

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

**June 25, 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
A. 2026-2027 Appointments	I-A, p. 1
B. 2026-2027 Re-Appointments	I-B, p. 1-2
C. 2026-2027 Redesignations	I-C, p. 1
D. 2026-2027 Transfers	I-D, p. 1
E. 2026-2027 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2026-2027 Supplements	I-F, p. 1
II. <u>Job Descriptions and Supporting Documents</u>	
A. Administrative	II-A, p. 1-19
B. Professional/Managerial	II-B, p. 1-8
C. Support	II-C, p. 1-10
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. 1-3
F. 2025-2026 Supplements	III-F, p. 1
G. 2025-2026 Pending Appointments	III-G, p. 1
H. 2025-2026 Out Of Field	III-H, p. 1
A. 2026-2027 Appointments	III-A, p. 1-4
B. 2026-2027 Reappointments	III-B, p. 1-3
C. 2026-2027 Redesignations	III-C, p. 1
D. 2026-2027 Transfers	III-D, p. 1-2
E. 2025-2026 Resignations/Retirements/Conclude Employment	III-E, p. 1
F. 2026-2027 Supplements	III-F, p. 1
G. 2026-2027 Pending Appointments	III-G, p. 1
H. 2026-2027 Out of Field	III-H, p. 1
IV. <u>Instructional Miscellaneous Actions</u>	
A. 2025-2026 Summer School	IV-A. p. 1-3
B. 2025-2026 Community Education	IV-B. p. 1

- C. 2025-2026 Adult Education IV-C. p. 1
- A. 2026-2027 Summer School IV-A. p. 1-3
- B. 2026-2027 Community Education IV-B. p. 1
- C. 2026-2027 Adult Education IV-C. p. 1

V. Instructional Substitute Teacher Actions

- A. 2025-2026 Substitute Teacher Approval (None) V-A. p. 1
- A. 2026-2027 Substitute Teacher Approval (None) V-A. p. 1

VI. Support Actions

- A. 2025-2026 Appointments VI-A, p. 1
- B. 2025-2026 Reappointments VI-B, p. 1
- C. 2025-2026 Redesignations VI-C, p. 1
- D. 2025-2026 Transfers VI-D, p. 1
- E. 2025-2026 Resignations/Retirements/Conclude Employment VI-E, p. 1-3
- F. 2025-2026 Supplements VI-F, p. 1
- A. 2026-2027 Appointments VI-A, p. 1
- B. 2026-2027 Reappointments VI-B, p. 1-3
- C. 2026-2027 Redesignations VI-C, p. 1
- D. 2026-2027 Transfers VI-D, p. 1-2
- E. 2026-2027 Resignations/Retirements/Conclude Employment VI-E, p. 1
- F. 2026-2027 Supplements VI-F, p. 1

I. Administrative Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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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>
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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>
GUIDO, DIONICIO DENNY JOEL TRN SUPV TRANSPORTATION 12 MONTH	Transportation	Effective 2026-06-30 CONCLUDE EMPLOYMENT
LEWIS, MATTHEW L CHS VICE PRIN 12 MO SH 12 MONTH	Clay High	Effective 2026-06-30 RESIGNATION
ROBBINS, KRISTINA ROSE OPJ MGR SELF CONTAINED I CAFETERI	Orange Park Jr High	Effective 2026-06-01 CONCLUDE EMPLOYMENT
SHEPARD, JENNIFER LYNN SIP DIR SCH IMP/PD 12 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2026-06-30 RESIGNATION
WILLIAMS, JUSTIN LAMAR MHS VICE PRIN 12 MO SH 12 MONTH	Middleburg High	Effective 2026-06-30 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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I. Administrative Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
LEWIS, MATTHEW L DEAN -SH 10 MONTH	Clay High	Effective 2026-08-03 10 MONTH / Professional Services
WILLIAMS, JUSTIN LAMAR MHS TEACHER, SUPP FACIL 10 MONTH	Middleburg High	Effective 2026-08-03 10 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
ADAMS, LAURA ASHLEY CHS ASST PRIN 11 MO SH 11 MONTH	Clay High	11 MONTH / Annual
BOYER, BRYAN JOEL OPH ASST PRIN 12 MO SH 12 MONTH	Orange Park High	12 MONTH / Annual
COLTER, LINDA ANNE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
DEELEY-ISAIS, CHRISTINA K SUPERVISOR 2, RISK MA 12 MONTH	Business Affairs	12 MONTH / Annual
DOBSON, LISA MARIE LAJ MGR SELF CONTAINED I CAFETERI	Lake Asbury Junior High School	CAFETERI / Annual
HAYES, MICHELLE MARQUITA COORDINATOR INTERNAL ACCOUNTS 12 MONTH	BAF BUDGET	12 MONTH / Annual
KIBLER, ASHLEY HUDDLESTON MRE ASST PRINCIPAL EL 12 MO 12 MONTH	Mcrae Elementary	12 MONTH / Annual
LARSON, MICHELLE MARIE BAF SUPERVISOR PAYROLL ACT 12 MONTH	Business Affairs	12 MONTH / Annual
LEARY, KEVIN TIMOTHY HMR SUPV 1 PERSONNEL SERV 12 MONTH	Human Resources	12 MONTH / Annual
MACDONALD-HILL, EDITH LAURINE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	CAFETERI / Annual
MICHAEL, BRENDA FNS COORDINATOR, FOOD NUT SER 12 MONTH	Food & Nutrition Srvc	12 MONTH / Annual
MULLIN, CHRISTINA ELIZABETH ACCOUNTANT - COORDINATOR 4 12 MONTH	BAF ACCOUNTS PAYABLE	12 MONTH / Annual
MYERS, LINA ANGELICA RVE ASST PRINCIPAL EL 12 MO 12 MONTH	Ridgeview Elementary	12 MONTH / Annual
PAYNE, AIREN NICOLE BAF COOR HEALTH & WELLNESS 12 MONTH	Business Affairs	12 MONTH / Annual
SEYMOUR, KYLE ZACKERY DIRECTOR OF BUDGET 12 MONTH	Business Affairs	12 MONTH / Annual
SKEEN, MICHELLE MARIE COORDINATOR BUDGET - COOR 4 12 MONTH	BAF BUDGET	12 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
SMITH, TERESA COORDINATOR HEALTH BENEFITS 12 MONTH	BAF BENEFITS/INSURANCE	12 MONTH / Annual
STAEFE, KEVIN B COORDINATOR STUDENT ENGAGEMENT 12 MONTH	CLIMATE AND CULTURE	12 MONTH / Annual
TETO, HEATHER MARIE CHIEF OF ELEM ED ASSISTAN	Dept Of Elementary Education	ASSISTAN / Annual
THOMAS, SABRINA JEANETTE CHIEF COMM & COMM ENG OFF SUP1 12 MONTH	SUPERINTENDENT	12 MONTH / Annual
WEEKS, DUANE CHRISTOPHER CHIEF TECH OFFICER (DIR 1) 12 MONTH	INFORMATION AND TECH SERVICES	12 MONTH / Annual
WILT, ROBIN LYNN BAF DIRECTOR FINANCE 12 MONTH	Business Affairs	12 MONTH / Annual

I. Administrative Actions**C. RE-DESIGNATION**

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
COLLINS, JENNIFER LEIGH SIP DIR SCH IMP/PD 12 MONTH	PROFESSIONAL DEVELOPMENT	EFFECTIVE 07/01/2026 / REDESIGNATE FROM SUPERVISOR PD & LEADERSHIP DEV / 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>
WIDDOWSON, RYAN ELIZABETH HMR ADMIN ON ASSIGNMENT 12 MONTH	Title 1	Effective 2026-07-13 RETIREMENT

I. Administrative Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

DIRECTOR OF SCHOOL IMPROVEMENT AND PROFESSIONAL DEVELOPMENT

The job description has been updated to reflect the restructuring of district departments. The Supervisor of Assessment and Accountability has been removed from Professional Learning and will now be included under the Information & Technology Department. There will be no change in the Position Grade or Pay Classification.

MARKETING AND TRAINING COORDINATOR - FOOD & NUTRITION SERVICES

This updated position fills a need that will focus on marketing and training to ensure a thorough understanding of department expectations and adherence to local, state, and federal guidelines. Prioritizing training for new leaders as well as cafeteria staff will be instrumental in continuing the success of the program now and in the future.

SUPERVISOR OF SCHOOL IMPROVEMENT AND LEADERSHIP DEVELOPMENT

The job description has been updated to reflect the current responsibilities and align with current Department of Education rules. There will be no change in the Position Grade or Pay Classification.

The following job descriptions were updated to reflect the correct table in the Salary Schedule, remove duplicate responsibilities and correct grammar.

- Food And Nutrition Services Manager - Manager Intern
- Food And Nutrition Services Manager Intern, High School Based
- Food And Nutrition Services Manager - Satellite
- Food And Nutrition Services Manager - Satellite Base
- Food And Nutrition Services Manager - Self Contained

REVIEWED:

The following job descriptions were reviewed to ensure they accurately reflect current responsibilities.

- Director Of Food And Nutrition Services
- Food And Nutrition Services - Specialist
- Coordinator Of School Food And Nutrition Services

Job Locator: I-1.1.16

Title: Director of School Improvement and Professional Learning ~~Development, and Assessment~~

Position Grade: Director I

Evaluated By: Chief Academic Officer

Job Description:

The Director of School Improvement and Professional Learning ~~Development and Assessment~~ is directly responsible to the Chief Academic Officer for the administration and supervision of professional learning for school improvement.

Responsibilities and duties of this position include:

1. Provide leadership and direction in professional learning for school improvement based on federal, state and district guidelines.
2. Facilitate planning and implementation and monitoring of professional learning for school improvement at the district and school level based upon current student data.
3. Assist the Chief Academic Officer in the evaluation of school improvement implementation.
4. Promote and facilitate positive public relations with professional learning for school improvement.
5. Administer and supervise the District's Master Inservice Plan and District Improvement Plan.
6. Provide instructional leadership, direction, and monitoring of the development and implementation of district and school level professional development plans that have a positive impact on student achievement.
7. Facilitate the district's Principal Preparation Program required training components.
8. Coordinate and conduct training in collaboration with local universities to assist aspiring leaders in attainment of their Master's Degree in Educational Leadership.
9. Hire, supervise and evaluate instructional specialists and coaches.
10. Coordinate the district's annual Summer Leadership Academy.
11. Contribute to the district's five-year accreditation process and renewal.
12. Write, implement and monitor the annual Title II Federal Grant.
13. Coordinate, provide and evaluate professional learning ~~development~~ to enhance teacher practices based on state and district initiatives.
14. Coordinate, provide and evaluate professional learning ~~development~~ to enhance instructional leadership based upon state and district initiatives. Maintain, schedule and monitor professional learning ~~development~~ activities throughout the district.
15. Supervise the inservice certification process in accordance with Florida Statutes and the State Board of Education regulations.

16. Supervise the tracking of the State of Florida required ESOL training for teachers, guidance counselors, and administrators.
17. Perform such other tasks and assume such responsibilities as the Chief Academic Officer may assign.

Required Qualifications:

1. Masters' Degree and valid Florida Educator's Certificate showing certification in Administration and Supervision or Educational Leadership.
2. Five (5) years of successful experience in administration and supervision.
3. Experience in delivery of professional learning development.

Desired Qualifications:

1. Demonstrated record of instructional leadership.

Approved: 03/20/1997

Revised: 02/19/2004, 02/16/2006, 01/16/2014, 05/17/2015, 11/03/2022, 06/25/2026

~~Revised: 02/16/2006~~

~~Revised: 01/16/2014~~

~~Revised: 05/17/2015~~

~~Revised: 11/03/2022~~

Job Locator: I-1.2.27

Title: Marketing and Farm-to-School Training Coordinator - Food & Nutrition Services

Position Grade: Coordinator IV

Evaluated by: Director of Food and Nutrition Services

Job Description:

Plans, organizes, and implements Farm-to-School marketing and training projects and guides the work of the program. ~~serves as the liaison between farmers and schools. Develops new recipes and menu concepts.~~ Works directly with cafeteria managers and cafeteria assistants to develop marketing and training strategies and to provide consistency with food preparation and presentation, and adherence to federal guidelines.

