

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
April 2, 2026
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I. Administrative Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
CURRY, CARRON AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2026-03-02 12 MONTH / Annual
GULLION, CHRISTINA R FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-03-02 CAFETERI / Annual
MICHAUD, NICOLE LEE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-03-04 CAFETERI / Annual
QUAINTANCE, CRYSTAL JENNIFER FPG PROJECT MANAGER 12 MONTH	Division Of Support Services	Effective 2026-03-23 12 MONTH / Annual
STRETTON, NADINE LOYOLA FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-03-09 CAFETERI / Annual

I. Administrative Actions

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
SEYMOUR, KYLE ZACKERY DIRECTOR OF BUDGET 12 MONTH	Business Affairs	Effective 2026-03-06 / redesignated from / SUPERVISOR OF BUDGET / 12 MONTH
THORNTON, JANNA J BAF SUPVISOR 3 ACCOUNTING 12 MONTH	BAF ACCOUNTS PAYABLE	Effective 2026-03-06 / redesignated from / BAF COOR I ACCTS PAYABLE / 12 MONTH

I. Administrative Actions

D. TRANSFER

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

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
CURRY, CARRON TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-27 RESIGNATION
KIRK, MARY K COORDINATOR INTERNAL ACCOUNTS 12 MONTH	Business Affairs	Effective 2026-03-11 RESIGNATION
MICHAUD, NICOLE LEE KHH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2026-03-03 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	
JAMES, REBECCA SHANNON OPH TITLE 1 SUP ED SUPPLEME	Orange Park High	Appointment

II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

NEW:

CHIEF OF STUDENT SUPPORT SERVICES

This position is due to the merging of the Exceptional Student Education department and Climate and Culture Department into a single Department of Student Support Services in alignment with the Florida Department of Education. The responsibilities of the current directors of Exceptional Student Education and Climate Culture have been moved to one job description - Chief of Student Support Services. This adds the responsibility of directing the work of the School Psychologists and other Educational Evaluators, Social Workers, Mental Health Clinicians and District Nursing staff, along with other additional responsibilities.

Job positions for both Director of Exceptional Student Education and Director of Climate and Culture have been removed from the allocation package. There will be no change in the Position Grade or Pay Classification. This will be in effect for the new school year 2026-2027, effective July 01, 2026.

CHIEF TECHNOLOGY OFFICER

To establish a distinct Professional Managerial Class within Clay County District Schools (CCDS) that effectively recruits, develops, and retains the specialized talent necessary for leading complex technical, professional, and operational functions in Information and Technology Services and other district departments. This will include reclassifying some administrative and support positions over time into the Professional Managerial Class. The goal is to create positions that respond to the evolving need for Clay County District Schools. There will be no change in the Position Grade or Pay Classification. This will be in effect for the new school year 2026-2027, effective July 01, 2026.

REVISED:

SUPERVISOR OF ASSESSMENT & ACCOUNTABILITY

The job description has been updated to reflect the restructuring of this position to be included under the Information & Technology Department. There will be no change in the Position Grade or Pay Classification.

Job Locator: I-1.1.41

Title: Chief of Student Support Services

Position Grade: Director I

Evaluated By: Chief Academic Officer or Designee

Job Description:

The Chief of Student Support Services provides executive leadership, strategic direction, and operational oversight for all district-wide services that support students' learning needs, mental health and physical well-being. This role ensures the seamless integration of Exceptional Student Education (ESE), school-based mental health initiatives, nursing services, and diagnostic psychological services. This role ensures that all programs are legally compliant, fiscally responsible, and aligned with the district's mission to foster an equitable, inclusive, and safe learning environment.

Responsibilities and duties of this position include:

1. Provide strategic leadership & system integration between the student services and Exceptional Student Education programs based on district vision and aligned to the District Strategic Plan.
2. Serves and participates on the Academic Services team to collaborate and develop professional learning opportunities for leaders and teachers focused on increasing student achievement.
3. Provide guidance and oversight to school psychologists and other evaluation specialists to ensure that the psycho-educational assessment process is rigorous and completed within regulatory timelines to drive effective instructional support.
4. Direct, plan, implement, evaluate and budget for district-wide and school-based programs for all exceptional student education programs.
5. Develop and monitor budgets for various sources of funding for the ESE program including Individuals with Disabilities Education Act (IDEA), Part B and medicaid reimbursement as well as ensuring the schools have the appropriate funding for their ESE programs.
6. Ensure adherence to federal and state regulations regarding the provision of services to students with disabilities and implementation of the "Policies and Procedures" document, using the Florida Department of Education template.
7. Monitor the quality of Individual Education Plans (IEPs) for all exceptional students and analyze and provide direction regarding individual exceptional student needs.
8. Prepare and monitor all required district, state, and federal reports, projects, and proposals for student services and Exceptional Student Education programs.
9. Recommend, supervise and evaluate student services and Exceptional Student Education personnel who serve on a county-wide or itinerant basis.
10. Provide leadership and assistance to school-based administrators with problem solving concerns regarding staff, families and/or students in ESE programs.
11. Solicit and listen to input from staff, schools, program advisory committees, parents and community.
12. Work closely with community and governmental agencies to coordinate services for students related to their disabilities or mental health needs.
13. Develop and monitor contractual arrangements with therapists, consultants and other providers, as well as multi-county agreements with other school districts.
14. Provide guidance and oversight for the district's mental health staff.

15. Supervise the Coordinator of District Nursing, overseeing health protocols, medical management of chronic conditions, and coordination with community health agencies to ensure school safety and student health parity.
16. Perform such other tasks and assume such other responsibilities as assigned.

