenters in installation or repair activities, or a vocational/technical/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020, 10/01/2026

Job Locator: C-3.4.63
Title: Lead Cafeteria Kitchen Equipment (CKE) Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

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

Responsibilities and duties of this position include:

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

Required Qualifications:

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a

2. Journeyman license in a related field or three years experience, or a combination of previous
3. education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand refrigeration schematics to troubleshoot and repair refrigeration equipment.
4. Must have and maintain EPA Refrigerant Recovery Universal Certification.
5. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.
7. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
8. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
9. Must maintain a safe driving record while employed.

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

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

Approved: 04/04/2019
Revised: 03/05/2020, 10/01/2026

Job Locator: C-3.4.12
Title: Electrical Technician
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District electrical equipment and systems to ensure safe and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District electrical fixtures, systems as assigned by Lead Electrical Technician.
2. Performs scheduled and unscheduled electrical repair activities in the district buildings; repairs circuits by locating and fixing defective feeder, branch lighting, and power circuits. Repairs classroom lighting to include ballasts, pin sockets, defuses and bulbs. Repairs and/or replaces transformers, relays, wall devices, switches, photocells, and time clocks.
3. Plans, lays out, and installs new electrical systems, opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers, etc. in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Connects and disconnects electrical systems of relocatable classrooms. Tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels. Applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, batteries, and crankcase levels and cleaning or replacing filters.
6. Maintains emergency and exit lighting by replacing batteries or lamps, and repairing circuit boards, switches and wiring.
7. Collaborates with architects, contractors and local electrical company personnel regarding the installation of new systems, emergency procedures, locating power sources, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years experience troubleshooting, repairing, installing or maintaining electrical systems and equipment; or a vocational/technical certificate and one year previous education/training experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month

6. period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.
8. Possess an extensive knowledge of the National Electrical Code, blueprints, building plans, wiring diagrams, engineering drawings and basic formulas as applied to voltage and amperage capacities.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 02/20/1997, 09/05/2019, 11/03/2022, 10/01/2026
~~Revised: 02/20/1997~~
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020
~~Revised: 11/03/2022~~

Job Locator: C-3.4.11
Title: Electrical Technician Assistant
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Electrical Technician, in the installation, maintenance, troubleshooting and repair of District electrical systems and equipment to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume more difficult and complex assignments with increased experience and on-the-job training. Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment; Provides assistance in maintaining records and completing work orders.

Responsibilities and duties of this position include:

1. Assists Electrical Technicians in maintaining District electrical equipment and systems as assigned by Lead Electrical Technician.
2. Participates and assists in conducting routine electrical repair activities in District buildings; repairs classroom lighting by replacing ballasts, pin sockets, defuses and bulbs; repairs and/or replaces transformer relays, wall devices, switches, photocells, and time clocks.
3. Assists in the planning, layout and installation of new electrical systems; opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Learns and assists in the installation of electrical systems. Connects and disconnects electrical systems of portable classrooms, tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels; applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, battery, and crankcase levels and cleaning or replacing filters.
6. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous on-the-job training and instruction in the repair, maintenance and installation of electrical systems and equipment; or a vocational/technical certificate in an electrical area or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 11/03/2022, 10/01/2026
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020
~~Revised: 11/03/2022~~

Job Locator: C-3.4.14
Title: Electronics Technician
Position Grade: ~~Trade Skill Workers~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District low voltage equipment and systems to ensure safe and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment. Works with and provides equipment use training to teachers, school staff and administrators.

Responsibilities and duties of this position include:

1. Maintains District low voltage electronic systems and equipment and provides scheduled and unscheduled maintenance as assigned by Lead Electronics Technician.
2. Troubleshoots, tests, repairs and replaces District low voltage equipment including Safety-to-Life systems, fire alarm systems, master clocks, intercoms/PA sound systems, audiovisual, security cameras and building control systems.
3. Performs equipment or board level repair/replacement most of the time and to component level on occasion. Uses test equipment, technical drawings and schematics.
4. Works with and helps train Electronics Assistants.
5. May include programming, running of wire and conduit, entering attic spaces, crawl spaces, operating lifts, etc.
6. Develops and maintains records, drawings, equipment location and cable routing documents.
7. Works with and provides equipment use training to teachers, school staff and administrators.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, installing, repairing and maintaining low voltage electronic systems and equipment or vocational/technical certification in an electronics area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be able to read and interpret wiring schematics and blueprints.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.16
Title: General Maintenance Worker
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists in various plumbing, electrical, HVAC, carpentry or equipment maintenance projects. Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training. Assists in maintaining records and completing work orders. Completes assigned tasks in accordance with work order specifications. Complies with and supports all safety standards.