Responsibilities and duties of this position include:

1. Plans and implements new Farm-to-School marketing and training initiatives.
2. ~~Certifies and visits farms in accordance with USDA and FDACS regulations.~~
3. Coordinates the implementation of new and ongoing projects related to Farm-to-School marketing and training initiatives.
4. ~~Develops new~~ Ensures recipes and menu concepts that follow the USDA guidelines and incorporates Farm-to-School products. marketing strategies.
5. ~~Acts as the liaison between vendors, farmers and schools.~~
6. Works directly with cafeteria managers and cafeteria support staff to ensure proper preparation, marketing, and consistency of the presentation of daily menu items.
7. Design, develop, implement, monitor, and evaluate contractual arrangements for the Food and Nutrition Services (FNS) Department to ensure compliance with Federal and District procurement regulations.
8. Assist with the development of new marketing and training strategies and plan monthly marketing and training events for school cafeterias.
9. Assist the Director of Food and Nutrition Services and Coordinator(s) with monitoring school cafeterias for proper presentation and placement of food products, sanitation, Hazard Analysis and Critical Control Points (HACCP), production records, and overall function of the kitchen operation in accordance with local and state regulations.
10. Assist with the identification, testing, and development of new products and recipes.
11. Develop marketing and training ~~and educational~~ materials for cafeteria employees. ~~staff and students.~~

Required Qualifications:

1. Bachelor's Degree from an accredited institution.
2. Three (3) years of successful experience in food service, restaurant management, or a related field.
3. Must possess administrative experience in spreadsheet applications and computer operating systems.
4. Demonstrate consistent, effective, and positive interpersonal communication skills.
5. Valid Florida Driver's License and acceptable driving record.

Desired Qualifications:

1. Certified Chef or Culinarian.
2. Chef educator and/or culinary instructor.

3. Advanced training in food service marketing, presentation, menu development, accounting, culinary business management and purchasing.
4. Advanced training in marketing, accounting, business management, and/or purchasing.

Approved: 11/07/2019

Revised: 06/25/2026

Job Locator: I-1.1.73

Title: Supervisor of School Improvement & Leadership Development

Position Grade: Supervisor I

Evaluated By: Chief Academic Officer or the Director of School Improvement and Professional Learning Development, and ~~School Improvement and Assessment~~

Job Description:

The Supervisor of School Improvement & Leadership Development is directly responsible to the Chief Academic Officer or the Director of School Improvement and Professional Learning Development, and ~~School Improvement and Assessment~~ and serves in partnership with district and school-based staff to provide professional learning, and job-embedded coaching support within schools to facilitate leadership development and drive instruction to translate the organizational vision into measurable goals and observable behaviors that promote student achievement through the development of leadership at all levels throughout the organization.

Responsibilities and duties of the position include:

1. Collaborate with district leaders to support the implementation of core support for all schools (principal & assistant principal meetings, Quarterly Focus Learning Walks, Differentiated Topic specific sessions).
2. Collaborate with district leaders to coordinate and facilitate leadership development programs, such as the Aspiring Assistant Principal Program, Principal Leadership Academy for Level 2 School Principal Certification, and advanced leadership development programs., ~~such as the National Institute of School Leaders (NISL) Program.~~
3. Collaborate with district leaders to support the OneClay Leadership Academy.
4. Provide a system of targeted and intensive school-based coaching and support for schools and leaders with the greatest student need.
5. Engage in classroom walkthroughs with school leaders to facilitate calibration of observation and feedback throughout the district in alignment with the instructional vision.
6. Facilitate coaching and inquiry cycles with school leaders to identify school-specific practices for improvement.
7. Facilitate quarterly collaboratives with novice principals and assistant principals.
- ~~8. Provide intensive job-embedded support for Reading Achievement Initiative for Scholastic Excellence (RAISE) Schools in the implementation of evidence-based reading strategies.~~
9. Serve as a liaison between district departments and school leaders to facilitate effective implementation of district initiatives in schools based on each unique context (OneClay Vision, Multi-Tiered Systems of Support (MTSS), Evidence-based Literacy Instruction, School Improvement Goals, School-Based Leadership Teams, Professional Learning Communities, Inclusion models for Students with Disabilities, etc.).

10. Collaborate with the Data Scientist and Assessment Team to support school leaders in a process of intentional analysis and support planning based on individual school needs.
11. Serve as a non-evaluative thought partner with school leadership for the purpose of school improvement.
12. Coordinate with specialists and coaches to focus and align school-wide support plans for leaders and teachers.
13. Collaborate with the Director of School Improvement and Professional Learning Development, and School Improvement and Assessment to develop and facilitate differentiated professional learning for teachers and leaders based on data and needs.
14. Collaborate with district leadership to support leadership initiatives aligned to the Florida Educational Leadership Standards.
15. Collaborate with local universities, such as UNF, to foster coherent programs for leadership development.
16. Perform other duties as assigned.

Required Qualifications:

1. Florida Department of Education certification in Educational Leadership.
2. Minimum of three (3) years of PreK-12 administrative school/district leadership experience.
3. Reading endorsement or reading certification (or working towards it to have it within one year 90 days of employment) and knowledge of evidence-based reading research.
4. Excellent knowledge of the Florida Educational Leadership Standards.
5. Ability to work well with and plan instruction for adult learners.
6. 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.
7. Ability to work independently, take initiative, manage multiple projects simultaneously, meet deadlines, and adapt to ever-changing priorities.
8. Ability to provide guidance for implementation of required changes, initiated by either the state or district, affecting student achievement.

Desired Qualifications:

1. Special expertise in quality reading instruction and infusing reading strategies into instruction.
2. Advanced knowledge in using data to inform and evaluate professional learning.

Board Approved: 02/02/2023, 6/25/2026

Job Locator: L-1.2.23

Title: Food and Nutrition Services Manager - Manager Intern

Position Grade: ~~Administrative Salary Schedule~~ Table VII: Cafeteria Management

Evaluated by: Director of Food and Nutrition Services

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services. Personnel in this position will participate in on-the-job training activities in Clay County School Food and Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of Food and Nutrition Services Manager by learning all aspects of a School Food Service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Rotates among scheduled school locations to gain management skills and experience as directed by the Director of Food and Nutrition Services and assumes a manager's responsibilities in the event that the manager is not present.
3. Assists the Food and Nutrition Services Manager, at the scheduled school locations, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of foods and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the Food and Nutrition Services Manager or Director of Food and Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during the initial year of employment and successfully complete the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.

4. Mobility for travel throughout Clay County.
5. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification within 6 months of hire.

Desired Qualifications:

- ~~1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with minimum of 80% accuracy.~~
2. Advanced training and/or coursework in food service technology or management.

Effective: 07/01/1994

Revised: 07/18/1996, 07/17/1997, 06/30/1999, 10/19/2006, 11/20/2012, 02/10/2014, 05/03/2018, 03/05/2020, 12/08/2022, 06/25/2026

~~Revised: 07/17/1997~~

~~Revised: 06/30/1999~~

~~Revised: 10/19/2006~~

~~Revised: 11/20/2012~~

~~Revised: 02/10/2014~~

~~Revised: 05/03/2018~~

~~Revised: 03/05/2020~~

~~Revised: 12/08/2022~~

Job Locator: L-1.2.53

Food and Nutrition Services Manager Intern, High School Based

Position Grade: ~~Administrative Salary Schedule~~ Table VII: Cafeteria Management

Evaluated by: Food and Nutrition Services Director

Job Description:

This employee is directly responsible to the Director of Food & Nutrition Services. This school based position will be based at a high school that prepares over 1,000 lunches a day. Personnel in this position will participate in on-the-job training activities in the Food & Nutrition Services operational procedures to be provided through the Managers Intern Program.

Responsibilities and duties of this position include:

1. Prepares for the position of Food & Nutrition Services Manager by learning all aspects of a school food service operation to ensure that a high quality, cost effective nutrition program is provided.
2. Gains management skills and experience as directed by the Director of Food & Nutrition Services and assumes a manager's responsibilities in the event the manager is not present.
3. Assists the Food & Nutrition Services Manager, in the daily operation of the program. Activities shall include record keeping; preparation of work schedules; supervision and training of employees; food preparation; serving and sanitation; preparation of reports; ordering and receiving of food and supplies; inventory rotation, management and control.
4. Performs other duties as assigned by the Food & Nutrition Services Manager and/or the Director of Food & Nutrition Services or as dictated by the situation.
5. Attend manager's meetings as requested and participate in management training sessions.
6. Attend the Clay County Food & Nutrition Services Management Training Course during the initial year of employment and successfully completes the course.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in School Food & Nutrition Services or verified and accepted experience in quantity food production in an institution or commercial food service business.
3. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy, within one (1) year of hire.
4. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food
5. Manager Certification within 6 months of hire.

Desirable Qualifications:

- ~~1. Successful completion of the Clay County Food & Nutrition Services Management Training Course and/or post-test with a minimum of 80% accuracy.~~

2. Advanced training and/or coursework in food service technology or management.

Board Approved: 03/03/2022

Revised: 12/08/2022, 06/25/2026

Job Locator: L-1.2.21

Title: Food and Nutrition Services Manager - Satellite

Position Grade: ~~Administrative Salary Schedule~~ Table VII: Cafeteria Management

Evaluated by: Director of Food and Nutrition Services & Principal

Job Description:

This employee is responsible to the Director of Food and Nutrition Services and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Satellite Food Service program.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Coordinate the operational procedures of the Satellite Base School and Satellite School to assure ensure programs operate effectively.
8. Perform other duties as assigned.

Required Qualifications:

1. High School graduate or have passed the G.E.D. equivalency examination.
2. One year successful full-time experience in Clay County School Food Service or verified and accepted related or similar experience in quantity food production.
3. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
4. If employed, as a manager, after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991, 07/18/1996, 05/03/2018, 03/05/2020, 12/08/2022, 06/25/2026

Revised: 07/18/1996

Reviewed: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: L-1.2.19

Title: Food and Nutrition Services Manager - Satellite Base

Position Grade: ~~Administrative Salary Schedule~~ Table VII: Cafeteria Management

Evaluated by: Director of Food and Nutrition Services & Principal

Job Description:

This employee is directly responsible to the Director of Food and Nutrition Services and School Principal.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements in both the management and operation of a Base School and Satellite Food Service programs.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
5. Attend manager's meetings as requested and participate in Management Training sessions.
6. Coordinate the operational procedures of the Satellite Base School and Satellite School to ~~assure~~ ensure programs operate effectively.
7. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Possess State of Florida, Department of Health & Rehabilitative Services, Certified Professional Food Manager Certification.
4. If employed as a manager after July 1, 1991, must have successfully completed, with a minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991, 07/18/1996, 05/03/2018, 03/05/2020, 12/08/2022, 06/25/2026

Revised: 07/18/1996

Reviewed: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: L-1.2.06

Title: Food and Nutrition Services Manager- Self Contained

Position Grade: ~~Administrative Salary Schedule~~ Table VII: Cafeteria Management

Evaluated by: Director of Food and Nutrition Services & Principal

Job Description:

The Food & Nutrition Services Manager is directly responsible to the School Principal and Director of Food & Nutrition Services.

Responsibilities and duties of this position include:

1. Supervise and participate in the preparation, cooking and service of food for students and adults to comply with state, local and federal requirements.
2. Supervise the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance and recommending disciplinary action.
3. Prepare, forward and maintain files of records and reports required by the Food and Nutrition Services Department and County School Board.
4. Initiate requests for equipment repairs and replacement.
5. Implements current meal count procedures and handling of funds. Follows accountability procedures for food, supplies, and equipment inventories.
6. Attend manager's meetings as requested and participate in Management Training sessions.
7. Responsible for following policies and procedures as outlined in the Food & Nutrition Services Procedure Manual.
8. Perform related duties as assigned.

Required Qualifications:

1. High school graduate or have passed the G.E.D. equivalency examination.
2. Two years successful full-time experience in Clay County School Food Service or verified and accepted related experience.
3. Possess State of Florida Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.
4. Must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food & Nutrition Services Department or be able to complete a post-test with 80% accuracy.

Desired Qualifications:

1. Advanced training and/or education in food service technology or management.
2. Experience or training in management procedures.

