DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
November 5, 2026
TABLE OF CONTENTS

I. **Administrative Actions**
- A. 2026-2027 Appointments — I-A, p. 1
- B. 2026-2027 Re-Appointments — I-B, p. 1
- C. 2026-2027 Redesignations — I-C, p. 1
- D. 2026-2027 Transfers — I-D, p. 1
- E. 2026-2027 Resignations, Retirements, Conclude Employment — I-E, p. 1
- F. 2026-2027 Supplements — I-F, p. 1

II. **Professional Managerial Actions**
- A. 2026-2027 Appointments — I-A, p. 1
- B. 2026-2027 Re-Appointments — I-B, p. 1
- C. 2026-2027 Redesignations — I-C, p. 1
- D. 2026-2027 Transfers — I-D, p. 1
- E. 2026-2027 Resignations, Retirements, Conclude Employment — I-E, p. 1
- F. 2026-2027 Supplements — I-F, p. 1

III. **Instructional Actions**
- A. 2026-2027 Appointments — III-A, p. 1-2
- B. 2026-2027 Reappointments — III-B, p. 1
- C. 2026-2027 Redesignations — III-C, p. 1
- D. 2026-2027 Transfers — III-D, p. 1
- E. 2025-2026 Resignations/Retirements/Conclude Employment — III-E, p. 1-2
- F. 2026-2027 Supplements — III-F, p. 1-5
- G. 2026-2027 Pending Appointments — III-G, p. 1
- H. 2026-2027 Out of Field — III-H, p. 1

IV. **Instructional Miscellaneous Actions**
- A. 2026-2027 Summer School — IV-A. p. 1
- B. 2026-2027 Community Education — IV-B. p. 1
- C. 2026-2027 Adult Education — IV-C. p. 1

V. **Support Actions**
- A. 2026-2027 Appointments — V-A, p. 1-4
- B. 2026-2027 Reappointments — V-B, p. 1
- C. 2026-2027 Redesignations — V-C, p. 1
- D. 2026-2027 Transfers — V-D, p. 1-2
- E. 2026-2027 Resignations/Retirements/Conclude Employment — V-E, p. 1-3
- F. 2026-2027 Supplements — V-F, p. 1

VI. **Job Descriptions and Supporting Documents**
- A. Administrative — VI-A, p. 1-23
- B. Instructional — VI-B, p. 1-3
- C. Support — VI-B, p. 1-14

I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
MARAGH PERRY, SHARMILA DEVEKA COOR NURSING SERVICES - COOR I 12 MONTH	Exceptional Student Education	Effective 2026-10-21 12 MONTH / Annual
POWELL, LINDSEY RENAE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-09-28 CAFETERI / Annual
SALAS BOGARIN, KAREL D FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-10-23 CAFETERI / Annual
WILSON, RACHEL ANNE AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2026-09-29 12 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

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
CASHEN, MELISSA RAE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-10-02 RESIGNATION
DAVIS, DAIDREN TERRELL ACCOUNTANT - COORDINATOR 4 12 MONTH	BAF ACCOUNTS PAYABLE	Effective 2026-09-29 CONCLUDE EMPLOYMENT
MARAGH PERRY, SHARMILA DEVEKA LES REGISTERED NURSE 10 MONTH	Exceptional Student Education	Effective 2026-10-20 RESIGNATION
POWELL, LINDSEY RENAE DIS CAFE ASSISTANT 6 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2026-09-25 RESIGNATION
RIEBE, KRISTIN K COOR NURSING SERVICES - COOR I 12 MONTH	Exceptional Student Education	Effective 2026-10-09 RESIGNATION
SALAS BOGARIN, KAREL D OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2026-10-22 RESIGNATION
WILSON, RACHEL ANNE TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2026-09-28 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
DAVIS, DANIEL SCOTT SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
MILLER, TAMARA LETA WJH WRESTLING HD JH SUPPLEME	Wilkinson Jr High	Appointment

II. Professional Managerial Actions

A. APPOINTMENT

Name/Assignment	Site	
JASMIN JR, GREGORY P ITS AV SECURITY SPECIALIST PROFESSI	INFORMATION AND TECH SERVICES	Effective 2026-10-19 PROFESSI / Annual

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	
	JASMIN JR, GREGORY P ITS TECH SPECIALIST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2026-10-18 RESIGNATION

II. Professional Managerial Actions

F. SUPPLEMENT

	Name/Assignment	Site	

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
ANDERSON, SHANNON RACHEL LEE LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	Effective 2026-10-09 10 MONTH / Instructional Probationary Annual
ANDREWS, MAKAYLA RAE MBE TEACHER, SC, FIFTH GR 10 MONTH	Middleburg Elementary	Effective 2026-10-29 10 MONTH / Instructional Probationary Annual
BARQUERO, AMANDA MARIE MENTAL HEALTH CLINICIAN 10 MO 10 MONTH	Exceptional Student Education	Effective 2026-10-13 10 MONTH / Instructional Probationary Annual
BESHO, ANGELA D DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-10-22 10 MONTH / Instructional Probationary Annual
BREASTON, CAMELLA LYNETTE POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2026-10-02 10 MONTH / Instructional Probationary Annual
DAVIS, PAMELA MOODY OPH TEACHER, DROPOUT PREV SH 10 MONTH	Orange Park High	Effective 2026-10-13 10 MONTH / Instructional Probationary Annual
EASTERLING, THESIS LEON SBJ TEACHER, SC, SIXTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2026-10-01 10 MONTH / Instructional Probationary Annual
LINDEMAN, MELISSA PENELOPE GPE VE SELF-CONTAINED-ASD 10 MONTH	Grove Park Elementary	Effective 2026-10-02 10 MONTH / Instructional Probationary Annual
LOPEZ, PURINA NOEMI OPJ VE SELF-CONTAINED-IND 10 MONTH	Orange Park Jr High	Effective 2026-10-20 10 MONTH / Instructional Probationary Annual
LOUIS, STACEY VANESSA OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-10-09 10 MONTH / Instructional Probationary Annual
MENSER, KATHERINE SUZANNE KHH VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights High School	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
MESSMAN, MEGAN GRACE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2026-10-06 10 MONTH / Instructional Probationary Annual
PIERCE, ERIC E TBE TEACHER, SC, SIXTH GR 10 MONTH	Thunderbolt Elementary	Effective 2026-10-22 10 MONTH / Instructional Probationary Annual
RAY, DANIEL K OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
RESURRECCION, MIA PAYTON OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-10-12 10 MONTH / Instructional Probationary Annual
RODRIGUEZ, MARGARET E DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-10-22 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
ROLLER, SARAH ALEXANDRA OPE TEACHER, SC, KINDERGARTEN 10 MONTH	Orange Park Elementary	Effective 2026-10-22 10 MONTH / Instructional Probationary Annual
SARRACINO, MICHAEL PETER POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
STONE, SUMMER ANN KHE TEACHER, SC, FIRST GR 10 MONTH	Keystone Heights Elementary	Effective 2026-10-01 10 MONTH / Instructional Probationary Annual
TOPAL, MYRA FUENTES DOE TEACHER, VE/INCLUSION 10 MONTH	Discovery Oaks Elementary	Effective 2026-10-09 10 MONTH / Instructional Probationary Annual
WHITLOCK, CHELSIE VALENTINE TBE TEACHER, SC, KINDERGARTEN 10 MONTH	Thunderbolt Elementary	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
WILLIAMS, JOHN W TBE VE SELF-CONTAINED-IND 10 MONTH	Thunderbolt Elementary	Effective 2026-10-23 10 MONTH / Instructional Probationary Annual
YOUNG, TRISTAN JOSEPH PES TEACHER, SC, SIXTH GR 10 MONTH	Robert M. Paterson Elementary	Effective 2026-10-01 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
SIMMONS, FRANCES ELLEN OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual

III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Effective/Action

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
BROOKS, MEGGHAN ELIZABETH TES TEACHER, PRE-KG/KG ASD ESE 10 MONTH	Tynes Elementary	Effective 2026-10-19 /transfer from / OHS TEACHER, SUPP FACIL
BUCKLIN, JASON E OHS TEACHER, SUPP FACIL 10 MONTH	Lake Asbury Elementary	Effective 2026-11-16 /transfer from / LAE TEACHER, VE/INCLUSION
CURTIS, CAITLIN RENE ROE COUNSELOR, ELEM 10 MONTH	Robert M. Paterson Elementary	Effective 2026-11-02 /transfer from / PES COUNSELOR, ELEM
HUSKEY, LYNDSEY KAYLIN GCJ TEACHER, RESEARCH/CRIT JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-10-26 /transfer from / LJH VE SELF-CONTAINED-EBD
TRAUTMAN, SHELLY MARTIN ESE TEACHER, SPEECH CLINICIAN 11 MONTH	Exceptional Student Education	Effective 2026-10-05 /transfer from / ESE TEACHER, SPEECH CLINICIAN