Responsibilities and duties of this position include:

1. Assists in various routine electrical tasks, such as, changing ballasts, hanging lights, digging conduit ditches, etc. or assists a specialist in performing more complex electrical activities, such as, wiring classrooms, intercoms, fixing circuit boards, amplifiers, alarm systems, and audio visual equipment, etc.
2. Assists in various carpentry activities relating to final completion and/or preventive maintenance of District buildings, structures and relocatable classrooms including but not limited to building ramps or runners, decks, porches, repairing locks, adjusting doors, hanging wall boards, assembling furniture, playground equipment, etc.).
3. Performs various grounds maintenance activities including but not limited to mowing grass, loading/unloading supplies and leveling dirt.
4. Assists in plumbing activities including but not limited to roughing in or trimming out classroom plumbing, fixing water pipes, sprinkler systems, sewer lines, circulating pumps, etc.
5. Assists with various HVAC installation and routine maintenance including but not limited to cleaning, troubleshooting, repairing or replacing fans, motors, fuses, switches thermostats, ductwork, air handlers and a/c units, etc.
6. Assists with installation and routine maintenance of District kitchen equipment including but not limited to walk-in refrigerators and freezers, steam cookers, ovens, mixers, ice machines, dishwashers, etc.
7. Cleans work area by picking up tools, sweeping and spraying as necessary.
8. Completes work orders and records various information.
9. Locates equipment and tools and loads them on truck if applicable to the job being performed.
10. Performs other tasks of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year experience in assisting trade workers in construction, or a related area in carpentry, electrical, plumbing, painting, HVAC, electronics, roofing, grounds or other related trades; or a combination of equivalent education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Ability to physically lift up to fifty pounds.
4. Must have an appropriate valid Florida Driver's License for the area of assignment prior to appointment, and must maintain the same during employment.

5. Must maintain a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 06/18/1996, 09/5/2019, xxxxxxx
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.19
Title: Heavy Equipment Operator
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Provides scheduled and unscheduled maintenance to District grounds and athletic fields and completes projects as directed. Operates agricultural and heavy equipment such as tractors, mowers, backhoes, front-end loaders or other equipment. Grades and levels dirt, gravel, and fill, in the maintenance of projects. Loads dirt, gravel, or materials needed in the maintenance area or for construction projects. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment. Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District grounds as assigned by Lead Heavy Equipment Operator.
2. Operates agricultural and heavy equipment for site work to include grading, digging, tree removal, mowing, etc.
3. Operates forklift to move heavy objects (i.e. poles, blocks, cement, etc.).
4. Operates backhoe and front-end loader to load materials as needed.
5. Performs preventative and/or monitor maintenance activities such as: greases machines, checks oil, tires, fuel or water levels, etc.
6. Manually moves or shovels dirt or digs ditches in areas not accessible by equipment.
7. Operates tree removal equipment such as chainsaws and pole saws.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience operating a variety of small and medium size equipment involved in the maintenance of grounds, athletic field maintenance, or loading of construction/maintenance materials; or a combination of previous education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search. and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.21
Title: HVAC Technician
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District heating/ventilation/air conditioning (HVAC) systems to ensure safe, comfortable and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District HVAC equipment and other systems as assigned by Lead HVAC Technician.
2. Duties include scheduled and unscheduled maintenance on all District wall mounted units, rooftop units, split unit and large chillers, water towers, HVAC controls, fans, motors, fuses, switches, thermostats, belts, pumps, bearings, commercial electric water heaters, drinking fountain compressors and/or condensing fans and other systems as directed.
3. Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. Assembles, installs and repairs metal and fiberboard duct work for the HVAC and other airflow systems.
5. Works with and helps train HVAC Technician Assistant and General Maintenance Worker.
6. Performs other duties of a similar level or nature as assigned.

