

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
September 3, 2026
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
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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

Name/Assignment	Site	Contract
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I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
SALEM, JAMISON REBECCA LJH TEACHER, SUPP FACIL 10 MONTH	W.E. Cherry Elementary	Effective 2026-06-01 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	
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I. Administrative Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
MORRIS, TRINITY C FNS MANAGER FOOD SERVICES INTE CAFETERI	Oakleaf Junior High School	Effective 2026-08-17 CAFETERI / Annual
SALEM, JAMISON REBECCA WEC ASST PRINCIPAL EL 12 MO 12 MONTH	W.E. Cherry Elementary	Effective 2026-08-03 12 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignments
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I. Administrative Actions**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
DYSART, KEVIN ESTELL TRN SUPV TRANSPORTATION 12 MONTH	Transportation	Effective 2026-08-03 /transfer from / AREA MANAGER, TRANSPORTATION
EHLINGER, JESSICA L GPE TEACHER, TITLE I, ELEM 10 MONTH	Lake Asbury Elementary	Effective 2026-09-07 /transfer from / LAE ASST PRINCIPAL EL 11 MOS

I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
COLTER, LINDA ANNE OLJ MGR SELF CONTAINED I CAFETERI	Oakleaf Junior High School	Effective 2026-08-18 RESIGNATION
CREECH, KAYLA A FIE MGR SELF CONTAINED I CAFETERI	Fleming Island Elementary	Effective 2026-08-28 RESIGNATION
EHLINGER, JESSICA L LAE ASST PRINCIPAL EL 11 MOS 11 MONTH	Lake Asbury Elementary	Effective 2026-09-04 RESIGNATION

I. Administrative Actions**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	
	DAILEY, ROGER J FIH SOCCER HEAD SH SUPPLEME	CURRICULUM AND INSTRUCTION	Appointment
	HAYWARD, MICHAEL A FIH BASKETBALL HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	MATHEWS, REBEKKA LOUISE ESE VERY SP ARTS COOR SUPPLEME	Exceptional Student Education	Appointment
0.5	ROCKWELL, JESSICA L WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Resignation
	ROCKWELL, JESSICA L WJH TT1 SUP ED SUPPLEME	Wilkinson Jr High	Resignation

II. Professional Managerial Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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II. Professional Managerial Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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II. Professional Managerial Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	
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II. Professional Managerial Actions

D. TRANSFER

	Name/Assignment	Site	
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II. Professional Managerial Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	
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II. Professional Managerial Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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II. Professional Managerial Actions

A. APPOINTMENT

Name/Assignment	Site	
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II. Professional Managerial Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	
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II. Professional Managerial Actions

C. RE-DESIGNATION

	Name/Assignment	Site	
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II. Professional Managerial Actions

D. TRANSFER

Name/Assignment	Site	
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II. Professional Managerial Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	
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II. Professional Managerial Actions

F. SUPPLEMENT

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

Name/Assignment	Site	Previous Assignment
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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	CASTLE, CORTNEY ANN POE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2026-06-01 RESIGNATION
	CORDOBA, ERLEY RVE TEACHER ENGLISH LANG DEV. 10 MONTH	Ridgeview Elementary	Effective 2026-06-01 CONCLUDE EMPLOYMENT
	GLOVER, KERKRECHA LA TOYA OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2026-06-01 RESIGNATION
	GRILLO, MARGARET E DOE TEACHER, VE/INCLUSION 10 MONTH	Discovery Oaks Elementary	Effective 2026-06-01 RESIGNATION
	JONES, ASHLEY NICOLE MBE TEACHER ENGLISH LANG DEV. 10 MONTH	Middleburg Elementary	Effective 2026-06-01 RESIGNATION
	JORDAN, JEFFREY FRANK LJH TEACHER, VE/INCLUSION 10 MONTH	Lakeside Junior High	Effective 2026-06-01 RESIGNATION
0.9	NELSON, AMBER NICOLE SUPPORT - CWL 9 M0 188 LNG TRM	Coppergate Elementary	Effective 2026-05-29 RESIGNATION
	PARKER, CHAD JOSEPH OPH TEACHER, BEHAVIOR MGMT 10 MONTH	Orange Park High	Effective 2026-06-01 RESIGNATION
0.9	ROBINSON, KIMBERLY DIANE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-05-29 RESIGNATION
	SARVIS, DEBORAH KAY MBE TEACHER, SC, KINDERGARTEN 10 MONTH	Middleburg Elementary	Effective 2026-06-01 RESIGNATION
	TEEMER, DANIELLE NICOLE RVE TEACHER, VE/INCLUSION 10 MONTH	Ridgeview Elementary	Effective 2026-06-01 RESIGNATION
0.9	WILLIAMS, MICHAEL DOE GENERAL HEALTH ASSISTA 9 MON SU	Coppergate Elementary	Effective 2026-05-29 RESIGNATION
	WILLIAMS, TARICO DEVONNE OLJ TEACHER, BUSINESS ED 10 MONTH	Oakleaf Junior High School	Effective 2026-06-01 CONCLUDE EMPLOYMENT

III. Instructional Actions

F. SUPPLEMENT

Name/Assignment	Site	Supplement Action
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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

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
0.4	ADAMS, ALICIA ABIGAIL ESE TEACHER, SPEECH CLINICIAN SPECIAL	Lake Asbury Junior High School	Effective 2026-08-03 SPECIAL / Annual
	ALBA, CASSIE JAYNE MBE VE SELF-CONTAINED-ASD 10 MONTH	Middleburg Elementary	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	BALDWIN, FOX ALEXANDER OHS TEACHER, ORTHOPED IMPAIR 10 MONTH	Oakleaf High School	Effective 2026-08-10 10 MONTH / Instructional Probationary Annual
	BELL, KERRI A MRE TEACHER, GIFTED 10 MONTH	Mcrae Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	BOGAR, APRIL RENAE POE TEACHER, SC, THIRD GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	BOONE, JOHN FITZGERALD OPJ TEACHER, MATHEMATICS, JH 10 MONTH	Orange Park Jr High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	CARPER, SARAH E OVE TEACHER, COMPU ED-E 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
	CLAMP, LILLIAN PAIGE GPE TEACHER, SC, SECOND GR 10 MONTH	Grove Park Elementary	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
	COLLINS, BIANCA TILNAY OPH TEACHER, SUPP FACIL 10 MONTH	Orange Park High	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	COUREY, NICHOLE LEE MHS TEACHER, SCIENCE, SH 10 MONTH	Middleburg High	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
	DAVIS, SHARON LYNETTE OHS TEACHER, DROPOUT PREV SH 10 MONTH	Oakleaf High School	Effective 2026-08-17 10 MONTH / Instructional Probationary Annual
	DEMER, JOCELYN MARIE SIP CURRICULUM COACH/TRAINER 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	DIAZ ROSADO, PEDRO WJH TEACHER, TECHNOLOGY ED 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	FARLEY, KRISTA CRUISE FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	Effective 2026-08-07 10 MONTH / Annual
	FIELDS, RILEY ALYSE MHS VE SELF-CONTAINED-IND 10 MONTH	Middleburg High	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	GRAHAM, JOSLYN LEANN DEAN -SH 10 MONTH	Orange Park High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	HAVEY, DANA ROSEANN CHS TEACHER, SCIENCE, SH	Clay High	Effective 2026-08-03 10 MONTH / Instructional

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	10 MONTH		Probationary Annual
	HEATH, JAYNE A POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-05 10 MONTH / Instructional Probationary Annual
	HENDERSON, CHERON MONIQUE OHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Oakleaf High School	Effective 2026-08-17 10 MONTH / Instructional Probationary Annual
	HENRY, JACK TODD OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2026-08-13 10 MONTH / Instructional Probationary Annual
	HOLMES, MICHELLE LAVETTE OVE TEACHER, SC, SECOND GR 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	HUNTER, MISTY LYNN KHH TEACHER, DROPOUT PREV SH 10 MONTH	Keystone Heights High School	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
0.5	JOHNSON, JOHN EDWARD BLC TEACHER, AGRICULTURE 10 MO SPECIAL	Bannerman Learning Center	Effective 2026-08-17 SPECIAL / Instructional Probationary Annual
	KATRINIC, RACHEL MARY MRE TEACHER, MUSIC, ELEM 10 MONTH	Mcrae Elementary	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	LABARRIE, NATASHA S WJH TEACHER, LANGUAGE ARTS, JH 10 MONTH	Wilkinson Jr High	Effective 2026-08-10 10 MONTH / Instructional Probationary Annual
	LANGSTON, ALLISON JEANINE KHE TEACHER, SC, KINDERGARTEN 10 MONTH	Keystone Heights Elementary	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	LAYT, EMILY LOUISE OHS TEACHER, DRAMA, SH 10 MONTH	Oakleaf High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	LEE, CHRISTOPHER ANDREW LAJ TEACHER, SOC STUD, JH 10 MONTH	Lake Asbury Junior High School	Effective 2026-08-12 10 MONTH / Instructional Probationary Annual
	LEVENS-BROWN, AARON MICHAEL OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-08-05 10 MONTH / Instructional Probationary Annual
	LEYIMU, AYOMIDE A CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	MACKIN, TIMOTHY SHAWN GCJ TEACHER, SUPP FACIL 10 MONTH	Green Cove Springs Junior High	Effective 2026-08-03 10 MONTH / Annual
	MARASCIULLO, KATHERINE ROSELLA DOE TEACHER, SC, SECOND GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
	MATHEWSON, KATLYN NICHOLE WJH TEACHER, SCIENCE, JH 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	MCGEE, SCOTTY NICHOLAS OHS TEACHER, PHYSICAL ED SH 10 MONTH	Oakleaf High School	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	MITCHELL, GRACE ELIZABETH CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
	NELSON, AMBER NICOLE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	O'CONNELL, KATHERINE MEGAN MBE TEACHER, SC, SECOND GR 10 MONTH	Middleburg Elementary	Effective 2026-08-05 10 MONTH / Instructional Probationary Annual
	OCASIO NEGRON, CLARIE ANN STS STUD SERV PSYCH 11 MO 11 MONTH	Exceptional Student Education	Effective 2026-08-05 11 MONTH / Instructional Probationary Annual
	OLIVA, JENS P LJH TEACHER, MATHEMATICS, JH 10 MONTH	Lakeside Junior High	Effective 2026-08-24 10 MONTH / Instructional Probationary Annual
	OTTO, KATHERINE E OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	PENTON, REBECCA JOYCE RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
0.5	PILGRIM, AMBER JULIA FIE TEACHER, PRE-K 10 MONTH	Fleming Island Elementary	Effective 2026-08-11 10 MONTH / Instructional Probationary Annual
0.5	PILGRIM, AMBER JULIA FIE TEACHER, PRE-KDG ESE 10 MONTH	Fleming Island Elementary	Effective 2026-08-11 10 MONTH / Instructional Probationary Annual
	REED, WARREN JAMAAL WJH TEACHER, MATHEMATICS, JH 10 MONTH	Wilkinson Jr High	Effective 2026-08-10 10 MONTH / Instructional Probationary Annual
	RIVERA, CHRISTOPHER MICHAEL RHS TEACHER, INDUSTRIAL ED 10 MONTH	Ridgeview High School	Effective 2026-08-12 10 MONTH / Instructional Probationary Annual
	ROBINSON, KIMBERLY DIANE TBE VE SELF-CONTAINED-IND 10 MONTH	Thunderbolt Elementary	Effective 2026-08-06 10 MONTH / Instructional Probationary Annual
	ROBINSON, KYA REGINE RHS TEACHER, MATHEMATICS, SR 10 MONTH	Ridgeview High School	Effective 2026-08-11 10 MONTH / Instructional Probationary Annual
	SAUNDERS, SUSAN RAYE POE MEDIA SPECIALIST, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
SCOTT, RHUDOLPH D OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-08-11 10 MONTH / Instructional Probationary Annual
SIMMONS, MIKAYLA KERSTIN MHS TEACHER, MATHEMATICS, SR 10 MONTH	Middleburg High	Effective 2026-08-03 10 MONTH / Instructional Probationary Annual
SMITH, HOLLY GAIL RHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Ridgeview High School	Effective 2026-08-24 10 MONTH / Instructional Probationary Annual
SMITH, KRISTYN MARIE SBJ TEACHER, SC, KINDERGARTEN 10 MONTH	S. Bryan Jennings Elementary	Effective 2026-08-20 10 MONTH / Instructional Probationary Annual
STONE, LIANA LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2026-08-13 10 MONTH / Instructional Probationary Annual
SUMMERSON, JASMINE T TES TEACHER, PRE-KG/KG ASD ESE 10 MONTH	Tynes Elementary	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
TERRY, LUCINDA WILLIAMS POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-11 10 MONTH / Instructional Probationary Annual
VANTASSEL, WILLIAM JUSTIN GCJ TEACHER, RESEARCH/CRIT JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-08-20 10 MONTH / Instructional Probationary Annual
WAND, SADIE OLIVIA ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Oakleaf Village Elementary	Effective 2026-08-12 10 MONTH / Instructional Probationary Annual
WOOD, TERRI L WJH TEACHER, SCIENCE, JH 10 MONTH	Wilkinson Jr High	Effective 2026-08-04 10 MONTH / Instructional Probationary Annual
WORMAN, TROY LAVERNE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2026-08-05 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
BOX, AALIYAH PORCHEE OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	Oakleaf Junior High School	10 MONTH / Annual
CRUZEN, CORY MICHAEL FIE TEACHER, PRE-KG/KG ASD ESE 10 MONTH	Fleming Island Elementary	10 MONTH / Annual
GIBSON, HANNAH GRACE LAJ TEACHER, VE/INCLUSION 10 MONTH	Lake Asbury Junior High School	10 MONTH / Annual
SAMPSEL, KHELA D MBE TEACHER, SC, SECOND GR 10 MONTH	Middleburg Elementary	10 MONTH / Professional Services