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	ALLEN, KYLE L INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-25 CONCLUDE EMPLOYMENT
0.9	ANDERSON, SHANNON RACHEL LEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-10-08 RESIGNATION
0.9	BREASTON, CAMELLA LYNETTE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-01 RESIGNATION
	CARNES, SHERMAN B KHH TEACHER, MATHEMATICS, JH 10 MONTH	Keystone Heights High School	Effective 2026-10-30 RESIGNATION
	COLLIER, THOMAS MICHAEL GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-10-16 RESIGNATION
	GONZALEZ, CRYSTAL LYNN DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-10-16 RESIGNATION
	HANLEY, HEATHER MAUREEN TBE VE SELF-CONTAINED-IND 10 MONTH	Thunderbolt Elementary	Effective 2026-10-09 RESIGNATION
	HAVEY, FRANCES CAROLYN OLJ TEACHER, SC, SIXTH GR 10 MONTH	Oakleaf Junior High School	Effective 2026-10-01 CONCLUDE EMPLOYMENT
	HENRY, JACK TODD OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2026-10-09 CONCLUDE EMPLOYMENT
	KNOTT, ANGELA MARIE FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	Effective 2026-10-23 RESIGNATION
0.8	LOUIS, STACEY VANESSA OLJ ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2026-10-08 RESIGNATION
	MARTINEZ, YANITZA MARIE OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-10-30 RESIGNATION
	MCDUFFIE, KRISTEN BRIANNA MBE TEACHER, SC, FIFTH GR 10 MONTH	Middleburg Elementary	Effective 2026-10-23 RESIGNATION
0.9	MENSER, KATHERINE SUZANNE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-07 RESIGNATION
	MIDDLETON, CHIP DOUGLAS CHS TEACHER, INDUSTRIAL ED 10 MONTH	Clay High	Effective 2026-10-13 RESIGNATION
	PAINSCHAB, CHRISTINE INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-10-21 RETIREMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	PRATT, AARON L OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2026-10-12 RESIGNATION
	SAUNDERS, KRISTEN ANNE CEB TEACHER, COMBINATION, EL 10 MONTH	Charles E. Bennett Elementary	Effective 2026-10-16 RESIGNATION
	SAVAGE, KELSIE SYDNEY GPE TEACHER,PRE-K/ BEHAVIOR ESE 10 MONTH	Grove Park Elementary	Effective 2026-10-27 RESIGNATION
	SHAW, LAUREL BLISS MBE TEACHER, SC, FIRST GR 10 MONTH	Middleburg Elementary	Effective 2026-11-06 RESIGNATION
	STARLING, MELANIE CAITLYN OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2026-10-09 RESIGNATION
	SUMMERSETT-FRANCIS, TONYA DENISE ELL SUPPORT FACILITATOR 10 MONTH	ESOL	Effective 2026-10-29 RESIGNATION
	SYKES, NICHOLE JOY KHE TEACHER, GIFTED 10 MONTH	Keystone Heights Elementary	Effective 2026-10-20 RESIGNATION
0.9	TOPAL, MYRA FUENTES DOE GENERAL ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-10-08 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ACKERMAN, FAYE LANETTE FIH CO-CURR CLUB SUPPLEME	Fleming Island High School	Appointment
	ALLEN, JUSTIN DEMETRIUS OHS FLAG FOOTBALL HD SH/JH SUPPLEME	Oakleaf High School	Appointment
	ALVAREZ, LEAVY JAKOB-GATOR KHH WEIGHTLIFTING HD JH SUPPLEME	Keystone Heights High School	Appointment
	BLAND, DARREN K CHS FOOTBALL ASST SH 75% SUPPLEME	Clay High	Appointment
	BLANTON, MARGO DEEANN LAE DISCRETIONARY SUPPLEME	Lake Asbury Elementary	Appointment
	BLANTON, MARGO DEEANN LAE ESE INTERVENTION FAC. SUPPLEME	Lake Asbury Elementary	Appointment
	BRODERSEN, CHEVY ALLISON SUPPORT PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
	CARNES, SHERMAN B KHH ACADEMIC COACH, LOCAL SUPPLEME	Keystone Heights High School	Resignation
	CLARK, TREVOR M RHS SOCCER HEAD JV SUPPLEME	Ridgeview High School	Appointment
0.5	COALWELL, HANNAH ELIZABETH ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
0.5	COWART, JACKSON TYLER OHS FOOTBALL HD JV 75% SUPPLEME	Oakleaf High School	Appointment
0.5	CRUTCHER, MORGAN NICOLE ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
0.5	CRUTCHER, MORGAN NICOLE ROE ELEM PERF/PROD SUPPLEME	Rideout Elementary	Appointment
	DAIGLE, CASIE NAN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
0.3	DALLMANN, ROSE MARIE LAE DISCRETIONARY SUPPLEME	Lake Asbury Elementary	Resignation
0.3	DALLMANN, ROSE MARIE LAE ESE INTERVENTION FAC. SUPPLEME	Lake Asbury Elementary	Resignation
	DANIELS, JUSTIN LEE SUPPORT PEER TEACHER SUPPLEME	Orange Park High	Appointment
0.1	DAVIS, RHONDA JOYCE BLC (.128) SIXTH PERIOD SUPPLEME	Bannerman Learning Center	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
0.5	DUBOSE, AMARI TREVON ZECHARIA OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	FEHRS, AMBER KAYE SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
0.5	GARCIA, JENIFER LEE LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
	GARTNER, BRIAN DALE FIH ACADEMIC COACH, LOCAL SUPPLEME	Fleming Island High School	Appointment
	GAY, DELISHA DAWN LJH ESE INTERVENTION FAC. SUPPLEME	Lakeside Junior High	Resignation
0.5	GELINAS, CRYSTAL LEE LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
	GOTTSCHALK, CAROL ELAINE SUPPORT PEER TEACHER SUPPLEME	Keystone Heights Elementary	Appointment
0.3	GOURLEY, TAYLOR PAIGE LAE DISCRETIONARY SUPPLEME	Lake Asbury Elementary	Resignation
0.3	GOURLEY, TAYLOR PAIGE LAE ESE INTERVENTION FAC. SUPPLEME	Lake Asbury Elementary	Resignation
	HAGGARD, BRIAN NEIL FIH WRESTLING ASST SH SUPPLEME	Fleming Island High School	Resignation
	HARPER JR, CHARLES LINWOOD CHS CO-CURR CLUB SUPPLEME	Clay High	Appointment
	HOLDREN, BRANDEN KYLE RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	HUBE, SHANNON RENEE LJH ESE INTERVENTION FAC. SUPPLEME	Lakeside Junior High	Appointment
2.0	HUBE, SHANNON RENEE SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
	KAZMIERCZAK, LISA MARIE SUPPORT PEER TEACHER SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	KING, MALLORY ANNE ROE DEPT HEAD (6-10) SUPPLEME	Rideout Elementary	Appointment
0.5	LACKEY, MOLLIE AMANDA LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
	LILLARD, LEIGH A CEB TITLE 1 SUP ED SUPPLEME	Charles E. Bennett Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
0.5	LINDSEY, JARROD KEITH OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
0.3	LOCKMAN, TRACY RUTH LAE DISCRETIONARY SUPPLEME	Lake Asbury Elementary	Resignation
0.3	LOCKMAN, TRACY RUTH LAE ESE INTERVENTION FAC. SUPPLEME	Lake Asbury Elementary	Resignation
	LOGAN, XAVIER REID GCJ WRESTLING HD JH SUPPLEME	Green Cove Springs Junior High	Resignation
	LOUIS-CHARLES, MOSELINE RHS TRACK ASST SH SUPPLEME	Ridgeview High School	Appointment
	LYBARGER, TARA JUSTINE SUPPORT PEER TEACHER SUPPLEME	Mcrae Elementary	Appointment
2.0	MANSEL-TUCKER, TAMARA D SUPPORT PEER TEACHER SUPPLEME	Career And Technical Education	Appointment
	MATZEN, MACKENZIE ANNE LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
0.1	MCCLAIN, AMY LYNN CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
0.5	MCGEE, SCOTTY NICHOLAS OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	MCKELVAIN, DENNIS JOHN OPJ WRESTLING HD JH SUPPLEME	Orange Park Jr High	Resignation
0.5	MENKE, JOCELYN SIMONE LJH VOLLEYBALL HD JH SUPPLEME	Lakeside Junior High	Appointment
	MULLINS, SCOTTIE DUANE OHS BASKETBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
	PACE, ROBERT JOSEPH KHH SOCCER HEAD JV SUPPLEME	Keystone Heights High School	Appointment
0.5	PASTERNAK, ANNA MARIE ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
	PAYTON, EDEN IGNACIO SUPPORT PEER TEACHER SUPPLEME	Plantation Oaks Elementary	Appointment
	PIKE, ERIC ALAN RHS SOCCER HEAD SH SUPPLEME	Ridgeview High School	Appointment
	PRICHARD, SARAH ANN SUPPORT PEER TEACHER SUPPLEME	Ridgeview Elementary	Appointment
0.5	RAY, NATALIE ESNEAULT ROE DEPT HD (3-5)	Rideout Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	REED, JAMIE OHS VOLLEYBALL HD SH SUPPLEME	Oakleaf High School	Appointment
	ROACHE, SAMANTHA LYNN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	ROBBINS, MICHELLE MAE ROE DEPT HEAD (6-10) SUPPLEME	Rideout Elementary	Appointment
	ROBERTS, CHRISTOPHER ALLEN OLJ SOCCER HEAD JH SUPPLEME	Oakleaf Junior High School	Resignation
0.1	ROBERTS, COLLIN S CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
	ROE, CHRISTINE PAULINE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
	RYKALSKY, RYAN LEE OPJ BASKETBALL HD JH SUPPLEME	Orange Park Jr High	Appointment
	RYKALSKY, RYAN LEE OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Appointment
0.5	SAUNDERS, KRISTEN ANNE CEB TITLE 1 SUP ED SUPPLEME	Charles E. Bennett Elementary	Resignation
	SAZ-GONZALEZ, SARAH ALEJANDRA OPH NATIONAL BETA CLUB SP SUPPLEME	Orange Park High	Appointment
0.5	SERDA, DEBORAH LYNN LAE DEPT HEAD (6-10) SUPPLEME	Lake Asbury Elementary	Appointment
	SHIER, DOROTHY DIANE SUPPORT PEER TEACHER SUPPLEME	Career And Technical Education	Appointment
	STARLING, MELANIE CAITLYN OPH NATIONAL BETA CLUB SP SUPPLEME	Orange Park High	Resignation
0.5	STUTZMAN, KAYLA ELAINE ROE ELEM PERF/PROD SUPPLEME	Rideout Elementary	Appointment
	SUMMERSETT-FRANCIS, TONYA DENISE ESOL SUPPORT FACILITATOR SUPPLEME	ESOL	Resignation
	TAYLOR, TYKERA SHYNICE RHS CHEERLEADING JV SUPPLEME	Ridgeview High School	Appointment
0.5	THOLL, KYLE K MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	THOLL, KYLE K	Middleburg High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	MHS FOOTBALL ASST SH 75% SUPPLEME		
	TIPTON, TRAVIS ANTHONY SUPPORT PEER TEACHER SUPPLEME	Orange Park High	Appointment
	TOMARO, PAUL RHS TRACK ASST SH SUPPLEME	Ridgeview High School	Appointment
	TOSH, NICHOLAS WILLIAM RHS WRESTLING HD SH SUPPLEME	Ridgeview High School	Appointment
	VERNON, DAVID M FIH LACROSSE HEAD SH SUPPLEME	Fleming Island High School	Appointment
0.5	WATTS, MARQUISE TYLER OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
0.5	WHITEHEAD JR, WILLIAM HENRY OHS FOOTBALL HD JV 75% SUPPLEME	Oakleaf High School	Appointment
	WILLIAMS, JENNIFER LYNNE OHS BASKETBALL HD SH SUPPLEME	Oakleaf High School	Appointment
2.0	WIRT, CHRISTINE HIGHSMITH SUPPORT PEER TEACHER SUPPLEME	Career And Technical Education	Appointment
	WROUBEL, KARIE R CHS SOCCER HEAD JV SUPPLEME	Clay High	Appointment
	ZANONE, JAMES DOUGLAS RHS TRACK ASST SH SUPPLEME	Ridgeview High School	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
Topal	Myra	DOE	ESE Inc	ESE OOF
Topal	Myra	DOE	ESE Inc	Elementary Education K-6 OOF
Menser	Katherine	KHH	ESE VESC EBD Math	ESE OOF
Menser	Katherine	KHH	ESE VESC EBD Math	Math 6-12 OOF
Ray	Daniel	OHS	Physical Sci	Science 5-9 OOF
Louis	Stacey	OLJ	Social Studies	Social Science 5-9 or 6-12 OOF
Messman	Megan	OPJ	English	English 5-9 or 6-12 OOF
Young	Tristan	PES	Grade 6 Science	Elementary Education K-6 OOF
Easterling	Thesis	SBJ	Grade 6	Elementary Education K-6 Or Science 5-9 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
	AIKENS, TRENYCE ANITA OPE CUSTODIAN 12 MO SU	Orange Park Elementary	Effective 2026-10-12 12 MO SU / Annual
	ANDRADE, ISABEL C SLE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-09-28 9 MON SU / Annual
	BELL, WILLIAM BRANDON TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-09-21 12 MO SU / Annual
0.9	BLACKALL, KAILEB ANDREW POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-05 9 MON SU / Annual
	BROWN, NYSHA NEKOLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-19 TRANSPOR / Annual
0.9	BURCHER, JEWELLA HAWKINS KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-23 9 MON SU / Annual
	CARROLL, MALIA LATEIS TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-10-19 TRANSPOR / Annual
0.9	CORDERO, STACEY NICOLE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-10-19 9 MON SU / Annual
	COSMAS, SARAH ELIZABETH SPS SECRETARY 11 MO 11 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-10-23 11 MONTH / Annual
	COX, JENNIFER LEA GCJ TESTING/ADMIN SUPPORT ASST 10 MONTH	Green Cove Springs Junior High	Effective 2026-09-16 10 MONTH / Annual
0.9	CRUZ, MILAGROS PES BEHAVIORAL HEALTH ASST 9 MON SU	Robert M. Paterson Elementary	Effective 2026-10-01 9 MON SU / Annual
	CUNNINGHAM, MICHAEL B MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Srvcs	Effective 2026-10-19 12 MO SU / Annual
	DABNEY JR, CURTIS JEROME WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-10-12 12 MO SU / Annual
0.9	DE JESUS ROBLES, LIANELIS TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-10-22 9 MON SU / Annual
	DIEUDONNE JANVIER, MARIE EXANE OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2026-10-22 12 MO SU / Annual
	EVANS, APRIL MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-19 TRANSPOR / Annual
	EZELL, JAMES THOMAS	Transportation	Effective 2026-09-28

