

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

I.	<u>Administrative Actions</u>	
	A. 2025-2026 Appointments	I-A, p. 1
	B. 2025-2026 Re-Appointments	I-B, p. 1
	C. 2025-2026 Redesignations	I-C, p. 1
	D. 2025-2026 Transfers	I-D, p. 1
	E. 2025-2026 Resignations, Retirements, Conclude Employment	I-E, p. 1
	F. 2025-2026 Supplements	I-F, p. 1
II.	<u>Job Descriptions and Supporting Documents</u>	
	A. Administrative	II-A, p. 1-12
	B. Support	II-B, p. 1-3
	C. Instructional	II-C, p. 1-3
	D. Supplemental	II-D, p. 1-3
III.	<u>Instructional Actions</u>	
	A. 2025-2026 Appointments	III-A, p. 1
	B. 2025-2026 Reappointments	III-B, p. 1
	C. 2025-2026 Redesignations	III-C, p. 1
	D. 2025-2026 Transfers	III-D, p. 1
	E. 2025-2026 Resignations/Retirements/Conclude Employment	III-E, p. 1-2
	F. 2025-2026 Supplements	III-F, p. 1-3
	G. 2025-2026 Pending Appointments	III-G, p. 1
	H. 2025-2026 Out of Field	III-H, p. 1
IV.	<u>Instructional Miscellaneous Actions</u>	
	A. 2025-2026 Summer School	IV-A. p. 1
	B. 2025-2026 Community Education	IV-B. p. 1
	C. 2025-2026 Adult Education	IV-C. p. 1
V.	<u>Instructional Substitute Teacher Actions</u>	
	A. 2025-2026 Substitute Teacher Approval (None)	V-A. p. 1
VI.	<u>Support Actions</u>	
	A. 2025-2026 Appointments	VI-A, p. 1-3
	B. 2025-2026 Reappointments	VI-B, p. 1
	C. 2025-2026 Redesignations	VI-C, p. 1
	D. 2025-2026 Transfers	VI-D, p. 1-2
	E. 2025-2026 Resignations/Retirements/Conclude Employment	VI-E, p. 1-2
	F. 2025-2026 Supplements	VI-F, p. 1

I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
HUGGINS, SHELLEY STARKE CEB ASST PRINCIPAL EL 11 MOS 11 MONTH	Charles E. Bennett Elementary	Effective 2026-02-02 11 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
------------------------	-------------	-----------------

I. Administrative Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignments
------------------------	-------------	-----------------------------

I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
HECHT, JASMINE ROUGINA WEC MGR SELF CONTAINED I CAFETERI	Mcrae Elementary	Effective 2026-03-03 /transfer from / MRE MGR SELF CONTAINED I

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
SHAFER, AMANDA L AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2026-02-27 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	
0.5	HECHT, JASMINE ROUGINA OHS WRESTLING ASST SH SUPPLEME	Mcrae Elementary	Appointment

II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

Business Affairs Administrative Job Descriptions

The Business Affairs Department is restructuring through this allocation request, which represents a total cost savings of \$67,028, to improve operational efficiency, strengthen internal controls, and enhance compliance with evolving state and federal regulations, including requirements from the Florida Department of Education. This restructuring is aligning staffing and responsibilities with the best practices in governmental accounting, supporting more strategic budget development, improving financial reporting transparency, and better leveraging technology within BusinessPlus. In addition, this organizational realignment is necessary to ensure long-term financial stability and accountability to the School Board and community.

REVISED:

- **Director of Budget**
- **Supervisor of Accounting**

NEW:

- **Coordinator of Budget**
- **Accountant I**

Job Locator: B-1.2.46

Job Title: ~~Supervisor~~ Director of Budget

Position Grade: ~~Supervisor II~~ Director I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The ~~Supervisor~~ Director of Budget is reports directly responsible to the Assistant Superintendent for Business Affairs and serves in a staff relationship with other administrators. ~~Provides financial information to management by researching and analyzing accounting data preparing reports.~~ The Director is responsible for the overall planning, preparation, management, and monitoring of the District's annual budget and multi-year financial forecasts. This position ensures the effective and equitable allocation of resources to support District priorities and compliance with federal, state, and local regulations. The Director provides leadership in financial analysis, budget development, and fiscal accountability to support data-driven decision-making across all departments and schools.

Responsibilities and duties of this position include:

1. ~~Facilitates, recommends and ensures the preparation and~~ Lead the development, preparation, and presentation of the annual budget including Operating, Capital, Special Revenue (Federal, State, Local and Food/Nutrition Services), Debt and Internal Service Funds.
2. Collaborate with District leadership to align budget planning with strategic goals and educational priorities.
3. Oversee the monitoring and analysis of budget performance throughout the fiscal year; prepare monthly, quarterly, and annual financial reports.
4. Review and analyze revenue projections, enrollment trends, and expenditure forecasts to ensure fiscal stability.
5. Coordinate with Human Resources and Payroll to ensure accurate personnel budgeting and position control.
6. Review and approve District staff allocation documents to ensure accuracy and proper alignment with appropriate funding sources.
7. Evaluate and recommend improvements to budget processes, systems, and financial controls to enhance efficiency and transparency.
8. Reviews and reconciles financial discrepancies, including, revenue, expenditures, purchase orders, payroll encumbrances, and fund balances.
9. Ensures ~~budgetary~~ compliance with the Governmental Accounting Standards Board (GASB). Auditing and Financial Reporting procedures as they apply to all applicable policies, laws, rules and regulations.
10. Prepares ~~board's~~ monthly budget reports and ad hoc reports for the School Board, Superintendent, and community stakeholders.

11. ~~Assists with the development and refinement of revenue and expenditure projections/forecasts using current financial best practices, state statutes, and generally accepted accounting principles.~~
12. Reviews and analyzes federal grant expenditures and contracts for adequate documentation and compliance with grant documents, Office of Management and Budget (OMB) circular A-128 and A-87.
13. Prepares Review and approves all FDOE Project Disbursement Reports (FA-399's) for federal grants and performs on-line disbursement reports in FDOE cash disbursement system.
14. Review and analyze all charter school revenue estimates and funding from the FEFP, local capital improvement and sales tax funding for payment accuracy.
15. Coordinates with the Office of the Auditor General and outside Auditing firms regarding federal grants financial and budget matters.
16. ~~Assists with the~~ Provide budgetary guidance to Principals, department heads and program managers and conduct budget training sessions as needed. preparation of the Annual Program Cost Report, schools' financial reports and other reports as assigned.
17. ~~Documents financial transactions by entering account information.~~
18. ~~Recommends financial actions by analyzing accounting options.~~
19. ~~Substantiates financial transactions by auditing documents.~~
20. ~~Maintains accounting controls by preparing and recommending policies and procedures.~~
21. Supervise assigned personnel, provides evaluative feedback and support for increased performance, conduct annual performance evaluations and make recommendations for appropriate employment action.
22. ~~Guides district and school's clerical staff by coordinating activities and answering questions. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.~~
23. ~~Reconciles financial discrepancies by collecting and analyzing account information.~~
24. ~~Maintains financial security by following internal controls.~~
25. ~~Prepares payments by verifying documentation, and requesting disbursements.~~
26. ~~Complies with federal, state, and local financial legal requirements by studying existing and new legislation enforcing adherence to requirements.~~
27. ~~Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.~~
28. ~~Maintains customer confidence and protects operations by keeping financial information confidential.~~
29. ~~Contributes to team effort by accomplishing related results as needed.~~
30. Oversee personnel responsible for monitoring internal accounts activity for all schools to ensure compliance with established financial procedures, laws, and regulations.