Required Qualifications:

1. Master's degree from an accredited college or university.
2. Florida Department of Education certification in Administration and Supervision, Educational Leadership, or School Principal and one or more areas of Exceptional Student Education.
3. Minimum of five (5) years successful administrative experience.

Desired Qualifications:

1. Doctoral degree in an accredited college or university.
2. Experience: Five (5) years of Exceptional Student Education experience.
3. Experience: Ten (10) years administrative work experience.

Board Approved: 04/02/2026

Job Locator: I-1.1.43

Title: Chief Technology Officer

Position Grade: Director I

Evaluated By: Assistant Superintendent of Business Affairs

Job Description:

Chief Technology Officer will provide strategic oversight for the district's technology infrastructure, data systems, assessment office, and enrollment services, ensuring that all operational and instructional facets of the organization are supported by efficient, secure, and innovative solutions that drive student success.

Responsibilities and duties of this position include:

1. Directs the long-range strategic planning for district technology, including infrastructure, hardware, and instructional software.
2. Provides administrative oversight for the District Assessment Office, ensuring the integrity, security, and timely administration of all state and local testing protocols.
3. Supervises the District Enrollment Office to ensure efficient student registration processes, residency verification, and the accurate maintenance of student records.
4. Collaborates with school leadership to integrate data from the assessment and enrollment offices to inform instructional decision-making and resource allocation.
5. Manages the district's information technology budget, prioritizing investments that enhance operational efficiency and data security.
6. Oversees the district's data privacy policies and ensures compliance with state and federal regulations regarding student information.
7. Evaluates and recommends emerging technologies and systems to improve the delivery of services in technology, assessment, and enrollment.
8. Ensures robust technical support for all district facilities and provides professional development for staff in the use of data management and assessment tools.
9. Collaborates with the Business Office and District Cabinet to contribute to the overall strategic direction and policy development of the district.
10. Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent of Business Affairs may from time to time assign.

Required Qualifications:

1. Bachelor's Degree in Information Technology, Computer Science, or a related field of education.
2. Minimum of five (5) years of successful administrative experience at the district level.
3. Proven expertise in managing enterprise-level technology systems, data infrastructure, and cybersecurity.
4. Demonstrated experience in overseeing large-scale district operations, specifically in student assessment and enrollment management.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Board Approved: 04/02/2026

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job description:

NEW:

SPECIALIST OF PERSONNEL CERTIFICATION - 12 MONTH

This new position is part of the restructuring plan of Human Resources to ensure budgetary and task efficiency.

The Human Resources department reduced the allocation of Human Resources Supervisor II, Supervisor of Personnel Certification and Placement, and reduced the allocation of one HMR Personnel Specialist. The total cost reduction of those two positions is approximately \$150,702.00 (not including benefits). The starting salary of the proposed job description is approximately \$39,000.00 (not including benefits).

The new position will provide the needed services to our instructional personnel to ensure certification requirements are understood and met. Other responsibilities from the Supervisory position that is being reduced will be shared amongst other administrative positions in Human Resources.

Due to the level of technical ability, level of responsibility, ability to problem solve and advise, this position is band and graded at a C32. This position will be in effect July 01, 2026.

REVISED:

INSTRUCTIONAL APPLICATION SPECIALIST

The job description has been updated to reflect the restructuring of this position to be included under the Information & Technology Department.

There will be no change in the Position Grade or Pay Classification.

Job Locator: C-3.8.07 (C)
Title: Specialist of Personnel Certification - 12 Month
Position Grade: Confidential Salary Schedule
Evaluated by: Director of Instructional Personnel

Job Description:

The Specialist of Personnel Certification is directly responsible to the Director of Instructional Personnel Services. The incumbent is responsible for certification of all instructional and administrative personnel requiring an extensive knowledge of federal and state status and Florida Department of Education (FLDOE) rules and regulations. Responsible for Out-of-Field (OOF) personnel. Ability to direct and make decisions within the framework of District and State guidelines. Ability to promote positive working relationships with district and school-based administrators. Ability to interpret and implement collective bargaining agreements. This person serves in a staff relationship with others in Human Resources.

Responsibilities and Duties of this Position Include:

1. Conduct screening and evaluate the qualifications of instructional/administrative candidates who apply to Clay County or current employees seeking to move to a new position within one of these categories.
2. Monitor and evaluate teacher and administrative certification status for renewal and temporary certificate requirements needed and communicate information to employees.
3. Assist principals and other hiring administrators in the search of qualified candidates.
4. Evaluate certification status of applicants and analyze FLDOE issued Statement of Status of Eligibility (SOE) to determine eligibility status for jobs.
5. Assist the Professional Learning department with determination of teachers in need of the Professional Competency Program (PEC) or may be eligible for the Professional Learning Certification Program (PLCP).
6. Verify the certification and qualification of summer school teacher applicants.
7. Assist in the organization of recruitment fairs for new candidates to Clay County. Research, schedule recruitment fairs and college visits to align with the District's recruitment events. Ability for possible travel for recruitment purposes.
8. Facilitate training with District and school staff on student information system requirements involving certification/licensure and Full Time Equivalent (FTE) student funding purposes.
9. Verify certification for internal transfer applications.
10. Maintain and track OOF teachers' database, agenda placement, teacher OOF plans, parent letter/communication, and statutory website compliance. Provide communication to teachers who are OOF to inform and remind them of clearance requirements.
11. Assist with transcript review/evaluation for certification and advanced degree pay approval.