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	TRN BUS DRIVER TRANSPOR		TRANSPOR / Annual
	FRAZIER, JASMINE SHARMAYNE CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	Effective 2026-10-19 9 MON SU / Annual
	GREEN JR, REGINALD TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-19 TRANSPOR / Annual
	GRIFFIN, MICHEAL CORTNEY OPH CAFE ASSISTANT 4.5 HOURS 9 MON SU	Orange Park High	Effective 2026-10-08 9 MON SU / Annual
	GULLION, HAVEN ELIZABETH WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-05 9 MON SU / Annual
	HILL, RICHARD PAUL TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2026-09-24 12 MO SU / Annual
	JOHNSON III, VANDY ROMERO TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-10-14 12 MO SU / Annual
	JONES, AMANDA MHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Middleburg High	Effective 2026-10-22 9 MON SU / Annual
	JONES, TRACY DEANNIE OPH CAFE ASSISTANT 4.5 HOURS 9 MON SU	Orange Park High	Effective 2026-10-15 9 MON SU / Annual
	LIGONS, ANGELA KAY CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-10-05 9 MON SU / Annual
0.9	LUCIOTTI, LEAH MARIE OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-09-22 9 MON SU / Annual
	MARTIN, JENNIFER DAWN POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-06 9 MON SU / Annual
	MASSO, HECTOR V MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Srvcs	Effective 2026-10-12 12 MO SU / Annual
0.9	MAYBERRY, AISLEN MICHELLE OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	Effective 2026-09-24 9 MON SU / Annual
	MCLAURIN, TWALA SHANIK TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
	MONCAYO, GEOVANNY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
	NAPOLES, ANA MARIA	Keystone Heights Elementary	Effective 2026-09-24

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	KHE CAFE ASSISTANT 4 HOURS 9 MON SU		9 MON SU / Annual
0.9	OUAJNATI, FATIMA RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-10-13 9 MON SU / Annual
	PHLONG, KATRIYA SLE CAFE ASSISTANT 4 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-10-06 9 MON SU / Annual
	PRESTON, APRILYNNE ANN WES TITLE I ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2026-10-01 9 MON SU / Annual
0.9	RACKLEY, KYLER OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2026-10-22 9 MON SU / Annual
	REAGAN, MATTHEW D OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2026-09-25 10 MONTH / Annual
	REED, EILEEN NICOLE OLJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2026-10-20 9 MON SU / Annual
	ROSS HARRIS, NICHOLAS SHERRON OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-10-05 12 MO SU / Annual
0.8	ROZIER, DEBORAH ANNE KHH DROP OUT PREV. CR ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-07 9 MON SU / Annual
	SHELP, LORI ANN FIE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-10-22 9 MON SU / Annual
	SIMON, JESSICA NICOLE OLJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2026-10-26 9 MON SU / Annual
0.9	STANFORD, AMBER MARIE KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-10-08 9 MON SU / Annual
0.9	STRONG, REAGAN ANASTASIA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-10-01 9 MON SU / Annual
	THIGPEN, BREANNA ROSE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
	THURSTON, JAIME L MCE CAFE ASSISTANT 4.5 HOURS 9 MON SU	Montclair Elementary	Effective 2026-10-20 9 MON SU / Annual
	VASQUEZ, WILDA OPJ CAFE ASSISTANT 3 HOURS 9 MON SU	Orange Park Jr High	Effective 2026-10-05 9 MON SU / Annual

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	VEITCH, PATRICIA KAY AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2026-10-08 9 MON SU / Annual
	WAGER, ISABELLA DENISE CEB CUSTODIAN 12 MO SU	Charles E. Bennett Elementary	Effective 2026-10-24 12 MO SU / Annual
	WYNN, DARENE ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual

V. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	

V. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous
ROMIG, NICKI L SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-21 / redesignated from / OLJ CAFE ASSISTANT 4.5 HOURS / LNG TRM

V. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	BURKE, PATRICK ANDREW TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2026-11-02 /transfer from / TRN BUS DRIVER
0.9	COLLAZOBETANCOURT, MARIELLA DOE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2026-11-09 /transfer from / POE BEHAVIORAL HEALTH ASST
0.9	CORREDOR SABINO, ALANI MALISE WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-09-14 /transfer from / WEC GENERAL ASSISTANT
	DELL, CALVIN OPH HEAD CUSTODIAN 12 MO SU	Orange Park High	Effective 2026-10-19 /transfer from / WJH HEAD CUSTODIAN
	E0208090 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-09-14 /transfer from / SCHOOL SAFETY OFFICER
	EBREO, JACQUELINE M OLJ CAFE ASSISTANT 5.5 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2026-10-19 /transfer from / OLJ CAFE ASSISTANT 4.5 HOURS
0.8	HERRERA, ROLANDO JOSEPH ROE ESOL CLASSROOM ASSISTANT 9 MON SU	Rideout Elementary	Effective 2026-10-12 /transfer from / LAE CUSTODIAN
	HILL, JASON SHANNON MNT CARPENTER ASSISTANT 12 MO SU	Division of Support Srvcs	Effective 2026-09-28 /transfer from / MNT GENERAL MAINT WORKER
0.9	HUSKEY, JOSHUA DANIEL SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	EFFECTIVE 2026-8-7 TRANSFER FROM LJH BEHAVIORAL HEALTH ASST
	MCKINNEY, AMANDA GAIL STS ADMINSTRATIVE SECRETARY 12 MO SU	Exceptional Student Education	Effective 2026-10-19 /transfer from / SPS SECRETARY 11 MO
0.9	MCNEAL, JERMEASHIA ARCHELLE OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-09-28 /transfer from / RHS CAFE ASSISTANT 7 HOURS
	MORRIS, VICTORIA ELIZABETH WJH HEAD CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2026-10-19 /transfer from / WJH CUSTODIAN
	MOSLEY, JESSICA NICHOLE TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	Effective 2026-09-28 /transfer from / MHS CAFE ASSISTANT 4.5 HOURS
0.8	NUNNERY, KELLY L STS HEALTH ASSISTANT 9 MON SU	Exceptional Student Education	Effective 2026-10-19 /transfer from / LAJ GENERAL HEALTH ASSISTA
	PARRISH, JORDAN DANEE KHH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Keystone Heights High School	Effective 2026-11-02 /transfer from / KHH CAFE ASSISTANT 5.5 HOURS
	PATRICK, ANNE CHRISTINE TRN ADMINSTRATIVE SECRETARY 12 MO SU	Transportation	Effective 2026-09-28 /transfer from / TRN ADMINSTRATIVE SECRETARY

V. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
0.9	RANDA, SHERYL R WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-19 /transfer from / WEC GENERAL HEALTH ASSISTA
	ROBERTS, ASHLEY MARIE LAJ CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2026-11-30 /transfer from / LAJ CAFE ASSISTANT 3.75 HOURS
	ROSS, WENDY NOEL LJH CAFE ASSISTANT 7 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-09-02 /transfer from / LJH CAFE ASSISTANT 5.75 HOURS
	TAYLOR, KRISTEN BLAIR TRN PAYROLLSEC 12 MO SU	Transportation	Effective 2026-09-28 /transfer from / TRN BUS DRIVER
	WALTERS, JACQUELINE SUZANNE RHS CAFE ASSISTANT 7 HOURS 9 MON SU	Ridgeview High School	Effective 2026-10-19 /transfer from / RHS CAFE ASSISTANT 6.5 HOURS
	WASSNER, ELIZABETH ANNE LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Fleming Island Elementary	Effective 2026-11-02 /transfer from / FIE SCHOOL SECRETARY 10 MONTH
	WEBB, SERENA NOEL TRN BUS DRIVER/ DR TRAINER TRANSPOR	Transportation	Effective 2026-11-02 /transfer from / TRN BUS DRIVER
0.9	WILLIAMS, ALYSSA MARIE SLE GENERAL ASSISTANT 9 MON SU	Shadowlawn Elementary	Effective 2026-10-21 /transfer from / SLE BEHAVIORAL HEALTH ASST
	ZAVALA, CHRISTINA FIE CAFE ASSISTANT 6 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-09-28 /transfer from / FIE CAFE ASSISTANT 3.75 HOURS

V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	ADIPIETRO, SHANNON LYNN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2026-10-06 RESIGNATION
0.9	ALLEMAN, ANGELICA DANIELLE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-02 RESIGNATION
	ALLEN SR, DANIEL A OPH HEAD CUSTODIAN 12 MO SU	Orange Park High	Effective 2026-09-29 RESIGNATION
0.8	ANDREWS, APRIL G FIE GENERIC CLASSROOM ASSISTAN 9 MON SU	Fleming Island Elementary	Effective 2026-09-30 RESIGNATION
	AYERS, JENNIFER ANNE LAE LICENSED PRAC NURSE 10 MONTH	Lake Asbury Elementary	Effective 2026-10-30 RESIGNATION
	BAILEY, TAYLOR BRONKIE CEB CAFE ASSISTANT 5.25 HOURS 9 MON SU	Charles E. Bennett Elementary	Effective 2026-10-23 RESIGNATION
0.9	BARNES, MARIE LYNN AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2026-09-23 RESIGNATION
	BRATOS, SADIE ELIZABETH LAJ CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2026-11-20 RESIGNATION
	CASTANO, ANSELMO MNT HVAC TECH 12 MO SU	Division of Support Srvcs	Effective 2026-09-30 RESIGNATION
0.9	CHAULK, STACI M SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-25 CONCLUDE EMPLOYMENT
	COLSON, HEATHER D TBE MEDIA TECHNICAL ASST 10 MONTH	Thunderbolt Elementary	Effective 2026-10-20 RESIGNATION
	DEFEO LA ROCCA, EMILIA LJH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-10-30 RESIGNATION
	DEGRAFF, MARCIA ISLANE KHH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Keystone Heights High School	Effective 2026-10-16 RESIGNATION
	DELSOIN-MONTROSE, LAKENCIA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-24 CONCLUDE EMPLOYMENT
0.9	DOUGLASS CAVAZOS, APRIL CASSANDRA WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-23 RESIGNATION
	E0203742 SCHOOL SAFETY OFFICER 9 MON SU	Division of Support Srvcs	Effective 2026-10-16 RESIGNATION