Revised: 08/15/1991, 07/18/1996, 11/20/2012, 02/10/2014, 05/03/2018, 03/05/2020, 12/08/2022, 06/25/2026

Revised: 07/18/1996

Revised: 11/20/2012

Revised: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Revised: 12/08/2022

Job Locator: O-1.1.22

Title: Director of Food and Nutrition Services

Position Grade: Director I

Evaluated by: Assistant Superintendent for Operations

Job Description:

The Director of Food and Nutrition Services is directly responsible to the Assistant Superintendent for Operations and serves in a staff relationship with other Directors.

Responsibilities and duties of this position include:

1. Direct the countywide Food and Nutrition Services Department in conformance with federal, state, and local laws and regulations.
2. Develop and recommend changes in department policies and procedures and ensures all aspects of the department meet the guidelines of the National School Lunch, Breakfast and After School Snack Programs.
3. Prepare and administer department budget, including income projections and control of expenditures.
4. Establish programs to effectively operate: a) Purchasing food, supplies, and equipment; b) Staffing and training; c) Reporting procedures; d) Allocating and accounting for USDA-donated food; and e) Food preparation, service standards, and procedures.
5. Review collective bargaining contract proposals and provide input to the bargaining team.
6. Develop public information materials and meet with staff, parents, vendors, and employees on food and nutrition services program matters enriching the program and the health and nutrition well-being of students.
7. Perform related duties as assigned.

Required Qualifications:

1. Bachelor's degree in Food and Nutrition Services or approved field from accredited college or university.
2. Three (3) years successful administrative or supervisory experience in school food service, multi-unit food service operation, or closely related experience.
3. Effectively express ideas and communicate information in oral and written form.
4. Advanced training in nutrition, menu planning, audits, purchasing, and staffing.

Desired Qualifications:

1. Five (5) years successful administrative or supervisory experience in school food service or closely related experience.
2. Status as a Registered Dietician with the American Dietetic Association.
3. Status as a School Food Service and Nutrition Specialist (SFNS).

Revised: 07/14/1983, 12/12/1984, 09/09/1997, 03/18/2004, 10/13/2011, 02/10/2014, 03/05/2020, 06/25/2026

~~Revised: 12/12/1984~~

~~Revised: 09/09/1997~~

Revised: 03/18/2004

Revised: 10/13/2011

Revised: 02/10/2014

Revised: 03/05/2020

Job Locator: L-1.2.30

Title: Food and Nutrition Services - Specialist

Position Grade: Coordinator IV

Evaluated by: Director of Food and Nutrition Services

Job Description:

This employee is responsible to the Director of Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist with the comprehensive planning process for the Food and Nutrition Services Department.
2. Assist with the analysis of cost data and development of strategies to control excessive costs. Work with cafeteria managers to implement the designated strategies to control costs in the local school setting.
3. Assist cafeteria managers with planning, production, merchandising, proper use and care of equipment, special projects, implementation of new programs, training of cafeteria employees and corrective action to resolve deficiencies noted in evaluations and audits as directed.
4. Manage and operate any school food service program in accordance with district policies, Federal and State regulations in the absence of the manager or as directed.
5. Assist with evaluating program operations as directed.
6. Assist with menu planning and preparation of menu worksheet.
7. Assist with preparation and/or compilation of product usage data as directed.
8. Assist with the testing of potential new products.
9. Assist with planning, conduction and evaluating in-service training as directed.
10. Attend manager's meetings and management training sessions.
11. Perform related duties as assigned by Director of Food and Nutrition Services.

Required Qualifications:

1. Associate in Science Degree in Food Service Technology, Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies. In lieu of the above educational requirement: three (3) years of full-time experience as a School Food Service Manager or manager in a quantity food service operation or closely related management or administrative experience.
2. Mobility for travel throughout Clay County.
3. Demonstrate effective, positive interpersonal communication skills.

Desired Qualifications:

1. Advanced training and/or education in Food Service Technology and/or management.
2. Bachelor of Science Degree in School Food Service Administration or closely related field.

Effective: 07/01/1992

Revised: 04/21/1994, 07/01/1994, 07/18/1996, 06/20/2002, 03/18/2004, 02/10/2014, 05/03/2018, 03/05/2020, 06/25/2026

Revised: 07/01/1994

Revised: 07/18/1996

Revised: 06/20/2002

Revised: 03/18/2004

Revised: 02/10/2014

Revised: 05/03/2018

Revised: 03/05/2020

Job Locator: B-1.2.42

Title: Coordinator of School Food and Nutrition Services

Position Grade: Coordinator II

Evaluated by: Director of Food and Nutrition Services

Job Description

The Coordinator of School Food and Nutrition Services is directly responsible to the Director of Food and Nutrition Services.

Responsibilities and duties of this position include:

1. Assist Director with implementation and monitoring of District's Wellness Policy.
2. Supervise and monitor the school food service cafeteria units to assure compliance with program standards and federal, state and local regulations and to ensure the operation of a nutritionally sound program.
3. Perform annual cost control program reviews and maintain a record of each formal site visitation.
4. Assist with the technical assistance provided to cafeteria managers with planning, production, merchandising, work scheduling, staffing, proper use and care of equipment, special projects, implementation of new programs and corrective action to resolve deficiencies noted in program reviews and audits.
5. Assist with the compilation of financial cost data and the development of strategies to control excessive costs.
6. Coordinate menu planning and the preparation of the menu worksheet. Perform nutritional analysis of menus and develop pre-cost information. Coordinate commodity processing of food served to District's students.
7. Assist with the identification, testing and development of new products and recipes.
8. Assist with the planning, conducting and evaluating of staff development training programs.
9. Attend manager's meetings and management training sessions.
10. Perform related duties as assigned by the Director of Food and Nutrition Services.
11. Develop nutrition education materials for staff and students.

Required Qualifications:

1. A Bachelor's degree from an accredited college or university.
2. Two (2) years successful administrative or supervisory experience in school food service, multi unit food service operation or Closely related experience.
3. Demonstrate effective, positive interpersonal communication skills.

Desired Qualifications:

1. Status as Registered Dietitian with the American Dietetic Association and/or Certification as a Director of Food Service from the American School Food Service Association.
2. Advance training in nutrition, accounting, business management and/or purchasing.

Board Approved: 02/18/1999 (Effective 07/01/1999)

Revised: 05/15/2008 (Effective 07/01/2008), 03/05/2020, 06/25/2026

Reviewed: 02/10/2014

~~Revised: 03/05/2020~~

II. JOB DESCRIPTION ACTIONS

B. Professional/Managerial - Approve the following job descriptions:

REVISED:

BOARD CERTIFIED BEHAVIOR ANALYST

The job description has been updated to reflect the restructuring of this position to be evaluated by the Chief of Student Support Services. The position will be moved from the Teacher Salary Schedule to Professional/Managerial Range 7 to enable the position to manage and evaluate behavioral support staff.

ESE (SEDNET) COORDINATOR

This revision is being made due to a change in the scope of the work within SEDNET. In the past, in addition to requirements set forth by the state, SEDNET also provided wrap-around mental health services for at-risk students. Due to a loss of funding from Lutheran Services Florida (LSF) that supported that work, the SEDNET department will be reduced to a single employee who will no longer supervise a team of others. This position is being moved from the Administrative Salary Schedule to the Professional/Managerial Salary Schedule Range 5.

GRAPHIC DESIGNER

In response to the increasingly competitive landscape of school enrollment, the Graphic Designer job description has been strategically updated to better align with current institutional objectives. This revised role now encompasses the development of comprehensive marketing materials and the execution of targeted promotional campaigns designed to boost enrollment efforts. By integrating these responsibilities, the position will play a more pivotal role in driving student recruitment and enhancing the district's and all schools' overall brand visibility. This position is being moved from the Administrative Salary Schedule to the Professional/Managerial Salary Schedule Range 4.

Job Locator: ~~G-2.1.05~~ M-4.0.5

Title: Board Certified Behavior Analyst

Position Grade: ~~Teacher Salary Schedule~~ Professional/Managerial Range 7

Evaluated By: ~~Director of Exceptional Student Education(ESE)~~ Chief of Student Support Services

Job Description:

The Board Certified Behavior Analyst (BCBA) is directly responsible to the ~~Director of Exceptional Student Education~~ Chief of Student Support Services. He/she serves in a staff relationship with other ESE Specialists, teachers, and staff.

Responsibilities and duties of this position include:

1. Conducts observations and functional behavioral assessments to design, implement and monitor behavior intervention plans.
2. Develops crisis intervention plans when needed.
3. Coordinates regularly scheduled sessions for staff involved in behavioral support to provide assistance with behavioral/social problems of students served by these support personnel.
4. Provides training and coaching on Applied Behavior Analysis techniques.
5. Ensures psychosocial and behavioral data has been gathered and maintained on targeted students by coordinating with parents, District staff, and community mental health professionals.
6. Supports implementation of effective behavioral interventions by developing and conducting training for teachers, District staff and parents and attends Individual Education Plan (IEP) meetings as necessary.
7. Collaborates with parents, behavior site coaches, mental health professionals, agency personnel, school and district administration, as well as educators in case management and problem-solving.
8. Is knowledgeable of the most recent applied behavior analysis research and practices as well as behavioral ethical guidelines.
9. Follows Federal and State laws, as well as School Board policies.
10. Organizes and facilitates the monthly behavior site coach meetings as well as monthly meetings with contracted companies related to behavior management and district restraint reviews.
11. ~~Serves as the initial point of contact for behavioral support staff, Behavior Site Coaches, contracted behavioral services,~~ **Manages and evaluates behavioral support staff, Behavior Site Coaches, contracted behavioral services,** and the Registered Behavior Technicians.
12. ~~Coordinates meetings and serves as the contact for contracted behavioral support.~~
- 13-12. Performs other duties as assigned by the ~~Director of Exceptional Student Education~~ Chief of Student Support Services.

Required Qualifications:

1. Master's degree from an accredited institution.
2. Master's level certification as a behavior analyst.

Desired Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate in at least one Exceptional Student Education exceptionality, Guidance and Counseling, or school psychology and have the Autism Spectrum Disorder Endorsement.
2. Three years of successful teaching experience with students on the autism spectrum and/or working with students with behaviorally complex needs.
3. Skills in planning and delivering professional development.
4. Experience in monitoring the Exceptional Student Education referral, eligibility, and IEP process.

Approved: 06/20/2013

Revised: 06/01/2017, 02/02/2023, 06/25/2026

~~Revised: 02/02/2023~~

Job Locator: ~~I-1.2.34~~ M-4.0.5

Title: ~~ESE (SEDNET) Supervisor~~ Manager

Position Grade: ~~Supervisor I~~ Professional/Managerial Range 5

Evaluated by: ~~Director of Climate and Culture~~ Chief of Student Support Services

Job Description:

The ~~Supervisor~~ Manager of SEDNET is responsible for the supervision, development and continuous improvement of the SEDNET Region 4 discretionary project. He/she is responsible to the ~~Director of Climate and Culture~~ Chief of Student Support Services. The ~~Supervisor~~ Manager works closely with outside agency staff to provide wraparound services to eligible students.

Responsibilities and duties of this position include:

1. Provide leadership as a liaison for information gathering, analysis and dissemination to identify issues, patterns and gaps in comprehensive systems of care critical to eligible students in the three county area (Clay, Duval and Nassau).
2. Plan and budget for region-wide SEDNET grants and contracts to support the mental health needs of community students in the three county area (Clay, Duval and Nassau).
3. Develop and deliver products and training that support best practice and increase mental health and social services for students.
4. Facilitate interagency collaboration and provide resource and referral services to parents, school personnel, and community representatives regarding services for students with or at risk of emotional and behavioral disabilities.
5. ~~Supervise~~ Manage activities required by the Florida Department of Education (FLDOE) ~~for monitoring, tracking and evaluation purposes.~~
6. Attend SEDNET professional development trainings and project work days sponsored by FLDOE.
7. Provide direct support to departments and schools in specific areas of program expertise.
8. Develop and monitor program processes and services based on needs of students, teachers, staff, families, and the community.
9. ~~Prepare and manage contracts, grants, agreements and pilot studies.~~
10. Develop ~~policies and procedures~~ utilizing interventions to serve students with behavioral and mental health issues to ensure their success in their community including their educational settings in Duval, Clay and Nassau counties.
11. ~~Oversee the collection of data.~~

Required Qualifications:

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate and/or licensure in a child-related field (e.g., counseling, social work, psychology).