31. Providing oversight, guidance, and training to ensure that all school-based internal accounts are managed in compliance with district policies, Internal Accounts Handbook, state laws, and sound accounting practices.
32. Supervise internal accounts staff to ensure accurate, transparent, and accountable management of student activity funds/internal accounts at the schools
33. Demonstrates initiative in identifying potential problems or opportunities for improvement and taking appropriate action. Keeps the Assistant Superintendent of Business aware of potential problems or unusual events affecting the overall budget of the District.
34. Performs other duties as assigned by Assistant Superintendent of Business Affairs and provides support to the Director of Finance as needed.
35. Perform associated duties in the absence of the Assistant Superintendent of Business Affairs.

Required Qualifications:

1. Bachelor's Degree in Business, Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution or a combination of education/training/experience which provides an equivalent background.
2. Extensive knowledge of principles and practices of public sector budgeting, accounting, and financial management.
3. Strong analytical, problem-solving, and forecasting skills.
4. Ability to interpret complex financial data and communicate effectively with diverse audiences.
5. ~~Three (3) years successful experience in governmental budgeting, accounting, and/or auditing experience.~~
6. ~~Skilled~~ Proficiency in Excel spreadsheet, current accounting system and other applicable software.
7. Ability to work independently.
8. Excellent organizational, leadership, and communication skills.
9. Ability to manage multiple priorities under tight deadlines while maintaining attention to detail.

Desired Qualifications:

1. Master's Degree in Business, Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution.
2. Certified Public Accountant.
3. Supervisory experience in public district administration, or leadership in other large diverse organizations.
4. Ability to communicate effectively with the public.

5. Knowledge of state statutes, and federal guidelines, including Florida Statutes, Florida Education Finance Program, governmental accounting principles, cost accounting systems and Florida School Board Policies.
6. Knowledge of Federal Accounting.

Approved: 06/30/1999

Effective: 07/01/1999

Revised: 03/18/2004, 10/13/2011, 02/10/2014, 05/03/2018, 02/04/2021, 06/02/2022, 03/02/2023, 03/05/2026

~~Revised: 10/13/2011~~

~~Revised: 02/10/2014~~

~~Revised: 05/03/2018~~

~~Reviewed: 02/04/2021~~

~~Revised: 06/02/2022~~

~~Revised: 03/02/2023~~

Job Locator: B-1.1.41

Job Title: ~~Coordinator of Accounts Payable~~ Supervisor of Accounting

Position Grade: ~~Coordinator I~~ Supervisor III

Evaluated by: Director of Finance

Job Description:

The ~~Coordinator~~ Supervisor of Accounting is directly responsible to the Director of Finance, and is responsible for planning, organizing, and directing the accounting operations in accordance with Florida Department of Education (FDOE) guidelines, Florida Statutes, School Board policies, and Generally Accepted Accounting Principles (GAAP). This position ensures the integrity, accuracy, and timeliness of financial records and reporting while supporting fiscal accountability, internal control, and compliance across all District funds. ~~This person serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator, Coordinator of Insurance Activities, and Coordinator of Procurement.~~

Responsibilities and duties of this position include:

1. Oversee the preparation of monthly, quarterly, and annual financial statements in accordance with GAAP and Governmental Accounting Standards Board (GASB) requirements.
2. Ensure compliance with Florida Statutes, State Board of Education rules, and reporting requirements of the Florida Department of Education (FDOE).
3. Ensure accurate general ledger activity, account reconciliation, and year-end closing processes.
4. Prepare accounting transactions in accordance with Florida Department of Education Redbook, Generally Accepted Accounting Principles, Government Auditing Standards, IRS regulations and all other local, state and federal regulations.
5. Assist in the preparation of the District's Annual Financial Report (AFR) submitted to the State, including the preparation of converted financial statements for external auditors and subsequent State reporting.
6. Preparation of the Annual Program Cost Report, schools' financial reports, ~~Abandoned Property Report~~ and other reports as assigned.
7. Provide guidance, review, and balance general ledger accounts and prepare appropriate spreadsheets and schedules for year-end reporting and timely reconcile any financial discrepancies.
8. Provide technical assistance and training to school and department staff regarding financial compliance and accounting procedures.
9. Supervise general ledger, journal entries, account reconciliations, and year-end closing processes.
10. Monitor and maintain the integrity of the Chart of Accounts in alignment with the State of Florida's Red Book.
11. Review and approve complex journal entries and adjusting entries.
12. Ensure proper accounting for all District funds including General Fund, Special Revenue, Capital Projects, Debt Service, and Internal Service Funds.
13. Oversee fixed asset accounting and capital asset reporting.

14. Coordinate and serve as primary liaison for external and internal audits.

15. Coordinates Accounts Payable and assists with processing of processes Construction Payments and Travel.
16. Reconciles P-card statements for all departments and schools and prepares corresponding journal entries to record payment.
17. Coordinates and processes payment of vendor invoices through District's E-card system.
18. Coordinates Accounts Payable procedures and processes with all schools and centers.
19. Supervises Accounts Payable personnel and assists in evaluations.
20. Mediates payment/invoice problems or disputes between requesting department and vendor.
21. Assists with the hiring and training of Accounts Payable personnel.
22. Executes monthly Florida Retirement System and child support garnishment ACH transactions and prepares reconciliations of payroll liability accounts to general ledger.
23. Preparation of monthly PECO request reports and sales tax returns.
24. ~~Preparation of quarterly fuel tax refund applications and Unemployment Compensation remittance.~~
25. ~~Preparation of monthly bank reconciliations.~~
26. Preparation and distribution of 1099s.
27. ~~Submission of bi-monthly positive pay files for Payroll and Accounts Payable accounts for fraud prevention and reconciliation.~~
28. Perform other duties as assigned by Assistant Superintendent of Business Affairs and provide support to the Director of Finance as needed.