V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	GONZALES, FLORA MARIE POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-16 RESIGNATION
0.9	GRINER, ASHLEY NICHOLE SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-30 CONCLUDE EMPLOYMENT
	HARRELL, KIMBERLY CHEYANNE GCJ CAFE ASSISTANT 4 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2026-09-30 RESIGNATION
	HERNANDEZ GARCIA, DANIEL WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-10-15 RETIREMENT
	HUDSON, DARIELL TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-16 RESIGNATION
0.9	JONES, TERRI R POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-12-18 RETIREMENT
0.9	MACDONALD, CRYSTAL LEIGH WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-09 RESIGNATION
	MELZAK, RENEE NICOLE PES REGISTERED NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2026-11-20 RESIGNATION
0.9	MONTGOMERY, RICHARDEAN AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2026-12-18 RETIREMENT
	MOROCHO CORONEL, WILSON PATRICIO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-09 RESIGNATION
	MUNOZ ESTRELLA, FREDDY XAVIER TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-10-14 RESIGNATION
0.9	PRIDEMORE, JADE MICHAELA KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-22 RESIGNATION
0.9	RATHERAM-GREEN, HELEN ANN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2026-11-06 RESIGNATION
	REYNOLDS, TIFFANI NACOLE KHE CAFE ASSISTANT 5 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-09-25 CONCLUDE EMPLOYMENT
0.9	RIGGS, JESSICA LAUREN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-10-15 RESIGNATION
	SALAZAR LADERA, MARIA ISABEL	Oakleaf High School	Effective 2026-10-02 RESIGNATION

V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	OHS CUSTODIAN 12 MO SU		
	SAMUELS, KENDALL MICHAEL OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2026-10-30 RESIGNATION
	SANTIAGO ALVAREZ, VERONICA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-02 RESIGNATION
	STEELMAN, MICHELLE M CHS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Clay High	Effective 2026-10-19 RESIGNATION
0.9	STEVENSON, DESHIA D TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-09-25 RESIGNATION
	TAYLOR, CARLEE PAIGE LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Lake Asbury Junior High School	Effective 2026-10-16 RESIGNATION
	WILLIAMS, WILBERT DWAYNE OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2026-10-16 RESIGNATION
	ZIOLKOWSKI, RAINA ANN RHS COMPUTER LAB ASSISTANT 9 MON SU	Ridgeview High School	Effective 2026-10-21 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	BLACKALL, KAILEB ANDREW OLJ SOCCER HEAD JH SUPPLEME	Plantation Oaks Elementary	Appointment
	COLLINS, JAMES E OHS BASKETBALL HD SH SUPPLEME	Oakleaf High School	Appointment
	COOK, KELLY J KHH WEIGHTLIFTING HD SH SUPPLEME	Keystone Heights High School	Appointment
0.5	LANOIR, JERARD TYLER OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	LANOIR, JERARD TYLER OHS WEIGHTLIFTING HD SH SUPPLEME	Oakleaf High School	Appointment
	MENSIE, SHANAE LATTRYL OHS WEIGHTLIFTING HD SH SUPPLEME	Oakleaf High School	Appointment
0.5	MERRITT JR, ANTHONY H MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	MERRITT JR, ANTHONY H MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	SANCHEZ, KIERSTEN NICOLE WJH SOFTBALL FP ASST JH SUPPLEME	Tynes Elementary	Appointment
0.5	WRIGHT, STEVEN ALEXANDER OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment

VI. JOB DESCRIPTION ACTIONS

A. Administration - Approve the following job descriptions:

REVISED:

The following Operations job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions do not change any position grades or pay classifications:

- **Assistant Superintendent of Operations**
- **Building Official**
- **Director of Facility Planning and Construction**
- **Supervisor of Safety and Security**
- **Project Manager**
- **Supervisor of Planning and Intergovernmental Relations**
- **Fire Safety Inspector I**
- **Safety and Security Coordinator**

REVIEWED:

The following Operations job descriptions were reviewed and no changes were needed:

- **Director of Safety and Security**
- **District Threat Management Coordinator**

Job Locator: O-1.1.05
Job Title: Assistant Superintendent of Operations
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent of Operations is responsible to the Superintendent.

Responsibilities and duties of this position include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, Maintenance, Food Service, Transportation, and Safety and Security.
2. Provide direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety and Security and Intergovernmental Relations, and Emergency Operations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments in the Division of Operations.
4. Ensure compliance with all laws, rules, regulations and policies.
5. Advise and consult with the Superintendent and the School Board on Operations related issues.
6. Direct the development and recommendation of policies relative to Operations.
7. Supervise the preparation of the Operations agenda for School Board meetings.
8. Prepare required studies and reports relative to Operations.
9. Direct the development of the District's annual Classroom Assessment.
10. Facilitate communication, organization and planning efforts among District-level Operations Administrators, School Administrators and local governments.
11. Promote and facilitate positive public relations for the School System especially as that pertains to Operations.
12. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor's Degree with considerable course work in construction, civil engineering, architecture, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.

4. Experience in bidding procedures and contract law.
5. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Master's Degree.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/1987, 08/13/1987, 02/16/1989, 01/17/1991, 05/20/1993, 04/21/1994, 09/18/1997, 11/17/1998, 02/15/2001, 01/20/2005, 03/16/2006, 02/21/2008, 02/10/2014, 05/07/2015, 12/15/2016, 12/10/2020, 11/05/2026
~~Revised: 08/13/1987~~
~~Revised: 02/16/1989~~
~~Revised: 01/17/1991~~
~~Revised: 05/20/1993~~
~~Revised: 04/21/1994~~
~~Revised: 09/18/1997~~
~~Revised: 11/17/1998~~
~~Revised: 02/15/2001~~
~~Revised: 01/20/2005~~
~~Revised: 03/16/2006~~
~~Revised: 02/21/2008~~
~~Revised: 02/10/2014~~
~~Revised: 05/07/2015~~
~~Revised: 12/15/2016~~
~~Revised: 12/10/2020~~

Job Locator: O-1.1.66
Job Description: Building Official
Position Grade: Director I
Evaluated by: Assistant Superintendent For Operations

Job Description:

The Building Official is directly responsible to the Assistant Superintendent for Operations. The Building Official is responsible for the overall guidance, direction, and management of the Clay County School District Building Code Division.

Responsibilities and duties of this position include:

1. Administrate, supervise, direct, enforce, and perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of the Clay County School District, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person.
2. Direct and administer the examination of plans and/or plan review.
3. Issue Building Permits, construction trades permits, fire sprinkler, fire alarm, life safety permits, school initiated project permits, and other similar permits as assigned.
4. Review the CCSD annual facility maintenance permit work orders for compliance with the State Statutes, SREF, Florida Building Code and the Florida Fire Prevention Code.
5. Supervise, schedule and manage the Code Enforcement Department effectively and efficiently.
6. Develop and maintain a complete file system and database on all permitting, plan review, enforcement and inspection of projects.
7. Establish standard operations procedures to ensure all division activities are properly documented.
8. Confer with other Department Directors and Division Heads on issues relating to various code interpretation, plan review, permit issuance, field inspections, and other administrative matters.
9. Meet with architects, engineers, contractors, and school administration regarding inspections and code compliance requirements.
10. Perform and/or oversee the performance of annual required inspections including sanitation, casualty, fire, relocatable inspections, bleacher, asbestos, Health Department, structural, and playground inspections.
11. Perform and administer the division's annual operating budget.
12. Perform annual fire safety inspection per F.S. 1013.12.
13. Prepare monthly and annual activity reports regarding permit plan review and field inspections.
14. Establish and maintain systems to ensure that all files, correspondences, reference documents, reports, permits, plans, and other data or materials are maintained in an organized fashion.
15. Perform other duties as directed by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor of Arts or Science Degree; or a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or two (2) year Technical Degree; or have ten (10) years experience in building construction and a high school diploma or G.E.D.

2. Must be State Certified as a Building Code Administrator, under Chapter 468, Part 12.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent verbal and written skills.
8. Must be certified as a fire safety inspector per F.S. 633.081, or able to obtain certification within 1 year.
9. Must have a valid Florida Drivers Licence and maintain a safe driving record during employment

Desired Qualifications:

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.
2. Proven track record as an effective administrator.
3. ~~SREF Certified.~~

Approved: 02/15/2001
Revised: 04/19/2001, 01/20/2005, 09/20/2012, 02/10/2014, 12/10/2020, 04/01/2021, 07/01/2021, 11/05/2026
~~Revised: 01/20/2005~~
~~Revised: 09/20/2012~~
~~Revised: 02/10/2014~~
~~Revised: 12/10/2020~~
~~Revised: 04/01/2021~~
~~Effective: 07/01/2021~~

Job Locator: O-1.1.31
Job Title: Director of Facility Planning and Construction
Position Grade: Director I
Evaluated By: Assistant Superintendent for Operations

Job Description:

The Director of Facility Planning and Construction is responsible to the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Direct the development of the Educational Facilities Plan as required by the Florida Department of Education.
2. Establish and maintain construction management, documentation, administration, quality control and finance procedures on all capital outlay facility projects.
3. Direct long range planning in order to meet the five, ten and twenty year projected capital construction and land acquisition needs of the District.
4. Direct the development and review for all construction plans, project specifications, bid and contracts on all capital outlay projects.
5. Ensure and compliance with all required governmental and regulatory agencies, all applicable local, State and Federal laws and regulations and the Florida Building Code.
6. Direct the scheduling of Architects, Engineers, and Contractors in order to meet District needs for general capital outlay projects.
7. Direct the development of educational specifications involving appropriate stakeholders for all facility construction projects.
8. Direct the routine update of the Florida Inventory of School Houses (FISH).
9. Assist with the development of the District's annual classroom assessment.
10. Direct the development and current status of the District's Five-Year Plant Survey.
11. Direct the development and maintenance of attendance boundaries of all schools within the District.
12. Direct the maintenance of a current and accurate schematic document and ensure its distribution to all District and Governmental recipients.
13. Ensure District participation in planning coordination with County and municipal governments and attendance at required meetings.
14. Administer and maintain interlocal agreements, comprehensive plan elements and other necessary documents with County and municipal governments.