12. Monitor and maintain the database of instructional new hires for accuracy in a timely manner.
13. Research and stay abreast of legal requirements and proposed changes in areas of responsibilities including Statutes and FLDOE Rules. Keep HR administrators informed of pertinent changes affecting certification or audits.
14. Serve as a resource and provide information to the Superintendent, Assistant Superintendent of HR and Director of Instructional Personnel with regard to personnel resources.
15. Work directly with the auditor for compliance of state and federal statutes and Rules. Assist in preparation of audit reports as requested.
16. Coordinate with and assist Career & Technical Education (CTE) supervisors in issuance and renewal of District certifications.
17. Maintain personnel database and records for state and federal compliance.
18. Assist in presentation and organization of pre-employment for new instructional staff.
19. Assist in verifying accuracy of personnel files and documents received after employment.
20. Organize and facilitate certification informational meetings for both District employees and potential candidates.
21. Collaborate with post secondary institutions to coordinate the activities of paraprofessional-to-teacher education programs.
22. Other duties as assigned.

Required Qualifications:

1. Hold the minimum of an Associates degree or equivalent college hours from an accredited institution.
2. Extensive knowledge of state statutes, rules and regulations regarding the Florida certification requirements.
3. Skilled in spreadsheets, preparing and presenting presentations, detailed organization of information and strong communication skills with all levels of employees/candidates.
4. Experience in research and gathering of information.

Desired Qualifications:

1. Five (5) years of successful teaching experience.
2. Experience in an educational setting

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: 04/02/2026

Job Locator: C-3.8.40

Title: Instructional Application Specialist

Position Grade: Technical Specialists Salary Schedule

**Evaluated By: ~~Assistant Superintendent of Instruction and/or Director of Information Services~~
Chief Technology Officer or Designee**

Job Description:

Installs, configures, implements and maintains instructional applications, servers or networks. Investigates instructional server or server related networks and software problems and facilitates a resolution. Facilitates the communication between Information Services and the Instructional Division to define issues, develop plans, and provide guidance so that proper priorities and resources may be assigned to Instructional projects.

Responsibilities and duties of this position include:

1. Installs application servers and network equipment as necessary for instructional applications.
2. Installs, configures, and maintains instructional servers and applications.
3. Integrates instructional applications with Active Directory, LDAP, or other district databases or authentication services.
4. Investigates hardware and client software requirements to support instructional applications.
5. Analyzes security and functionality of existing and proposed software and collaborates findings with Instructional Administrators.
6. Monitors and investigates instructional server, network, operating system and software related problems.
7. Communicates with staff, vendors or consultants to facilitate problem resolutions.
8. Maintains instructional applications by testing, communicating, scheduling and applying updates.
9. Assists Instructional Division in the implementation of applications.
10. Creates documentation as required and provides training and support for end users.
11. Performs other duties as assigned.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Minimum 4 years experience in using and/or providing support in network systems, database management, and application software.
3. Excellent oral and written skills.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintained.
5. Must have a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license search no accumulation of points totaling eight (8) or more within any 12-month period within the three (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record search. A no contest plea shall be considered the same as a conviction.

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

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

Desired Qualifications:

1. Experience in managing content servers.
2. Support experience with online learning environments.
3. Experience in PHP, HTML, ASP, C+, Visual Basic 6, or other software code.
4. Microsoft MCSE certification.

Board Approved: 06/19/2008

Revised: 10/18/2012, 09/03/2020, 04/02/2026

Revised: 09/03/2020

II. JOB DESCRIPTION ACTIONS

C. Professional Managerial Class - Approve the following job descriptions:

To establish a distinct Professional Managerial Class within Clay County District Schools (CCDS) that effectively recruits, develops, and retains the specialized talent necessary for leading complex technical, professional, and operational functions in Information and Technology Services and other district departments. This will include reclassifying some administrative and support positions over time into the Professional Managerial Class. The goal is to create positions that respond to the evolving need for Clay County District Schools. The following positions will be in effect for the new school year 2026-2027, effective July 01, 2026.

NEW:

SENIOR NETWORK SYSTEMS ENGINEER

HELP DESK MANAGER

FTE MANAGER

REVISED:

LEAD ANALYST FOR ASSESSMENT AND ACCOUNTABILITY

Job Locator: M-4.0.1

Title: Senior Network Systems Engineer

Position Grade: Professional/Managerial Range 7

Evaluated By: Chief Technology or Designee

Job Description:

To Maintain an enterprise grade, network, server and security infrastructure.

Responsibilities and duties of this position include:

1. **Network Oversight:** Managing Local Area Network (LAN)/Wide Area Network (WAN) and wireless connectivity across multiple sites.
2. **Content Filtering:** Maintaining robust firewalls and web filters to block inappropriate content while allowing educational resources.
3. **Server Administration:** Overseeing Windows/Linux servers, virtualized environments (like VMware or Hyper-V), and storage solutions (Storage Area Network-SAN/Network Attached Storage-NAS).
4. **External Liaison:** Consult with vendors and service providers for product research and problem resolution.
5. **Threat Mitigation:** Managing backups, disaster recovery plans, and cybersecurity protocols to protect against ransomware.
6. **Cloud Services:** Managing Google Workspace for Education or Microsoft 365 tenants, which are the backbone of modern digital education.
7. **System Fortification:** Apply upgrades, patches, and performance tuning; manage the antivirus systems across all devices to repel digital incursions.

Required Qualifications:

1. CCNA (Cisco Certified Network Associate), Comptia Security+, or other relevant credentials.
2. A minimum of five (5) years of related experience or an equivalent combination of training, education, and experience may be deemed sufficient.

Board Approved: 04/02/2026

Job Locator: M-4.0.2

Title: Help Desk Manager

Position Grade: Professional/Managerial Range 5

Evaluated By: Chief Technology Officer or Designee

Job Description: Oversee and support the Technology Help Desk, ensuring the district's end-users remain operational and efficient.