Required Qualifications:

1. ~~Graduate from an accredited college or university with Bachelor's Degree in Accounting or Business.~~ Bachelor's degree in finance, accounting, or related field from an accredited educational institution, or a combination of experience and training commensurate with performance responsibilities.
2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools, and Florida School Board Policies.
3. Ability to learn ~~Knowledge~~ of current financial software and other applicable software.
4. Experience in the application of accounting principles and practices of public sector budgeting, accounting, and financial management.
5. Strong analytical, problem-solving, and forecasting skills.
6. Ability to interpret complex financial data and communicate effectively with diverse audiences.
7. Proficiency in financial management systems and spreadsheet software.

Desired Qualifications:

1. Supervisory experience.
2. Experience in local school and/or district level purchasing/accounting regulations.
3. Knowledge of data processing procedures and programs.

Effective: 04/24/1984

Revised: 08/17/1989, 07/01/1993, 10/13/2011, 02/10/2014, 02/20/2024, 03/20/2014, 05/03/2018, 02/04/2021, 06/02/222, 03/05/2026

~~Revised: 07/01/1993~~

~~Revised: 10/13/2011~~

~~Revised: 02/10/2014~~

~~Revised: 02/20/2014~~

~~Revised: 03/20/2014~~

~~Revised: 05/03/2018~~

~~Revised: 02/04/2021~~

~~Revised: 06/02/2022~~

Job Locator: B-1.2.47

Job Title: Coordinator of Budget

Position Grade: Coordinator IV

Evaluated By: Director of Budget

Job Description:

The Coordinator of Budget provides professional support in the development, analysis, and administration of the District's budget. This position assists the Director of Budget in monitoring school and departmental budgets, reviewing charter school revenue and payments, analyzing grant applications, and ensuring compliance with federal, state, and district financial guidelines. The Coordinator of Budget plays a key role in maintaining fiscal accuracy and supporting informed financial decision-making across the District.

Responsibilities and duties of this position include:

1. Assist in the preparation, coordination, and maintenance of the District's annual budget, including general operating, capital budget, special revenue budget (Federal and Food/Nutrition), debt budget, and internal service funds budget.
2. Review and analyze charter school revenues, payments (including Florida Education Finance Program (FEFP), local capital improvement, and sales tax revenue), and related financial documentation to ensure compliance with statutory requirements and district policies.
3. Complete the FLDOE Florida Charter School Revenue Estimating worksheet and submit to Accounts Payable for payment to the District Charter Schools.
4. Monitor charter school funding allocations and reconcile payments in collaboration with internal departments.
5. Monitor the State Categorical funding and make budget adjustments throughout the year based on the FEFP calculations. Ensure that the State categorical funding is appropriately allocated and expended based on all District funding sources. In addition, complete all required categorical reporting to the FLDOE, including the Schedule of Categorical Programs Report of Expenditures and Available Funds in the District's Annual Financial Report.
6. Review grant applications and budgets for fiscal accuracy, alignment with District goals, and compliance with applicable Federal regulations, including compliance with grant documents, Office of Management and Budget (Circular A-87 and A-128).
7. Complete all FLDOE Project Disbursement Reports (FA-399s and FA-499s) for federal grants for review and approval by the Director of Budget, in conjunction with the FLDOE Report 300 (detail of salary expenditures) and FLDOE Report 301 (detail of monthly transactions) supporting reports.
8. Complete the FLDOE Distributive Aid Cash Advance Reconciliation annual reporting requirement.
9. Review State grant revenue and expenditures, complete quarterly reporting (or more often as required) for all State grants to the FLDOE to ensure timely reporting and adherence to applicable regulations, and ensure all funding has been received and recorded.
10. Review expenditures as reported in the District's Enterprise Resource Planning (ERP) system and report in FLDOE's on-line cash and disbursement system for reimbursement of funds to the District on a monthly basis, or more frequently, as needed, at year end.
11. Reconcile on a monthly basis the District's special revenue funds to ensure that all Federal revenue agrees with Federal expenditures. If the revenue or expenditure do not equal, create a journal entry to record a receivable or a payable to ensure no fund balance.

12. Compile and verify financial data for the Schedule of Expenditures of Federal Awards (SEFA) to ensure accurate reporting of all federal grant expenditures. This includes reviewing general ledger activity, reconciling grant expenditures to the District's financial records, confirming compliance with federal program requirements, and preparing required supporting documentation for the Superintendent's Annual Financial Report, in addition to the annual external audit.
13. Prepare and maintain financial reports, budget summaries, and expenditure analyses for internal and external use.
14. Support schools and departments in understanding budget processes, timelines, and financial procedures.
15. Conduct variance analyses and provide recommendations to correct budgetary discrepancies, including, revenue, expenditures, purchase orders, payroll encumbrances, and fund balances.
16. Assist with the development and maintenance of financial models, projections, and funding formulas.
17. Participate in the preparation of presentations, reports, and documents for Board meetings, audits, and state submissions.
18. Provide technical assistance and training to school and department staff regarding budget procedures and financial compliance.
19. Perform other related duties as assigned by the Director of Budget.

Required Qualifications:

1. Bachelor's degree in finance, accounting, or related field from an accredited educational institution, or a combination of experience and training commensurate with performance responsibilities.
2. Experience in the application of accounting principles and practices of public sector budgeting, accounting, and financial management.
3. Strong analytical, problem-solving, and forecasting skills.
4. Ability to interpret complex financial data and communicate effectively with diverse audiences.
5. Proficiency in financial management systems and spreadsheet software.

Desired Qualifications:

1. Excellent organizational, leadership, and communication skills.
2. Ability to manage multiple priorities under tight deadlines while maintaining attention to detail.
3. Knowledge of applicable federal, state, and local laws and regulations governing school finance.

Approved: 03/05/2026

Job Locator: B-1.2.48
Job Title: Accountant I
Position Grade: Coordinator IV
Evaluated By: Director of Finance

Job Description:

The Accountant I provides professional support in maintaining and analyzing the District's general ledger and financial records. This position supports accurate financial reporting by assisting with account reconciliations, monitoring school and departmental expenditures, reviewing charter school revenue and payments, analyzing various accounts and reports, and ensuring compliance with federal, state, and district financial guidelines. The Accountant I plays a key role in maintaining fiscal integrity and supporting informed financial decision-making across the District.