15. Administer growth management, school concurrency requirements, developer agreements and impact fee requirements.

16. Perform other duties as assigned by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor Degree in Architecture, Engineering, or Construction Management; or an Associates' Degree and a minimum of five (5) years experience as a Project Manager in architecture, engineering, planning, or construction management
2. Minimum of five years experience in personnel supervision.
3. Knowledge of all aspects relating to school facility construction (SREF).
4. Be able to work in harmony with school based administrators, district staff, subordinates, and the public.
5. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Approved: 06/23/1998
Revised: 02/15/2001, 01/20/2005, 11/22/2005, 02/10/2014, 04/05/2018, 12/10/2020, 11/05/2026
~~Revised: 01/20/2005~~
~~Revised 11/22/2005~~
~~Revised: 02/10/2014~~
~~Revised: 04/05/2018~~
~~Revised: 12/10/2020~~

Job Locator: O-1.2.41
Job Title: Supervisor of Safety and Security
Position Grade: Supervisor II
Evaluated By: Director of Safety and Security or Designee

Job Description:

The Supervisor of Safety and Security is responsible to the Director of Safety and Security and the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Supervision of personnel within the School Safety and Security division and School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.
2. Provide strategic leadership and day-to-day management of the district's safety and security operations across all campuses and facilities.
3. Supervise, train, evaluate, and support safety and security personnel
4. Develop, implement, and continuously improve district-wide safety, security, and emergency management policies, procedures, and protocols.
5. Coordinate emergency preparedness planning to include drills, tabletop exercises, threat assessments, and crisis response procedures in compliance with state and federal regulations.
6. Manage safety-related investigations, documentation, reporting, and data analysis to identify trends to improve preventive strategies.
7. Ensure compliance with applicable laws, regulations, district policies, and best practices related to school safety, security, and emergency management.
8. Provide guidance and consultation to district leadership, school-based administration, staff, and faculty on safety planning, threat mitigation, and crisis management.
9. Oversee daily security operations, ensuring consistent coverage, compliance, and responsiveness at all assigned sites.
10. Manage inventory of district-wide safety and security assets
11. Manage and oversee safety and security grant programs
12. Oversee security planning and staffing for special events, extracurricular activities, and after-hours programs.
13. Oversee corrective action plans resulting from audits, incidents, or compliance reviews to ensure timely resolution.
14. Manage and oversee coordination with other agencies in the threat management review process
15. Supervises District Employee badging and access control permissions for schools and badges.
16. Implement all planning, training, and exercising of all physical security programs.
17. Supervises all physical security and technology applications.
18. Supervises the Florida Safe Schools Assessment Program.
19. Coordinates the District's Security program including vandalism evaluation, school security details, security cameras, security alarm systems, threat assessments and identifies additional security measures and recommends proper mitigation.

20. Conduct routine audits of school campuses to ensure safety compliance and creates and maintains proper documentation mandated by state law.
21. Lead the District Level Threat Management Team (District Threat Management Coordinator or DTMC) as directed by the FLDOE-Office of Safe Schools.
22. Prepare and present the training curriculum for the new statewide threat management model to all relevant school district personnel and community agencies.
23. Assist in analyzing, planning, developing and initiating School Safety and Security improvements on School Board property.
24. Serve as the liaison between the Clay County School District and the Statewide District Threat Management Coordinator at FLDOE-Office of Safe Schools.
25. Develop and deliver additional school safety training materials related to threat management.
26. Develop and execute a compliance review process.
27. Review school-based threat management best practices as identified by industry leaders annually and recommend changes for the purpose of ensuring effective outcomes.
28. Collaborate with all school district staff, traditional and charter school threat management teams, other District Threat Management Coordinators statewide, local law enforcement agencies, and any community partners that may inform the development of appropriate school safety measures.
29. Regularly review Florida Statute as it relates to school safety and ensure district policies and procedures are meeting state requirements and recommendations.
30. Report violations or concerns of improper safety and security reporting to proper authorities for corrective action.
31. Strong interpersonal skills demonstrated through the ability to build trusting and collaborative relationships.
32. Assist with Safety & Security processes and procedures.
33. Provide a high level of customer service to school based administrators, staff, subordinates, state and federal departments of education, and the public.
34. Ability to manage multiple tasks, set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
35. Perform other duties as assigned as directed by the Assistant Superintendent for Operations or the Director of Safety & Security.

Required Qualifications:

1. Bachelor's Degree
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
6. Must be able to obtain School Safety Specialist Certification within one year of employment.
7. CJIS (Criminal Justice Information Access) Compliance
8. Working knowledge of best practices in school security. Excellent verbal and written communications
9. Experience and knowledge of behavior threat assessments and Youth Mental Health as it pertains to Florida State Statutes

10. Strong word processing, spreadsheet, and database software skills.
11. Strong creative problem-solving skills.
12. Strong time management skills.

Desired Qualifications:

1. Master's Degree
2. Three (3) years experience preferred in K-12 school administration including program development, supervision and budgeting.
3. Five (5) years experience preferred in the field of emergency management
4. Knowledge of FEMA (Federal Emergency Management Agency) rules, regulations and training requirements.
5. Five (5) years experience in the field of law enforcement and/or security
6. Background eligibility for State of Florida concealed weapon/firearm license.

Approved: 09/18/1997
Revised: 02/15/2001, ~~Revised:~~ 11/22/2005, ~~Revised:~~ 02/21/2008, ~~Revised:~~ 02/10/2014 ~~Revised:~~ 04/05/2018, ~~Revised:~~ 10/04/2018, ~~Revised:~~ 05/07/2020, ~~Revised:~~ 12/10/2020, ~~Revised:~~ 03/07/2024, 11/05/2026

***Per FLDOE, there can only be one DTMC in the county. The DTMC can have a back-up, but the back-up can only be utilized in the main DTMC's absence (hospitalization, vacation, etc). They (FLDOE) will not allow duties to be shared on a daily basis.

Job Locator: O-1.1.38
Job Title: Project Manager
Position Grade: Supervisor III
Evaluated by: Assistant Superintendent for Operations or the Director of Facility Planning and Construction

Job Description:

The Project Manager is directly responsible to the Director of Facility Planning and Construction or the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Manage project development, timelines, resources, and quality assurance.
2. Responsible for the supervision and direction of contractors on Clay County School Board properties.
3. Supervise, schedule, coordinate, and close-out School Board construction projects as assigned with City, County, State, and Federal Governments.
4. Ensure compliance with construction management, documentation, quality control, administration and finance procedures on all projects.
5. Ensure compliance with Florida Statutes, State Board Rules and the Florida Building Code for Educational Facilities.
6. Assist in analyzing, planning, developing and initiating improvements on School Board property.
7. Coordinate the development of educational specifications for each project.
8. Coordinate with Architects/Engineers and district staff the development of plans and specifications for School Board construction projects.
9. Coordinate the preparation of contracts for Architects/Engineers and Contractors, review and approve all payments and maintain complete and accurate records for all construction projects.
10. Certify to the Building Official that upon substantial completion, the project has been completed in accordance with the contract documents and the Florida Building Code.
11. Supervise the instruction of all staff on the operation of all features of each completed construction project.
12. Notify CCDS ~~Coordinator~~ Supervisor of Planning & Intergovernmental Relations in regard to School Board construction projects and communication with City, County, State, and Federal Government agencies.
13. Update all ~~Provide required~~ capital project information ~~for the annual update of~~ in the Florida Inventory of School Houses (F.I.S.H.).
14. Perform other duties as directed by the Assistant Superintendent for Operations or the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelor's Degree in Architecture, Engineering, Construction Management, or a related field.
2. Experience in at least one (1) of the following categories: (a) State Licensed Contractor, Construction Superintendent, or Project Management in an Architect/Engineer/Construction (A/E/C) firm, with a minimum three (3) years of experience; (b) Local City or County Building Department General Construction Inspector, with a minimum five (5) years of experience.
3. Knowledge of building, safety-to-life and fire codes.
4. Ability to read and interpret plans and specifications.

5. Ability to perform basic drafting of plans for buildings and civil projects.
6. Be able to work in harmony with school based administrators, staff, subordinates and the public.
7. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Experience as a State Licensed Contractor, Construction Superintendent, or Project Management in an Architect/Engineer/Construction (A/E/C) firm, with a minimum five (5) years of experience.
2. Knowledge of State Construction and Procurement Statutes and State Requirements for Educational Facilities (SREF).
3. Building Construction Graduate, with a minimum one (1) year of experience preferred.
   Graduate Architect or Engineer, with a minimum one (1) year of experience preferred.
4. Experience in school plant management and construction preferred.
5. CAD Drafting experience

Approved: 07/21/1988
Revised: 12/14/1988, 07/01/1993, 04/20/1995, 11/17/1998, 02/15/2001, 01/20/2005, 02/10/2014, 12/10/2020, 10/05/2023, 02/05/2026, 11/05/2026

Job Locator: O-1.1.43
Job Title: Supervisor of Planning and Intergovernmental Relations
Position Grade: Supervisor III
Evaluated By: Assistant Superintendent for Operations or the Director of Facility Planning & Construction

Job Description:

The Supervisor of Planning and Intergovernmental Relations is responsible to the Assistant Superintendent for Operations or the Director of Facility Planning & Construction.

Responsibilities and duties of this position include:

1. Serve as the appointed School District representative for the County Development Review Committee, the County Planning Commission, and Airport Zoning Committees. Attend and provide guidance to Municipalities and develop impact analysis of all residential rezoning and amendments to the County or Municipalities land use.
2. Attend and provide recommendations to the Board of County Commission and Municipal Council meetings as needed to represent the School District's interest.
3. Supervise and establish the School District's requirements with the County and each Municipality on interlocal agreements, developer agreements, county comprehensive plan elements, educational facility planning and communication.
4. Govern the County's and District's School Concurrency Ordinance.
5. Supervise the discussions and requirements on mitigation resolution for all development within the County and each Municipality.
6. Advise the School Board of governmental restrictions related to growth and land use.
7. Act as the district liaison to developers, professional organizations, district staff, property owners, and the public.
8. Manage, plan, assign, develop, and review analysis for developers on Geographic Information System (GIS) projects.
9. Oversee the production reports, maps, and data for GIS applications.
10. Act as the liaison between the District, county and municipalities Planning, Building, Permitting, and Engineering departments
11. Manage site acquisitions, property sales, and site donations according to District need and act as land agent for all School Board property.
12. Govern and administer the Educational Impact Fee ordinance coordinating with the developers and local building departments, the payment and receipt of impact fees and permitting.
13. Attend other intergovernmental meetings as necessary.
14. Supervise, develop and draft amendments, analyze and maintain long range comprehensive facility planning documents for the District and Department of Education.
15. Develop student projections based on current housing development trends, birth rates, student migration, census projections, and the State of Florida Educating Estimation Conference.
16. Supervise the County's approval processes and conduct reviews for all phases of site plan submittals in the County permitting system.
17. Develop student demographic information for schools to assist in annual and long range student projection and to assist in determining facility requirements for existing and new schools.
18. Manage and develop concurrency service areas for the District.
19. Oversee and maintain the Florida Inventory Of School Houses (F.I.S.H.) for all District facilities.