2. Master's Degree.
3. Three (3) years experience in leadership at the school level.
4. Skills in human relations.

Desired Qualifications:

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

Approved: 06/29/2017

Revised: 11/03/2022, 06/25/2026

Job Locator: ~~I-4.2.50~~ M-4.0.6

Title: Graphic Designer

Position Grade: ~~Coordinator IV~~ Professional/Managerial Range 4

Evaluated By: ~~Superintendent~~ Chief Communication and Community Engagement Officer

Job Description:

Works with the ~~communications~~ Community Relations department in the layout and design of a variety of media, including newsletters, brochures, invitations, advertisements, fliers, direct mail, postcards, marketing collateral, and web content to support the mission and student enrollment goals of Clay County District Schools. Creates visually compelling branding and promotional materials designed to market individual schools, highlight school choice options, and attract/retain families. Communicates and evaluates progress of projects and associated metrics throughout the process. Manages and maintains graphic files, including photos, vector art, and logos. Works with commercial printers and other vendors to ensure production of quality printed products. Keeps up-to-date on new technologies, techniques, and trends in graphic design.

Responsibilities and duties of this position include:

1. Collaborates with the ~~Communications~~ Community Relations Department to develop creative, dynamic and polished ways to communicate with internal and external audiences and to reinforce the district's key messages.
2. Develop campaign and marketing materials, and guide branding efforts by developing and pitching brand proposals to stakeholders at both the school and district level. Materials may include, but are not limited to, enrollment, school choice, and student and employee recruitment initiatives.
3. Designs district and school-specific promotional collateral that focuses on unique programs, initiatives, achievements, and events that amplify the brand and culture of the district and schools for open houses, registration events, and community outreach.
4. Assists in the gathering of school and district news for dissemination to internal and external audiences by designing publications, taking photographs, maintaining Web page content and producing e-newsletters.
5. Designs and edits various printed information such as ~~letters~~ flyers, newsletters, handbooks, fact sheets, ~~tip sheets~~ infographics, and brochures.
6. Provides guidance, design support and templates to assist in the on-boarding of district and school leadership and teammates. Maintains brand integrity across all platforms.
7. Assist in the department's efforts to use digital platforms ~~social media tools (Facebook, Twitter, YouTube, Instagram, etc.)~~ effectively to promote school enrollment and highlight student/staff success stories.
8. ~~Proficient at transitioning printed publications to e-Publications.~~ Manage design intake process, including reviewing design requests, following up with requests, assigning resources to projects, managing priorities, timeline and deliverables. Consult on design and production issues to help strengthen efficiency and find cost-effective solutions.

9. Implement and manage the maintenance of accessible designs that adhere to web accessibility standards, laws and regulations.
10. Writing and editing skills.
11. Demonstrated ability to work as part of a team toward organizational objectives.
12. Ability to meet tight deadlines.
13. Ability to handle multiple projects simultaneously.
14. Ability to assist at district and school events.
15. Organized and detail-oriented.
16. Knowledge of the policies, procedures and activities of the school district, which pertain to the specific duties and responsibilities of the position.
17. Knowledge of departmental policies, procedures, and operations.
18. Extensive knowledge of English, grammar, spelling and punctuation.
19. Ability to maintain high standards of accuracy in exercising duties.
20. Ability to anticipate work to be completed and complete work without the need for direct supervision.
21. Ability to maintain confidentiality of employee and student records and information.
22. Working skill in effectively using a computer and using graphic design software.
23. Knowledge of journalistic principles and practices; grammar composition and style; methods and techniques used in planning, composing and editing publications.
24. Ability to demonstrate high level application of technology devices in the performance of daily activities.
25. Ability to demonstrate proper maintenance, safe operation and utilization of equipment, materials and supplies used in daily activities.
26. Ability to interact and communicate effectively with students, parents, teachers, administrators, colleagues and all other stakeholders involved in the activities of the job.

Required Qualifications:

1. A bachelor's degree in graphic design with field experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
2. Proficiency with Adobe Creative Cloud programs (with a focus in InDesign, Photoshop, Illustrator), Canva, or other comparable electronic design software.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

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

Desired Qualifications:

1. Experience in marketing, branding, or public relations in the K-12 educational space, pertaining to student recruitment, school choice, or other relevant educational campaigns.
2. ~~Understanding of the fine arts and their relevance to creating promotional materials that impress and inspire.~~ Experience in art direction and creative services management.
3. Understanding of fine arts layouts and graphic design fundamentals.
4. Ability to storyboard or translate ideas to designs and develop innovative graphics solutions for both print and web.
5. Investigates, evaluates and implements new technologies and media to enhance the district's communication channels with internal and external audiences.
6. Working knowledge of the principles and practices of graphic design and desktop publishing; of four-color print production and of editing graphics.

In order to be considered, you must upload your cover letter, resume, and references. Please include a link to your electronic portfolio with these materials.

Approved: 04/04/2019

Reviewed: 03/04/2021

Revised: 06/25/2026

II. JOB DESCRIPTION ACTIONS

C. Support - Approve the following job descriptions:

REVISED:

CAFETERIA VAN DRIVER

The job description has been updated to correct revised dates. There is no change in the Position Grade or Pay Classification.

REVIEWED:

The following job descriptions were reviewed to ensure they accurately reflect current responsibilities.

- Cafeteria Assistant
- Food and Nutrition Services Equipment and Warehouse Manager
- School Food Services Support Assistant

Job Locator: C-3.4.06

Title: Cafeteria Van Driver

Position Grade: Support Salary Schedule

Evaluated BY: Assigned Administrator

Job Description:

Performs various support tasks involved in the preparation and serving of meals to school children and building personnel. Assists in the set up and serving of meals. Maintains, cleans and sanitizes food equipment, utensils and work areas. Loads and unloads food and/or supplies in the van and delivers to the Satellite kitchen.

Responsibilities and duties of this position include:

1. Follow direction from the Cafeteria Manager by assisting with the preparation of meals, properly following written recipes, portioning instructions and presentation procedures in order to ensure cost effectiveness and quality.
2. Maintain safe food handling procedures by monitoring and adhering to proper temperature and personal hygiene.
3. Enhance knowledge, skills and abilities by participating in site based training on the proper use of kitchen equipment including cleaning, sanitizing and safety.
4. Setup, maintain, and break down the service line in order to provide efficient service and store unused food using proper sanitary procedures.
5. Handle cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer's financial transaction in order to identify meals served per day.
6. Clean and sanitize serving lines, work stations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager.
7. Document usage by verifying and recording daily food production and consumption.
8. Assist in maintaining accurate inventory by loading, unloading, stocking and organizing food and supplies while adhering to "first in – first out" procedures.
9. Loads, unloads food van, delivers food, and stores food supplies in their proper place according to proper inventory procedures (first in – first out).
10. Fuels transport van as needed and reports any vehicle issues to the Cafeteria Manager.
11. Participates in a minimum of 4-6 hours of training to meet the Professional Standards in Schools Provision.
12. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires no specific educational or experience requirements. Must be able to follow written and oral instructions without supervision.
2. Must be able to move objects weighing up to 50 pounds.

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

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

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

Board Approved: 05/20/1993

Revised: 09/21/1995, 03/05/2020, 06/25/2026

Revised: 03/05/2020

JOB TITLE	Cafeteria Assistant	DEPT/LOCATION	C-3.4.05
REPORTS TO	Cafeteria Manager at Assigned School Location		
EVALUATED BY	School Administration & Cafeteria Manager		
PAY GRADE/ SALARY	A-13	See Table IIA - Support Personnel Pay Structure	
CONTRACT LENGTH	9 month calendar – up to 185 days per year		
WORK SCHEDULE	3 to 7.5 hours per day not to exceed 37.5 hours per week without overtime		
PROFESSIONAL DEVELOPMENT	Blood-born Pathogens; Based on the Professional Standards in Schools Provision, staff receive 4-6 hours of training per year.		
CAREER PATHWAY	May have the opportunity to progress through Professional Development, experience and training from Cafeteria Assistant to available Cafeteria Management Internship position.		
JOB PURPOSE	Assisting as part of a team providing for large scale food production to meet the nutritional needs of students, faculty and staff in an effort to promote a healthy and positive learning environment in a cost-effective manner.		
ESSENTIAL FUNCTIONS			
1. Follow direction from the Cafeteria Manager by assisting with the preparation of meals, properly following written recipes, portioning instructions and presentation procedures in order to ensure cost effectiveness and quality. 2. Maintain safe food handling procedures by monitoring and adhering to proper temperature controls and personal hygiene. 3. Enhance knowledge, skills and abilities by participating in site based training on the proper use of kitchen equipment including cleaning, sanitizing and safety. 4. Setup, maintain and break down service line in order to provide efficient service and store unused food using proper sanitary procedures. 5. Handle cashiering responsibilities including food sales and serving of ala carte items. Ensure proper student identification, accurately record each customer’s financial transaction in order to identify meals served per day. 6. Clean and sanitize serving lines, work stations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager. 7. Document usage by verifying and recording daily food production and consumption. 8. Assist in maintaining accurate inventory by loading, unloading, stocking and organizing food and supplies while adhering to “first in – first out” procedures. 9. Perform other duties of a similar level or nature.			
MACHINES, TOOLS AND EQUIPMENT FREQUENTLY USED			
Professional ovens, stoves, meat slicers, dish machines, hot and cold food storage equipment, and other food service equipment. May also use computers for record keeping, email communications and cashiering practices.			
REQUIRED QUALIFICATIONS			
Education	None		
Certifications	None		
Licenses	None		
Physical Requirements	Be able to lift 50 pounds and pass a physical exam required by the Board upon initial employment.		
Other Skills	Must be able to understand and act upon written and oral directions.		

Clay County District Schools

Cafeteria Assistant Job Description

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

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
Working in normal office environment with few physical discomforts.			<u>X</u>	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	<u>X</u>			
Working with equipment or performing procedures where carelessness could result in injury	<u>X</u>			
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.		<u>X</u>		



Clay County District Schools

Discovering Endless Possibilities

I understand the physical requirements, qualifications and essential job functions listed in this job description for **CAFETERIA ASSISTANT**. I affirm that I meet all of the physical requirements and possess the knowledge and skills required by this position. I will perform all of the job duties listed, as well as any additional duties requested by my cafeteria manager or the Director of Food and Nutrition Services.

Printed Name

Signature

Date

Board Approved: 06/29/2017

Reviewed: 03/05/2020, 6/25/2026

Job Locator: C-3.4.60

Title: Food and Nutrition Services Equipment and Warehouse Manager

Position Grade: Support Salary Schedule

Evaluated by: Director of Food & Nutrition Services

Job Description:

Manages the Food and Nutrition Services warehouse to include ordering, receiving, and delivery of small and large equipment for all school cafeterias. Serves as both the Property Control Manager and Records Manager in compliance with the School Board Policy. Assist the Director of FNS with supervision and coordination of the School Food Services Support Assistant.

Responsibilities and duties of this position include:

1. Maintains Food and Nutrition Services warehouse to assure small and large equipment is ordered, received, and delivered to the proper location.
2. Coordinates transfer of property from location to location. Assures all property is tagged upon receipt and reported to property control. Maintain property records of all required items. Coordinate and prepare items that are to be surveyed using required forms and prepare inventory for annual audit.
3. Ensure records are stored and in compliance with State of Florida GS7 and GS1-SL guidelines. Maintains records by defining procedure for retention, protection, retrieval, transfer and disposal of records. Maintain manual records of inventories and retention schedule.
4. Inspects kitchen equipment and recommends replacement.
5. Oversees requisitions for purchases of small and large equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
6. Communicate and organize replacement and installation with equipment vendors.
7. Oversees the coordination of vehicle repairs with the Transportation Department; responds to initial reports from food service staff regarding vehicle repair needs; collects data and presents reports to the Director regarding short and long-range vehicle repair cost and replacement needs.
8. Coordinates with maintenance staff and others in movement of stored foods in response to shut-down schedule and emergencies affecting food storage.
9. Oversees the coordination of repairs and troubleshoots computer hardware and software problems associated with the point of sale software program; reports major hardware/software problems to the vendor and follows up for completion of repairs.

Required Qualifications:

1. High school graduate or have passed G.E.D. equivalency examination.
2. Must possess training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid CDL Florida Drivers License and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: One a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the records search; and no convictions for DUI within the seven (7) years immediately preceding the records search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.
6. Must possess the ability to move objects weighing up to 50 pounds.
7. Ability to operate a forklift and pallet jack.