Responsibilities and duties of this position include:

1. Prepare accounting transactions in accordance with Florida Department of Education Redbook, Generally Accepted Accounting Principles, Government Auditing Standards, IRS regulations and all other local, state and federal regulations.
2. Assist in the preparation of the District's Annual Financial Report (AFR) submitted to the State, including the preparation of converted financial statements for external auditors and subsequent State reporting.
3. Review and balance general ledger accounts and prepare appropriate spreadsheets and schedules for year-end reporting and timely reconcile any financial discrepancies.
4. Analyzes current financial status by collecting information and preparing and maintaining monthly Board reports, ensuring accuracy and compliance, and preparing additional financial reports as needed.
5. Provide technical assistance and training to school and department staff regarding financial compliance and accounting procedures.
6. Assist in implementing enhancements to the District's computer-based accounting applications.
7. Monitor cash account balances and process all transfers and wire transactions.
8. Transfer cash from Investment Account based on necessary cash needs for the week.
9. Provide payroll and accounts payable positive pay check files for electronic submission to the bank for reconciliation and manage exceptions.
10. Complete monthly bank reconciliations and research and resolve discrepancies in a timely manner.
11. Review bank account analysis statements to ensure fees are charged in accordance with contractual rates.
12. Prepare and process charter school payments including but not limited to Florida Education Finance Program (FEFP) payments, capital related disbursements, and grant reimbursements.
13. Reconcile and ensure proper coding of charter school budgets throughout the fiscal year and year-end.
14. Reconcile payroll liability accounts, including IRS and Florida Retirement System (FRS) liabilities, by analyzing payroll registers, contribution and deduction reports, amounts wired, and general ledger activity; research and resolve variances and prepare related journal entries to ensure accurate and compliant financial reporting.
15. Balance and reconcile the Accounts Payable liability account in coordination with Accounts Payable staff.
16. Monitor accounts receivable balances and prepare invoices when necessary.

17. Preparation of quarterly fuel tax refund applications and Unemployment Compensation remittance.
18. Coordinate with the Insurance Department to review and process wire payments for approved medical related expenses. Process corresponding journal entries to record the related transactions in the District's accounting system.
19. Maintain the District's Fixed Assets Module (control account) by processing additions, deletions, and accumulated depreciation. Reconcile additions and deletions to the general ledger accounts, investigate all differences, and prepare journal entries. Review fixed assets month end closing reports for accuracy.
20. Assists with audits to include working with the Office of the Auditor General and outside Auditing firms related to accounting records.
21. Participate in development, implementation and documentation of new or revised internal control procedures in compliance with relevant accounting, state or federal guidelines.
22. Maintain the accounting and finance section of the District's website in accordance with reporting and transparency requirements.
23. Process and review reclass requests from schools and departments as needed.
24. Perform other related duties as assigned by the Director of Finance.

Required Qualifications:

1. Bachelor's degree in finance, accounting, or related field from an accredited educational institution, or a combination of experience and training commensurate with performance responsibilities.
2. Experience in the application of accounting principles and practices of public sector budgeting, accounting, and financial management.
3. Strong analytical, problem-solving, and forecasting skills.
4. Ability to interpret complex financial data and communicate effectively with diverse audiences.
5. Proficiency in financial management systems and spreadsheet software.

Desired Qualifications:

1. Excellent organizational, leadership, and communication skills.
2. Ability to manage multiple priorities under tight deadlines while maintaining attention to detail.
3. Knowledge of applicable federal, state, and local laws and regulations governing school finance.

Approved: 03/05/2026

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job description:

Business Affairs Administrative Job Descriptions

The Business Affairs Department is restructuring through this allocation request, which represents a total cost savings of \$67,028, to improve operational efficiency, strengthen internal controls, and enhance compliance with evolving state and federal regulations, including requirements from the Florida Department of Education. This restructuring is aligning staffing and responsibilities with the best practices in governmental accounting, supporting more strategic budget development, improving financial reporting transparency, and better leveraging technology within BusinessPlus. In addition, this organizational realignment is necessary to ensure long-term financial stability and accountability to the School Board and community.

The Accounting Assistant job description will stay the same at B24 on the support salary schedule.

REVISED:

- **Accounting Assistant**

Job Locator: C-3.8.01

Title: Accounting Assistant

Position Grade: Support Salary Schedule

Evaluated by: Assigned Administrator

Job Description:

Depending upon the office of assignment, maintains accounting records, titles, ledgers, journals and accounts in accordance with the District policies, procedures and guidelines. Prepares and compiles financial information for various District financial reports or state reports. Audits and verifies invoices and/or entries to ensure proper amounts, codes, balances and/or reports.

Responsibilities and duties of this position include:

1. Posts. Audits and reviews invoices to ensure accuracy with or purchase orders to ~~ensure amounts received and~~ or other information. This includes keying invoices in the District's accounting system for construction, utilities, fuel, etc. and travel reimbursement requests.
2. Posts, codes, balances and/or maintains the general ledger and revenue journal
3. Posts revenues and expenditures to appropriate accounts according to established procedures.
4. Prepares bank deposits for revenues received. Posts and codes receipts.
5. Compiles revenue and expenditure information to prepare and type reports required by the school or state.
6. Maintains departmental files and records.
7. Reviews and maintains, posts and balances transfers and deletions of fixed assets from property reports to budget.
8. Process accounts payable and payroll check runs including uploading payment files, child support payment files, and E-pay payments to the bank, as well as corresponding to vendors regarding E-pay payments. Types Print manual checks and maintains check registers.
9. Types and/or prepares letters, memos, budget amendments or other correspondence in the conduct of duties. This includes creating and distributing the yearly accounts payable payment schedule.
10. Ensures payments are collected and applied as mandated, including resolving issues regarding invoices, payments receipts and recording of revenue with employees, vendors, and other outside organizations.
11. Assists with the completion of the Abandoned Property Report for the State of Florida for both internal accounts and District accounts.
12. Creates and maintains confidential files.
13. Performs other duties as assigned by the assigned administrator.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Requires a minimum of three years previous bookkeeping or financial records experience, or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work. A two year degree may be required in lieu of the above listed requirements.
3. Possess basic computer skills

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 a normal office environment with few physical discomforts.	X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.			X	
Working with equipment or performing procedures where carelessness could result in injury			X	
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				X

Board Approved: 05/20/1993

Revised: 03/21/1996, 02/20/1997, 08/17/2006, 02/04/2021, 06/01/2023

Revised: 02/20/1997

Revised: 08/17/2006

Revised: 02/04/2021

Revised: 06/01/2023

II. JOB DESCRIPTION ACTIONS

C. Instructional - Approve the following job description:

NEW:

Assessment and Intervention Supports Facilitator

The increasing focus on strong Multi-Tiered System of Support (MTSS) practices, paired with more complex state and local assessment requirements, has created an opportunity for a school-based position to enhance these efforts. Teachers and school leaders require consistent support in analyzing assessment data, identifying students who need targeted interventions, and implementing tiered supports with fidelity. This position will strengthen schoolwide MTSS systems by coordinating assessments, monitoring progress, and supporting intervention documentation. Establishing the Assessment and Intervention Supports Facilitator enhances the school's capacity to deliver timely, data-driven interventions and ensures positive student outcomes.