Responsibilities and duties of this position include:

1. Administers the IT ticketing system and utilizes metrics to benchmark workload, performance, and identify recurring trends in issues.
2. Enforces guidelines for customer service, ensuring effective response times and overall satisfaction for all district staff.
3. Ensures Help Desk staff field calls and resolve technical issues with speed and consideration.
4. Records and tracks problem-solving processes through to final resolution.
5. Develops help sheets and self-service documentation.
6. Performs maintenance and troubleshooting on end-user devices, including hardware and software.
7. Oversees the administration of internal user accounts.
8. Performs such other tasks and assumes such other responsibilities as the Supervisor / Director / Chief may from time to time assign.

Required Qualifications:

1. Minimum of three (3) years of related experience is mandatory or an equivalent combination of education, training, and experience may be deemed sufficient.
2. Preference is given to those with certifications in Microsoft, Google, and Cisco.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Board Approved: 04/02/2026

Job Locator: M-4.0.3

Title: FTE Manager

Position Grade: Professional/Managerial Range 5

Evaluated By: Chief Technology Officer or Designee

Job Description:

The FTE Manager performs complex data analysis and management according to established schedules, calendars, projects, and programs of the assigned department, with a primary focus on district-wide Full Time Equivalent (FTE) reporting and compliance.

Responsibilities and duties of this position include:

1. **FTE Data Management:** Calculates, analyzes, and reports annual FTE data while managing all reporting functions of district enrollment and attendance.
2. **Accuracy & Reconciliation:** Prepares, reviews, and ensures the accuracy of FTE postings, data entry, and reconciliation tasks for management review.
3. **Verification Procedures:** Performs verification and reconciliation tasks for FTE records according to department checks and balances procedures to ensure data integrity.
4. **Inter-departmental Coordination:** Coordinates with the IT Department to receive and reconcile data reports from the Florida Department of Education (FLDOE) and prepares required certification reports.
5. **Statutory Reporting:** Coordinates the preparation of the FTE projection report as required by state statute and prepares the District Accountability Report.
6. **Staff Oversight:** Handles interviewing, hiring recommendations, training, and the planning, directing, and reviewing of work for assigned staff within the FTE department.
7. **Technology Utilization:** Utilizes current technology to perform job functions and participates in training to increase proficiency and stay current with best practices in state reporting.

Required Qualifications:

1. Minimum of five (5) years of related experience in data management, student information systems, or educational reporting or an equivalent combination of education, training, and experience may be deemed sufficient.

Desired Qualifications:

1. Bachelor's degree.

Board Approved: 04/02/2026

Job Locator: ~~I-1.2.51~~ **M-4.0.4**

Title: ~~Data Scientist for School Improvement~~ **Lead Analyst for Assessment and Accountability**

Position Grade: ~~Coordinator I~~ **Professional/Managerial Range 7**

Evaluated By: ~~Chief Academic Officer~~ **Chief Technology Officer or Designee**

Job Description:

The ~~Data Scientist~~ **Lead Analyst for Assessment and Accountability** for School Improvement is directly responsible to the ~~Supervisor of Professional Learning~~ **Chief Technology Officer or Designee** and serves in partnership with district and school-based staff to provide data, data analysis, professional learning, and coaching to drive instruction to translate the organizational vision into measurable goals and observable behaviors that promote student achievement.

Responsibilities and duties of the position include:

1. Provides district leadership and school based staff with current PreK-12 student performance data from state and local assessments on a weekly basis.
2. Assists district leadership, district staff, and school based staff in comparative analysis reports regarding student achievement and necessary next steps to improve achievement.
3. Facilitates planning, implementation, and monitoring of school improvement and professional learning at the district and school level based upon current student data with consideration of federal, state and district guidelines.
4. Coordinates district activities between schools to meet district goals. Oversees development and alignment of analytic platforms for strategic planning and progress monitoring in a data-based, problem solving environment.
5. Participates in learning walks to assess instructional and operational effectiveness, and assist school administrators in establishing and maintaining a positive learning and working environment. Collaborates with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and corrective action plans.
6. Provides assistance to all federal programs in the implementation, data collection, and evaluation of all federal grants.
7. Performs other duties as assigned by district leadership.

Required Qualifications:

1. ~~Master's~~ **Bachelor's** degree from an accredited educational institution. Educational leadership or data science degree preferred.
2. Certification in professional field of educational leadership or related valid Florida teacher certification in appropriate area.
3. ~~Reading endorsement or reading certification (or working towards it to have it within 90 days of employment) and knowledge of evidence-based reading research.~~

4. Minimum of three years of PreK-12 school experience with appropriate certification. Required leadership experience at the school and/or district level.
5. Excellent knowledge of digital productivity platforms, ability to navigate digital platforms, and ability to create and share information digitally (including dashboards, reports, infographics, etc.).
6. Ability to work well and plan instruction for adult learners.
7. Excellent organizational skills, oral and written communications skills, and the ability to articulate the needs, interests and accomplishments of the district to a wide range of audiences.
8. Ability to work independently, take initiative, manage multiple projects simultaneously, meet deadlines, and adapt to ever-changing priorities.
9. ~~Demonstrates an understanding of the change process necessary at both a state and district level to impact student outcomes.~~

Desired Qualifications:

1. ~~Special expertise in quality reading instruction and infusing reading strategies into instruction.~~
2. Advanced knowledge in data management.
3. Master's degree.