20. Supervise all contractors for the school plant survey, recommendations, validations, supplemental updates, and District Facility Lists in order to establish funding eligibility for projects.
21. Oversee the operational functions of the ½ Cent Sales Tax Citizens Advisory Committee.
22. Perform other duties as assigned by the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelor's Degree.
2. Must have the ability to utilize computer technology and software specifically, web GIS and geodatabase management applications.
3. Must have the ability to communicate both verbally and in writing.
4. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desired Qualifications:

1. Masters Degree associated with educational or governmental planning.
2. Minimum three (3) years experience in educational or governmental planning.
3. Experience in working with multiple governmental agencies, at all levels.

Effective: 08/12/1982
Revised: 06/13/1985, ~~Revised:~~ 08/13/1987, ~~Revised:~~ 07/21/1988
~~Revised:~~ 07/10/1992, ~~Revised:~~ 04/21/1994, ~~Revised:~~ 06/22/1995, ~~Revised:~~ 02/15/2001
~~Revised:~~ 01/20/2005, ~~Revised:~~ 09/15/2005, ~~Revised:~~ 10/20/2005, ~~Revised:~~ 02/10/2014
~~Revised:~~ 12/10/2020, ~~Revised:~~03/07/2024, 11/05/2026

Job Locator: O-1.1.70
Job Title: Fire Safety Inspector I
Position Grade: Coordinator I
Evaluated By: Building Official

Job Description:

Fire Safety Inspector I is directly responsible to the Building Official.

Responsibilities and duties of this position include:

1. Provide assistance to the Building Official in the general administration of the Code Enforcement Department.
2. Assist with the implementation of regulatory requirements pertaining to permitting, plan review, enforcement and inspection of projects indicating compliance with life safety and fire prevention codes as required by State Law, State Requirements for Educational Facilities (SREF), Florida Fire Prevention Code, and Florida Building Code.
3. Assist in scheduling inspections.
4. Perform Florida Fire Prevention Code Compliance inspections including fire, safety, casualty, and sanitation on all school district properties and portables as appropriately certified by the state.
5. Develop and maintain the required records and database entry on all inspections.
6. Perform annual fire safety inspections per F.S. 1013.12.
7. Perform other duties as directed by the Building Official.

Required Qualifications:

1. Demonstrates four (4) years combined experience in the field of construction or a related field, fire code inspection, or plans review.633.216, F.S.; or a combination of postsecondary education in the field of construction, fire experience which totals three (3) years, with at least one (1) year of such total being experience in construction fire code inspection, or plans review. 633.216 F.S.; or a combination of technical education in the field of construction or a related field and experience which totals three (3) years, with at least one (1) year of such total being experience in construction, fire code inspection, or plans review. 633.216, F.S.
2. Must be Florida State Certified as a Fire Safety Inspector per F.S. 633.216 ~~(or be able to obtain a Fire Safety Inspector certification within a year, if currently Florida State Certified as a building inspector, electrical inspector, or plans examiner).~~
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent oral and written skills.
8. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Bachelor Degree; or have a minimum of five (5) years experience in building construction or fire related field and an Associate of Arts or Science Degree or have ten (10) years experience in building construction or fire related field and a high school diploma or G.E.D.
2. State Licensed ~~Certified~~ as a Building, Electrical, Mechanical, or Plumbing Inspector. Multiple Licenses preferred.
3. State Licensed ~~Certified~~ as a Plans Examiner.

Approved: 02/15/2001
Revised: 04/19/2001, 01/20/2005, 02/10/2014, 12/10/2020, 11/03/2022, 11/07/2024, 11/05/2026

Job Locator: O-1.4.37
Title: Safety and Security Coordinator
Pay Grade: Coordinator I
Evaluated By: Director of Safety and Security

Job Description:

Coordinate the district's strategic safety initiatives by leading the implementation and maintenance of related school safety projects. Facilitates professional development for teachers, staff, and school leaders on how to most effectively implement safety technology and procedures. Ensures access control projects are efficient and that badge access security remains responsive and a daily priority. The position involves collaboration with project managers and supervisors to facilitate timely and effective system rollouts. Gather and analyze school safety data to review safety initiatives at each school and ensure current practices and procedures are effective in protecting students and staff. Serves as a member of the Director of Safety and Security's staff.

Responsibilities and Duties of this Position Include:

1. Coordinates, oversees, and reviews the implementation of safety-related projects in schools. Position will support and assist end users of multiple safety projects, including but not limited to: badge access control systems, visitor management systems, camera surveillance systems, mobile panic alert systems (Alyssa's Alert), weather notification systems, key management products and services and/or other safety-related technologies/equipment to ensure proficiency.
2. Coordinates and manages access control projects with school leaders to ensure lost/stolen badges are turned off and new badges created/programmed in a timely manner. Will also collaborate with school leaders to ensure access control door timers coordinate with bell schedule changes.
3. Maintain accurate records of badge/key holders, access levels, and system maintenance crucial for audits and security management.
4. Coordinates project performance review process in schools to determine product effectiveness and collaborates with stakeholders to improve product performance.
5. Collaborates with facility project managers to ensure school comfort/readiness upon project completion.
6. Conducts/leads professional development with school leaders and staff in regards to the proper usage of safety technology (i.e. Audio Enhancement/EPIC, PerryWeather, MyTag, RAPTOR, Avigilon, Genetec/Access Control, Centegix, etc).
7. Assists with the planning and development of CCDS processes and procedures for proper usage of new safety equipment/technology.
8. Attends professional development to stay abreast of educational safety trends and advances in the fields of safety technology.
9. Coordinates annual school safety walks to identify safety and security vulnerabilities and analyzes/implements recommendations provided by first responders.
10. Coordinates with the Facilities department Project Managers to review needs, approve new projects, and secure purchase orders.
11. Communicates with internal and external stakeholders to enhance understanding of school needs, and district initiatives and priorities related to schools.
12. Actively monitors and analyzes school safety data (SESIR, safety infractions, internal audits, FSSAT, etc) on a quarterly basis for trends and creates action plans for overall district safety improvements.
13. Regularly reviews Florida Statute as it relates to school safety and ensures district policies and procedures are meeting state and federal mandates and best practices.
14. Provide a high level of customer service to school based administrators, teachers, staff, and the public.

15. Keeps Director of Safety and Security and Assistant Superintendent of Operations informed of school matters, as well as other potential problems or unusual events, through appropriate channels and responds to constituent issues on behalf of the Superintendent.
16. Performs other duties as assigned by the Superintendent, Assistant Superintendent of Operations, and/or the Director of Safety and Security.
17. May serve as a back-up District Threat Management Coordinator (DTMC) or District Threat Management Team (DTMT) Member.

Required Qualifications:

1. Experience with educational safety products/services, i.e., badge access control systems, visitor management systems, camera surveillance systems, mobile panic alert systems (Alyssa's Alert), weather notification systems, and key management products and services.
2. Bachelor's degree from an accredited college or university OR Associates degree with a minimum of three (3) years of experience in the field of Safety and Security OR ten (10) years of experience in the field of Safety and Security.
3. Become a certified School Safety Specialist within one year of being hired.
4. Working knowledge of State of Florida policies, rules, regulations, and statutes which govern school police and safe school operations.
5. Working knowledge of best practices in school security.
6. Strong word processing, spreadsheet, and database software skills.
7. Strong creative problem-solving skills.
8. Strong time management skills.
9. Strong presentation skills.
10. Must have a valid Florida Driver's License and maintain a safe driving record during employment.
11. Ability to manage multiple tasks, set priorities, meet deadlines, and schedules, deal with frequent interruptions, and work as part of a team.

Desired Qualifications:

1. Project Management Experience
2. Proven track record of implementing and managing efficient systems/logistics at the school-level.
3. School administrator and/or program administrator experience preferred.
4. Experience working in an educational setting is preferred.
5. General knowledge of FEMA (Federal Emergency Management Agency) rules, regulations and training requirements.

Board Approved: March 6, 2025
Revised: 11/05/2026

Job Locator: O-1.4.36
Title: Director of Safety & Security
Pay Grade: Director I
Evaluated By: Assistant Superintendent of Operations

Job Description:
The Director of Safety & Security will oversee, supervise and effectively manage all matters related to the Safety & Security for Clay County District Schools. This position exists to perform administrative work as identified through s. 1006.7 (6). This position is tasked to ensure that the Clay County District Office of Safety & Security provides high-quality and ethical services to the citizens of Clay County and to the employees and students of the School District. This position will act as the designated Safety Specialist for the school district.

Responsibilities and duties of this position include:

1. Coordinates with Clay County Sheriff's Office, Orange Park Police and Green Cove Springs Police designees and supervises personnel within the School Safety and Security division and School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.
2. Maintains the District's Disaster Preparedness Plan, updating as needed. Coordinates activities with other governmental agencies, including Clay County Emergency Management. Coordinates between Clay County Emergency Management for the opening of emergency shelters located on District property.
3. Coordinate the development of Emergency Evacuation and Reunification plans for individual schools and for the District.
4. Must demonstrate ethical and professional characteristics when communicating and working with local, county and law enforcement and non-law enforcement personnel and staff at all times.
5. Maintain the highest personal and professional standards.
6. Assign, direct and supervise subordinates in a wide variety of school settings, department job functions and situations.
7. Foster partner relationships with all levels of law enforcement agencies to include agencies at the Local, State and Federal levels.
8. Create and foster relationships with all community stakeholders.
9. Professionally interact with all forms of media and news sources to include newspaper, radio, television and social media platforms.
10. Support and uphold the vision for security of the Clay County District Schools.
11. Demonstrate thorough and proven knowledge of best practices in the fields of school safety and security, School Resource Officer Programs, Crime Prevention, Homeland Security and General School Security Practices.
12. Possess detailed knowledge of the latest trends and strategies relating to school safety and public safety.
13. Design, implement, direct and maintain school-based security strategies, school security programs and policies standard operating procedures.
14. Write and implement memoranda of understandings, mutual aid agreements and other partnership agreements.

15. Identify and apply for grants and other related funding for various programs in support of the school district.
16. Create and manage a highly effective training program that will enable the Office of Safety & Security department to meet and/or exceed Florida State standards.
17. Possess comprehensive knowledge of and ability to interpret Florida State Statutes, Federal Laws, Local Ordinances and District Policies.
18. Possess effective oral and written communications skills.
19. Must be able to speak to large crowds, community groups and stakeholders.
20. Must represent the school district with a professional appearance and have the ability to interact professionally at all times with students, staff, faculty and the general public.
21. Work collaboratively and professionally with Clay County Emergency Management Department.
22. Read, analyze and interpret professional periodicals, professional and technical journals, governmental regulations and data.
23. Create and manage the department's annual budget and subsequently monitor expenditures as it relates to payroll, capital expenditures, operating expenditures, Etc.
24. Monthly maintain the CCDS Law Enforcement Agency ORI number (FL0101200) with FDLE.