III. Instructional Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
	DURBAN, JODY ELDER SLE VE SELF-CONTAINED-EBD 10 MONTH	Shadowlawn Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM VE SELF- CONTAINED PBS / 10 MONTH
0.5	HUSKEY, AIMEE LEANNE BLC TEACHER, AGRICULTURE 10 MO SPECIAL	Bannerman Learning Center	Effective 2026-08-16 / redesignated from / BLC TEACHER, AGRICULTURE 10 MO / 10 MONTH
	MILLER, MARK THOMAS OLJ VE SELF-CONTAINED-IND 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/03/2026 / REDESIGNATE FROM OLJ TEACHER, SOC STUD, JH / 10 MONTH
	SWACKHAMMER, JOAN MICHELE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Tynes Elementary	EFFECTIVE 08/03/2026 / REDESIGNATE FROM .6 ESE TEACHER, SPEECH CLINICIAN / 10 MONTH

III. Instructional Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
BARENGO, RACHEL E OHS TEACHER, VE/INCLUSION 10 MONTH	Oakleaf High School	EFFECTIVE 08/03/2026 / TRANSFER FROM DOE TEACHER, VE/INCLUSION / 10 MONTH
GELLER, TARA LEE STS SCHOOL SOCIAL WORKER 12 MO 12 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / TRANSFER FROM CGE MENTAL HEALTH COUNS 10 MO / 10 MONTH
MARTIN, CRYSTAL DAWN SIP CURRICULUM COACH/TRAINER 10 MONTH	Robert M. Paterson Elementary	Effective 2026-09-07 /transfer from / PES TEACHER, SC, FIFTH GR
SCHOENTHALER, BRITTANY MICHELLE ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	Exceptional Student Education	EFFECTIVE 08/03/2026 / TRANSFER FROM FIE TEACHER, VE/INCLUSION / 10 MONTH
WILLIAMS, JENNIFER LYNNE OHS TEACHER, MATHEMATICS, SR 10 MONTH	Oakleaf High School	EFFECTIVE 08/03/2026 / TRANSFER FROM LJH TEACHER, MATHEMATICS, JH / 10 MONTH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	ABRAHAM, DANIELLE NICOLE SBJ TEACHER, SC, SIXTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2026-08-06 RESIGNATION
	ANDERSON, LENOIR DANA MRE TEACHER, SC, FIFTH GR 10 MONTH	Mcrae Elementary	Effective 2026-08-21 CONCLUDE EMPLOYMENT
	BALSAMO, JOHN A MHS TEACHER, SUPP FACIL 10 MONTH	Middleburg High	Effective 2026-08-28 RESIGNATION
	BOWLIN, YVONNE LEE ESE SCHOOL SITE SPECIALIST 10M 10 MONTH	Exceptional Student Education	Effective 2026-08-21 RETIREMENT
	CARLSON, JENNY KATHLEEN SIP CURRICULUM COACH/TRAINER 10 MONTH	PROFESSIONAL DEVELOPMENT	Effective 2026-08-20 RESIGNATION
	COSMAS, SARAH ELIZABETH CEB TEACHER, SC, KINDERGARTEN 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-12 RESIGNATION
	GUILFOYLE, PAMELA KELLIE ESE BEHAVIOR SITE COACH 10 MONTH	Exceptional Student Education	Effective 2026-08-06 RESIGNATION
	JOHNSON, TERRENCE ONEIL MBE TEACHER, PHYSICAL ED EL 10 MONTH	Middleburg Elementary	Effective 2026-08-18 RESIGNATION
	KATRINIC, RACHEL MARY MRE TEACHER, MUSIC, ELEM 10 MONTH	Mcrae Elementary	Effective 2026-08-06 RESIGNATION
	LOPEZ, PURINA NOEMI MCE VE SELF-CONTAINED-EBD 10 MONTH	Montclair Elementary	Effective 2026-08-25 RESIGNATION
	NELSON, AMBER NICOLE CGE VE SELF-CONTAINED-EBD 10 MONTH	Coppergate Elementary	Effective 2026-08-28 Conclude Employment
	OTTO, KATHERINE E OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2026-08-19 RESIGNATION
	PACE, SARA BETHANY SPC MEDIA SPECIALIST, ELEM 10 MONTH	Swimming Pen Creek Elem	Effective 2026-09-04 RESIGNATION
0.2	ROBINSON, GOLDIE BROOKE FIH TEACHER, DROPOUT PREV SH 10 MONTH	Fleming Island High School	Effective 2026-08-11 RESIGNATION
0.8	ROBINSON, GOLDIE BROOKE FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2026-08-11 RESIGNATION
	SAUNDERS, SUSAN RAYE POE MEDIA SPECIALIST, ELEM 10 MONTH	Plantation Oaks Elementary	Effective 2026-08-14 RESIGNATION
	SCHLAIS JR, EUGENE ROBERT LAJ TEACHER, CTE ORIENTATION 10 MONTH	Lake Asbury Junior High School	Effective 2026-08-21 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	SUMMERSON, JASMINE T TES TEACHER, PRE-KG/KG ASD ESE 10 MONTH	Tynes Elementary	Effective 2026-08-21 RESIGNATION
	WILSON, GRACE LEANN MRE TEACHER, SC, THIRD GR 10 MONTH	Mcrae Elementary	Effective 2026-08-07 RESIGNATION

III. Instructional Actions**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	ABRAHAM, DANIELLE NICOLE SBJ DEPT HD (3-5) SUPPLEME	S. Bryan Jennings Elementary	Resignation
0.1	ACKERMAN, CHRISTINE DAWN MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
	ADDISON, IVONNE MARIELY CHS FRESHMAN CLASS SPONSOR SUPPLEME	Clay High	Appointment
	ADKINS, BRIAN SCOTT LJH SOCCER HEAD JH SUPPLEME	Lakeside Junior High	Appointment
0.5	ADMIRE, CHRISTY LEIGH RVE SAFETY PATROL SUPPLEME	Ridgeview Elementary	Appointment
	AFLEJE, ELIZABETH ANN LJH ACTIVITY PROG CO JH SUPPLEME	Exceptional Student Education	Resignation
	AFLEJE, ELIZABETH ANN LJH VOLLEYBALL HD JH SUPPLEME	Exceptional Student Education	Resignation
0.5	AFLEJE, ELIZABETH ANN LJH VOLLEYBALL HD JH SUPPLEME	Exceptional Student Education	Appointment
	ALLEN, RYAN LJH BASEBALL HEAD JH SUPPLEME	Lakeside Junior High	Appointment
0.5	AMIDON, SARA LAUREN WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment
	ANDERSON, ANTON MHS FOOTBALL ASST HS 25% SUPPLEME	Bannerman Learning Center	Appointment
	ANDERSON, ANTON MHS FOOTBALL ASST SH 75% SUPPLEME	Bannerman Learning Center	Appointment
	ANDRADE, MICHELLE C MHS ESE INTERVENTION FAC. SUPPLEME	Middleburg High	Appointment
0.5	ANSCHUETZ, KIMBERLY JOY LJH ACTIVITY PROG CO JH SUPPLEME	Lakeside Junior High	Appointment
	ANSCHUETZ, KIMBERLY JOY LJH TRACK HD JH SUPPLEME	Lakeside Junior High	Appointment
	BACOTE, SABRIYA ANNE GCJ SOCCER HEAD JH SUPPLEME	Green Cove Springs Junior High	Resignation
	BARENGO, RACHEL E DOE DEPT HEAD (11-16) SUPPLEME	Oakleaf High School	Resignation
	BARTH, MICAH ALLEN GCJ SOCCER HEAD JH SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	BASSLER III, ROBERT	Middleburg High	Appointment