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

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

Approved: 05/03/2018

Revised: 03/05/2020

Reviewed: 06/25/2026

Personnel Consent Agenda - Job Description Actions II, C, p. 8 - 06/25/2026

Job Locator: C-3.8.20

Title: School Food Services Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of School Food Services

Job Description:

Performs various tasks in direct support of the Food and Nutrition Services Department, assisting Food and Nutrition Services Managers and Departmental staff as appropriate.

Responsibilities and duties of this position include:

1. Picks up and delivers equipment and supplies; assembles equipment as necessary and when appropriate; plans and implements efficient route schedule.
2. Assists in evaluating existing equipment for serviceability; completes necessary documentation to comply with property inventory requirements; stores and maintains inventory of surplus equipment and utensils.
3. Prepares requisitions for purchases of small equipment in accordance with bids and price quotes; enters data into the computer regarding orders and receipts; matches requisitions with invoices and resolves discrepancies.
4. Assists in coordinating vehicle repairs with the Transportation Department; responds to initial reports from food services staff regarding vehicle repair needs; collects data and presents reports to the Director regarding short and long-range vehicle repair costs and replacement needs.
5. Schedules and arranges transferral of frozen items as necessary between school terms; coordinates with Maintenance Department staff and others in movement of stored foods in response to shut-down schedules and emergencies affecting food storage.
6. Assists Cafeteria Managers with computer hardware and software problems associated with the point-of-sale program; performs minor repairs and maintenance on computer hardware as appropriate; reports major hardware/software problems to the vendor and follows up for completion of repairs.
7. Assists in budget preparation by collecting and maintaining data related to equipment repair and replacement.
8. Other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must possess training and/or experience in use of computers, spreadsheet applications, and computer operating systems.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.

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

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

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

Board Approved: 10/19/2000

Revised: 03/05/2020

Reviewed: 06/25/2026

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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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

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	ALT, ELISSA KATHERINE GCJ TEACHER, READING, JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-06-01 CONCLUDE EMPLOYMENT
	ARIAS JR, MIGUEL ANGEL OLJ TEACHER, PHYSICAL ED JH 10 MONTH	Oakleaf Junior High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
	BERRY, ELYSE MARIE POE TEACHER, SC, KINDERGARTEN 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
	BOTELLO, DIANE MARIE CGE TEACHER, SC, THIRD GR 10 MONTH	Coppergate Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
	CARLIN, RACHEL ELIZABETH POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 RESIGNATION
	DALY, SANDRA V OPH TEACHER, FOREIGN LANG, SH 10 MONTH	Orange Park High	Effective 2026-06-01 RESIGNATION
0.5	DAVIS, SCOTT ALAN KHE TEACHER, PRE-K 10 MONTH	Keystone Heights Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
0.5	DAVIS, SCOTT ALAN KHE TEACHER, PRE-KDG ESE 10 MONTH	Keystone Heights Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
	DAWSON, SUMMER CHRISTINE WEC TEACHER, PRE-KDG/ASD ESE 10 MONTH	W.E. Cherry Elementary	Effective 2026-06-01 RESIGNATION
	DIAMOND, KELLY FRANCES LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Junior High School	Effective 2026-06-01 RESIGNATION
	ELLIS, TERRY L OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2026-06-01 RESIGNATION
	FARMER, DEBORAH RVE TEACHER, GIFTED 10 MONTH	Ridgeview Elementary	Effective 2026-05-27 Conclude Employment
	FERNANDEZ, JASON MICHAEL KHH VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights High School	Effective 2026-06-01 RESIGNATION
	FLY, FAITH MIRACLE FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	Effective 2026-06-09 RESIGNATION
0.6	FRISBEE, JENNIFER HOFFMANN ESE TEACHER, SPEECH CLINICIAN SPECIAL	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-06-01 RESIGNATION
	HOBBS, JORDAN PAIGE MHS TEACHER, VE/INCLUSION 10 MONTH	Middleburg High	Effective 2026-06-01 RESIGNATION
	INGRAM, BROOKE ELLEN	SPRING PARK ELEMENTARY	Effective 2026-06-01

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
SPS TEACHER VE/INCLUSION 10 MONTH	SCHOOL	RESIGNATION
JOLLY, AMBER CHYRECE GPE TEACHER, SC, FIFTH GR 10 MONTH	Grove Park Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
KOSSUTH, MICHAEL JAMES TBE VE SELF-CONTAINED-IND 10 MONTH	Thunderbolt Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
LEE, JILLIAN LEIGH SIP CURRICULUM COACH/TRAINER 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2026-06-01 RESIGNATION
LINCOLN, CHLOE MONQUIE CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
LWANGA, MYA NICOLE RHS TEACHER, VE/INCLUSION 10 MONTH	Ridgeview High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
MANUEL-MCKENNEY, FAITH T DOE TEACHER, SC, SECOND GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
MASON, CAL THOMAS MRE TEACHER, MUSIC, ELEM 10 MONTH	Mcrae Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
MCKENZIE, ERIN MACY DEAN -SH 10 MONTH	Middleburg High	Effective 2026-06-01 RESIGNATION
MILLER, AUSTIN BIE OHS TEACHER, SOC STUD, SH 10 MONTH	Oakleaf High School	Effective 2026-06-01 RESIGNATION
MOODY, JESSICA LYNN RHS VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
MORROW, AUDREY LEE GPE TEACHER, SC, KINDERGARTEN 10 MONTH	Grove Park Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
NIXON, LISA DAWN MHS TEACHER, BUSINESS ED 10 MONTH	Middleburg High	Effective 2026-06-01 RETIREMENT
PAYNE, HEATHER DANIELLE POE MEDIA SPECIALIST, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
RODRIGUEZ, SHARON MARIE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2026-06-01 CONCLUDE EMPLOYMENT
ROOKS, LYDIA LYNN POE TEACHER, MUSIC, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 RESIGNATION
ROWE, PAIGE ELISABETH GPE VE SELF-CONTAINED-ASD 10 MONTH	Grove Park Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
SCHMIDLING, VICTORIA	Keystone Heights Elementary	Effective 2026-06-01

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
DANIELLE KHE TEACHER, SC, FIRST GR 10 MONTH		CONCLUDE EMPLOYMENT
SHANNON, STEVEN M FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2026-06-01 RETIREMENT
SLACK, BROOKE ALYSSA KHH VE SELF-CONTAINED-ASD 10 MONTH	Keystone Heights High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
SLATER, RONALD ALAN OHS TEACHER, VE/INCLUSION 10 MONTH	Oakleaf High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
SMITH, GENNIFER DENISE OPH COUNSELOR, SH 11 MO 11 MONTH	Orange Park High	Effective 2026-06-09 RESIGNATION
SUAREZ, CHRISTOPHER STEVEN RHS TEACHER, INDUSTRIAL ED 10 MONTH	Ridgeview High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
TRIMBLE III, RAYMOND EARNEST KHH VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
TUCKER, DORIS J FIH COUNSELOR, SH 12 MO 12 MONTH	Fleming Island High School	Effective 2026-06-30 RESIGNATION
VALINSKI, GLORIA VEREEN FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	Effective 2026-06-09 RETIREMENT
VON LEUE, AMBER LYNN LAE TEACHER, SC, FIFTH GR 10 MONTH	Lake Asbury Elementary	Effective 2026-06-01 RESIGNATION
WALKER, AMY JO FIH TEACHER, PHYSICAL ED SH 10 MONTH	Fleming Island High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
WEAVER, CANDICE STEPHANIE RHS VE SELF-CONTAINED-ASD 10 MONTH	Ridgeview High School	Effective 2026-06-01 RESIGNATION
WOODARD, AUTUMN RENEE RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT
WORSDELL, LACEY DANNETTE RVE TEACHER, SC, FIFTH GR 10 MONTH	Ridgeview Elementary	Effective 2026-06-01 RESIGNATION
YEARSLEY, BRITTANI LYNNE INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-06-01 CONCLUDE EMPLOYMENT

III. Instructional Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
AGURKIS, ANGELA LEE RHS SOFTBALL FP HD SH SUPPLEME	Ridgeview High School	Appointment
ALLEN, KRISTA L DOE ELEM PERF/PROD SUPPLEME	Discovery Oaks Elementary	Appointment
JAMES, ELIZABETH ANNE GPE DISCRETIONARY SUPPLEME	Grove Park Elementary	Appointment
JOHNSON JR, KENNETH GEORGE RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
LEYIMU, AYOMIDE A CHS SOCCER HEAD SH SUPPLEME	Clay High	Appointment
MURCH, GARY SCOTT WEC ELEM PERF/PROD SUPPLEME	W.E. Cherry Elementary	Appointment
STUTZMAN, KAYLA ELAINE ROE ELEM PERF/PROD 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				
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III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
AIKEN, ELIZABETH JESSICA OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf Junior High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
APPARITO, KAYLEIGH SUE POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
ARNOLD, ETHAN PATRICK CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
BACOTE, SABRIYA ANNE DEAN-JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
BALKCOM, CASEY ELIZABETH KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
BLAKNEY, REBECCA ANN KHE TEACHER, SC, SIXTH GR 10 MONTH	Keystone Heights Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
CARPINELLI, JONI M POE TEACHER, SC, SECOND GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
CLINE, LAUREN ALEXIS WEC TEACHER, VE/INCLUSION 10 MONTH	W.E. Cherry Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
CORBETT, NICOLE RENE SPS TEACHER MUSIC ELEM 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
DEAS, AMIYAH SHANELLE DOE TEACHER, SC, FIFTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
DECROSTA, JESSICA AMBER MRE TEACHER, SC, KINDERGARTEN 10 MONTH	Mcrae Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
EDOSADA, KYLIE JANE TES TEACHER, SC, KINDERGARTEN 10 MONTH	Tynes Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
FAY, JACQUELINE N POE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
GEIGER-STEINKE, SUSAN C WES TEACHER, SC, FIFTH GR 10 MONTH	Wilkinson Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
HEITMAN, TIFFANY MARIE SPC TEACHER, COMBINATION, EL 10 MONTH	Swimming Pen Creek Elem	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
HOBBS, JORDAN PAIGE MHS ASST PRIN 11 MO SH 11 MONTH	Middleburg High	Effective 2026-07-20 11 MONTH / Annual
JENKINS, FARIAN CHANEL KHE TEACHER, SC, SECOND	Keystone Heights Elementary	Effective 2026-08-03 10 MONTH / Instructional

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
GR 10 MONTH		Probationary Annual
KACSAN, AMANDA CATHERINE MHS TEACHER, MATHEMATICS, SR 10 MONTH	Middleburg High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
KNOTT, ANGELA MARIE FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
KURNIDES, EMILY ANNE AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
LEE, JILLIAN LEIGH KHH ASST PRIN 12 MO SH 12 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2026-07-01 12 MONTH / Annual
LICINI, SAMANTHA ROSE WEC TEACHER, SC, FIFTH GR 10 MONTH	W.E. Cherry Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
LOPEZ, PURINA NOEMI MCE VE SELF-CONTAINED-EBD 10 MONTH	Montclair Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
LOVETT, ATIYA DAMILI STS SCHOOL SOCIAL WORKER 10 MONTH	Exceptional Student Education	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
MATHEWS, REBEKKA LOUISE ESE COORDINATOR - COOR 1 12 MONTH	Exceptional Student Education	Effective 2026-07-01 12 MONTH / Annual
MATTHEWS, KATE LYNN RHS TEACHER, STRATEGIC INT 10 MONTH	Ridgeview High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
MAURIL, GERTRIDE OHS VE SELF-CONTAINED-IND 10 MONTH	Oakleaf High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
MCKENZIE, ERIN MACY MHS ASST PRIN 12 MO SH 12 MONTH	Middleburg High	Effective 2026-07-01 12 MONTH / Annual
MIDDLETON, CHIP DOUGLAS CHS TEACHER, INDUSTRIAL ED 10 MONTH	Clay High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
MINTER, BRITANEY ADAIR OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
MONTORO, BIANCA BLANCHE MRE TEACHER, SC, FIFTH GR 10 MONTH	Mcrae Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
MUMPOWER, CHRISTINA LEE CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
NEANDER, CHLOE ELLEN POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
NELSON, ERICA DENISE LES TEACHER, SC, SECOND	Lakeside Elementary	Effective 2026-08-03 10 MONTH / Instructional