Approved: 03/04/2021

Revised: 04/025/2026

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BANGKRASOR, ALEX PAUL WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2026-03-23 10 MONTH / interim
BOATRIGHT, SANDRA LYNN STS SCHOOL SOCIAL WORKER 10 MONTH	CLIMATE AND CULTURE	Effective 2026-03-02 10 MONTH / Annual
COOPER, JUSTIN M FIH TEACHER, MATHEMATICS, SR 10 MONTH	Fleming Island High School	Effective 2026-02-26 10 MONTH / interim
LEFORGE, LAURA ANN OVE TEACHER, SC, SECOND GR 10 MONTH	Oakleaf Village Elementary	Effective 2026-02-26 10 MONTH / interim
LOCKETTE, DAPHNE DIANNE GPE TEACHER, SC, SECOND GR 10 MONTH	Grove Park Elementary	Effective 2026-02-26 10 MONTH / interim
LYONS, LINDA FREES OHS TEACHER, READING, SH 10 MONTH	Oakleaf High School	Effective 2026-03-09 10 MONTH / interim
MIDDLETON, GAVIN CROSS CHS TEACHER, AGRICULTURE 11 MONTH	Clay High	Effective 2026-03-12 11 MONTH / interim
NELSON, HOWARD ERNEST DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-03-02 10 MONTH / interim
NEWELL, MICHELLE LYNN FYA TEACHER, BUSINESS ED 10 MONTH	FL Youth Challenge Academy	Effective 2026-03-18 10 MONTH / interim
OBRIEN, CHRISTINA MARIE POE TEACHER, SC, SECOND GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-03-23 10 MONTH / interim
SLOCUM, SHANTIKA RENAE SPC MENTAL HEALTH COUNS 10 MO 10 MONTH	Swimming Pen Creek Elem	Effective 2026-03-11 10 MONTH / interim
SMALENSKI, JORDAN JAMES OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	Effective 2026-03-23 10 MONTH / interim
TEEMER, DANIELLE NICOLE RVE TEACHER, VE/INCLUSION 10 MONTH	Ridgeview Elementary	Effective 2026-03-23 10 MONTH / interim

III. Instructional Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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III. Instructional Actions**C. RE-DESIGNATION**

Name/Assignment	Site	Previous Assignment
HUNTER, PATRICIA YVETTE MENTAL HEALTH CLINICIAN 11 MO 11 MONTH	CLIMATE AND CULTURE	Effective 2026-03-05 / redesignated from / STS CURR SPEC 11 MO / 11 MONTH

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
MCKENZIE, NEIL WILLIAM OPH TEACHER, INDUSTRIAL ED 10 MONTH	Orange Park High	Effective 2026-03-23 /transfer from / WJH TEACHER, TECHNOLOGY ED
TAYLOR, LISA RENEE LAJ VE SELF-CONTAINED-ASD 10 MONTH	Wilkinson Elementary	Effective 2026-04-20 /transfer from / WES TEACHER, VE/INCLUSION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
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ATKINSON, CHARLOTTE ANNE
OPH TEACHER, SUPP FACIL
10 MONTH
RETIREMENT
Effective 2026-06-01