III. Instructional Actions**F. SUPPLEMENT**

	Name/Assignment	Site	Supplement Action
	THEODORE MHS BASEBALL JV HD SH SUPPLEME		
	BASSLER, LARAMIE RICHELLE MHS TRACK ASST SH SUPPLEME	Bannerman Learning Center	Appointment
0.5	BEHNKEN, MARIA BECHHOLD LAJ DEPT HEAD (6-10) SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	BENDIG, MICHELLE LYNN PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
	BERRY, TAYLOR NICOLE FIH SOCCER HEAD SH SUPPLEME	Fleming Island High School	Appointment
	BILELLO, ROBYN ELYSE WJH BASKETBALL HD JH SUPPLEME	Wilkinson Jr High	Appointment
	BILELLO, ROBYN ELYSE WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Resignation
	BINGEL, HEATHER MICHELLE RVE DEPT HD (3-5) SUPPLEME	Ridgeview Elementary	Appointment
	BLACK, JAMES JOHN MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Lake Asbury Junior High School	Appointment
	BLACKWOOD, KASEY R LJH FOOTBALL ASST JH 25% SUPPLEME	Lakeside Junior High	Appointment
	BLACKWOOD, KASEY R LJH FOOTBALL ASST JH 75% SUPPLEME	Lakeside Junior High	Appointment
0.5	BLOCTON, ACIE FELTS LJH ACTIVITY PROG CO JH SUPPLEME	Lakeside Junior High	Appointment
0.5	BOCOOK, BETHANY MARIE FIH SWIMMING HD SH SUPPLEME	Fleming Island High School	Appointment
	BRIDGES, AARON JASON MHS BASKETBALL ASST SH SUPPLEME	Wilkinson Jr High	Appointment
	BROWN, CANDICE LACHELLE OLJ CO-CURR CLUB SUPPLEME	Oakleaf Junior High School	Appointment
	BROWN, CANDICE LACHELLE OLJ DISCRETIONARY SUPPLEME	Oakleaf Junior High School	Appointment
0.5	BRYANT, KHARON JAMIR OPH BASKETBALL ASST SH SUPPLEME	Orange Park High	Appointment
0.5	BUCCI, AMY LEANN MHS JUNIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	BUCK, COURTNEY MICHELLE	Oakleaf Village Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	INST APPLICATION FACILITATOR SUPPLEME		
	BUCKLEW, BAIRE J FIH SOFTBALL FP HD JV SUPPLEME	Fleming Island High School	Appointment
	BUONOPANE, KAREN MICHELLE RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Resignation
	BURNSED, ALAN PHILLIP MHS BASEBALL HEAD SH SUPPLEME	Middleburg High	Appointment
0.5	CABALLERO, KYLE R ELE TRACK ELEM COOR SUPPLEME	Discovery Oaks Elementary	Appointment
0.5	CAMERON, MEGAN MICHELLE MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
	CANNON, BURT M MHS BASKETBALL HD SH SUPPLEME	Middleburg High	Appointment
	CHANDLER, CAROLINE BIZIER OPH ESE INTERVENTION FAC. SUPPLEME	Exceptional Student Education	Appointment
	CHANDLER, TRAAVIS T FIH BASKETBALL HD SH SUPPLEME	Fleming Island High School	Appointment
0.1	CLARK, TREVOR M RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	COIANA JR, GINO EFISIO KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
	COSTELLO, CARRIE ANNE HOYLE GCJ ESE INTERVENTION FAC. SUPPLEME	Green Cove Springs Junior High	Appointment
	COULTIS, SEAN P FIH WEIGHTLIFTING HD SH SUPPLEME	Fleming Island High School	Appointment
	COX, KELSEA TAYLOR KHH CHEERLEADING JH SUPPLEME	Keystone Heights High School	Appointment
0.5	CRESWELL, JENNIFER ANN PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
	CROSBY, CARRIE SUE GCJ ESE INTERVENTION FAC. SUPPLEME	Green Cove Springs Junior High	Resignation
	DAILEY, LOGAN WAYNE FIH SOCCER HEAD JV SUPPLEME	Clay High	Appointment
0.5	DAMES, TIMOTHY L MHS WRESTLING ASST SH SUPPLEME	Middleburg High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	DANNEMANN, JENNIFER COLLEEN ESE DEPT HEAD 6-10 SUPPLEME	Lake Asbury Junior High School	Appointment
	DEMARCO, MARY ELLEN OPH CO-CURR CLUB SUPPLEME	Orange Park High	Appointment
	DEROUSIE JR, WILLIAM L CHS DEPT HEAD (6-10) SUPPLEME	Clay High	Appointment
	DEVAULT, REBECCA-LYNN BALFOUR LAJ CO-CURR CLUB SUPPLEME	Lake Asbury Junior High School	Appointment
	DICKEY, SHERI LYNN RHS DISCRETIONARY SUPPLEME	Ridgeview High School	Resignation
	DICKEY, SHERI LYNN RHS SENIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Resignation
0.5	DOUKMAK, MELISSA CHASE RVE SAFETY PATROL SUPPLEME	Ridgeview Elementary	Appointment
	DUNN, FRANK J CHS DEPT HD (3-5) SUPPLEME	Clay High	Appointment
	EATON, SAMANTHA JO WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	EATON, SAMANTHA JO WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Resignation
0.5	ELIA, KAREN WERMUTH ESE VERY SP ARTS COOR SUPPLEME	Exceptional Student Education	Appointment
	ELMORE, KEVIN BIELTIA OPH FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	ELMORE, KEVIN BIELTIA OPH FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
0.5	ERVIN, MEGAN BLAKELY PES SAFETY PATROL SUPPLEME	Robert M. Paterson Elementary	Appointment
	FAGAN, TARA WISSING ESE DEPT HEAD 11-16 SUPPLEME	Ridgeview Elementary	Appointment
	FLOYD, ERIC PAUL LJH FOOTBALL HD JH 25% SUPPLEME	Lakeside Junior High	Appointment
	FLOYD, ERIC PAUL LJH FOOTBALL HD JH 75% SUPPLEME	Lakeside Junior High	Appointment
	FOGLE, LEAH MICHELLE WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	FORKUM, MEREDITH ADRIENNE MHS VOLLEYBALL HD SH SUPPLEME	Middleburg High	Appointment
0.5	FRIER, AMY DARLENE OLJ DEPT HEAD (11-16 SUPPLEME	Oakleaf Junior High School	Appointment
0.5	GANEY, MATTHEW THOMAS ELE TRACK ELEM COOR SUPPLEME	Grove Park Elementary	Appointment
	GARZA, JAYDYN MICHELLE MHS CHEERLEADING VARSITY SUPPLEME	Middleburg High	Appointment
	GAY, DELISHA DAWN LJH DEPT HEAD (6-10) SUPPLEME	Lakeside Junior High	Appointment
0.5	GELINAS, CRYSTAL LEE LAE DEPT HD (3-5) SUPPLEME	Lake Asbury Elementary	Appointment
0.3	GLAZENER, SYDNEY M CHS SENIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	GRACE, ADRIENNE B FIH CHEERLEADING VARSITY SUPPLEME	Fleming Island High School	Appointment
	GRAHAM, CLARISSA BERNADETTE OPJ SOFTBALL FP ASST JH SUPPLEME	Orange Park Jr High	Resignation
	GRAHAM, CLARISSA BERNADETTE OPJ SOFTBALL FP HD JH SUPPLEME	Orange Park Jr High	Appointment
	GRYBB, MEGHAN EILEEN ESE DEPT HEAD 21+ SUPPLEME	Exceptional Student Education	Appointment
	GRYBB, PAUL A MHS CROSS COUNTRY HD SH SUPPLEME	Middleburg High	Appointment
	GRYBB, PAUL A MHS TRACK HD SH SUPPLEME	Middleburg High	Appointment
	HAGGARD, BRIAN NEIL FIH WRESTLING ASST SH SUPPLEME	Fleming Island High School	Appointment
	HALLBERG, JOSHUA D KHH SOCCER HEAD SH SUPPLEME	Keystone Heights High School	Appointment
0.2	HARNEY, SAMANTHA DIANE LAJ DEPT HEAD (11-16 SUPPLEME	Lake Asbury Junior High School	Appointment
0.1	HARRIS, DANIAL J CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
	HARTSHORN, BRENDA J MCE DEPT HD (3-5)	Montclair Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	HARVEY, BRADLEY SCOTT KHH CO-CURR CLUB SUPPLEME	Keystone Heights High School	Appointment
0.5	HAVENER, BRIA NOEL CHS DEPT HEAD (6-10) SUPPLEME	Clay High	Appointment
	HAWKINS, COREY D RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	HAYNES, TENISE CAPRI MHS BASKETBALL HD SH SUPPLEME	Middleburg High	Appointment
	HERBST, EMMA NICOLE FIH CROSS COUNTRY HD SH SUPPLEME	Fleming Island High School	Appointment
0.1	HERMES, STEPHEN C CVA (.128) SIXTH PERIOD SUPPLEME	Clay Virtual Academy	Appointment
0.5	HERRINGDINE, JASON KELLY OPH GOLF HD SH SUPPLEME	Orange Park High	Appointment
	HILLYER, ASHLEY MIKAEL MHS CHEERLEADING JV SUPPLEME	Middleburg High	Appointment
	HILTON, TERESA G POE DEPT HD (3-5) SUPPLEME	Plantation Oaks Elementary	Appointment
	HINTON, TAYLOR N WJH ACTIVITY PROG CO JH SUPPLEME	Wilkinson Jr High	Appointment
	HOLEMAN, JAMES A CHS DEPT HEAD (6-10) SUPPLEME	Clay High	Appointment
0.5	HOLLINGER, LORRAINE PARETTI PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
	HOUSTON, ASHLEY NICHOLE MHS SOFTBALL FP HD SH SUPPLEME	Middleburg High	Appointment
	IVEY, KELSEY ANN SPELLING BEE COOR SUPPLEME	READING AND EARLY LITERACY	Appointment
0.5	JACKSON, SALLY ANN KHH SENIOR CLASS SPONSOR SUPPLEME	Keystone Heights High School	Appointment
0.5	JACKSON, TROY ALAN MHS BASEBALL JV HD SH SUPPLEME	Middleburg High	Appointment
	JENNINGS, KORI TAYLOR KHH VOLLEYBALL HD JV SUPPLEME	Keystone Heights High School	Appointment
0.5	JETT, AIMEE ELLEN WES DEPT HEAD (6-10) SUPPLEME	Wilkinson Elementary	Appointment