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	GR 10 MONTH		Probationary Annual
	NEWCOME, AMANDA ROCHE MHS TEACHER, MATHEMATICS, SR 10 MONTH	Middleburg High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	NICHOLS, TYLER BRIAN OHS TEACHER, MUSIC, SH 10 MONTH	Oakleaf High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	PACE, SARA BETHANY SPC MEDIA SPECIALIST, ELEM 10 MONTH	Swimming Pen Creek Elem	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	PARRALES, MADISON HALEY AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	PLANAS, JACLYN NICOLE AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	PLESS, LILLIAM K DOE TEACHER, PRE-K 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	PLESS, LILLIAM K DOE TEACHER, PRE-KDG ESE 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	PORCHEDDU, NANCY PATTERSON KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	RAMOS MORALES, ESTEFANIA RHS TEACHER, FOREIGN LANG, SH 10 MONTH	Ridgeview High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	RIDGLEY, ABIGAIL ELIZABETH SBJ TEACHER, SC, FIFTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	RIGDON, JESSICA LEE MRE TEACHER, SC, KINDERGARTEN 10 MONTH	Mcrae Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	ROBINSON, BAYLEE ELISABETH FIH TEACHER, FOREIGN LANG, SH 10 MONTH	Fleming Island High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.2	ROBINSON, GOLDIE BROOKE FIH TEACHER, DROPOUT PREV SH 10 MONTH	Fleming Island High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.8	ROBINSON, GOLDIE BROOKE FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	ROEBUCK, RUTH ANN GPE TEACHER, PRE-K/ BEHAVIOR ESE 10 MONTH	Grove Park Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	SALETTA, ROXANNE MARIE WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SAUCIER, EMILY LAURA LAJ VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Junior High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	SINGLETON-BOWERS, SONDRAR CEB TEACHER, PRE-K 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	SINGLETON-BOWERS, SONDRAR CEB TEACHER, PRE-KDG ESE 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SMITH, ERICK WAYNE OHS TEACHER, INDUSTRIAL ED 10 MONTH	Oakleaf High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SMITH, JERRY OWEN OLJ TEACHER, PHYSICAL ED JH 10 MONTH	Oakleaf Junior High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SPON, JASON C CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	STEVENSON, CYNTHIA ANN TES TEACHER, SC, SECOND GR 10 MONTH	Tynes Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SUSS, KAITLYN MARIE CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	TORRES, ASHLEY A POE TEACHER, SC, SECOND GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	TRASK, LAURA MARIE GPE TEACHER, VE/INCLUSION 10 MONTH	Grove Park Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	WILLIAMSON, LILLIAN QUINN WES TEACHER, SC, KINDERGARTEN 10 MONTH	Wilkinson Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BRIGHTMAN, DESTINY LASHELLE OPH ATHLETIC DIRECTOR 12 MONTH	Orange Park High	12 MONTH / Professional Services
BUNN, RANDY C LES TEACHER, SC, FIFTH GR 10 MONTH	Lakeside Elementary	10 MONTH / Professional Services
CARTER, ASHTYN VICTORIA MENTAL HEALTH CLINICIAN 10 MO 10 MONTH	CLIMATE AND CULTURE	10 MONTH / Annual
CASH, AIMEE COLLEEN OPH COUNSELOR, SH 11 MO 11 MONTH	Orange Park High	11 MONTH / Annual
COLON, ARNALDO J RHS TEACHER, MUSIC, SH 10 MONTH	Ridgeview High School	10 MONTH / Annual
CREEL, STANLEY HARRISON LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Grove Park Elementary	10 MONTH / Annual
DALLAS, LINDSEY LATRELLE KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual
DUBOSE, RODNEY JEROME OHS ATHLETIC DIRECTOR 12 MONTH	Oakleaf High School	12 MONTH / Annual
FRANCO, GABRIELLA MARYROSE OPH VE SELF-CONTAINED-EBD 10 MONTH	Orange Park High	10 MONTH / Annual
FULFORD, STEPHANIE LYNN LES TEACHER, SC, SECOND GR 10 MONTH	Lakeside Elementary	10 MONTH / Annual
GANAS, DONNA TANNER RVE TEACHER, SC, FIRST GR 10 MONTH	Ridgeview Elementary	10 MONTH / Annual
GARCIA, JENIFER LEE LAE TEACHER, SC, FOURTH GR 10 MONTH	Lake Asbury Elementary	10 MONTH / Annual
GOODYEAR, RACHEL LYN MCE TEACHER, SC, FIFTH GR 10 MONTH	Montclair Elementary	10 MONTH / Annual
GRANT, JOANNA VICTORIA POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
HAYDEN, KATHLEEN CODY LJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lakeside Junior High	10 MONTH / Annual
HERMAN, BROOKE ALLISON MRE TEACHER, SC, SECOND GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
HICKSON, MALLORY ROSE PES TEACHER, SC,	COUNTY-WIDE LEAVE	10 MONTH / Annual

III. Instructional Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
KINDERGARTEN 10 MONTH		
HOLMES, BO'NESHIA TIERRA AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
HONOUR, NICOLE V KHH TEACHER, SOC STUD, JH 10 MONTH	Keystone Heights High School	10 MONTH / Professional Services
INMAN, KATELYN ELIZABETH CGE TEACHER, SC, FIRST GR 10 MONTH	Coppergate Elementary	10 MONTH / Annual
MACK, MARIAH CHRISTINA OHS COUNSELOR, SH 11 MO 11 MONTH	Oakleaf High School	11 MONTH / Annual
MACPHERSON, THOMAS KENNETH FIH TEACHER, PHYS ED SH 11MO 11 MONTH	Fleming Island High School	11 MONTH / Annual
MARTINEZ, YANITZA MARIE OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Instructional Probationary Annual
MCALLISTER, TIMOTHY P OPH TEACHER, ROTC/MILITARY SH 11 MONTH	Orange Park High	11 MONTH / Annual
MCNEIL, LARA MARIE TBE TEACHER, SC, SIXTH GR 10 MONTH	Thunderbolt Elementary	10 MONTH / Annual
MEADORS, JENNIFER MICHELLE RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	10 MONTH / Annual
MERCER, MARGARET ANN MCE TEACHER, GIFTED 10 MONTH	Montclair Elementary	10 MONTH / Annual
PATRICK, JAMEE LEANN LAE TEACHER, SC, FOURTH GR 10 MONTH	Lakeside Elementary	10 MONTH / Professional Services
PEREA, MARLENE RVE TEACHER, SC, SECOND GR 10 MONTH	Ridgeview Elementary	10 MONTH / Professional Services
SANGALE ORAGE, JASMINE P POE TEACHER, SC, FIRST GR 10 MONTH	Plantation Oaks Elementary	10 MONTH / Annual
SCEARCE, CARRIE ELIZABETH DOE COUNSELOR, ELEM 10 MONTH	Discovery Oaks Elementary	10 MONTH / Annual
SIMMONS, TANISHA SHENAA OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
SMITH, MISTY MARIE OPE TEACHER, SC,	Orange Park Elementary	10 MONTH / Annual

III. Instructional Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
KINDERGARTEN 10 MONTH		
SOTOLONGO, ELYANA RENE AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	10 MONTH / Annual
SPINA, MARIA MARILENA AES TEACHER, SC, KINDERGARTEN 10 MONTH	Argyle Elementary	10 MONTH / Annual
TBER, MONICA KELLY GCJ TEACHER, MATHEMATICS, JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
THAI, LUULY CGE COUNSELOR, ELEM 10 MONTH	Coppergate Elementary	10 MONTH / Annual
TURNER, AMY RENEE ACE TEACHER, ADULT ED 11 MONTH 11 MONTH	FL Youth Challenge Academy	11 MONTH / Annual
WALLACE, ANTHONY VENTO DEAN-JH 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
WHITE, CHRISTOPHER THOMAS CVA TEACHER, PHYSICAL ED JH 10 MONTH	Clay Virtual Academy	10 MONTH / Professional Services
WILSON, YVETTE H MRE TEACHER, SC, FIRST GR 10 MONTH	Mcrae Elementary	10 MONTH / Annual
WIMBERLY, MARCUS JUANALD OPH TEACHER, PHYS ED SH 11MO 11 MONTH	Orange Park High	11 MONTH / Annual
WRIGHT, SAMANTHA L OLJ TEACHER, SUPP FACIL 10 MONTH	SEDNET	10 MONTH / Annual
WYNN, CASSIDY SUSANNA FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	10 MONTH / Annual
YOUHAS, OLIVIA ELAINE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	10 MONTH / Annual

III. Instructional Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
KNOFF, MICHELLE D LAJ TEACHER, SOC STUD, JH 10 MONTH	Lake Asbury Junior High School	EFFECTIVE 08/03/2026 / REDESIGNATE FROM LAJ TEACHER, SOC STUD, JH .50 / 10 MONTH
NETHERLAND, CARLY DEANNE FIH COUNSELOR, SH 12 MO 12 MONTH	Fleming Island High School	EFFECTIVE 07/01/2026 / REDESIGNATE FROM FIH COUNSELOR, SH / 11 MONTH
OGLE, AMANDA NOELLE OHS COUNSELOR, SH 12 MO 12 MONTH	Oakleaf High School	EFFECTIVE 07/01/2026 / REDESIGNATE FROM OHS COUNSELOR, SH / 11 MONTH

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BURLEY, ALLISON CLAIRE OHS TEACHER, SOC STUD, SH 10 MONTH	Orange Park High	EFFECTIVE 08/03/2026 / TRANSFER FROM OPH TEACHER, SOC STUD, SH / 10 MONTH
EMIANTOR, GLENEISHA LAVELLA DIS TEACHER, PRE-K/ BEHAVIOR ESE 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM POE TEACHER, PRE-KDG ESE / 10 MONTH
HERRINGDINE, JASON KELLY OPH TEACHER, TITLE I 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/03/2026 / TRANSFER FROM WJH TEACHER, BUSINESS ED / 10 MONTH
KING, DONNIELLE S SPS VE SELF-CONTAINED-ASD 10 MONTH	Tynes Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM TES TEACHER, PRE-KG/KG ASD ESE / 10 MONTH
KING, DONNIELLE S SPS VE SELF-CONTAINED-ASD 10 MONTH	Tynes Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM TES VE SELF-CONTAINED-ASD / 10 MONTH
LANOUX, PEYTON BROOKE OPH COUNSELOR, SH 11 MO 11 MONTH	Lakeside Junior High	EFFECTIVE 07/20/2026 / TRANSFER FROM LJH COUNSELOR, JH 11 MONTH / 11 MONTH
LUNSFORD, SHERRI LYNN ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	Plantation Oaks Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM POE TEACHER, SUPP FACIL / 10 MONTH
MANN, CHELSEA LYNN LAJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Lake Asbury Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM LAE TEACHER, SC, FOURTH GR / 10 MONTH
MCILWAIN, CHERRAL LANEICE SPS TEACHER SC SIXTH GR 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM DOE TEACHER, SC, FIFTH GR / 10 MONTH
MITCHELL, ERIN LEE FIH COUNSELOR, SH 11 MO 11 MONTH	Oakleaf High School	EFFECTIVE 07/20/2026 / TRANSFER FROM OHS COUNSELOR, SH / 12 MONTH
NIX, GABRIELLE A TBE TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM CEB TEACHER, SC, SIXTH GR / 10 MONTH
OGDEN, ROBIN DIANE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/03/2026 / REDESIGNATE FROM WJH TEACHER, LANGUAGE ARTS, JH / 10 MONTH
OROURKE, KATHERINE SUZANNE OPH TEACHER, MATHEMATICS, SR 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/03/2026 / REDESIGNATE FROM WJH TEACHER, MATHEMATICS, JH / 10 MONTH
POLLARD, CARRIE JO OHS COUNSELOR, SH 11 MO	Clay High	EFFECTIVE 07/20/2026 / TRANSFER FROM CHS