Job Locator: I-2.2.104

Title: Assessment and Intervention Supports Facilitator

Position Grade: Teacher

Evaluated By: Assigned Administrator

Job Description:

The Assessment and Intervention Supports Facilitator coordinates all State, Local, and national assessments while ensuring accurate reporting, test security, and timely communication with teachers, students, and families. This position plays a key role in MTSS by assisting teachers and school leaders with interpreting data, identifying students who need targeted interventions, and adjusting instruction based on ongoing progress monitoring. The facilitator collaborates closely with classroom teachers and school leaders to implement tiered supports and maintain documentation that supports data-driven decision-making. This role strengthens the school's capacity to provide timely, effective interventions that improve student outcomes and support teacher effectiveness.

Responsibilities and duties of this position include:

1. Provides support for district, state, and national assessments, including material preparation, test scanning, generation of reports, and the monitoring and distribution of test materials.
2. Schedules test sessions, testing materials, and data reports. Maintains test security for all secure testing documents.
3. Conducts training of all faculty regarding test administrator/proctor guidelines as well as specific security protocols for individual tests.
4. Ensures that the school tests a minimum 95% of students on all state assessments.
5. Conducts training on administering the ACCESS for ELLs test for school personnel.
6. Prepares home-to-school communication regarding testing for all parents and students, including virtual/ homeschool students.
7. Compiles, verifies, and analyzes information to generate reports based on provided criteria.
8. Assists with IEP and Section 504 testing accommodations compliance.
9. Enters various types of information for data processing and testing applications into the computer and verifies the data as appropriate.
10. Monitors and orders testing supplies and materials.
11. Supports classroom teachers in adapting instruction through a multi-tiered system of support to meet the learning needs of all students.
12. Maintain a positive relationship and ongoing communication with students, families, colleagues, and supervisors.
13. Communicate effectively with others and be willing to share ideas and talents with colleagues.
14. Evaluate students' progress through a variety of informal and formal assessments on an ongoing basis to inform instruction.
15. Monitors the achievement of students through the MTSS process and assists with support services where appropriate.
16. Maintain and update appropriate documentation of student progress.
17. Performs other duties as assigned.

Required Qualifications:

1. Valid Florida teaching certificate.
2. Minimum 3 years of teaching experience with Highly Qualified Evaluations.
3. Experience in the MTSS processes and best practices.

Desired Qualifications:

1. Experience in administering statewide assessments.
2. Masters Degree in Education or related field.

Approved: 03/05/2026

II. JOB DESCRIPTION ACTIONS

D. Supplemental - Approve the following job descriptions:

Supplemental Job Descriptions

Supplemental job descriptions were reviewed on the February agenda, the Academic Coach description required a correction to distinguish between Local and District roles. We are now updating the Academic Coach Local description to remove district-level duties and establishing a standalone description for Academic Coach District. As both positions are currently allocated, there is no additional financial impact.

REVISED:

- **Academic Coach Local**

NEW:

- **Academic Coach District**

Responsibilities and duties of this position include:

1. Conducts practices.
2. Schedules buses for academic meets.
3. Organizes matches.
4. Coordinates matches.
5. Coaches and tutors in academic areas.
6. Gathers and shares information regarding available academic competitions.
7. Recruits participants for academic meets.
8. ~~School Coach:~~ Coordinates academic activities within the school.
9. ~~Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.~~

Approved: 02/05/2026

Revised: 03/05/2026

Responsibilities and duties of this position include:

1. Conducts practices.
2. Schedules buses for academic meets.
3. Organizes matches.
4. Coordinates matches.
5. Coaches and tutors in academic areas.
6. Gathers and shares information regarding available academic competitions.
7. Recruits participants for academic meets.
8. Coordinates academic activities within the district..
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 03/05/2026

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	AYERS, RICHARD THOMAS OLJ TEACHER, MATHEMATICS, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-02-02 10 MONTH / interim
	BEAUDRY, ABIGAIL MARIE SPS TEACHER SC SIXTH GR 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-02-12 10 MONTH / interim
	CARTER, STOCKTON L OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2026-02-02 10 MONTH / interim
	CHAMPINE, CRYSTAL ANN SBJ TEACHER, ART, ELEM 10 MONTH	S. Bryan Jennings Elementary	Effective 2026-02-06 10 MONTH / interim
0.8	GUERIN, STACY LEIGH AES TEACHER, GIFTED 10 MONTH	Argyle Elementary	Effective 2026-02-04 10 MONTH / interim
	KURNIDES, EMILY ANNE AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	Effective 2026-02-02 10 MONTH / interim
	MAURIL, GERTRIDE OHS VE SELF-CONTAINED-IND 10 MONTH	Oakleaf High School	Effective 2026-01-28 10 MONTH / interim
	NELSON, VICTORIA LYNN GCJ TEACHER, SUPP FACIL 10 MONTH	Green Cove Springs Junior High	Effective 2026-02-06 10 MONTH / interim
	PARRIS, SANDI ALTMAN GCJ TEACHER, SUPP FACIL 10 MONTH	Green Cove Springs Junior High	Effective 2026-02-03 10 MONTH / interim
	PEACOCK, NICOLE LEE SPS TEACHER SC FOURTH GR 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-02-12 10 MONTH / interim
	RIVERA, SAMUEL LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2026-02-13 10 MONTH / interim
	SERRANO, CATHARINE MARIE LES TEACHER, SC, THIRD GR 10 MONTH	Lakeside Elementary	Effective 2026-02-02 10 MONTH / interim
	SHOWALTER, RYAN MICHAEL OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2026-02-02 10 MONTH / interim
	SIEGERS, JONATHAN DAVID OVE TEACHER, SC, FOURTH GR 10 MONTH	Oakleaf Village Elementary	Effective 2026-02-02 10 MONTH / interim
	VARELA, JOSYLYNN ANN RHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Ridgeview High School	Effective 2026-02-02 10 MONTH / interim
	WILKERSON, DANIELLE MAKAYLA AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	Effective 2026-02-02 10 MONTH / interim

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
-----------------	------	----------

III. Instructional Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
0.4	ICHIKAWA, KATHRYN DEKEMEL ESE TEACHER, SPEECH CLINICIAN SPECIAL	Middleburg High	Effective 2026-02-02 / redesignated from / ESE TEACHER, SPEECH CLINICIAN / SPECIAL