III. Instructional Actions**F. SUPPLEMENT**

	Name/Assignment	Site	Supplement Action
0.3	JOHNSON, JOEL NATHAN LAJ MATH TEAM SPONSOR SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	JOYCE, JULIE WJH MATH TEAM SPONSOR SUPPLEME	Wilkinson Jr High	Appointment
	JOYCE, JULIE WJH TRACK ASST JH SUPPLEME	Wilkinson Jr High	Appointment
0.1	JUSTINO, ROBERT E MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
	JUSTINO, ROBERT E MHS GOLF HD SH SUPPLEME	Middleburg High	Appointment
0.5	KENNARD, WHITNEY BROOKE PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
	KENNEY, HAYLEY GRACE POE DEPT HD (3-5) SUPPLEME	Plantation Oaks Elementary	Appointment
	KERSTEN, KODY RICHARD FIH WRESTLING HD SH SUPPLEME	Fleming Island High School	Appointment
	KIEM, ANDREA NICOLE OPJ DISCRETIONARY SUPPLEME	Orange Park Jr High	Appointment
0.5	KILCOIN, SARAH CLAIRE PES SAFETY PATROL SUPPLEME	Robert M. Paterson Elementary	Appointment
	KING, MALLORY ANNE ESE DEPT HEAD 11-16 SUPPLEME	Rideout Elementary	Appointment
0.5	LACKEY, MOLLIE AMANDA LAE DEPT HD (3-5) SUPPLEME	Lake Asbury Elementary	Appointment
0.5	LASSITER, RENARDO DEVON MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
	LEININGER, VICTORIA A WJH ACADEMIC COACH, LOCAL SUPPLEME	Wilkinson Jr High	Appointment
	LEWIS, MATTHEW L LAJ CO-CURR CLUB SUPPLEME	Lake Asbury Junior High School	Appointment
	LINDQUIST, ANGELA K KHH ESE INTERVENTION FAC. SUPPLEME	Keystone Heights High School	Resignation
0.5	LISGARIS, COURTNEY D PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
	LOKEINSKY, KARA E FIH SOFTBALL FP ASST SH SUPPLEME	Coppergate Elementary	Appointment
	LONG, DAVID ANDREW KHH FOOTBALL ASST JH 75%	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	LOONEY, KERRI RENEE CHS DEPT HD (3-5) SUPPLEME	Clay High	Appointment
0.3	LOONEY, KERRI RENEE CHS SENIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	LOWERY, IVY MARIE OPH DANCE TEAM SH SUPPLEME	Orange Park High	Appointment
	LYONS, CLINTON D FIH FLAG FOOTBALL HD SH/JH SUPPLEME	Fleming Island High School	Appointment
	MACKENZIE, BARBARA LYNN WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
	MACPHERSON, THOMAS KENNETH FIH FOOTBALL HD SH 75% SUPPLEME	Fleming Island High School	Appointment
	MACPHERSON, THOMAS KENNETH FIH WEIGHTLIFTING HD SH SUPPLEME	Fleming Island High School	Appointment
	MAGLOFF, KATHRYN CHRISTINE RHS ESE INTERVENTION FAC. SUPPLEME	Ridgeview High School	Resignation
0.5	MAHONEY, REBEKAH ELIZABETH OHS SCI FAIR COOR LOCAL SUPPLEME	Oakleaf High School	Appointment
0.5	MALUCCI, COLLEEN ELIZABETH MHS DEPT HEAD (11-16) SUPPLEME	Middleburg High	Appointment
	MARTIN, ELIAS WILLIAM MHS SOCCER HEAD SH SUPPLEME	Middleburg High	Appointment
	MARTINO, MICHAEL P FIH BASEBALL HEAD SH SUPPLEME	Fleming Island High School	Appointment
	MARX, ISABELLA FAY FIH LACROSSE HEAD SH SUPPLEME	Fleming Island High School	Appointment
	MASSEY, WILLIAM GARDNER KHH SOFTBALL FP ASST JH SUPPLEME	Keystone Heights High School	Appointment
	MCCLENDON III, JOE EDWARD LAMAR OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
	MCCLENDON III, JOE EDWARD LAMAR OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment
	MCCORDUCK, KERRY L	Lakeside Junior High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	LJH DEPT HEAD (6-10) SUPPLEME		
0.2	MCEACHIN, SEAN PATRICK LAJ DEPT HEAD (11-16) SUPPLEME	Lake Asbury Junior High School	Appointment
	MCKENZIE, BETSY MARY ESE DEPT HEAD 21+ SUPPLEME	Exceptional Student Education	Appointment
	MCLAIN, ERIN MIRANDA CEB ELEM PERF/PROD SUPPLEME	Charles E. Bennett Elementary	Resignation
0.5	MESCALL, CARRIE C MHS DEPT HEAD (11-16) SUPPLEME	Middleburg High	Appointment
	MESSER, ADAM LEE LJH FOOTBALL ASST JH 25% SUPPLEME	Lakeside Junior High	Appointment
	MESSER, ADAM LEE LJH FOOTBALL ASST JH 75% SUPPLEME	Lakeside Junior High	Appointment
	MILAM, HEATHER LYNN MHS NATIONAL BETA CLUB SP SUPPLEME	Middleburg High	Resignation
	MILLER, VICTORIA LIEN CHS DEPT HEAD (11-16) SUPPLEME	Clay High	Appointment
	MILLIGAN, CALEB MARK KHH FRESHMAN CLASS SPONSOR SUPPLEME	Keystone Heights High School	Appointment
0.5	MITCHELL, JORDAN MADISON SPS ESE INTERVENTION FAC. SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	MITERA, PAYTON ELIZABETH POE DEPT HD (3-5) SUPPLEME	Plantation Oaks Elementary	Appointment
	MOORE, JAMES E FIH TRACK ASST SH SUPPLEME	Fleming Island High School	Appointment
	MOSLEY, JESSICA DANIELLE WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
0.5	MULLINS, GENE MICHAEL MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	MULLINS, GENE MICHAEL MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	NEDRICH, BRIAN WILLIAM FIH GOLF HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	NOONEY, CHRISTOPHER A GCJ DEPT HD (3-5) SUPPLEME	Green Cove Springs Junior High	Appointment
	NORRIS, RACHEL ANNE SBJ DEPT HD (3-5)	S. Bryan Jennings Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
	OLIVER II, GLEN JOSEPH MCE DEPT HD (3-5) SUPPLEME	Montclair Elementary	Appointment
0.5	OROURKE, KATHERINE SUZANNE OPH JUNIOR CLASS SPONSOR SUPPLEME	Orange Park High	Appointment
	OTERO, CHRISTOPHER JOSEPH FIH TRACK HD SH SUPPLEME	Fleming Island High School	Appointment
	PEARCE, DANIEL A MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
0.5	PELLEGRIN, APRIL MARIE OLJ DEPT HEAD (11-16) SUPPLEME	Oakleaf Junior High School	Appointment
0.5	PEREZ, TERESA MAE PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
	PERSINGER, JOSHUA W CHS DISCRETIONARY SUPPLEME	Clay High	Appointment
	POOLE, JASON THOMAS FIH CROSS COUNTRY HD SH SUPPLEME	Fleming Island High School	Appointment
	PORTOBANCO, GIORGIO MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
	PORTOBANCO, GIORGIO MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
0.1	POTOSME, ANA SOFIA OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
	QUIROS GAETAN, EDIELY MARIE WJH DEPT HEAD (6-10) SUPPLEME	Wilkinson Jr High	Appointment
0.5	QUIROS GAETAN, EDIELY MARIE WJH MATH TEAM SPONSOR SUPPLEME	Wilkinson Jr High	Appointment
0.2	RANDALL, KIMBERLY M LAJ DEPT HEAD (11-16) SUPPLEME	Lake Asbury Junior High School	Resignation
	RAY, MORGAN ELIJAH FIH SWIMMING HD SH SUPPLEME	Fleming Island High School	Appointment
	REPLOGLE, SUMMER RAYNE MHS VOLLEYBALL ASST SH SUPPLEME	Middleburg High	Appointment
	REYNOLDS, ELAINA RENEE FIH VOLLEYBALL ASST SH SUPPLEME	Fleming Island High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	RICHARDSON, CLAYTON SWANN CHS DEPT HEAD (11-16 SUPPLEME	Clay High	Appointment
	RIPLEY, ROBERT L MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
	RIPLEY, ROBERT L MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	RIX, CHADWICK E MHS SWIMMING HD SH SUPPLEME	Middleburg High	Appointment
0.5	ROACHE, SAMANTHA LYNN LAJ DEPT HEAD (11-16 SUPPLEME	Lake Asbury Junior High School	Appointment
	ROBERTSON, COLL RYAN MHS WRESTLING HD SH SUPPLEME	Middleburg High	Appointment
0.5	RODRIGUEZ, MIRANDA LANE MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment
	ROMERO, REINALDO LJH VOLLEYBALL HD JH SUPPLEME	Lakeside Junior High	Appointment
	ROSANO, JOY E MHS SOCCER HEAD SH SUPPLEME	Middleburg High	Appointment
	ROSENBAUM, TANNER NICOLE WJH DEPT HD (3-5) SUPPLEME	Wilkinson Jr High	Appointment
0.5	SANDS-CREE, BRITANY MICHELE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
	SAUER, JEREMIAH K FIH GOLF HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	SAURI, PRISCILLA MARIE LAJ DEPT HEAD (11-16 SUPPLEME	Lake Asbury Junior High School	Appointment
	SCAMAHORN, ALEXANDRA VIRGINIA MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Appointment
0.5	SCHAEFER, MELISSA D PES DEPT HD (3-5) SUPPLEME	Exceptional Student Education	Appointment
	SCHERMERHORN, AMY MARIE FIH VOLLEYBALL HD SH SUPPLEME	Fleming Island High School	Appointment
	SCHLOFMAN, DANIELLE LITTELL WJH FLAG FOOTBALL HD SH/JH SUPPLEME	Wilkinson Elementary	Appointment
	SCOTT, AMY NICOLE	Keystone Heights High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	KHH SOPHMORE CLASS SPON SUPPLEME		
	SEGARS, JAMIE OLIVIA KHH ESE INTERVENTION FAC. SUPPLEME	Keystone Heights High School	Appointment
0.5	SHAW, JAMI LEEANN GCJ DEPT HD (3-5) SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	SHAW, JAMI LEEANN GCJ SCI FAIR COOR LOCAL SUPPLEME	Green Cove Springs Junior High	Appointment
	SHIELDS, DENNIS CRAIG THOMPSON MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Appointment
0.5	SHIPP, HILARY LEE PES DEPT HD (3-5) SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	SINGLETON-COLEMAN, FELICIA IRENE OPH JUNIOR CLASS SPONSOR SUPPLEME	Orange Park High	Appointment
0.1	SMITH, KEVIN THOMAS RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	SNEED-JOHNSON, TYLER E OPH VOLLEYBALL ASST SH SUPPLEME	Orange Park High	Appointment
	SNOW, BRITTANY NICOLE KHH FRESHMAN CLASS SPONSOR SUPPLEME	Keystone Heights High School	Resignation
0.5	SNOW, BRITTANY NICOLE KHH SENIOR CLASS SPONSOR SUPPLEME	Keystone Heights High School	Appointment
	SNOW, SHAQUITA D.L. OPH BASKETBALL HD SH SUPPLEME	Orange Park High	Appointment
	STANFORD, GEOFFREY L GCJ SOFTBALL FP HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
0.5	STEINHOOR, KELCI JO SPS DEPT HEAD (6-10) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	STEVENS-ALT, MONICA LISA MHS JUNIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	STEVENS-ALT, MONICA LISA MHS NATIONAL BETA CLUB SP SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS FOOTBALL HD JV 25% SUPPLEME	Middleburg High	Appointment
	STILIANOU, JOHN WILLARD MHS FOOTBALL HD JV 75% SUPPLEME	Middleburg High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	STILIANOU, JOHN WILLARD MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Appointment
	STRAYER II, WILLIAM DALE INST APPLICATION FACILITATOR SUPPLEME	Wilkinson Jr High	Appointment
	SUTTON, RACHEL DANIELLE FIH CHEERLEADING JV SUPPLEME	Fleming Island Elementary	Appointment
0.3	SWEAT, OLIVIA S CHS SENIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	TASHJIAN-KRUSHINSKI, ALEXANDRA POE ELEM PERF/PROD SUPPLEME	Plantation Oaks Elementary	Appointment
	THOMAS, LAUREN N OPH SOFTBALL FP ASST SH SUPPLEME	Orange Park High	Appointment
	THORNTON-NUGENT, CONNOR SULLIVAN OPJ TRACK ASST JH SUPPLEME	Orange Park Jr High	Appointment
	TOMPKINS, VICTORIA A RVE ELEM PERF/PROD SUPPLEME	Ridgeview Elementary	Appointment
	TRAUTMAN, SHELLY MARTIN ESE DEPT HEAD 11-16 SUPPLEME	Exceptional Student Education	Appointment
	TRAYWICK, BENJAMIN D MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
	TRAYWICK, BENJAMIN D MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	TRIPLETT, REBECCA JOANN MHS GOLF HD SH SUPPLEME	Middleburg High	Appointment
	TURNER, BETHANI VERONICA DAWN WJH CO-CURR CLUB SUPPLEME	Wilkinson Jr High	Appointment
0.5	VESTRI, CARLY KRYSTYNA SPS ESE INTERVENTION FAC. SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	WAUGH, STEPHANIE ANN CHS DEPT HEAD (6-10) SUPPLEME	Clay High	Appointment
0.1	WELLS, JENNIFER M RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	WELSH, KRISTINA MARIE OPJ DRAMA JH SUPPLEME	Orange Park Jr High	Appointment
	WHETSTONE, DAVID A	Fleming Island High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	FIH BASEBALL ASST SH SUPPLEME		
	WILHITE, ANDREA ADAIR MHS SWIMMING HD SH SUPPLEME	Middleburg High	Appointment
0.5	WILLIAMS, JENNIFER LYNNE LJH DEPT HEAD (6-10) SUPPLEME	Oakleaf High School	Resignation
0.5	WILLIS, JESSICA DAWN SPS DEPT HEAD (6-10) SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	WILLS, AIDAN MACKENZIE MHS CO-CURR CLUB SUPPLEME	Middleburg High	Appointment
0.5	WILLS, AIDAN MACKENZIE MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	WILLS, AIDAN MACKENZIE MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
0.5	WILSON, GRACE LEANN MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Resignation
0.5	WILSON, JEANIE S LAJ DEPT HEAD (6-10) SUPPLEME	Lake Asbury Junior High School	Appointment
	WIRT, CHRISTINE HIGHSMITH CHS DEPT HEAD (11-16) SUPPLEME	Career And Technical Education	Appointment
	WOLFE, RYAN MICHAEL MHS FOOTBALL HD HS 25% SUPPLEME	Middleburg High	Appointment
	WOLFE, RYAN MICHAEL MHS FOOTBALL HD SH 75% SUPPLEME	Middleburg High	Appointment
0.1	WOODLEY, JACQUELYN RAE MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
	YANCEY, KENNETH EARL MHS CROSS COUNTRY HD SH SUPPLEME	Middleburg High	Appointment
	YANCEY, KENNETH EARL MHS TRACK HD SH SUPPLEME	Middleburg High	Appointment
0.5	YARBROUGH SR, CORBETT E FIH SWIMMING HD SH SUPPLEME	Fleming Island High School	Appointment
	YELDELL, JESSICA TAYLOR KHH VOLLEYBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
0.1	ZANER, BRADLEY ALBERT RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment

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>
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

A. SUMMER SCHOOL

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

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

C. ADULT EDUCATION

Appointments

NONE

A. SUMMER SCHOOL

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

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

C. ADULT EDUCATION

Appointments

NONE

V. Support Actions

A. APPOINTMENT

Name/Assignment	Site	
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V. Support Actions**B. RE-APPOINTMENT**

Name/Assignment	Site	
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V. Support Actions**C. RE-DESIGNATION**

Name/Assignment	Site	
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V. Support Actions

D. TRANSFER

Name/Assignment	Site	
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V. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	Name/Assignment	Site	Action/Effective
0.9	BARILE, DANIEL CODY LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-05-29 RESIGNATION
	BENNETT, JAELEY HAVYN KHE CAFE ASSISTANT 4 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-05-29 RESIGNATION
0.9	BYRD, MICHAELA LINDSEY WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-05-29 RESIGNATION
0.9	CAIRNS, TANYA LYNN OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2026-05-29 RESIGNATION
0.9	CASE, HEATHER BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2026-05-29 RESIGNATION
	CERCY, SHELBY LYNN OPH VPK CHILD CARE LEAD ASST 10 MONTH	Orange Park High	Effective 2026-06-01 RESIGNATION
0.8	CRUZ, MILAGROS MBE GENERIC CLASSROOM ASSISTAN 9 MON SU	Robert M. Paterson Elementary	Effective 2026-05-29 RESIGNATION
0.1	CRUZ, MILAGROS MBE TITLE I ASSISTANT 9 MON SU	Robert M. Paterson Elementary	Effective 2026-05-29 RESIGNATION
	CWYNAR, LISA DANIELE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-05-29 RESIGNATION
	E0205048 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 RESIGNATION
	E0206175 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 RESIGNATION
	E0207191 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-05-29 RESIGNATION
0.9	ESPANA KLEINDIENST, VICTOR MANUEL BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2026-05-29 RESIGNATION
	FANFAN, FRANCIQUE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-05-29 CONCLUDE EMPLOYMENT
	FIGUEROA, EVELYN E TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-05-29 RESIGNATION
	FOSTER, MISTY ANN RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2026-05-28 RESIGNATION

V. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	Name/Assignment	Site	Action/Effective
0.9	FULENWIDER, NICHOLAS REID LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2026-05-29 RESIGNATION
0.8	GAGNON, JESSICA MARIE STS HEALTH ASSISTANT 9 MON SU	Exceptional Student Education	Effective 2026-05-29 RESIGNATION
	GANCI, DEBRA RAE OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2026-06-01 RESIGNATION
0.8	GODFREY, CARRIE ANNESLEE OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	Oakleaf Village Elementary	Effective 2026-05-29 RESIGNATION
0.8	GONZALEZ, ALLISON ELIZABETH POE GENERIC CLASSROOM ASSISTAN LNG TRM	Plantation Oaks Elementary	Effective 2026-05-29 CONCLUDE EMPLOYMENT
	JOHNSON, HAYLEY ELIZABETH RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2026-05-28 RESIGNATION
0.8	MARISCAL, ISABELLA CHS ESOL CLASSROOM ASSISTANT 9 MON SU	Clay High	Effective 2026-05-29 RESIGNATION
	MORENO, VICTOR A TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-05-29 CONCLUDE EMPLOYMENT
0.8	ODOM, JESSICA DELL STS HEALTH ASSISTANT 9 MON SU	Exceptional Student Education	Effective 2026-05-29 RESIGNATION
0.9	PHIPPS, CYANA ROSE DOE BEHAVIORAL HEALTH ASST 9 MON SU	Discovery Oaks Elementary	Effective 2026-05-29 RESIGNATION
	PINER, EDMOND DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	Effective 2026-05-29 RESIGNATION
0.9	ROBERSON, ARIEL DENISE OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-05-29 CONCLUDE EMPLOYMENT
0.8	SCHUMANN, RUT RVE ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-05-29 RESIGNATION
0.8	SOTO GIL, GLORIA OPJ ESOL CLASSROOM ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-05-29 RESIGNATION
	ZELL, SHELBY LYNN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-05-29 RESIGNATION

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	BAUER III, THOMAS WILLIAM ITS PROGRAMMER/ANALYST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2026-08-17 12 MO SU / Annual
	BROWN, NATASHA SIMONE GPE CUSTODIAN 12 MO SU	Grove Park Elementary	Effective 2026-08-03 12 MO SU / Annual
	BRYANT, HENRIETTA MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-08-03 12 MO SU / Annual
	COLEMAN, CHARLES GREGORY TRN FUEL ATTENDANT 9 MON SU	Transportation	Effective 2026-08-24 9 MON SU / Annual
0.9	ELLENBECKER, KARLEE ROSE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2026-08-12 9 MON SU / Annual
	HOPKINS, COREY MICHAEL MNT PAINTER 12 MO SU	Division of Support Svcs	Effective 2026-08-17 12 MO SU / Annual
	KING, JOHN CHRISTOPHER MNT ELECTRICAL TECH ASST 12 MO SU	Division of Support Svcs	Effective 2026-08-10 12 MO SU / Annual
	MILORD, JEAN CLAUDE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-07-29 12 MO SU / Annual
	POPE, DARRYL LENNARD CHS CUSTODIAN 12 MO SU	Clay High	Effective 2026-08-12 12 MO SU / Annual
	PROFIT, ADRIAN CHRISTOPHER SPC CUSTODIAN 12 MO SU	Swimming Pen Creek Elem	Effective 2026-08-10 12 MO SU / Annual