III. Instructional Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
	11 MONTH		COUNSELOR, SH 11 MO / 11 MONTH
	REPPER, KIMBERLI DAWN DEAN -SH 10 MONTH	Ridgeview High School	EFFECTIVE 08/03/2026 / TRANSFER FROM RHS DEAN - SH / 10 MONTH
0.4	SADO, MICHELLE COLETTE FIH TEACHER, SUPP FACIL 10 MONTH	READING AND EARLY LITERACY	EFFECTIVE 08/03/2026 / TRANSFER FROM RLA CURRICULUM SPEC. / 12 MONTH
0.6	SADO, MICHELLE COLETTE FIH TEACHER, VE/INCLUSION 10 MONTH	READING AND EARLY LITERACY	EFFECTIVE 08/03/2026 / TRANSFER FROM RLA CURRICULUM SPEC. / 12 MONTH
	SLATER, ANNE F GCJ TEACHER, READING, JH 10 MONTH	Lakeside Junior High	EFFECTIVE 08/03/2026 / TRANSFER FROM LJH TEACHER, READING, JH / 10 MONTH
	TOSH, TASHINA MARIE DEAN -SH 10 MONTH	Orange Park High	EFFECTIVE 08/03/2026 / TRANSFER FROM OPH DEAN - SH / 10 MONTH
	YUN, NATALIE MARIE OVE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	EFFECTIVE 08/03/2026 / TRANSFER FROM DOE TEACHER, SC, THIRD GR / 10 MONTH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
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III. INSTRUCTIONAL ACTIONS 2026-2027

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 2026-2027

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				
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A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
BELDA JR, DONALD VINCENT TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
BOOTH, MEGAN ASHLEY LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-06-04 - 2026-06-30
BORSELLINO, ANNE RUTH RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
BROWN, SAQUANA NIREE' TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
BUSSEY, DAPHNE G TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
CALDWELL, KEVIN SCOTT TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
CANTLON, KURTIS DEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
CANTLON, VICKI LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
CARTER, ANTHONY D TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
COLBURN, MONICA ALYCE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
CRAVEN, TABITHA L LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-06-04 - 2026-06-30
CUELLAR, STEPHANIE RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
CUSACK, ASHLEY M KHE REGISTERED NURSE	Keystone Heights Elementary	Effective 2026-06-11 - 2026-06-30
CZUBEK, KAYLA ANN LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-06-04 - 2026-06-30
DAVIS WRIGHT, ROSENA VALENCIA RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
DAVIS, MICHELLE FRANCES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2026-06-02 - 2026-06-30
DIAZ, RAMONA M LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-06-04 - 2026-06-30
EDENFIELD, DEBRA K KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-06-11 - 2026-06-30
ELLIS, KRISTA LYNN RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
FOGLE, AMANDA RUTH JULIENNE BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2026-06-11 - 2026-06-30
FOUNTAIN, LAUREN MICHELE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
FOX, ALICHA LYNN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
FULLER, COURTNEY J KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-06-11 - 2026-06-30
GABB, DANIELLE MICHELE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2026-06-02 - 2026-06-30
GIVENS, ANGELA M KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-06-11 - 2026-06-30
GREENFIELD, KENYUTTA HONORE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
HARTLE, DANA LYNN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2026-06-01 - 2026-06-30
HAWKINS, CHELSA IXELIA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
HINGSON, LAURA JO RVE REGISTERED NURSE	Ridgeview Elementary	Effective 2026-06-04 - 2026-06-30
HIRSCH, LISA MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
HUBE, SHANNON RENEE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2026-06-02 - 2026-06-30
HUTCHINGS, MARIAH LYNN MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-06-04 - 2026-06-30
JADRO, CAROLYN LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-06-04 - 2026-06-30
JEFFERS, BETH F RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
KAPUSTA, PAUL DAVID BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2026-06-11 - 2026-06-30
LAYFIELD, CHLOE REBECCA BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2026-06-11 - 2026-06-30
LEE, ROBERT E TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
LEHEW, JASON E TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
LIGHT, STACY LEE RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
MADERA, ROSEMARY CAITLAN RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
MANANA, YOLANDA TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2026-06-01 - 2026-06-30
MARTINEZ NOVAS, JULIO MIGUEL TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
MAY, MELANIE LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
MCDONALD, KENARD TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
MCFARLAND, GLORIA MARY TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
MERCHAN CAJAS, GUSTAVO E TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
MIKOTA, EVELYN ANN LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-06-04 - 2026-06-30
MILAM, KATHERINE DAWN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2026-06-01 - 2026-06-30
MILLER, KRISTY LEE KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-06-11 - 2026-06-30
MILLER, VICTORIA NICOLE TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2026-06-01 - 2026-06-30
NAU, PRECIOSA F TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
NEAL, NANCY J RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
PABON, YARITZA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
PADGETT, RAE KATHLEEN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
POWELL, DEANNA SHRI RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
ROBINSON, TIFFANY VONTRECIA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
ROMAN, ANA LUISA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
SANCHEZ, KIERSTEN NICOLE RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
SANTIAGO ALVAREZ, VERONICA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
SPENCER, TAMMY L TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
TASHJIAN, APRIL KNIGHT TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
TAYLOR, KRISTEN BLAIR TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
THOMPSON, DARRELL RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
TOLBERT, SHEILA COUNCIL RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
TOOMEY, MELINDA JEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
TURNER, DONNA SUE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
VITALE, BRENDA A RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-06-11 - 2026-06-30
WATERS, SUZANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
WEBB, SERENA NOEL TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
WHITENER, THERESA ANN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
WILSON, JOSEPH UNTAYAO TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
WOOLFLEY, NANCY R BLC REGISTERED NURSE	Bannerman Learning Center	Effective 2026-06-11 - 2026-06-30
YORK, DEBRA BRIANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

C. ADULT EDUCATION

Appointments

NONE

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
BELDA JR, DONALD VINCENT TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
BOOTH, MEGAN ASHLEY LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-07-01 - 2026-07-15
BORSELLINO, ANNE RUTH RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
BROWN, SAQUANA NIREE' TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
BUSSEY, DAPHNE G TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
CALDWELL, KEVIN SCOTT TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
CANTLON, KURTIS DEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
CANTLON, VICKI LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
CARTER, ANTHONY D TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
COLBURN, MONICA ALYCE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
CRAVEN, TABITHA L LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-07-01 - 2026-07-15
CUELLAR, STEPHANIE RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
CUSACK, ASHLEY M KHE REGISTERED NURSE	Keystone Heights Elementary	Effective 2026-07-01 - 2026-07-16
CZUBEK, KAYLA ANN LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-07-01 - 2026-07-15
DAVIS WRIGHT, ROSENA VALENCIA RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
DAVIS, MICHELLE FRANCES SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2026-07-01 - 2026-07-31
DIAZ, RAMONA M LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-07-01 - 2026-07-15
EDENFIELD, DEBRA K KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-07-01 - 2026-07-16
ELLIS, KRISTA LYNN RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
FOGLE, AMANDA RUTH JULIENNE BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2026-07-01 - 2026-07-16
FOUNTAIN, LAUREN MICHELE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
FOX, ALICHA LYNN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
FULLER, COURTNEY J KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-07-01 - 2026-07-16
GABB, DANIELLE MICHELE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2026-07-01 - 2026-07-31
GIVENS, ANGELA M KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-07-01 - 2026-07-16
GREENFIELD, KENYUTTA HONORE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
HARTLE, DANA LYNN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2026-07-01 - 2026-07-27
HAWKINS, CHELSA IXELIA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
HINGSON, LAURA JO RVE REGISTERED NURSE	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-15
HIRSCH, LISA MARIE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
HUBE, SHANNON RENEE SUMMER SCHOOL TEACHER ESE	Exceptional Student Education	Effective 2026-07-01 - 2026-07-30
HUTCHINGS, MARIAH LYNN MRE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-07-01 - 2026-07-15
JADRO, CAROLYN LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-07-01 - 2026-07-15
JEFFERS, BETH F RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
JOHNSON, LASEL ANN TES ESE ASST SUMMER SCHOOL	Tynes Elementary	Effective 2026-07-01 - 2026-07-31
KAPUSTA, PAUL DAVID BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2026-07-01 - 2026-07-16
LAYFIELD, CHLOE REBECCA BLC ESE ASST. SS	Charles E. Bennett Elementary	Effective 2026-07-01 - 2026-07-16
LEE, ROBERT E TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
LEHEW, JASON E TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
LIGHT, STACY LEE RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
MADERA, ROSEMARY CAITLAN RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
MARTINEZ NOVAS, JULIO MIGUEL TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
MAY, MELANIE LEE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
MCDONALD, KENARD TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
MCFARLAND, GLORIA MARY TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
MERCHAN CAJAS, GUSTAVO E TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
MIKOTA, EVELYN ANN LAE ESE ASST SUMMER SCHOOL	Lake Asbury Elementary	Effective 2026-07-01 - 2026-07-15
MILAM, KATHERINE DAWN TRN BUS AIDE SUMMER	Argyle Elementary	Effective 2026-07-01 - 2026-07-27
MILLER, KRISTY LEE KHE ESE ASST SUMMER SCHOOL	Keystone Heights Elementary	Effective 2026-07-01 - 2026-07-16
NAU, PRECIOSA F TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
NEAL, NANCY J RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
PABON, YARITZA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective Dates</u>
PADGETT, RAE KATHLEEN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
PANDICH, THOMAS JOHN SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2026-07-01 - 2026-07-31
POWELL, DEANNA SHRI RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
ROBINSON, TIFFANY VONTRECIA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
ROMAN, ANA LUISA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
SANCHEZ, KIERSTEN NICOLE RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
SANTIAGO ALVAREZ, VERONICA TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
SPENCER, TAMMY L TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
TASHJIAN, APRIL KNIGHT TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
TAYLOR, KRISTEN BLAIR TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
THOMPSON, DARRELL RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
TOLBERT, SHEILA COUNCIL RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
TOOMEY, MELINDA JEAN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
TURNER, DONNA SUE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
VITALE, BRENDA A RVE ESE ASST SUMMER SCHOOL	Ridgeview Elementary	Effective 2026-07-01 - 2026-07-16
WATERS, SUZANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
WEBB, SERENA NOEL TRN BUS DRIVER SUMMER	Transportation	Effective 2026-06-01 - 2026-06-30
WHITENER, THERESA ANN TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
WILSON, JOSEPH UNTAYAO TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27
WOOLEY, NENA LOUISE SUMMER SCHOOL TEACHER BASIC ED	CURRICULUM AND INSTRUCTION	Effective 2026-07-01 - 2026-07-31
WOOLFLEY, NANCY R BLC REGISTERED NURSE	Bannerman Learning Center	Effective 2026-07-01 - 2026-07-16
YORK, DEBRA BRIANNE TRN BUS DRIVER SUMMER	Transportation	Effective 2026-07-01 - 2026-07-27