BAGG, JOHN M
RVE TEACHER, SC, SECOND
GR
10 MONTH
RETIREMENT
Effective 2026-06-01

BAGG, JUDY MARIE
ESE TEACHER, HEARING
IMPAIRED
10 MONTH
RETIREMENT
Effective 2026-06-01

BATCHELOR, AMY DAWN
MRE TEACHER, VE/INCLUSION
10 MONTH
RETIREMENT
Effective 2026-06-01

BROWN, ANGELIA RENAY
OLJ TEACHER, SC, SIXTH GR
10 MONTH
RESIGNATION
Effective 2026-03-13

BRUCE, KARY L
WES TEACHER, SC, SIXTH GR
10 MONTH
RETIREMENT
Effective 2026-06-01

DEFALCO, DANIELLE C
RVE TEACHER, SC, FOURTH
GR
10 MONTH
RESIGNATION
Effective 2026-03-23

DORMINEY, LISA FLETCHER
FIH TEACHER, LANGUAGE
ARTS, SH
10 MONTH
RESIGNATION
Effective 2026-06-01

GALLAGHER, VICTORIA LYNN
CHS TEACHER, LANGUAGE
ARTS, SH
10 MONTH
RETIREMENT
Effective 2026-06-01

GARVEY, ROBIN ADLER
KHE VE SELF-CONTAINED-EBD
10 MONTH
RESIGNATION
Effective 2026-06-01

GENTRY, JAMES ARTHUR
OPJ TEACHER, SUPP FACIL
10 MONTH
RESIGNATION
Effective 2026-03-11

GODWIN, KAREN M
TBE VE SELF-CONTAINED-IND
10 MONTH
RETIREMENT
Effective 2026-06-01

GREEN, PATRICIA ELLIOTT
TBE TEACHER, SC, THIRD GR
10 MONTH
RESIGNATION
Effective 2026-06-01

HAWTHORNE, AUSTIN NEAL
KHH TEACHER, SCIENCE, JH
10 MONTH
RESIGNATION
Effective 2026-06-01

ISEMINGER, PENNY J
OLJ TEACHER, LANGUAGE
ARTS, JH
10 MONTH
RETIREMENT
Effective 2026-06-01

JOHNSON, AUNDRREA WHALEY
SPS TEACHER SC THIRD GR
SCHOOL
10 MONTH
RESIGNATION
Effective 2026-06-01

JOHNSON, EBONY ELAINE
Oakleaf Junior High School
Effective 2026-02-26
CONCLUDE EMPLOYMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
10 MONTH		
LIVELY, PAMELA DAWN OVE TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Village Elementary	Effective 2026-03-26 RESIGNATION
LOCKETTE, DAPHNE DIANNE CHE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2026-02-25 RESIGNATION
LUECKERT, MICHAEL THOMAS MHS TEACHER, MATHEMATICS, SR 10 MONTH	Middleburg High	Effective 2026-03-23 RESIGNATION
LYNCH, TIFFANY LISA STS SCHOOL SOCIAL WORKER 10 MONTH	CLIMATE AND CULTURE	Effective 2026-03-06 RESIGNATION
MARTIN, ALEATHA ERICA OPH TEACHER, TITLE I LNG TRM	Orange Park High	Effective 2026-02-27 RESIGNATION
MCCOLLUM JR, DANIEL GARDNER MCE TEACHER, SC, FIFTH GR 10 MONTH	Montclair Elementary	Effective 2026-03-13 RESIGNATION
NEIDERMEIER, SHIRLEY MINCH WEC MEDIA SPECIALIST, ELEM 10 MONTH	W.E. Cherry Elementary	Effective 2026-06-01 RETIREMENT
NELSON, HOWARD ERNEST DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-03-06 RESIGNATION
NESI, ALBERT RHS TEACHER, ART, SH 10 MONTH	Ridgeview High School	Effective 2026-06-01 RETIREMENT
NESMITH, MICHAEL BRANDON OPH TEACHER, SUPP FACIL 10 MONTH	Orange Park High	Effective 2026-04-08 RESIGNATION
NOLAN, TRAVIS WILLIAM SPECIALIST, SEDNET 12 MONTH	SEDNET	Effective 2026-03-26 RESIGNATION
ORMEO, EDWIN ZAMORA OHS TEACHER, TECHNOLOGY ED 10 MONTH	Oakleaf High School	Effective 2026-06-01 RESIGNATION
PADGETT, CONNIE DIANNE KHE TEACHER, SC, SECOND GR 10 MONTH	Keystone Heights Elementary	Effective 2026-06-01 RETIREMENT
PHILLIPS, KELLY M SLE TEACHER, SC, SECOND GR 10 MONTH	Shadowlawn Elementary	Effective 2026-06-01 RETIREMENT
PRICE, ANDREA LYNN TBE TEACHER, SC, SECOND GR 10 MONTH	Thunderbolt Elementary	Effective 2026-06-01 RESIGNATION
RICH, KATHLEEN MARTIN RHS ESE VIS/PERF ARTS 10 MONTH	Ridgeview High School	Effective 2026-06-01 RETIREMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
RIOU, SHAWNITA AMISHA CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2026-06-01 RESIGNATION
ROBBINS, CHAD DEWAYNE OHS TEACHER, MUSIC, SH 10 MONTH	Oakleaf High School	Effective 2026-06-01 RESIGNATION
SPRUILL, SONYA ANTOINETTE OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2026-03-27 RESIGNATION
TROCHE, ANGELICA SARY POE TEACHER, SC, SECOND GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-03-13 RESIGNATION
WALKER, DAVID KEITH KHH TEACHER, SOC STUD, SH 10 MONTH	Keystone Heights High School	Effective 2026-06-01 RETIREMENT
WALKER, DEBBIE JO MRE MEDIA SPECIALIST, ELEM 10 MONTH	Mcrae Elementary	Effective 2026-06-01 RETIREMENT
WATERS, LINDA LEIGH MRE VE SELF-CONTAINED-ASD 10 MONTH	Mcrae Elementary	Effective 2026-06-01 RETIREMENT
WYLIE JR, ROBERT LJH TEACHER, TECHNOLOGY ED 10 MONTH	Lakeside Junior High	Effective 2026-04-15 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
ADDIE, NICOLE ELIZABETH SUPPORT PEER TEACHER SUPPLEME	Oakleaf Village Elementary	Appointment
BECK, LESLIE ANN OPJ ANNUAL STAFF JH SUPPLEME	Orange Park Jr High	Appointment
BROWN, CURRY SANCHEZ OPJ FOOTBALL ASST JH 25% SUPPLEME	Orange Park Jr High	Appointment
BROWN, CURRY SANCHEZ OPJ FOOTBALL ASST JH 75% SUPPLEME	Orange Park Jr High	Appointment
CONERLY, JELICIA MICHELLE OPH TRACK ASST SH SUPPLEME	Lake Asbury Junior High School	Appointment
DEFALCO, DANIELLE C RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Resignation
KIEM, ANDREA NICOLE OPJ DISCRETIONARY SUPPLEME	Orange Park Jr High	Appointment
LIVELY, PAMELA DAWN OVE DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Resignation
ROBBINS, MICHELLE MAE SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment

III. INSTRUCTIONAL ACTIONS 2025-2026

G. PENDING APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
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NONE

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
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NONE