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
HUNTER, SAMANTHA MICHELE TES DEAN ELEMENTARY 10 MONTH	Tynes Elementary	Effective 2026-02-17 /transfer from / DOE TEACHER, SC, FOURTH GR
PERKINS, TERRY LEE RHS TEACHER, SUPP FACIL 10 MONTH	Ridgeview High School	Effective 2026-02-13 /transfer from / INSTRUCTIONAL - CWL 10 MO
SMITH, MELISSA DAWN OVE COUNSELOR, ELEM. 10 MONTH	Oakleaf Village Elementary	Effective 2026-02-23 /transfer from / LAJ TEACHER, LANGUAGE ARTS, JH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	ANDREWS, ABBIE L ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	Exceptional Student Education	Effective 2026-06-01 RETIREMENT
0.4	BRADLEY, WILLIAM LITER FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2026-06-01 RESIGNATION
	DISPARTI, CAITLYN ELIZABETH WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2026-02-27 RESIGNATION
	DUNKEL, MARESA LEWIS PES TEACHER, SC, FOURTH GR 10 MONTH	Robert M. Paterson Elementary	Effective 2026-02-26 RESIGNATION
	FLORES, MELANIE POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-02-13 RESIGNATION
	LEVO, BLAIR ELIZABETH LAE TEACHER, PRE-KDG ESE 10 MONTH	Lake Asbury Elementary	Effective 2026-03-10 RESIGNATION
	MATHEWSON, KATLYN NICHOLE CHS TEACHER, AGRICULTURE 11 MONTH	Clay High	Effective 2026-02-10 RESIGNATION
	MOLONEY, THOMAS RICHARD FYA TEACHER, BUSINESS ED 10 MONTH	FL Youth Challenge Academy	Effective 2026-02-27 RETIREMENT
	MORGAN, JANA MARIE FIH TEACHER, MATHEMATICS, SR 10 MONTH	Fleming Island High School	Effective 2026-06-01 RETIREMENT
	POE III, JOHN D OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	Effective 2026-02-20 RESIGNATION
	RAINS, ALETHIA DAWN OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2026-02-27 RESIGNATION
	RAUTH, MEGAN LOUISE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Grove Park Elementary	Effective 2026-02-13 RESIGNATION
	SABORNIDO, SAMANTHA JOAN MHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Middleburg High	Effective 2026-06-01 RESIGNATION
	SAYMIKNHA, YOLANDA MBE TEACHER, VE/INCLUSION 10 MONTH	Middleburg Elementary	Effective 2026-02-11 RESIGNATION
0.8	SERRANO, CATHARINE MARIE LES IN SCHOOL SUSPENSION 9 MON SU	Lakeside Elementary	Effective 2026-01-30 RESIGNATION
	TAYLOR, LAURA M CGE TEACHER, TITLE I, ELEM 10 MONTH	Coppergate Elementary	Effective 2026-06-01 RETIREMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
TURNER JR, GLENN ALLAN OPH TEACHER, SOC STUD, SH 10 MONTH	Orange Park High	Effective 2026-06-01 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
0.5	BELANGER, AJAY EDWIN LUCIEN CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
0.5	BESS, PAUL OBADIAH OHS WRESTLING ASST SH SUPPLEME	Oakleaf High School	Appointment
	BEZUE, TAMEKA DANIELLE RHS TENNIS HD SH SUPPLEME	Ridgeview High School	Appointment
	BUCKLEW, BAIRE J FIH SOFTBALL FP ASST SH SUPPLEME	Fleming Island High School	Appointment
	CASSADA, RENEE C SUPPORT PEER TEACHER SUPPLEME	Coppergate Elementary	Appointment
	COLLERAN, ROXANNE CAROL SUPPORT PEER TEACHER SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	DUNKEL, MARESA LEWIS PES SAFETY PATROL SUPPLEME	Robert M. Paterson Elementary	Resignation
	GALLIGHER III, STEWART ALVIN WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Resignation
0.5	HACKETT, BRITTANY NICOLE CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
	HAWTHORNE, AUSTIN NEAL KHH TRACK HD JH SUPPLEME	Keystone Heights High School	Appointment
	HENDERSON, MATTHEW JAMES WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Resignation
	HUNTER, SAMANTHA MICHELE DOE DEPT HEAD (6-10) SUPPLEME	Tynes Elementary	Resignation
	JACKSON, CARL LLOYD RHS TRACK HD SH SUPPLEME	Ridgeview High School	Appointment
	JIMENEZ-SANTIAGO, SAUL RHS BASEBALL HEAD SH SUPPLEME	Ridgeview High School	Appointment
	KILLINGSWORTH, KLINT THOMAS WJH BASEBALL ASST JH SUPPLEME	Wilkinson Jr High	Resignation
	KINDLE, GERARD KRISHAWN WJH FOOTBALL HD JH 25% SUPPLEME	Wilkinson Jr High	Resignation
	KOCAK, JAROD FRANKLIN LAJ BASEBALL HEAD JH SUPPLEME	Lake Asbury Junior High School	Appointment
	LOUIS-CHARLES, MOSELINE RHS TRACK ASST SH	Ridgeview High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	MATHEWSON, KATLYN NICHOLE CHS CO-CURR CLUB SUPPLEME	Clay High	Resignation
	MAULONI, JASON ANTHONY RHS BASEBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
	MCKENZIE, NEIL WILLIAM WJH DEPT HD (3-5) SUPPLEME	Wilkinson Jr High	Resignation
	PELLEGRIN, APRIL MARIE OLJ DEPT HEAD (11-16) SUPPLEME	Oakleaf Junior High School	Appointment
	PIERCE, MATTHEW AARON RHS BASEBALL JV HD SH SUPPLEME	Ridgeview High School	Appointment
	PIERSON, LISA MILDRED PES SAFETY PATROL SUPPLEME	Robert M. Paterson Elementary	Appointment
	PIKE, ZEBULON MONTGOMERY WJH FOOTBALL ASST JH 25% SUPPLEME	Wilkinson Jr High	Appointment
	RILEY JR, JAMES ODELL LAJ TRACK HD JH SUPPLEME	Lake Asbury Junior High School	Appointment
	ROBINSON, JASON MATTHEW FIH BASEBALL JV HD SH SUPPLEME	Fleming Island High School	Appointment
	ROSSET, ELIZABETH JILL LAJ TRACK ASST JH SUPPLEME	Lake Asbury Junior High School	Appointment
	SMITH, JASON RHS WEIGHTS SUPPLEME	Ridgeview High School	Appointment
0.5	SMITH, MELISSA DAWN LAJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Village Elementary	Resignation
	STRAYER II, WILLIAM DALE WJH FOOTBALL HD JH 25% SUPPLEME	Wilkinson Elementary	Appointment
	THOMAS-GRIFFIN, KEVIN K OHS BASKETBALL ASST SH SUPPLEME	Oakleaf High School	Appointment
	TOMARO, PAUL RHS TRACK ASST SH SUPPLEME	Ridgeview High School	Appointment
	TRIMBLE III, RAYMOND EARNEST KHH WEIGHTLIFTING HD JH SUPPLEME	Keystone Heights High School	Appointment
	WALLS, MELANIE DAWN SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
	WHETSTONE, DAVID A FIH BASEBALL ASST SH	Fleming Island High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	ZANONE, JAMES DOUGLAS	Ridgeview High School	Appointment
	RHS TRACK ASST SH		
	SUPPLEME		