Required Qualifications:

1. School Safety Specialist Certification within one year of employment.
2. 10 years of Supervisory Experience.
3. 5 years of safety & security experience directly in a K12 or Higher Learning Environment.
4. Bachelor's Degree
5. Thorough knowledge of the Incident Command System (ICS) and National Incident Management System (NIMS) structure and programs.
6. Thorough knowledge and experience in School Campus Threat Assessments.
7. Experience with Governmental Budgeting.
8. Possess and maintain a valid Florida Driver's License.
9. Florida Model Threat Assessment Instructor Certification within one year
10. Crisis Intervention Certification within one year

Desired Qualifications:

1. Master's Degree
2. ICS Training in the 100, 200, 300, 400 & 700 series.
3. Experienced in an Emergency Operations Center.
4. Law enforcement or safety and security experience.

Work Context:

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

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

Board Approved: 03/07/2024
Reviewed: 11/05/2026

Job Locator: O-1.4.34
Title: District Threat Management Coordinator
Position Grade: Coordinator III
Evaluated By: Supervisor of Safety and Security

Job Description:

The District Threat Management Coordinator is responsible to the Supervisor of Safety and Security.

District Threat Management Coordinator designation and reporting, "*Each district school superintendent must designate a* ***Threat Management Coordinator*** *to oversee threat management at all public K-12 schools, including charter schools sponsored by or under contract with the district.*" (Florida Administrative Code Section 6AER23-02(a) - District Threat Management Coordinator Designation and Reporting) effective July 1, 2023.

Responsibilities and Duties of this Position Include:

1. Lead the District Level Threat Management Team as directed by the FLDOE-Office of Safe Schools.
2. Prepare and present the training curriculum for the new statewide threat management model to all relevant school district personnel and community agencies.
3. Assist in analyzing, planning, developing and initiating School Safety and Security improvements on School Board property.
4. Serve as the liaison between the Clay County School District and the Statewide District Threat Management Coordinator at FLDOE-Office of Safe Schools.
5. Develop and deliver additional school safety training materials related to threat management.
6. Develop and execute a compliance review process.
7. Review school-based threat management best practices as identified by industry leaders annually and recommend changes for the purpose of ensuring effective outcomes.
8. Collaborate with all school district staff, traditional and charter school threat management teams, other District Threat Management Coordinators statewide, local law enforcement agencies, and any community partners that may inform the development of appropriate school safety measures.
9. Regularly review Florida Statute as it relates to school safety and ensure district policies and procedures are meeting state requirements and recommendations.
10. Report violations or concerns of improper safety and security reporting to proper authorities for corrective action.
11. Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.
12. Assist with Safety & Security processes and procedures.
13. Perform other duties as assigned as directed by the Assistant Superintendent for Operations or the Supervisor of Safety & Security.
14. Provide a high level of customer service to school based administrators, staff, subordinates, state and federal departments of education, and the public.
15. Ability to manage multiple tasks, set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.

Required Qualifications:

1. Bachelor's degree from an accredited college or university OR Associates degree with a minimum of three (3) years of experience in the field of Safety and Security OR ten (10) years of experience in the field of Safety and Security.
2. Experience and knowledge of behavior threat assessments and Youth Mental Health as it pertains to Florida State Statutes.
3. Become a certified School Safety Specialist within one year of being hired.
4. Working knowledge of state of Florida policies, rules, regulations, and statutes which govern school police and safe school operations.
5. Working knowledge of best practices in school security. Excellent verbal and written communications
6. Strong word processing, spreadsheet, and database software skills.
7. Strong creative problem-solving skills.
8. Strong time management skills.
9. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. School administrator and/or program administrator experience preferred.
2. Experience working in an educational setting is preferred.

School Board Approved: 06/29/2023
Reviewed: 11/05/2026

VI. JOB DESCRIPTION ACTIONS

B. Instructional - Approve the following job descriptions:

REVISED:

The following Operations job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions do not change any position grades or pay classifications.

- **School Safety Communications Specialist**

Job Locator: I-2.2.108
Title: School Safety Communication Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: Director of Safety and Security
Job Description:

The School Safety Communications Specialist is responsible for managing and disseminating critical information during school-based emergencies and crises. This position will serve as a key liaison between Clay County District Schools and other stakeholders to ensure timely, accurate, and effective communication during school lock-downs and other sensitive situations. The Specialist will develop and deliver community and school-based programs, assemblies, and events that educate and engage stakeholders on safety and security topics such as bullying prevention, responsible cell phone usage, vaping awareness, and other relevant safety initiatives.

Responsibilities and duties of this position include:

1. Serves as a primary point of contact for crisis communications, working in close collaboration with the Safety and Security Departments, Communications Department, and school leaders.
2. Executes communication protocols for school lock-downs, threats, and other crisis situations, ensuring that all stakeholders, including parents, staff, and the community, receive clear and consistent information.
3. Develops, coordinates, and delivers community and school-based programs, assemblies, and events that educate and engage stakeholders on safety and security.
4. Create and implement comprehensive safety messaging campaigns for parents, addressing potential risks and providing guidance on proactive measures to ensure student well-being.
5. Maintains and adds to the Safety and Security section of the district website. Content should be relevant, up-to-date, and organized in a manner in which materials are easily located.
6. Assists in monitoring communications for improper use and provides training to school and district staff on the proper use of the board-approved communications platforms.
7. Responds to media requests regarding safety and security.
8. Builds collaborative partnerships with local safety groups and first responder agencies to strengthen school safety initiatives and connect valuable resources to schools
9. Manages the district's emergency notification systems (FortifyFL, SaferWatch, FSSAT, internal lists, etc) and ensures that all contact information is up-to-date.
10. Monitors media coverage and public sentiment during a crisis and provides regular updates to district leadership.
11. Performs other related tasks as assigned by the Director of Safety and Security.

Required Qualifications:

1. Bachelor's degree or higher from an accredited college or university, preferably in Education, Communications, Public Relations, Emergency Management, or a related field.
2. Minimum of three years of successful experience in education, public relations, or emergency management.
3. Demonstrated ability to work effectively under pressure and in fast-paced, high-stakes environments.
4. Excellent written and verbal communication skills, with the ability to write clear, concise, and accurate information for a variety of audiences.

5. Ability to work collaboratively with diverse groups, including law enforcement, school administrators, and the general public.
6. Strong organizational and planning skills, with the ability to manage multiple tasks simultaneously.

Preferred Qualifications:

1. Experience working in a K-12 school district or other educational setting.
2. Familiarity with the board-approved reunification system or similar student accountability software.
3. Experience with social media management and other digital communication tools in a professional setting.
4. Formal training in crisis communications or emergency management (e.g., FEMA's National Incident Management System).

Approved: 10/02/2025
Revised: 11/05/2026

VI. JOB DESCRIPTION ACTIONS

C. Support - Approve the following job descriptions:

REVISED:

The following Operations job descriptions were updated for formatting, grammar, accurate responsibilities and in some cases the salary schedule table is updated. These revisions do not change any position grades or pay classifications.

- **Access Control Technician**
- **Capital Program Accountant**
- **Lead Guardian/School Safety Technician**
- **School Guardian**

Job Locator: C-3.4.66
Title: Access Control Technician
Position: Support Salary Schedule
Evaluated By: Director of Operations – Safety and Security

Job Description:

Supervises, manages and directs all access control and security systems within the District; assists with the daily operation of camera systems and visitor management systems. Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with computers, and trade practices associated with electronic access controls; Complies with and supports all safety standards when using access control systems; Ensures quality control, code compliance and follows set building standards; Coordinates with vendors and outside contractors when required; Cleans and maintains office and associated equipment.

Responsibilities and duties of this position:

1. Performs a variety of skilled and semi-skilled work on a variety of electronic access control systems throughout the District and other work as required.
2. Manages the district identification and access cards for staff and maintains records of all persons having electronic access to District facilities. Produces other identification cards for various divisions as needed.
3. Interfaces with all District Access control, CCTV systems, Security Systems and associated electrical hardware.
4. Makes modification from specification, plans or oral directions on security systems; confers with supervisors, manufactures, architects or management on key systems requirements and adjustments.
5. Maintains central access control records and produces printout of specific access activity as required.
6. Assist with performing a variety of tests to determine whether product functions as specified; determine cause of product failure; analyze test results.
7. Receive, understand and execute work orders which may involve any or all the following:
    a. Electronically maintain material such as Access control, CCTV systems, Security Systems and electrical hardware.
    b. Troubleshooting of new and existing material.
    c. Produce quality results in the most efficient and cost-effective manner.
8. Coordinates, maintains, and manages the school-based two-way radio inventory, including the specialized 800-MHz radio system.
9. Assists in the implementation of physical security upgrades.

10. Maintains the district's emergency after-hours contact database. Ensures updated lists are provided to incorporated cities and internal departments.

11. Annually develops the district-wide school zone schedule (times, days, and locations) and distributes to all county-incorporated law enforcement and traffic agencies.

Required Qualifications:

1. Three years previous related security or access control 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, and a minimum associate degree strongly preferred.
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. Ability to work in a team environment, as well as independently with minimal supervision.
7. Good communication and interpersonal skills.
8. Strong attention to written detail, drawings, and data.
9. Skilled in organization and time management.
10. Law Enforcement conducted background check.

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
Revised: 11/05/2026

Job Locator: C-3.3.10
Title: Capital Program Accountant
Position Grade: Support Salary Schedule
Evaluated By: Assistant Superintendent for Operations

Job Description:

The Capital Program Accountant is responsible to the Assistant Superintendent for Operations and provides financial accountability support to all Departments within the Operations Division.

Responsibilities and Duties of this Position:

1. Work directly with the Assistant Superintendent to manage all Operations related general and capital funding revenue sources.
2. Assist Facility Accounting Assistant with ~~to~~ entering, tracking and processing all purchase orders and invoices for direct purchasing of materials for Capital Outlay projects. Work closely with Contractors and suppliers to verify materials are received. Prepare Change Orders for Board approval that reduces the Contractors contract by the amount of purchased materials plus tax.
3. Enter, track and process all purchase orders and invoices from the General Operating funds (100) for Operations and assist the Facility Planning and Construction, Code Enforcement, ~~and Operations Departments.~~ Maintenance, Safety and Security, and Transportation Departments.
4. Assist Facility Accounting Assistant with processing all Architect, Engineer and Contractor pay applications for Capital Outlay funded projects.
5. Track all Capital Outlay funding. Ensure that funds are being spent correctly by verifying advertisement and/or Florida Statute requirements. Work closely with the Business Affairs team: Director of Finance, Coordinator of Budgeting, Supervisor of Purchasing and Material Management, and Coordinator of Accounts Payable.
6. Assist in preparing the Educational Facilities Plan by reconciling all available revenue and providing information to the Asst. Superintendent. Establish/create project fund lines for the new fiscal year and work in conjunction with Business Affairs Chief Financial Officer and Director of Finance to prepare required public advertisements for Board approval.
7. Submit all budget amendments for the Facility Planning & Construction, Code Enforcement and Operations Departments.
8. Track all State and Local ~~PECO New Construction~~ funding. ~~from the State~~. Prepare encumbrance authorization requests to the Department of Education. Maintain the original file.
9. Assist in preparing the Project Priority List (P.P.L.). This is required in order to expend CO&DS (360) funds on any projects. This list requires Board approval. Maintain the original file.
10. Assist in preparing the Cost of Construction required annually by the Department of Education. This report breaks down the cost of each project to ensure that we are building within the State approved cost per square foot. Maintain the original file.
11. Track hospitality money. Prepare a request for use of funds and maintain a spreadsheet of expenditures. Maintain the original file.
12. Assist with ~~Track~~ Division of Operations credit card expenditures. Provide documentation to Business Affairs for payment as appropriate.
13. Assist ~~Due to~~ Code Enforcement ~~being understaffed, this position assists~~ with the secretarial responsibilities of completing State Requirements for Educational Facilities (SREF) inspections as well as other secretarial needs of the department.