Required Qualifications:

1. Requires a minimum of three years HVAC experience involved in the troubleshooting, installation, maintenance and repair of HVAC systems and equipment or vocational/technical certification in HVAC and one year previous experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work assigned.
2. Must have Federal Universal Refrigerant Transition and Recovery Certification.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 10/02/2003, 09/05/2019, 10/01/2026
~~Revised: 10/02/2003~~
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.8.39
Title: Irrigation Mechanic/Plumber
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs, replaces and installs electric and hydraulic irrigation systems and other related equipment to ensure safe and continuous operation of District facilities. Assists in determining optimal irrigation schedules and ensuring water conservation while meeting the District's demands. Assists in the repair and maintenance of District plumbing equipment, water mains, and other devices. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District irrigation systems and other plumbing related systems as assigned by Lead Plumber.
2. Troubleshoots, tests repairs and replaces District irrigation systems including controllers, clocks, sprinkler heads, impact heads, rotors, pumps, etc for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
3. Provides scheduled and unscheduled maintenance of irrigation systems.
4. Responds to emergency situations (i.e. broken pipe, sprinkler, drainage problems, etc.) for the purpose of resolving immediate safety concerns.
5. Installs, or modifies, existing irrigation systems, pumps, clocks, wiring, control valves and heads.
6. Assists in the design and specification of irrigation systems and materials on new projects and verifying the performance of work completed under purchase order contracts.
7. Performs plumbing repair activities as required, to include, but not limited to; repairing/replacing broken plumbing fixtures, broken water mains, and support, sewer, or waste lines.
8. Maintains accountability and inventory for assigned tools and equipment.
9. May include digging of trenches, running of pipe, etc.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years experience troubleshooting, repairing, maintaining and/or installing irrigation systems; or a vocational/technical certificate and two years experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the GED equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned, and maintain same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12 month

6. period within three (3) consecutive years immediately preceding the record search and no conviction for DUI within seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

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

Board Approved: 02/15/2007
Revised: 09/05/2019, 10/01/2026
Reviewed: 12/10/2020

Job Locator: C-3.4.34
Title: Locksmith
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District building keys, locks, doors, latches and other exit devices both mechanical and electronic to ensure safe, secure and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District building keys, locking devices and electronic badge/secure locking systems and provides scheduled and unscheduled maintenance as assigned by Shop Lead.
2. Performs field installation, repair and maintenance activities including cutting new keys, rekeying locks, installing locksets and hardware, repairing locks, disassembling, cleaning, lubricating locks and clearing keyways.
3. Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars, dogging devices and related emergency equipment to ensure proper functioning of emergency exits.
4. Repairs panic bars and related emergency equipment on District buildings to ensure functioning of emergency building exits.
5. Maintains and updates inventory of District keys and key replacement log manual. Tracks keys that require replacement and notifies the supervisor of continuous replacement problems.
6. Assists in carpentry projects including hanging doors, setting hinges, and installing locks.
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Minimum of one year previous related experience or a combination of previous education/training/experience, which provides for an equivalent background necessary to perform the work, with working knowledge of computer based maintenance management systems.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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

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

Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.42
Title: Plumber
Position Grade: Trade Skill Salary Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District plumbing systems, fixtures and related equipment to ensure safe, comfortable and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District plumbing equipment/systems and provides scheduled and unscheduled maintenance as assigned by Lead Plumber.
2. Troubleshoots, tests, repairs and replaces District plumbing, fixtures and trim, heating/cooling systems, lift stations, wastewater plants, water plants, boilers and irrigation systems. May test and repair backflow preventers. Keeps records of water meters for both potable and non-potable systems.
3. Roughs in plumbing and trim for new relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
4. Assists with repairs/replaces broken water mains and support, sewer or waste lines.
5. Maintains and repairs heating and cooling systems including monitoring boiler, recommending replacement or repair of worn or damaged parts, such as, repairing or replacing heating lines, unit heaters, radiators, circulating pumps, etc.
6. May include digging of trenches, running of pipe, entering crawl spaces, etc.
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, repairing, and/or maintaining plumbing related equipment/systems; or a vocational/technical certificate in a plumbing related area and one year experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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

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

Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.44
Title: Roofer
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains and repairs roofs, ceilings and gutters of District buildings and structures to ensure the safety and integrity of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment. Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District roofs, ceilings and gutters on buildings and structures and provides scheduled and unscheduled maintenance as assigned by Lead Roofer.
2. Performs roofing repair and maintenance activities including repairing roofs, ceiling tile, and sheet rock.
3. Repairs damaged ceiling tiles, leaking roofs, vandalized areas, etc.
4. Replaces damaged sheet rock: cuts, scrapes, selects and finishes sheetrock.
5. Installs drop ceilings as needed.
6. May include entering attic spaces, crawl spaces, operating lifts, etc.
7. Assists carpenter shop as needed in building porches and ramps, laying tile, spraying and texturing ceilings, ceiling grid, metal studs, ceramic tile, and in other general carpentry duties.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years sheetrock and roofing repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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