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>
------------------	-------------------	-------------	----------------	--------------------

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>
------------------	-------------------	-------------	----------------	--------------------

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

	Name/Assignment	Site	Action/Effective
0.9	BANDOR, BRYCE LEIGH GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	Effective 2026-02-12 9 MON SU / Annual
0.9	BARNES, SOPHIA MICHELLE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-02-05 9 MON SU / Annual
	CERIA CLAIRSIN, MARIE Y FIH CUSTODIAN 12 MO SU	Fleming Island High School	Effective 2026-02-10 12 MO SU / Annual
	CWYNAR, LISA DANIELE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-01-20 TRANSPOR / Annual
	DECOY, JORDAN MARGARET LJH CAFE ASSISTANT 3 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-02-05 9 MON SU / Annual
	DELIA, RUTHLEY GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2026-02-02 9 MON SU / Annual
0.9	FULLER, COURTNEY J RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-02-17 9 MON SU / Annual
	GARCIA CARRANZA, IVETT MNT CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2026-02-03 12 MO SU / Annual
	GARCIA, JORGE J GPE CUSTODIAN 12 MO SU	Grove Park Elementary	Effective 2026-02-11 12 MO SU / Annual
	HARRIS, JESSICA MICHELLE CHE CAFE ASSISTANT 4 HOURS 9 MON SU	Clay Hill Elementary	Effective 2026-02-19 9 MON SU / Annual
0.9	HERRERA, ROLANDO JOSEPH ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-02-05 9 MON SU / Annual
0.9	HUDSON, CHLOE JANE SBJ BEHAVIORAL HEALTH ASST 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-02-17 9 MON SU / Annual
	JACKSON, GREER BRIELLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-01-20 TRANSPOR / Annual
0.9	JONES, JASMINE RENEE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-02-02 9 MON SU / Annual
	JULES, JULLA SENDIE PAT OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2026-02-11 12 MO SU / Annual
	JUNEAU, LINDSEY NICOLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-01-20 TRANSPOR / Annual
0.9	KING BAILEY, NAKIYA BENAË GPE BEHAVIORAL HEALTH	Grove Park Elementary	Effective 2026-01-30 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 9 MON SU		
0.8	KOLESZKO, IVY DAWN GCJ ESOL CLASSROOM ASSISTANT 9 MON SU	Green Cove Springs Junior High	Effective 2026-02-06 9 MON SU / Annual
0.9	LACUNA, GIRLIE GULANE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-02-12 9 MON SU / Annual
	MALONEY, STACEY BARROS RISK MANAGEMENT SPECIALIST CONFIDEN	BAF BENEFITS/INSURANCE	Effective 2026-02-18 CONFIDEN / Annual
0.8	MARISCAL, ISABELLA CHS ESOL CLASSROOM ASSISTANT 9 MON SU	Clay High	Effective 2026-02-20 9 MON SU / Annual
	MIXSON, NICHOLAS RYAN KHH CUSTODIAN 12 MO SU	Keystone Heights High School	Effective 2026-02-03 12 MO SU / Annual
	MUNOZ ESTRELLA, FREDDY XAVIER TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-02-02 TRANSPOR / Annual
0.9	PORTER, THAI DARNELL CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-02-02 9 MON SU / Annual
	QUALLS, DONNAY RAE LAJ CAFE ASSISTANT 5.5 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2026-02-17 9 MON SU / Annual
	RILEY, SONIA LINDA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-01-20 TRANSPOR / Annual
0.8	SANTIAGO, RICARDO ANGEL MHS ESOL CLASSROOM ASSISTANT 9 MON SU	Middleburg High	Effective 2026-01-30 9 MON SU / Annual
0.8	SCHUMANN, RUT RVE ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-02-09 9 MON SU / Annual
0.1	SCHUMANN, RUT RVE TITLE I ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-02-09 9 MON SU / Annual
	SENER, LENVIL LAMAR TRN FUEL ATTENDANT 9 MON SU	Transportation	Effective 2026-02-02 9 MON SU / Annual
	SERMONS, TREVION OMARI WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-02-17 12 MO SU / Annual
	SWEAT, PAUL LAROY MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Svcs	Effective 2026-02-23 12 MO SU / Annual
	THOMAS, LATONYA	Transportation	Effective 2026-01-20

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	DIESCHONE TRN ESE ASST/BUS MONITOR TRANSPOR		TRANSPOR / Annual
	WETTERGREEN, HAYDEN KNOX CGE CUSTODIAN 12 MO SU	Coppergate Elementary	Effective 2026-02-24 12 MO SU / Annual
	WINTERS, MARY KATHLEEN RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2026-02-04 10 MONTH / Annual
0.9	WRIGHT, MACKENZIE LYNN SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-02-17 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	
------------------------	-------------	--

VI. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous
BOREE, WENDY MICHELLE SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-02-02 / redesignated from / CGE SCHOOL SECRETARY 10 MONTH / LNG TRM
MOODY, BEVERLY L SUPPORT - CWL 12 M0 LNG TRM	Fleming Island Elementary	Effective 2026-03-02 / redesignated from / FIE PRINCIPAL SECRETARY / 12 MO SU