IV. INSTRUCTIONAL 2025-2026

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
NONE		

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2025-2026

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	AVILES, DORY L WEC CAFE ASSISTANT 4.5 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-03-09 9 MON SU / Annual
	BORING, ALLISON CLAIRE CGE SCHOOL SECRETARY 10 MONTH 10 MONTH	Coppergate Elementary	Effective 2026-03-13 10 MONTH / Annual
0.9	BURKE, NATALIE A LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2026-03-02 9 MON SU / Annual
	CANADA, APRIL LORRANIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-03-02 TRANSPOR / Annual
	CARRICK, ALLISON T GCJ LICENSED PRAC NURSE 10 MONTH	Green Cove Springs Junior High	Effective 2026-03-24 10 MONTH / Re-employed retiree, A/C support
	COLBURN, MONICA ALYCE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-17 TRANSPOR / Annual
0.9	CRIST, MARLENA COMPTON WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-03-02 9 MON SU / Annual
	DARE, SEAN JAMES KHH CAFE ASSISTANT 4.75 HOURS 9 MON SU	Keystone Heights High School	Effective 2026-03-24 9 MON SU / Annual
	E0207367 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-03-05 9 MON SU / Annual
	E0207846 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-03-05 9 MON SU / Annual
0.8	FONSECA, INGRID COLLYER LAJ ESOL CLASSROOM ASSISTANT 9 MON SU	Lake Asbury Junior High School	Effective 2026-02-23 9 MON SU / Annual
	FORGACH, BRITTANY DOWNEND MBE TITLE I ASSISTANT 9 MON SU	Middleburg Elementary	Effective 2026-03-24 9 MON SU / Annual
0.9	GELINAS, HARTSON LUKE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-03-10 9 MON SU / Annual
0.9	GRAF, MADISON CARROLL TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-03-24 9 MON SU / Annual
0.9	HAVEY, FRANCES CAROLYN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-03-24 9 MON SU / Annual
	HORNER, MIKAELA RAE CEB SCHOOL SECRETARY 10 MONTH	Charles E. Bennett Elementary	Effective 2026-03-10 10 MONTH / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	10 MONTH		
0.8	HUTCHINSON, CIEARA GENEEN LES IN SCHOOL SUSPENSION 9 MON SU	Lakeside Elementary	Effective 2026-03-09 9 MON SU / Annual
	KOVACH II, GERALD GEORGE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-17 TRANSPOR / Annual
0.9	LUCAS, JODY LYNN DOE BEHAVIORAL HEALTH ASST 9 MON SU	Discovery Oaks Elementary	Effective 2026-03-24 9 MON SU / Annual
	MIMS, MOLLY BETH POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-03-02 9 MON SU / Annual
	MOON, APRIL DENISE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-17 TRANSPOR / Annual
	MOROCHO CORONEL, WILSON PATRICIO TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-03-02 TRANSPOR / Annual
0.8	NEUMAN, BELEN J POE ESOL CLASSROOM ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2026-03-02 9 MON SU / Annual
	OBOIKOVITZ, STEVEN L RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2026-02-18 12 MO SU / Annual
	PAK, STELLA ABUTIN BAF ACCOUNTING ASSISTANT 12 MO SU	BAF ACCOUNTS PAYABLE	Effective 2026-03-06 12 MO SU / Annual
	PALOMBO, SARA ELENA POE IN SCHOOL SUSPENSION 9 MON SU	Plantation Oaks Elementary	Effective 2026-03-09 9 MON SU / Annual
0.9	PHELPS, CAITLIN GRACE SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-03-05 9 MON SU / Annual
0.8	POPE, SHERITA MICHELLE SPS IN SCHOOL SUSPENSION 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-03-24 9 MON SU / Annual
	PRIETO, MILAGRO DE LA CARIDAD TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-03-24 TRANSPOR / Annual
	RIOS LLANO, DIANA CAROLINA OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf High School	Effective 2026-03-24 9 MON SU / Annual
	SALAZAR LADERA, MARIA ISABEL OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-02-27 12 MO SU / Annual
	SANTIAGO ALVAREZ, VERONICA TRN BUS DRIVER	Transportation	Effective 2026-02-17 TRANSPOR / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRANSPOR		
	SCHWEIGER, TIMOTHY MICHAEL MNT ELECTRICAL TECH ASST 12 MO SU	Division of Support Svcs	Effective 2026-03-16 12 MO SU / Annual
0.9	SCHWINDLING, DESTINY NICHOLE ANN MARI WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-02-18 9 MON SU / Annual
	SHAFFER, AMANDA L TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-03-02 TRANSPOR / Annual
0.8	SHIVERS, LADEIRDRE GAIL LES DROP OUT PREV. CR ASST 9 MON SU	Lakeside Elementary	Effective 2026-03-24 9 MON SU / Annual
	STAATS, ASHTIN NICCOLE CHE TITLE I ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2026-03-24 9 MON SU / Annual
	SWIFT, KEITH ALLEN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-03-24 TRANSPOR / Annual
	THEODORE, JONEZE MRE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2026-03-24 9 MON SU / Annual
0.9	UNGURAIT, MADISON ISABEL FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-02-27 9 MON SU / Annual
	VERDON, JILLIAN MARIE OHS CAFE ASSISTANT 7.5 HOURS 9 MON SU	Oakleaf High School	Effective 2026-03-09 9 MON SU / Annual
	WILSON, ERIN C FIE PRINCIPAL SECRETARY 12 MO SU	Fleming Island Elementary	Effective 2026-03-23 12 MO SU / Annual
0.9	ZEIGLER JR, RICHARD E MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-03-02 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