V. Support Actions**B. RE-APPOINTMENT**

	Name/Assignment	Site	Contract
0.9	BERRY, MELANIE ANN FULLER PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Multi-Year Conditional
	BOWMAN, ALICIA ANN POE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Plantation Oaks Elementary	9 MON SU / Annual
	BRESHEARS, CASEY ALAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
0.9	BRUNO, NICHOLE LYNN OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	9 MON SU / Multi-Year Conditional
	CALVO CASTRO, ALEXIS FIH CUSTODIAN 12 MO SU	Fleming Island High School	12 MO SU / Annual
	CUMMINGS, SUEZEL RAMOS FNS ADMINISTRATIVE SUP ASST 12 MO SU	Food & Nutrition Srvc	12 MO SU / Multi-Year Conditional
	E0117917 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	9 MON SU /
	E0117919 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	9 MON SU / Annual
	GORDON, KEITH DOUGLAS OHS CUSTODIAN 12 MO SU	Oakleaf High School	12 MO SU / Multi-Year Conditional
	GULLION, JAMES K MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Srvc	12 MO SU / Annual
	HALL, ADAM DAVID MNT BAS TECH ASST 12 MO SU	Division of Support Srvc	12 MO SU / Multi-Year Conditional
	HIRSCH, LISA MARIE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	KIGHT, GRACIE ANN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Annual
	KUNDIGER, SOMKHID SAHUNAN OPJ CAFE ASSISTANT 5.5 HOURS 9 MON SU	Orange Park Jr High	9 MON SU / Annual
	LEE, RODNEY D MNT ELECTRONICS TECH 12 MO SU	Division of Support Srvc	12 MO SU / Annual
0.9	MALONEY, MARILOU J PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Multi-Year Conditional
	MATOS VIZCARRONDO, BERENICE CEB CUSTODIAN 12 MO SU	Charles E. Bennett Elementary	12 MO SU / Annual

V. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	MCBRIDE, HEATHER ANNE MRE SCHOOL SECRETARY 10 MONTH 10 MONTH	Mcrae Elementary	10 MONTH / Multi-Year Conditional
0.9	MILLIGAN, TAYLOR MACKENZIE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	9 MON SU / Multi-Year Conditional
	MOCK, BRENDA LEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MONTROSE, JEAN MARC TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	MORGAN, DONNA LOUISE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.8	PEREZ, COURTNEY PES IN SCHOOL SUSPENSION 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Annual
0.9	RIOS, DIANE ELIZABETH PES GENERAL ASSISTANT 9 MON SU	Robert M. Paterson Elementary	9 MON SU / Multi-Year Conditional
0.9	RODEN, KAITLYN AMBER LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
	RODRIGUEZ-GARCIA, ERIC ABRAHAM TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	SWEAT, PAUL LAROE MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Svcs	12 MO SU / Annual
	TAYLOR, KRISTEN BLAIR TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	THOMPSON, DARRELL ESE BEHAVIORAL SUPPORT TECH 9 MON SU	Exceptional Student Education	9 MON SU / Multi-Year Conditional
	VICKERS, JARED KYLE MNT ELECTRONICS TECH 12 MO SU	Division of Support Svcs	12 MO SU / Annual
	VIDAL CORTES, WAYMA IDALYZ TES CAFE ASSISTANT 3 HOURS 9 MON SU	Tynes Elementary	9 MON SU / Multi-Year Conditional
	WILHITE, JAMI R MHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Middleburg High	9 MON SU / Multi-Year Conditional

V. Support Actions**C. RE-DESIGNATION**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.9	LEVICKI, CRYSTAL GAYLE SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	EFFECTIVE 2026-08-17 REDESIGNATED FROM GCJ .9 BEHAVIORAL HEALTH ASST
	ROSARIO, BERLYN OVE CAFE ASSISTANT 5.75 HOURS 9 MON SU	Oakleaf Village Elementary	EFFECTIVE 2026-08-10 REDESIGNATED FROM OVE CAFE ASSISTANT 5 HOURS
	RUIZ TORRES, JENNIFER OVE CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf Village Elementary	EFFECTIVE 2026-08-10 REDESIGNATED FROM OVE CAFE ASSISTANT 5.75 HOURS

V. Support Actions**D. TRANSFER**

	Name/Assignment	Site	Previous
	CUMMINGS, SUEZEL RAMOS FNS ACCOUNTING ASSISTANT 12 MO SU	Food & Nutrition Srvc	Effective 2026-08-17 /transfer from / FNS ADMINISTRATIVE SUP ASST
	E0117912 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	EFFECTIVE 2026-08-07 TRANSFER FROM CHE SCHOOL SAFETY OFFICER
	E0201826 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	EFFECTIVE 2026-08-07 TRANSFER FROM ROE SCHOOL SAFETY OFFICER
	E0207194 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	EFFECTIVE 2026-08-07 TRANSFER FROM WJH SCHOOL SAFETY OFFICER
	E0207199 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	EFFECTIVE 2026-08-07 TRANSFER FROM TES SCHOOL SAFETY OFFICER
	E0207846 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	EFFECTIVE 2026-08-07 TRANSFER FROM WES SCHOOL SAFETY OFFICER
	FREDERICK, TAMMY DIXON LJH PRINCIPAL SECRETARY 12 MO SU	Lakeside Junior High	EFFECTIVE 2026-09-09 TRANSFER FROM LJH TESTING/ADMIN SUPPORT ASST
	GOVE, MOLLY ANN MHS SCHOOL SECRETARY 12 MONTH 12 MO SU	Middleburg High	EFFECTIVE 2026-08-31 TRN FROM MHS 10 MO SCHOOL SECRETARY
0.9	JESTER, KATRINA D WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	EFFECTIVE 2026-08-07 TRANSFER FROM GPE BEHAVIORAL HEALTH ASST
	MCCORMACK, KATIE HOLCOMBE FIE MEDIA TECHNICAL ASST 10 MONTH	Fleming Island Elementary	EFFECTIVE 2026-08-07 TRANSFER FROM FIE ISS ASST
0.8	MCDALD, AVERY ELIZABETH OVE GENERIC CLASSROOM ASSISTAN 9 MON SU	Oakleaf Village Elementary	EFFECTIVE 2026-08-07 TRANSFER FROM OVE ESE GENERAL ASST
0.9	MORIUCHI ROLLO, HANAE GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	EFFECTIVE 2026-08-07 TRANSFER FROM WEC BEHAVIORAL HEALTH ASST
	MORRISSEY, HIROMI KUROKI RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	EFFECTIVE 2026-08-10 TRANSFER FROM RHS CAFE ASST 4.75 HOURS
	MOSLEY, JESSICA NICHOLE MHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Middleburg High	EFFECTIVE 2026-8-10 TRANSFER FROM CWL
	NEWMAN, JOHN W RHS CAFE ASSISTANT 4.75 HOURS 9 MON SU	Ridgeview High School	Effective 2026-08-17 /transfer from / RHS CAFE ASSISTANT 3.5 HOURS
	OAKS, AVA LATISHA MHS PRINCIPAL SECRETARY 12 MO SU	Middleburg High	EFFECTIVE 2026-08-31 TRANSFER FROM MHS 12MO SCHOOL SECRETARY
	RICE, MARY GAYLE	Middleburg High	Effective 2026-08-17

V. Support Actions**D. TRANSFER**

	Name/Assignment	Site	Previous
	MHS SCHOOL SECRETARY 10 MONTH 10 MONTH		/transfer from / SUPPORT - CWL 9 MO 188
0.9	RODRIGUEZ GONZALEZ, CELIMAR DOE BEHAVIORAL HEALTH ASST 9 MON SU	Discovery Oaks Elementary	EFFECTIVE 2026-08-07 TRANSFER FROM POE BEHAVIORAL HEALTH ASST
	SPENCER, MICHELE FNS ADMINISTRATIVE SUP ASST 12 MO SU	Food & Nutrition Svc	EFFECTIVE 2026-08-04 TRANSFER FROM SLE GENERAL ASST
0.8	VELEZ, ALEIXA CHS ESOL CLASSROOM ASSISTANT 9 MON SU	Clay High	EFFECTIVE 2026-08-07 TRANSFER FROM FIH ESOL ASST
	WACHTER, NICOL S CTE ADMINISTRATIVE SECRETARY 12 MO SU	Transportation	Effective 2026-08-31 /transfer from / TRN ADMIN SUPPORT ASSISTANT
	WITTWER, KASSANDRA ANN GCJ PRINCIPAL SECRETARY 12 MO SU	Green Cove Springs Junior High	EFFECTIVE 2026-09-01 TRANSFER FROM GCJ TESTING/ADMIN SUPPORT ASST

V. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	Name/Assignment	Site	Action/Effective
	BLACK, SHARON R LJH PRINCIPAL SECRETARY 12 MO SU	Lakeside Junior High	Effective 2026-09-08 RETIREMENT
0.9	BOYLES, APRIL DAWN CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	Effective 2026-08-07 RESIGNATION
	CARDOSO, MIGUEL FERNANDES DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2026-07-30 RESIGNATION
0.9	GRAVES, ASHLEY M SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-21 RESIGNATION
	HAROLD, AYDEN CHEYENNE SPS CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-21 RESIGNATION
	HERNANDEZ DURAN, ANTONIO RANCES TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-08-21 RESIGNATION
	HUPP, LINDSAY MARIE MHS PRINCIPAL SECRETARY 12 MO SU	Middleburg High	Effective 2026-08-28 RESIGNATION
0.9	MAGHRABI, REEM I OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-08-13 RESIGNATION
	MCCURRY, TIMOTHY SCOTT MNT ELECTRONICS TECH 12 MO SU	Division of Support Svcs	Effective 2026-08-28 RESIGNATION
	MILLWOOD, CONNOR LEE TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2026-08-28 RESIGNATION
	MOODY, ELIZABETH ANN STS ADMIN SECRETARY SR 12 MO SU	Exceptional Student Education	Effective 2026-10-02 RETIREMENT
0.9	PETERS, HEATHER NICOLE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2026-09-04 RESIGNATION
	REINHART, JAMES E MNT HVAC TECH 12 MO SU	Division of Support Svcs	Effective 2026-07-30 RETIREMENT
	ROGERS, SHELLEY DIONNE GCJ PRINCIPAL SECRETARY 12 MO SU	Green Cove Springs Junior High	Effective 2026-08-31 RETIREMENT
0.8	ROSARIO-CASTILLO, ABEGAIL S OPE MEDIA TECHNICAL ASST 10 MONTH	Orange Park Elementary	Effective 2026-08-12 RESIGNATION
	SENATIL ILERIN, MARIE B TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2026-07-28 RESIGNATION
	WALSH, PATRICIA DIANNE LAE CAFE ASSISTANT 6.75	Lake Asbury Elementary	Effective 2026-08-28 RETIREMENT

V. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	Name/Assignment	Site	Action/Effective
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HOURS
9 MON SU

VI. Support Actions**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
0.3	ALEXANDER, MARY ELIZABETH MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	BUCKLEW, JENNIFER ANN FIH SOFTBALL FP HD SH SUPPLEME	Fleming Island High School	Appointment
	CHAPMAN, KIMBERLY D ESE SPECIAL OLYMPICS SUPPLEME	Exceptional Student Education	Appointment
	CLINE, JACOB PAUL MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Appointment
0.5	COLE, STEPHANIE ELIZABETH MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment
	COOK, KELLY J KHH STUDENT COUNCIL SH SUPPLEME	Keystone Heights High School	Appointment
	HARRINGTON, CHARLIE A KHH CHEERLEADING VARSITY SUPPLEME	Keystone Heights High School	Appointment
	HERSEY, MELISSA DANIELLE KHH CHEERLEADING JV SUPPLEME	Keystone Heights High School	Appointment
0.5	MACPHERSON, SANDY SHAWN OPH GOLF HD SH SUPPLEME	Orange Park High	Appointment
0.3	MARTINEZ, MELISSA ELLEN MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
2.0	MCNEILL, MOLLY DIANE FIH TENNIS HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	MILLER, MARIE S KHE TITLE 1 SUP ED SUPPLEME	Keystone Heights Elementary	Appointment
	THOMPSON, DARRELL FIH TRACK HD SH SUPPLEME	Exceptional Student Education	Appointment
	TRIMBLE III, RAYMOND EARNEST KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights High School	Appointment
0.5	WEEKS, KAITLYNN BEASLEY KHE TITLE 1 SUP ED SUPPLEME	Keystone Heights Elementary	Appointment
0.3	WEISKOPF, RHIANNON M MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	WEISKOPF, RHIANNON M MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Appointment

II. JOB DESCRIPTION ACTIONS

A. Administration - Approve the following job descriptions:

REVISED:

Coordinator of Mental Health Services

This revision broadens the candidate pool for the Coordinator of Mental Health Services position while supporting the recent creation of the Student Support Services Department, a merge of the ESE and Climate & Culture departments. By allowing for educational leadership credentials and emphasizing dual expertise in ESE and mental health, this update ensures the role directly matches the restructured department's needs while maintaining a strong, dedicated focus on student mental health. This will enable us to recruit from a broader, highly qualified applicant pool without losing focus on critical student mental health priorities. This position is currently a Coordinator 1 and will remain at that grade.

The following Transportation job description was updated for grammar. This does not change pay classifications.

- **Supervisor of Transportation**

REVIEWED:

The following Transportation job descriptions were reviewed and no changes were needed.

- **Director of Transportation**
- **Assistant Director of Transportation**
- **Coordinator of Shop Operations**
- **Transportation Specialist**
- **Area Manager**
- **Coordinator of Routing**

Job Locator: I-1.2.47

Title: Coordinator of Mental Health Services

Position Grade: Coordinator I

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

Job Description:

The Coordinator of Mental Health Services is responsible to the ~~Director of Climate and Culture~~ Chief of Student Support Services as designated by the Superintendent for the implementation and monitoring of mental health student education programs and related services.

Responsibilities and duties of this position include:

1. Provides leadership and assistance with federal laws, state statutes, and state board rules regarding mental health support requirements for students in public education settings.
2. Assists in the collection, preparation, and monitoring of required district data for the district's strategic initiatives and superintendent's accountability measures.
3. Provides guidance to instructional personnel for the implementation of procedures related to the support and control of student mental health in the learning environment.
4. Assists with revisions to the Student Pupil Progression Plan (SP&P), Admissions and Placement Manual (A&P), and Code of Student Conduct manuals as needed and related to mental health and life skills and resiliency outcomes.
5. Maintains ~~clinical~~ oversight of all implemented mental health and student wellness programs.
6. Review and sign all provider progress notes, providing feedback as necessary, and ensure documentation is completed in a timely manner.
7. Collaborates with other department administrators in support of positive student outcomes.
8. Provides technical assistance to the Student Support Services (~~SS~~) department in developing and monitoring procedures for initial evaluations and progress monitoring plans.
9. Provides support to instructional personnel and administrators for mental health school-based programs and services.
10. Provides in-service and professional development activities to district and school staff on topics related to life skills and resiliency development, risk factors, signs and symptoms of mental health distress, and mentally healthy classroom learning environments.
11. Collaborates with parents, community agencies, school personnel, and others in the coordination of programs and services for students and student programming.
12. Assists in the provision of support and resources to parents, charter schools, private schools, and community members.
13. Performs other duties as assigned by ~~Director of Climate and Culture~~ Chief of Student Support Services.

Required Qualifications: Candidates may qualify by meeting:

1. Valid Florida Educator's Certificate in Educational Leadership, School Administration, School Administration/Supervision, or School Principal, and
2. Three (3) to Five (5) years of direct experience in collaborating with administrators, families and others dealing in mental health services for students, including experience working with students who are at-risk, experiencing mental health or behavioral challenges, or receiving mental health services. and
3. Knowledge of federal and state education laws and regulations concerning mental health services.

OR

4. Currently possess, or eligible to receive a valid Florida Educator's Certificate in School Psychology, School Social Work, or School Counseling, OR hold a valid license as issued by the State of Florida as a clinical provider through mental health, social work, marriage and family, or clinical psychology. and
5. Three (3) years of successful experience in the implementation of clinical programming for children and youth. and
6. Knowledge of federal and state education laws and regulations concerning mental health services.

Desired Qualifications:

7. Understanding of federal and state education laws for students with disabilities including those with Individual Education Plans or 504 plans.
8. Ability to lead problem solving teams from analysis to plan implementation.
9. Strong verbal and written communication skills.
10. Effective interpersonal and decision making skills.
11. Previous leadership experiences such as team leader, department head, SAC member, committee chairperson, etc.

Approved: 06/28/2018

Revised: 03/07/2024, 09/03/2026

Job Locator: O-1.2.40
Title: Supervisor of Transportation
Position Grade: Supervisor III
Evaluated By: Director of Transportation

Job Description:

The Supervisor of Transportation is responsible for supervising the daily operations of the transportation department. To ~~assure~~ **ensure** safe and efficient pupil transportation and route scheduling. Follow up on daily department and parent concerns.

Responsibilities and duties of this position include:

1. Provide daily supervision of all bus transportation operations, including home-to-school and school-to-home transportation of all students, extracurricular bus trips, and bus driver assignments.
2. Supervise and evaluate Operation employees. (Routing, Dispatching, Area Manager, Technology, Training)
3. Supervise Routing, Dispatching, Area Manager Personnel and monitor the utilization of the computerized Bus Routing Program to ~~assure~~ **ensure** safe, efficient and effective use of personnel and equipment.
4. Coordinate training for bus drivers and bus monitors.
5. Assist the Director in investigating and responding to requests from parents, school-based personnel and others as appropriate regarding bus routing, bus drivers, bus monitors and District transportation needs.
6. Assist in completion of required District, State and Federal reports.
7. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
8. Assist in the investigation of school bus accidents.
9. Supervise the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.
10. Assist Director in employee performance evaluations for bus drivers and bus monitors. Assist with bus stop and bus loading zone observations and safety checks.
11. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and five (5) years administrative experience in a Transportation-related field, or ten (10) years administrative experience in a Transportation-related field.
2. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

3. Must maintain a safe driving record during employment.
4. Must have the ability to work in harmony with other School Board employees and the general public.
5. Must be skilled in written and oral communication.

Desired Qualifications:

1. At least 5 years experience as an Operations Supervisor at another school district.

Effective: 04/10/1986

Revised: 08/13/1987, 01/19/1989, 04/23/1992, 04/21/1994, 06/22/1995, 06/30/1999, 08/19/1999, 08/16/2007, 09/16/2010, 02/21/2013, 02/10/2014, 01/07/2021, 09/02/2021, 09/03/2026

~~Revised: 01/19/1989~~

~~Revised: 04/23/1992~~

~~Revised: 04/21/1994~~

~~Revised: 06/22/1995~~

~~Revised: 06/30/1999~~

~~Revised: 08/19/1999~~

~~Revised: 08/16/2007~~

~~Revised: 10/18/2007~~

~~Revised: 09/16/2010~~

~~Revised: 02/21/2013~~

~~Revised: 02/10/2014~~

~~Revised: 01/07/2021~~

~~Revised: 09/02/2021~~

Job Locator: 0-1.1.24
Title: Director of Transportation
Position Grade: Director 1
Evaluated By: Assistant Superintendent of Operations

Job Description:

The Director of Transportation is responsible for managing a budget that covers equipment, maintenance, vehicle and school bus purchases, and all personnel. Responds to media requests. Communicates to parents and school district staff that the safety of their children is the first priority of the Transportation Department.

Responsibilities and duties of this position include:

1. Provide direction and supervision to the Transportation Department employees.
2. Ensure that all laws, regulations, and policies governing the transportation of students are observed.
3. Provide for the training and development of all Transportation Department employees.
4. Provide for the proper maintenance and prompt submission of all required records and reports for Transportation.
5. Provide for the planning and implementation of school bus routes and schedules.
6. Assist in the development of the Annual and Long Range Comprehensive Plan and Budget on all transportation-related needs.
7. Provide leadership in developing and implementing a transportation safety program.
8. Perform other duties as assigned by the Assistant Superintendent of Operations or designee.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and five (5) years management experience in a Transportation-related field.
2. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
3. Must maintain a safe driving record while employed.
4. Must have the ability to work in harmony with other School Board employees and general public

Desired Qualifications:

1. At least 5 years experience as a Transportation Director at another school district

Revised: 08/13/1987, 05/20/1993, 03/16/2006, 02/10/2014, 01/07/2021

Revised: ~~05/20/1993~~

Revised: ~~03/16/2006~~

Revised: ~~02/10/2014~~

Revised: ~~01/07/2021~~

Reviewed: 09/03/2026

Job Locator: O-1.1.25

Title: Assistant Director of Transportation

Position Grade: Supervisor I

Evaluated By: Director of Transportation

Job Description:

This position assists the Director in providing safe, efficient, and effective student transportation by managing key departmental functions. Responsibilities include overseeing daily operations, process and quality control, safety, and staff training. The role also assists with administering the department's budget, payroll, and purchasing; supervises the Transportation Human Resources department and associated staff; and ensures prompt and effective responses to parent concerns, all while exercising discretion and independent judgment.