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	BAILEY, SHEILA WHITE OPH CAFE ASSISTANT 7 HOURS 9 MON SU	Orange Park High	Effective 2026-02-17 /transfer from / OPE CAFE ASSISTANT 5.5 HOURS
	BOWMAN, ALICIA ANN POE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-02-17 /transfer from / POE CAFE ASSISTANT 6 HOURS
	BRATOS, SADIE ELIZABETH LAJ CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2026-02-17 /transfer from / RHS CAFE ASSISTANT 3.5 HOURS
	E0207202 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-02-02 /transfer from / SCHOOL SAFETY OFFICER
0.9	GILMER, JAN MARIE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2026-02-17 /transfer from / WJH CAFE ASSISTANT 4.25 HOURS
	MAPES, BARBARA ANNE GPE PRINCIPAL SECRETARY 12 MO SU	Grove Park Elementary	Effective 2026-02-16 /transfer from / CGE BEHAVIORAL HEALTH ASST
0.9	MARTIN, BEYLA CIANNA WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-03-02 /transfer from / WEC BEHAVIORAL HEALTH ASST
	MEADERS, ANNA ELIZABETH BLC SECRETARY 11 MO 11 MONTH	Bannerman Learning Center	Effective 2026-03-06 /transfer from / BLC SCHOOL SECRETARY 10 MONTH
	MULFORD, KAYLA MARIE BLC PRINCIPAL SECRETARY 12 MO SU	Bannerman Learning Center	EFFECTIVE 2024-08-09 TRANSFER FROM LAE 10 MO SCHOOL SECRETARY
	NEWMAN, AARON BLAKE MNT WAREHOUSE SENIOR 12 MO SU	Division of Support Svcs	Effective 2026-02-16 /transfer from / TRN ESE ASST/BUS MONITOR
	RICHARD, ROSANA MARIE LAJ PRINCIPAL SECRETARY 12 MO SU	Lake Asbury Junior High School	Effective 2026-02-19 /transfer from / LAJ SCHOOL SECRETARY 10 MONTH
	RUFO, BRIAN P OPE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Orange Park Elementary	Effective 2026-02-17 /transfer from / WEC CAFE ASSISTANT 4.5 HOURS
0.9	SANCHEZ, MARCI NICOLE WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-03-02 /transfer from / WEC BEHAVIORAL HEALTH ASST
	SLATER, MEGAN L KHE SECRETARY 11 MO 11 MONTH	Keystone Heights Elementary	Effective 2026-03-02 /transfer from / KHE TITLE I ASSISTANT
0.9	SPENCER, PEIGHTON NOELLE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-02-17 /transfer from / MHS GENERAL HEALTH ASSISTA
	TOMSIC, JACOB STEPHEN MNT PLUMBER 12 MO SU	Division of Support Svcs	Effective 2026-02-16 /transfer from / MNT GENERAL MAINT WORKER
	TUCKER, ADAM LEE MNT LEAD ELECTRONICS	Division of Support Svcs	Effective 2026-02-02 /transfer from / MNT

VI. Support Actions

D. TRANSFER

Name/Assignment	Site	Previous
TECHNICIA 12 MO SU		ELECTRONICS TECH
VALENCIA, MIRIAN SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2026-02-16 /transfer from / SBJ CAFE ASSISTANT 4.5 HOURS
WARNEZ PONTON, ETHEL PADAYHAG WEC CAFE ASSISTANT 6 HOURS 9 MON SU	Mcrae Elementary	Effective 2026-03-24 /transfer from / MRE CAFE ASSISTANT 6.5 HOURS

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	ALLEN, TODD LARREN KHH TITLE 1 ASSISTANT 9 MON SU	Keystone Heights High School	Effective 2026-02-27 RESIGNATION
	ALVAREZ PAREDES, ELVIA SUSANA POE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-02-06 RESIGNATION
0.9	BELTRAN, FELICITY STARR DOE BEHAVIORAL HEALTH ASST 9 MON SU	Discovery Oaks Elementary	Effective 2026-02-13 RESIGNATION
	CAMPBELL, RENEE ANTENETTE GCJ REGISTERED NURSE 10 MONTH	Green Cove Springs Junior High	Effective 2026-02-11 RESIGNATION
	CERIA CLAIRSIN, MARIE Y FIH CUSTODIAN 12 MO SU	Fleming Island High School	Effective 2026-01-29 RESIGNATION
0.8	CHAU, NANCY H SPS IN SCHOOL SUSPENSION 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-02-20 RESIGNATION
0.9	CRONN, CHELSY RAYE SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-01-30 RESIGNATION
	CROSBY, ALEXANDER GALEN MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2026-02-20 RESIGNATION
0.9	DAVIS JR, SHELDON MARTINEZ POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-02-25 RESIGNATION
	FARMER, DONNA JANE ESE ADMINISTRATIVE SECT SR 12 MO SU	Exceptional Student Education	Effective 2026-04-30 RETIREMENT
0.9	GARCIA, CHRISTINA E FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-01-27 RESIGNATION
	GUERRIER, CHARLOT TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-01-30 RESIGNATION
	HACKETT, ALLAN DAVID LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2026-02-03 RESIGNATION
	HOLTHAUS, DONNA LYNN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-19 RESIGNATION
	KAMM, TERESA GAIL CVA PRINCIPAL SECRETARY 12 MO SU	Clay Virtual Academy	Effective 2026-06-30 RETIREMENT
	LIGONS, ANGELA KAY CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-02-12 RESIGNATION
	MANIS, LAYLA MARIE TRN ESE ASST/BUS MONITOR	Transportation	Effective 2026-01-27 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	TRANSPOR		
0.8	MARTELLE, LAURA MARIE LES DROP OUT PREV. CR ASST 9 MON SU	Lakeside Elementary	Effective 2026-02-13 RESIGNATION
0.8	MAXEY, JACQUELINE MARIE OVE ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-02-06 RESIGNATION
	MILLER, PENNY H OPH REGISTERED NURSE 10 MONTH	Orange Park High	Effective 2026-01-28 RESIGNATION
	PADGETT, MICHELLE L TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-06 RESIGNATION
	PARKER, TONI MARIE SLE LICENSED PRAC NURSE 10 MONTH	Shadowlawn Elementary	Effective 2026-02-04 RESIGNATION
0.9	PECKHAM, BREANNA EVE WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-02-13 RESIGNATION
	RIVERA, NICOLE NATALIE WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-02-06 RESIGNATION
	ROQUEMORE, JOSEPHINE MARIE THER GPE PRINCIPAL SECRETARY 12 MO SU	Grove Park Elementary	Effective 2026-02-13 RESIGNATION
	SISLEY, DEBRA SUE CVA DATA SERVICES ASSISTANT 12 MO SU	Clay Virtual Academy	Effective 2026-06-30 RETIREMENT
	THOMPSON, ELIZABETH ASHLEY KHE SECRETARY 11 MO 11 MONTH	Keystone Heights Elementary	Effective 2026-02-26 RESIGNATION
	WILLIAMS, LATARSHA SHANTORIA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-02-13 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.5	COLE, STEPHANIE ELIZABETH MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment
2.0	MCNEILL, MOLLY DIANE FIH TENNIS HD SH SUPPLEME	Fleming Island High School	Appointment
	PERKINS, ALEXIS JANEL OPH WRESTLING ASST SH SUPPLEME	Orange Park High	Appointment
	THOMPSON, DARRELL FIH TRACK HD SH SUPPLEME	Exceptional Student Education	Appointment