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

Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.37
Title: Small Engine Mechanic
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District custodial and grounds keeping equipment. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment. Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Provides scheduled and unscheduled maintenance as assigned by Team Leader.
2. Determines appropriate schedule and performs repair and maintenance work on custodial and grounds keeping equipment including, but not limited to: trim mowers, line trimmers, leaf blowers, edgers, hedge trimmers, tank and upright vacuums, and flow and shampoo machines.
3. Troubleshoots equipment to determine repair and maintenance work required including checking equipment for worn parts, gas and oil mix ratios, etc.
4. Locates new and used parts to repair and maintain equipment and picks up parts.
5. Conducts routine preventative maintenance work on equipment to ensure safe operation of equipment and minimize need for major repair.
6. Makes recommendations to the supervisor as to repair and/or replacement of equipment and parts.
7. Maintains operational knowledge of mechanical and electrical equipment required to maintain and repair custodial and grounds keeping equipment.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of two years engine and equipment mechanical repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be able to follow written instructions without supervision.

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

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

Approved: 05/20/1993
Revised: 09/21/1995, 10/17/2006, 05/19/2011, 09/05/2019, 10/01/2026
~~Revised: 10/17/2006~~
~~Revised: 05/19/2011~~
~~Revised: 9/05/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.3.07
Title: Warehouser, Senior
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Assigned Administrator

Job Description:

Receives incoming supply shipments, unloads, stocks and prepares for school delivery. Assists in inventory and record keeping duties by entering, verifying and reconciling invoices. In the absence of a Warehouse Manager, may perform all necessary warehouse duties to ensure the efficient operations of the warehouse.

Responsibilities and duties of this position include:

1. Receives requisitions for supplies from schools, pulls from current stock and prepares for delivery.
2. Receives packing slips from incoming shipments and verifies quantity.
3. Unloads, stocks, labels and/or shelves supplies and equipment. Operates forklift and pallet jack.
4. Enters supply information into the computer. Matches requisitions with invoices and resolves discrepancies.
5. Assists in the inventory process. Balances and/or reconciles reports.
6. Delivers supplies or UPS orders to schools. Delivers U.S. mail to the post office.
7. Cleans warehouse by dusting shelves and clearing away pallets or debris.
8. Performs minor or preventative maintenance on District equipment (i.e. checking and changing oil, replacing batteries, etc.).
9. Performs other duties of a similar level or nature.

Required Qualifications:

1. Requires a minimum of two years warehouse experience including knowledge of warehouse, parts and inventory practices and methods; or a combination of education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

Job Locator: C-3.4.51
Title: Warehouser
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Assigned Supervisor

Job Description:

Assists in the receiving and storing of school and maintenance materials. Completes requisition orders and delivers to schools. Organizes and maintains furniture/equipment warehouse inventories. Handles and disposes of surveyed items from area cost centers. Delivers/assembles new and reissue furniture as needed. Understands verbal and written orders, either digital or written. Documents work completed either digitally or written.

Responsibilities and duties of this position include:

1. Unloads, stocks or shelves supplies and equipment, operates forklift and pallet jack.
2. Receives and fills custodial or commodity food orders or requests for supplies.
3. Delivers supplies, equipment, UPS, FedEx orders, US Mail and foods to schools by operating the delivery truck.
4. Receives supplies, counts to ensure quantity, signs and forwards invoice or appropriate paperwork to supervisor.
5. Assists in maintaining both the perpetual inventory and physical inventory process by counting stock items and checking items off on computer printout sheets.
6. Maintains work area: cleans up damaged or spilled items and reports losses to supervisor.
7. Performs minor or preventative maintenance on vehicles (i.e. checking fluid levels; and cleaning and scheduling for oil changes).
8. Pick-up, delivery, assembly of and/or disposal of furniture and equipment from area cost centers. Organization and maintenance of furniture/equipment warehouse inventories.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. Previous experience operating trucks and forklift.
2. Knowledge of inventory process.
3. Ability to move objects weighing up to fifty pounds.
4. Possess a valid Florida Driver's License required to operate vehicle/equipment assigned and maintain the same during employment.
5. Minimum of one year previous experience in a warehouse and knowledge of inventory and warehouse practices.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.
7. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
8. Must maintain a safe driving record while employed.

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

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

Approved: 05/20/1993
Revised: 04/21/1994, 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 09/21/1995~~
~~Revised: 12/10/2020~~