14. Provide construction project support to the ~~Maintenance Department and~~ Director ~~of Support Services~~ of Maintenance, Facility Planning & Construction, and Information Technology Services when projects are funded with Capital Outlay.
15. Provide daily support to Assistant Superintendent for Operations and perform all other duties as assigned.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must have experience producing financial summaries and reports utilizing Generally Accepted Accounting Principles (G.A.A.P).
3. Minimum of 10 years' experience with Capital Funding to include direct experience with managing General Fund, Local Capital Improvement Funds (L.C.I.F.), Impact Fees, Gas Tax, Public Education Capital Outlay (P.E.C.O), Capital Outlay and Debt Service (CO&DS), and other revenue sources as related.
4. Must have experience with Florida Statutes and Florida School Law related to Facilities, Planning & Construction.
5. Must be technologically proficient with demonstrated ability to navigate efficiently within Enterprise Resource Programs (ERP) and software.
6. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with Directors within the Operations Division to include direct support to Facilities, Planning, & Construction; Maintenance, Code Enforcement, Support Services, Transportation, and Food & Nutrition Services.
7. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.

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: 09/6/2018
Revised: 11/05/2026

Job Locator Number: C-3.1.17
Title: Lead Guardian/School Safety Technician
Position Grade: ~~Miscellaneous Salary Schedule~~ Table II G: Guardian / Lead Guardian Placement Schedule
Evaluated by: Director of Safety & Security or designee

Job Description:

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

Responsibilities and duties of this position include:

1. As a member of the Office of Safety and Security, the Lead will provide assistance to the Director and Supervisor of Safety and Security/Designee, Controlled Access, Video Surveillance, Law Enforcement Agencies and School Guardians.
2. Maintains confidentiality at all times.
3. Responds immediately to school-based emergencies (i.e. lockdowns, secures, etc). Provides an enhanced security presence when requested.
4. Fills in at school sites as needed to maintain state-mandated security coverage.
5. Conducts daily routine inspections (where assigned) while also providing support to schools, administrators, guardians, and other personnel. ~~, meets with school administrative staff, School Guardians, and other and agency District personnel.~~
6. Provides additional security and surveillance to multiple school campuses in a single day, which includes patrolling parking lots, school grounds and other school district owned facilities.
7. Gathers and maintains reports and paperwork to include sensitive and confidential information.
8. Mentors and manages their regional guardian team.
9. Assists in internal compliance audits conducted to ensure the safety of all district schools (public and charter).
10. Assists with school safety project rollouts by providing technical training on new systems as well as advanced training on camera systems.
11. Manages the transportation, setup, calibration, and monitoring of county metal detectors for various district needs.
12. Supervises Guardian personnel and metal detector operations at sporting events, school board workshops/meetings, and other school/district events.
13. Coordinates and assists in Critical Infrastructure Inspections/Threat Assessments.

14. Assists with Florida Safe Schools Assessment Tool (FSSAT) campus walk through district-wide.
15. In accordance with the CCDS Safety and Security department, Lead Guardians maintain data logs of canine searches conducted at CCDS schools.
16. Assists with scheduling and conducting training for School Guardians.
17. Daily staff roster duties to ensure School Guardian coverage and compliance with Florida State Statutes.
18. Assists with logistics of the District School Guardian Program.
19. Performs other related tasks/duties as assigned.

Responsibilities and duties of this position MAY include:

1. Serves as liaison with outside law enforcement and fire rescue agencies.
2. Provides security to school and district functions, including after school and extra-curricular activities when needed.
3. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
4. Communicates with the Director or Supervisor of Safety and Security/Designee, school administrators, guardians, students, and staff regarding safety and security related concerns and issues; works cooperatively with local law enforcement and other district personnel as needed.
5. Communicates school policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
6. Responds to emergency situations and coordinates appropriate actions in accordance with established guidelines
7. Communicates with district and school-based administration through email communications, telephone, etc.
8. Establishes professional working relationships with local law enforcement agencies as well as local fire rescue staff, and other outside agencies.
9. Assists administration in performing searches of students and school property.
10. Suppresses disturbances and security incidents according to district established policies and guidelines.
11. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
12. Assists with the development of threat assessments in coordination with school administration and local law enforcement.
13. Utilizes and monitors surveillance technology to ensure campus safety at multiple schools.
14. Assists with and monitors school safety drills.
15. May serve as security, if emergency shelters are open.
16. Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no times will traffic control and or directing traffic be permitted by the Lead Guardian/School Safety Technician.

Required Qualifications:

1. Must possess a high school diploma (or equivalency).
2. Must be 21 years of age or older.
3. Experience or training in a safety and/or security related field or any equivalent combination of education and experience.
4. Read, write, speak, and understand standard English.

5. Must possess and maintain a valid Florida Drivers License for at least three (3) years.
6. Must obtain a State of Florida (s.790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
7. Must be able to successfully complete ongoing training and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.
8. Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act.
9. Must obtain and maintain the "Guardian" appointment throughout employment in this position.
10. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
11. Must maintain a safe driving record while employed.
12. Must be certified and in good standing with the Criminal Justice Standards and Training Commission who meets the qualifications established in s. 943.13 or successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:
    a. 80 hours of firearms training.
    b. 16 hours of instruction in precision pistol.
    c. 8 hours of discretionary shooting instruction using approved simulator exercises.
    d. 8 hours of instruction in defensive tactics.
    e. 8 hours of instruction in active shooter or assailant scenarios.
    f. 12 hours of instruction in legal issues.
    g. Must complete at least 12 hours of a certified nationally recognized diversity training program.
    h. De-escalation training
    i. Must submit to and pass an initial drug test and subsequent random screenings throughout employment.
    j. Must successfully pass a comprehensive employment background check and psychological evaluation.

Desired Qualifications:

1. Five years of work in law enforcement, safety, security, and/or military field.
2. Three years supervisory experience.
3. Knowledge of Florida School Law.
4. Coursework or training in related field.

Work Context:

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

Physical Environment:

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

Approved: 06/07/2018
Revised: 04/06/2023, 06/27/2024, 11/05/2026
~~Revised: 06/27/2024~~

Job Locator Number: C-3.1.16
Title: School Guardian
Position Grade: ~~Miscellaneous Salary Schedule~~ Table II G: Guardian / Lead Guardian Placement Schedule
Evaluated By: Supervisor of Safety and Security/Designee

Job Description:

Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are school district personnel, hired for the specific purpose of serving as a School Guardian. The School Guardian will be responsible to the Supervisor of Safety and Security/Designee. This position exists to perform highly responsible administrative work as identified through F.S. 1006.7 (6). This position is tasked to ensure that all mandated requirements by the Office of Safe Schools within the Department of Education are implemented and followed as defined as well as all safety and security policies/directives of the Clay County School Board and the Superintendent of Schools. The armed School Guardian position shall have no law enforcement authority, except to the extent necessary to prevent or actively respond to an active assailant incident on Clay County District Schools' properties. The School Guardian will work collectively with the Principal at each school to identify and implement strategies related to ensuring safety on campus while maintaining a peaceful environment and deter crime. The School Guardian will have the responsibility for performing a variety of duties related to protecting students, school staff, visitors, equipment, facilities, and school grounds at the request of the site administrator and under the supervision and direction of the Supervisor of Safety and Security/Designee.

Responsibilities and duties of this position include:

1. Maintains confidentiality at all times.
2. Provides security and surveillance to the school campus, including patrolling parking lots and school grounds.
3. Provides security to school and district functions, including after school and extracurricular activities as needed.
4. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
5. Communicates with the Supervisor of Safety and Security/Designee, school administrators, students, and staff, regarding safety and security related concerns and issues; works cooperatively with local law enforcement, other agencies and other district personnel as needed.
6. Communicates District and/or State policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
7. Responds to emergency situations and takes appropriate actions in accordance with established guidelines and State Laws.
8. Monitors students, staff, visitors, vendors, etc. within a variety of school environments (e.g. grounds, hallways, media center, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of all persons on school district grounds.
9. Continuous heightened awareness of his or her surroundings.
10. Reads and responds to email communications from district and school-based administration.
11. Builds relationships with the county's and/or local municipalities law enforcement agency, fire rescue, students and stakeholders.

12. Assists in suppressing disturbances and security incidents according to district established policies and guidelines.
13. Conducts documented security and perimeter rounds throughout the school day to ensure campus integrity and deter unauthorized access.
14. Responsible for monitoring live video feeds and retrieving specific surveillance footage upon request to assist in investigations or safety reviews.
15. Actively documents and investigates all door and gate violations to identify security gaps or behavioral trends.
16. Assists in the planning and execution of the student reunification process, whether conducted on-campus or at a designated off-site location.
17. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
18. Assists District personnel, school administration and law enforcement with annual and on-going school campus threat assessments.
19. Utilizes and monitors surveillance technology to ensure campus safety.
20. Serves on the school safety committee.
21. Assists with and monitors school safety drills.
22. May be assigned to provide security if emergency shelters are open.
23. Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no time will traffic control and or directing traffic be permitted by a School Guardian.
24. Performs other related tasks/duties as assigned.

Required Qualifications:

1. Must possess a high school diploma (or equivalency).
2. Must be 21 years of age or older.
3. Experience or training in a safety or security related field or any equivalent combination of education and experience.
4. Read, write, speak, and understand standard English.
5. Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
6. Must be able to successfully complete ongoing training and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.
7. Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the "Guardian" appointment throughout employment in this position.
8. Must be certified and in good standing with the Criminal Justice Standards and Training Commission who meets the qualifications established in s. 943.13 or successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:
    a. 80 hours of firearms training.
    b. 16 hours of instruction in precision pistol.
    c. 8 hours of discretionary shooting instruction using approved simulator exercises.
    d. 8 hours of instruction in defensive tactics.
    e. 8 hours of instruction in active shooter or assailant scenarios.

f. 12 hours of instruction in legal issues.
g. Must complete at least 12 hours of a certified nationally recognized diversity training program.
c. De-escalation training
d. Must submit to and pass an initial drug test and subsequent random screenings throughout employment.
e. Must successfully pass a comprehensive employment background check and psychological evaluation.
f. A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position.

Desired Qualifications:

1. Three years of work in law enforcement, safety, security, and/or military field.
2. Coursework or training in related field.
3. Awareness of tenets and trauma informed care and mental health resources.

Work Context:

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

Physical Environment:

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

Approved: 05/03/2018
Revised: 06/07/2018, 04/06/2023, 06/27/2024, 11/05/2026
~~Revised: 04/06/2023~~
~~Revised: 06/27/2024~~