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

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
BROWN, LEANN C ESE ADMINISTRATIVE SECRETARY 12 MO SU	Ridgeview High School	Effective 2026-06-01 /transfer from / RHS SECRETARY 12 MO
CUMMINGS, AMANDA MICHELLE BLC SCHOOL SECRETARY 10 MONTH 10 MONTH	Bannerman Learning Center	Effective 2026-03-23 /transfer from / BLC BEHAVIORAL HEALTH ASST
DEGRAFF, MARCIA ISLANE KHH CAFÉ ASSISTANT 5.75 HOURS 9 MON SU	Keystone Heights High School	Effective 2026-03-16 /transfer from / KHH CAFE ASSISTANT 4.75 HOURS
ESTEVEZ, KIMBERLY K ESE ADMINISTRATIVE SECT SR 12 MO SU	Exceptional Student Education	Effective 2026-05-04 /transfer from / ESE ADMINISTRATIVE SUPPORT ASST
HALL, ADAM DAVID MNT BAS TECH ASST 12 MO SU	Shadowlawn Elementary	Effective 2026-03-30 /transfer from / SLE CUSTODIAN
HILL, CRYSTEL ANN LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	W.E. Cherry Elementary	Effective 2026-03-30 /transfer from / WEC TITLE I ASSISTANT
PERALTA DE LAS NIEVES, IREINY SBJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-03-02 /transfer from / OHS CAFE ASSISTANT 5 HOURS
PETRE, RASHELLE C BAF ACCOUNTING ASSISTANT 12 MO SU	BAF ACCOUNTS PAYABLE	Effective 2026-03-16 /transfer from / LAE PRINCIPAL SECRETARY
PULLIAM, ROBIN LYNN CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	Effective 2026-03-24 /transfer from / CHS CAFE ASSISTANT 4.25 HOURS
SAFI, SEMIN CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-03-02 /transfer from / CHS CAFE ASSISTANT 4.5 HOURS
STEVENS, CRYSTAL D LAE PRINCIPAL SECRETARY 12 MO SU	Lake Asbury Elementary	Effective 2026-03-16 /transfer from / LAE SCHOOL SECRETARY 10 MONTH

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ADKINS, ROSE ANN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-03-09 RESIGNATION
	ALGER, ERICA JEAN ESE ADMINISTRATIVE SECRETARY 12 MO SU	Exceptional Student Education	Effective 2026-05-29 RESIGNATION
	BARRETT, TARA MAE MRE IN SCHOOL SUSPENSION 9 MON SU	Mcrae Elementary	Effective 2026-03-04 RESIGNATION
	BECK, DAWN RENE ACE ADMINSTRATIVE SUPPORT ASST 12 MO SU	Adult/Community Education	Effective 2026-04-03 RESIGNATION
0.9	BILYEW, KIM MICHELLE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-05-29 RETIREMENT
0.9	BRADLEY, KRISTYN N CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-03-04 RESIGNATION
	BROWN, BRANDY RENE KHH CAFE ASSISTANT 6 HOURS 9 MON SU	Keystone Heights High School	Effective 2026-03-13 RESIGNATION
0.9	CASH, SAMANTHA JANICE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-03-12 RESIGNATION
0.9	COLEMAN, SANDRA G BLC CHILD CARE ASSISTANT 9 MON SU	Bannerman Learning Center	Effective 2026-05-29 RETIREMENT
0.9	DOWDY, KAMREY GRACE KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2026-04-09 RESIGNATION
	E0112860 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 RESIGNATION
	E0117915 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 RESIGNATION
	E0206888 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 RESIGNATION
0.9	EVANS, AMANDA FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-03-05 RESIGNATION
0.9	FELLS, CORA SHANELLE RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2026-03-12 RESIGNATION
	GAMBRELL, JOSHUA MICHAEL TRN BUS DRIVER LNG TRM	Transportation	Effective 2026-02-26 RESIGNATION
	GAMBRELL, MARY VIRGINIA	Transportation	Effective 2026-03-11

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRN ESE ASST/BUS MONITOR LNG TRM		RESIGNATION
	GREEN, DIANE CHS CUSTODIAN 12 MO SU	Clay High	Effective 2026-04-30 RETIREMENT
	GREEN, LLOYD L CHS CUSTODIAN 12 MO SU	Clay High	Effective 2026-06-30 RETIREMENT
	GUIRALDI, JEISY PATRICIA DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	Effective 2026-02-23 RESIGNATION
	HORN, CARL K TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-04-30 RETIREMENT
0.9	JONES COMER, ACQUINETT TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-03-13 RETIREMENT
	MCLAUGHLIN, JIMMY R MNT LEAD PAINTER 12 MO SU	Division of Support Svcs	Effective 2026-05-15 RESIGNATION
	MCMULLEN, GWENDOLYN DENISE LAE HEAD CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2026-06-30 RETIREMENT
0.9	POWELL, PAISLEY HOPE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-03-13 RESIGNATION
	RIVIERE, JESSE D TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-25 CONCLUDE EMPLOYMENT
	ROBINSON, BREANN NICOLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-02-19 RESIGNATION
	SAVOY, MELISSA ANN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-03-06 CONCLUDE EMPLOYMENT
	ST HILAIRE, ELIZABETH JEAN OPJ SCHOOL SECRETARY 10 MONTH LNG TRM	Orange Park Jr High	Effective 2026-03-02 RESIGNATION
0.9	TAYLOR, COURTNEY ANN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-04-02 RESIGNATION
	TONEY, YOLONDA P SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-02-27 RETIREMENT
0.8	VAZQUEZ REYES, ANGELA DANIELA WEC ESOL CLASSROOM ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-03-27 RESIGNATION
0.9	WHITING, ASHLEY BROOK ROE GENERAL HEALTH ASSISTA	Rideout Elementary	Effective 2026-03-13 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
9 MON SU ZARKIS, TINA LYNN TBE REGISTERED NURSE 10 MONTH	Thunderbolt Elementary	Effective 2026-06-01 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
MENSIE, SHANAE LATTRYL OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
MENSIE, SHANAE LATTRYL OHS WEIGHTLIFTING HD SH SUPPLEME	Oakleaf High School	Appointment
ST HILAIRE, ELIZABETH JEAN OPJ ANNUAL STAFF JH SUPPLEME	Orange Park Jr High	Resignation
ST HILAIRE, ELIZABETH JEAN OPJ DISCRETIONARY SUPPLEME	Orange Park Jr High	Resignation