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2025-2026

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2026-2027

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
GOLDNER, KIMBERLY SUE RVE SECRETARY 11 MO 11 MONTH	Ridgeview Elementary	Effective 2026-06-01 11 MONTH / Annual
MORAN, JACOB SHANE SLE CUSTODIAN 12 MO SU	Shadowlawn Elementary	Effective 2026-06-01 12 MO SU / Annual
REYNOLDS, LACY CHRISTINE LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2026-06-01 12 MO SU / Annual
RUSU, ELIJAH ONYX TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2026-05-28 12 MO 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>
GARCIA CARRANZA, IVETT SPS CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-06-02 /transfer from / MNT CUSTODIAN
HERRERA, LEIA MARIE POE PRINCIPAL SECRETARY 12 MO SU	Plantation Oaks Elementary	Effective 2026-06-15 /transfer from / ROE BEHAVIORAL HEALTH ASST
HERRERA, ROLANDO JOSEPH LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2026-06-10 /transfer from / ROE BEHAVIORAL HEALTH ASST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.8	ALVES EDWARDS, GREYCIANI FERNANDA LJH ESOL CLASSROOM ASSISTANT 9 MON SU	Lakeside Junior High	Effective 2026-04-21 RESIGNATION
	BERKLEY, CHRISTOPHER DONAVON GCJ CUSTODIAN 12 MO SU	Green Cove Springs Junior High	Effective 2026-06-02 CONCLUDE EMPLOYMENT
	BOWMAN, SARALEE C TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-05-19 RESIGNATION
0.9	BUSSEY, BREIAL PHENIQUE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-05-27 CONCLUDE EMPLOYMENT
0.9	BUTTS, SARAH YVONNE TES BEHAVIORAL HEALTH ASST LNG TRM	Tynes Elementary	Effective 2026-05-29 RESIGNATION
	DAVIS, ANGELA JILL CHS REGISTERED NURSE 10 MONTH	Clay High	Effective 2026-06-01 RESIGNATION
0.9	EASON, SABRINA MONIQUE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-05-29 RESIGNATION
0.9	FARRELL, ELLEN LYNN KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-05-29 RESIGNATION
	FINN, LEANNE CHRISTINE BAF ACCOUNTING SUPPORT ASST 12 MO SU	BAF PURCHASING	Effective 2026-06-30 RESIGNATION
	FUNCHES, PATRICIA MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-05-22 RESIGNATION
0.8	GRAYSON, BRENDA DOE HEALTH ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-05-29 RESIGNATION
0.8	HARRY, SUSAN C CGE GENERIC CLASSROOM ASSISTAN 9 MON SU	Coppergate Elementary	Effective 2026-05-29 RESIGNATION
0.2	HARRY, SUSAN C CGE TITLE I ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-05-29 RESIGNATION
0.9	HILL, MORGAN ELIZABETH OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-05-29 RESIGNATION
0.8	HODGES, HEATHER LEIGH ROE GENERIC CLASSROOM ASSISTAN 9 MON SU	Rideout Elementary	Effective 2026-05-29 RESIGNATION
0.9	INGRAM, JESSIE KAY WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-05-29 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	ISAAC, SUZE SEME MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2026-05-29 RESIGNATION
0.9	KELLY, KARA A TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-05-29 RESIGNATION
0.9	KING BAILEY, NAKIYA BENAE GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-05-29 CONCLUDE EMPLOYMENT
0.8	LANDIN, VALARIE NICOLE SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-05-29 RESIGNATION
	MORENO, ODHALIS PES CUSTODIAN 12 MO SU	Robert M. Paterson Elementary	Effective 2026-06-09 RESIGNATION
	PARKES, MARIELLEN CHE TITLE I ASSISTANT LNG TRM	Clay Hill Elementary	Effective 2026-05-29 RESIGNATION
0.9	PARMENTER, JEFFERY LYNN MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-05-29 RESIGNATION
	PEACOCK, AMY KATHLEEN RHS REGISTERED NURSE 10 MONTH	Ridgeview High School	Effective 2026-05-29 RESIGNATION
	PEREZ CESPEDES, SOL RVE CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2026-06-22 RESIGNATION
0.9	PHELPS, CAITLIN GRACE SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-05-28 CONCLUDE EMPLOYMENT
0.8	POPE, SHERITA MICHELLE SPS IN SCHOOL SUSPENSION 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-05-27 CONCLUDE EMPLOYMENT
	RIVERA JR, REINALDO LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2026-05-22 RESIGNATION
	RUSS, LINDA ANN OLJ BOOKKEEPER 12 MO SU	Oakleaf Junior High School	Effective 2026-06-30 RETIREMENT
	SILVEIRA, DANA MICHELLE FYA ADMIN SUPPORT ASSISTANT 12 MO SU	FL Youth Challenge Academy	Effective 2026-06-30 RETIREMENT
	STEPP, MADELYN RENEE MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2026-05-29 RESIGNATION
0.9	STEWART, MONICA LEE CHE IN SCHOOL SUSPENSION 9 MON SU	Clay Hill Elementary	Effective 2026-05-29 RESIGNATION
	SUBER, DEIDRA RAQUEL SPC GENERIC CLASSROOM	Swimming Pen Creek Elem	Effective 2026-05-29 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	ASSISTAN 9 MON SU		
0.9	TARR, LINDSAY DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-05-29 RESIGNATION
0.8	TORRES ITHIER, MARIA VICTORIA CGE ESOL CLASSROOM ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-05-29 RESIGNATION
	TRUMP, PAULA MARIE MHS SCHOOL SECRETARY 10 MONTH 10 MONTH	Middleburg High	Effective 2026-06-01 RESIGNATION
0.9	WAUGHON, HEIDI KATHRYN MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2026-05-29 RESIGNATION
	WILSON, ERIN AMANDA SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-05-29 RESIGNATION
0.9	YORDI, RACHEL MARIE ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-05-29 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

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

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	BRADY, BRITTANY MARIE GPE TEACHER, SC, THIRD GR 10 MONTH	Ridgeview Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	JENKINS, FARIAN CHANEL KHE TEACHER, SC, SECOND GR 10 MONTH	Keystone Heights Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	MUMPOWER, CHRISTINA LEE CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	PLESS, LILLIAM K DOE TEACHER, PRE-K 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	PLESS, LILLIAM K DOE TEACHER, PRE-KDG ESE 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SAUCIER, EMILY LAURA LAJ VE SELF-CONTAINED-ASD 10 MONTH	Lake Asbury Junior High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	SINGLETON-BOWERS, SONDRAR CEB TEACHER, PRE-K 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
0.5	SINGLETON-BOWERS, SONDRAR CEB TEACHER, PRE-KDG ESE 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	SMITH, JERRY OWEN OLJ TEACHER, PHYSICAL ED JH 10 MONTH	Oakleaf Junior High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	TRASK, LAURA MARIE GPE TEACHER, VE/INCLUSION 10 MONTH	Grove Park Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	ADOLPH, ROBERT N TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	ARMSTRONG, MARY JEAN L POE REGISTERED NURSE 10 MONTH	Plantation Oaks Elementary	10 MONTH / Multi-Year Conditional
	BRUSHERD, TINA LOUISE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	CANTLON, VICKI LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	CAZARES, VICTORIA LYNN WES TITLE I ASSISTANT 9 MON SU	Wilkinson Elementary	9 MON SU / Annual
	CHISMARK, EVAN MATTHEW MHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Middleburg High	9 MON SU / Multi-Year Conditional
	CLARK, WAYNE J TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR /
0.9	COOK, KELLY J KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	9 MON SU / Multi-Year Conditional
0.9	CRIST, MARGARET COMPTON WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
0.9	DOUGLASS CAVAZOS, APRIL CASSANDRA WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
	FOSTER, MISTY ANN RHS CAFE ASSISTANT 6 HOURS 9 MON SU	Ridgeview High School	9 MON SU / Annual
	GOLDBLATT, ELIZABETH STARR TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	GOLDNER, KIMBERLY SUE RVE SECRETARY 11 MO 11 MONTH	Ridgeview Elementary	11 MONTH / Annual
	HARMANSKY, SHELLAINE LEE DOE MEDIA TECHNICAL ASST 10 MONTH	Discovery Oaks Elementary	10 MONTH / Multi-Year Conditional
	HARRIS, KELSEY GEORGE MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Svcs	12 MO SU / Annual
	HERRERA, LEIA MARIE POE PRINCIPAL SECRETARY 12 MO SU	Plantation Oaks Elementary	12 MO SU / Annual
	HERRERA, ROLANDO JOSEPH LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	12 MO SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	JOHNSON, KISHA RENEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	JUDE, THERESA GAIL CHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Clay High	9 MON SU / Annual
	KENNEY, CASSIE RAE WJH CAFE ASSISTANT 5.25 HOURS 9 MON SU	Wilkinson Jr High	9 MON SU / Multi-Year Conditional
	KINCHEN, ARTHUR M TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	LUCAS, JODY LYNN DOE BEHAVIORAL HEALTH ASST 9 MON SU	Discovery Oaks Elementary	9 MON SU / Annual
	MADDOX, KATELYN PEARL OPH CAFE ASSISTANT 4.75 HOURS 9 MON SU	Orange Park High	9 MON SU / Annual
	MCCALL, CHRISTIAN SUE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
0.8	MCFALL, TAMARA VIOLET GPE ESOL CLASSROOM ASSISTANT 9 MON SU	Grove Park Elementary	9 MON SU / Annual
0.2	MCFALL, TAMARA VIOLET GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	9 MON SU / Annual
	MCNEAL, PAMELA SUE RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
	MILLWOOD, CONNOR LEE TES CUSTODIAN 12 MO SU	Tynes Elementary	12 MO SU / Annual
	MORAN, JACOB SHANE SLE CUSTODIAN 12 MO SU	Shadowlawn Elementary	12 MO SU / Annual
	MOSES, JUSTIN MICHAEL CHS CUSTODIAN 12 MO SU	Clay High	12 MO SU / Annual
	NEWTON, ANGELA FAYE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	NGUYEN, PHI VAN LJH BEHAVIORAL SUPPORT TECH 9 MON SU	Lakeside Junior High	9 MON SU / Multi-Year Conditional
	OLSON, BECKY LEA TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	PADGETT, MARGARET E TRN BUS DRIVER	Transportation	TRANSPOR /

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	TRANSPOR		
	PALLADINO, PEGGY DELANE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	POLAND III, JOHN THERON TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	REYNOLDS, LACY CHRISTINE LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	12 MO SU / Annual
0.8	RODRIGUEZ, MELISSA MCE ESOL CLASSROOM ASSISTANT 9 MON SU	Montclair Elementary	9 MON SU / Multi-Year Conditional
	RODRIGUEZ, NATALIE ALTAGRACIA TES BEHAVIORAL SUPPORT TECH 9 MON SU	Tynes Elementary	9 MON SU / Annual
	RUSU, ELIJAH ONYX TES CUSTODIAN 12 MO SU	Tynes Elementary	12 MO SU / Annual
0.9	SABIN, NICHOLE MICHELLE KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
0.9	SCHWINDLING, DESTINY NICHOLE ANN MARI WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
	SMITH, JEANNA MARIE MHS CAFE ASSISTANT 4 HOURS 9 MON SU	Middleburg High	9 MON SU / Multi-Year Conditional
	SNEDEN, STEPHANIE RENE WJH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Wilkinson Jr High	9 MON SU / Multi-Year Conditional
	WARNEZ PONTON, ETHEL PADAYHAG WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	9 MON SU / Annual
	WARREN, LORI MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	WATERS, SUZANNE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	WISMER, RAE C OVE REGISTERED NURSE 10 MONTH	Oakleaf Village Elementary	10 MONTH / Annual
	ZAVALA, CHRISTINA FIE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Fleming Island Elementary	9 MON SU / Annual

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>
0.9	ADAMS, GRAYLENE B AES BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 /transfer from /
	ANDERSON, TELLY SAVULUS MHS CUSTODIAN 12 MO SU	Grove Park Elementary	Effective 2026-07-01 /transfer from /
0.9	DORREL, ANGELA FRANCES MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-08-07 /transfer from /
	DUTTON, LANITA RENEE TBE CAFE ASSISTANT 4.25 HOURS 9 MON SU	Tynes Elementary	Effective 2026-08-10 /transfer from /
0.9	HILLMAN, CHRISTINA LOUISE OPJ TITLE 1 ASSISTANT 9 MON SU	Middleburg Elementary	Effective 2026-08-07 /transfer from /
	LI, HON FAI OPH CAFE ASSISTANT 7 HOURS 9 MON SU	Argyle Elementary	Effective 2026-08-10 /transfer from /
0.9	MENSIE, SHANAE LATTRYL OHS BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf High School	Effective 2026-08-07 /transfer from /
	MILLER, VICTORIA NICOLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-07-28 /transfer from /
	MORALES, CYNTHIA MAZIL WES CAFE ASSISTANT 3.5 HOURS 9 MON SU	Middleburg Elementary	Effective 2026-08-10 /transfer from /
0.9	PRUETTE, SABRINA WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 /transfer from /
	PULLIAM, ROBIN LYNN CHS CAFE ASSISTANT 6.25 HOURS 9 MON SU	Clay High	Effective 2026-08-10 /transfer from /
0.9	SANTIAGO, ANGELA D KHE GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2026-08-07 /transfer from /
0.9	SCARBROUGH, CAROLYN LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	Effective 2026-08-07 /transfer from /
	SMITH, ANNIE L CHS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Clay High	Effective 2026-08-10 /transfer from /
	THOMAS, TIFFANY A KHE CAFE ASSISTANT 5.75 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-08-10 /transfer from /
	VILLATORO, ZAIDA MIRIAM WEC CAFE ASSISTANT 4.5	Montclair Elementary	Effective 2026-08-10 /transfer from /

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	HOURS 9 MON SU		
	YEARTY, SELINA RENEE K12 ADMINISTRATIVE SECRETARY 12 MO SU	Orange Park High	Effective 2026-07-01 /transfer from /

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	CHAULK, STACI M SUPPORT - CWL 9 MO 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2027-05-27 RESIGNATION
	HICKMAN, ROBIN LYNN LES ST RECORD SEC 12 MO 12 MO SU	Lakeside Elementary	Effective 2026-07-01 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	
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