Responsibilities and Duties of this Position:

1. Assists with leading, directing, and managing the Routing/Dispatch Supervisor and the Operations/Area Managers.
2. Oversee assigned personnel, conduct annual performance appraisals, and make recommendations for employment actions.
3. Plans for and effectively conducts staff meetings.
4. Manage the Transportation HR Department by evaluating job applicants and conducting or assigning interviews to management. Review qualifications of candidates for Bus Drivers and Bus Monitors, and oversee the entire hiring process to ensure applicants successfully navigate the HR process.
5. Assists with managing all Compound operations, coordinating consistency and ensuring the effectiveness of each transportation compound.
6. Keep the Director informed of potential problems or unusual events.
7. Demonstrate initiative in the performance of assigned responsibilities.
8. Develop, implement, monitor, and report progress to coordinate the work of various groups within the Transportation Department. This includes but is not limited to: route planning for the regular school year, extended school year, student census and reporting associated with the Florida Education Finance Plan (FEFP), annual evaluations, and school opening activities.
9. Assists the Director in developing and maintaining records necessary for the efficient and cost-effective management of the Transportation Department.
10. Maintain expertise in assigned areas to achieve project goals and objectives by attending training sessions, conferences, and workshops.
11. Provide guidance and support to all team members, with a focus on developing new employees.
12. Promote a culture focused on safety and quality customer service.
13. Assist in developing and implementing short- and long-term plans to accomplish the department's vision.
14. Improve workflow processes where applicable.
15. Works with diverse groups in a professional and courteous manner and communicates effectively both verbally and in writing.
16. Performs the duties of the Transportation Director when the Transportation Director is absent from the office.
17. Perform other duties as assigned by the Director of Transportation or the Assistant Superintendent of Operations.

Required Qualifications:

- Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and five (5) years management experience in a Transportation-related field.
- Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
- Must maintain a safe driving record while employed.
- Must have the ability to work in harmony with other School Board employees and the general public.

Desired Qualifications:

- At least 5 years of experience in Pupil Transportation management experience at another school district.

Board Approved: 9/4/2025

Reviewed: 09/03/2026

Job Locator: O-1.1.48

Job Title: Coordinator of Shop Operations

Position Grade: Coordinator I

Evaluated By: Director of Transportation

Job Description:

Supervises the Transportation Shop facilities to ensure the maintenance of District vehicles. The Coordinator of Shop Operations is responsible to the Director of Transportation.

Responsibilities and duties of this position include:

1. Assume overall supervisor/management responsibilities for the District's vehicle maintenance program.
2. Supervise all shop personnel to include evaluations, planning, developing, and managing shop personnel schedules.
3. Manage and oversee the day-to-day operations of the fleet services, record keeping, and preparation of detailed reports for the district's review.
4. Recommend the procurement/replacement of vehicles in use throughout the District.
5. Implement preventive maintenance protocols, vehicle maintenance protocols, and inspection protocols for all vehicles district-wide. Develop and maintain a bus inspection schedule to meet current state standards.
6. Coordinate the appropriate rotation of buses to ensure maximum efficiency/life of each vehicle.
7. Manage budget/purchasing for all of the shop operations. Assist with vendor procurement, assigning/maintaining contracts, and bid specifications for needed items.
8. Oversee our county-wide fuel program. Oversee inspections of fuel storage, fuel leak detection, and delivery systems.
9. Monitor security of the garage shop and District transportation vehicles.
10. Work in conjunction with the Transportation Supervisors in recommending guidelines and policies for transportation services.
11. Assist in the investigation of all school bus accidents.
12. Coordinate after-hour breakdowns.
13. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree in a business related field, or a high school diploma and 15 (fifteen) years of management experience in a transportation or shop related field.
2. Must be skilled in written and oral communications.
3. Must have the ability to work in harmony with other School Board employees and the general public.
4. Must have the ability to organize and plan stockroom requirements and workload.
5. Must have the ability to use automotive catalogs and identify parts.
6. Must have a valid driver's license and must maintain a safe driving record during employment.
7. Knowledge of computer usage and operating systems.
8. Possess outstanding people skills and leadership qualities.

9. Must successfully have or obtain a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements appropriate for the vehicle/equipment assigned, and any other Florida License as required within the first 6 months of employment.

Desired Qualifications:

1. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
2. Experience in school transportation or credentials in related fields.

Approved: 02/18/2010

Reviewed: 01/07/2021, 09/03/2026

Revised: 03/06/2025

Job Locator: O-1.2.44
Title: Transportation Specialist
Position Grade: Coordinator III
Evaluated By: Director of Transportation

Job Description:

The Transportation Specialist is responsible for the classroom training for new and existing bus drivers and bus monitors. Provides ESE training as needed. Address parent complaints with follow up.

Responsibilities and duties of this position include:

1. Develop and conduct pre-service and in-service training programs for bus drivers, bus monitors, and substitute drivers, including State of Florida required training.
2. Conduct an investigation and submit written analysis on all school bus accidents for management review and further appropriate action.
3. Maintain individual bus driver files which indicate dates of training and dates of accident involvement when applicable.
4. Perform "behind-the-wheel" observation of bus drivers to ensure drivers are following the methods taught in training, and are adhering to State and local guidelines.
5. Provide state of Florida required training for transportation staff.
6. Responsible for conducting Department safety meetings, maintaining safety records, assisting schools with their State mandated student safety programs, and overseeing the Driver Safety Committee.
7. Perform safety checks of school loading zones and bus stops.
8. Maintain the District's Safe Driver Program and all documentation required for this program.
9. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
10. Perform other duties that may be assigned by the Director of Transportation or his/her designee.

Required Qualifications:

1. Graduate from an accredited college or university with an Associate degree and five (5) years-experience in a Transportation related field or have ten (10) years experience in a Transportation related field, with a minimum of five (5) of those years as a school bus driver.
2. Must have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record during employment.

5. Must have the ability to work in harmony with other School Board employees and the general public.
6. Must be skilled in written and oral communications.

Desired Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree.
2. Experience in school transportation or credentials in related field.
3. Possess previous supervisory or administrative experience.

Approved: 06/30/1999

Revised: 08/19/1999, 01/20/2005, 01/07/2021, 10/06/2022

~~Revised: 01/20/2005~~

Reviewed: 02/10/2014, 09/03/2026

~~Revised: 01/07/2021~~

~~Revised: 10/06/2022~~

Job Locator: O-1.4.30
Title: Area Manager
Position Grade: Coordinator IV
Evaluated By: Supervisor of Transportation Services

Job Description:

The Area Manager is responsible for conducting various technical and administrative duties in supporting daily transportation activities. Responding to complaints and inquiries from the public, tracking and monitoring route efficiency. Manages transportation employees in the assigned area of responsibility.

Responsibilities and duties of this position include:

1. Supervise school bus drivers and monitors within the assigned area.
2. Attend parent conferences at schools, addressing students, drivers, and monitor issues.
3. Responsible for receiving and taking appropriate action on complaints, issues or concerns from drivers and monitors.
4. Perform driver and monitor yearly observations.
5. Assist with drivers and monitor yearly evaluations.
6. Work in conjunction with the Transportation Team on accurately updating the Florida Department of Education required documentation. (DMV, DOT physical, etc)
7. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to pupil transportation.
8. Assist in the investigation of school bus accidents.
9. Perform all other duties that may be assigned by the Supervisor of Transportation or the Director of Transportation.
10. Drives bus when needed to ensure transportation coverage of students.

Required Qualifications:

1. Graduate from an accredited college or university with an Associates Degree or five (5) years experience in Transportation Management or have eight (8) years experience in a Transportation related field, with a minimum of five (5) of those years as a school bus driver.
2. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
3. Must maintain a safe driving record during employment.
4. Must have the ability to work in harmony with other School Board employees and the general public.
5. Must be skilled in written and oral communications.

6. Must possess outstanding people skills.
7. Must successfully have or obtain a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements appropriate for the vehicle/equipment assigned, and any other Florida License as required within the first 6 months of employment.
8. Possess previous supervisory or leadership experience.

Desired Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree.

Approved: 02/19/2004

Revised: 01/20/2005, 11/16/2010, 02/10/2014, 01/07/2021, 05/05/2022, 08/04/2022

~~Revised: 11/16/2010~~

~~Revised: 02/10/2014~~

~~Revised: 01/07/2021~~

~~Revised: 05/05/2022~~

~~Revised: 08/04/2022~~

Reviewed: 09/03/2026

Job Locator: O-1.4.06
Title: Coordinator of Routing
Position Grade: Coordinator IV
Evaluated by: Director of Transportation

Job Description:

Coordinates the routing and scheduling of bus transportation and ensures compliance of rules, regulations and District policies. He/she is responsible to the Director of Transportation and serves in a staff relationship with other Transportation Coordinators.

Responsibilities and duties of this position include:

1. Supervises and evaluates drivers assigned to their geographic area.
2. Supervises and evaluates Routing Specialists.
3. Works directly with assigned schools to coordinate bus services.
4. Establishes bus routes and schedules for the transportation of District students, evaluates distances, stop and start times in accordance with State and District policies/rules. Develops the construction of routes/stops through the MapNet Computer System for drivers, parents and schools.
5. Investigates the overall feasibility, associated costs or liabilities and governing rules or regulations to requested route or time changes; authors written decision to requesting party.
6. Supervises driver performance and compliance of District policies, communication between dispatcher and drivers; supervises dispatch during their response to unique or unusual situations (i.e. breakdowns or accidents); conducts behind-the-wheel evaluations and reviews vehicle inspection reports.
7. Coordinates and attends driver/parent conferences at school level regarding student behavioral problems, parent complaints, or special needs, etc.
8. Responsible for the preparation and final submission of the State FEFP report, which determines the state funding received by the District.
9. Reviews and maintains departmental records pertaining to driver/monitor absenteeism, discipline problems, late buses, etc.
10. Performs other duties of a similar nature or level.

Required Qualifications:

1. Graduate from an accredited college or university with an associate degree or have five (5) years experience in the transportation field.
2. Possess comprehensive knowledge of transportation rules and/or regulations, and maintain the same during employment.
3. Demonstrated abilities in written and oral communication skills.

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 seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
- 5.
6. Must maintain a safe driving record during employment.
7. Work in harmony with other School Board employees and the general public.

Desired Qualifications:

1. Bachelor's degree from accredited college or university.
2. Possess previous supervisory experience in school administration or transportation.

Approved: 05/15/2003

Reviewed: 02/10/2014, 09/03/2026

Revised: 01/07/2021

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

The following Transportation job descriptions have been updated to standardize formatting, grammar, accurately reflect current responsibilities, and correspond to the correct table in the salary schedule. There were no changes to position grades or pay classifications.

- **Bus Driver**
- **Bus Driver/Driver Trainer**
- **Mechanic**
- **Mechanic Assistant**
- **ESE Aide - Bus Monitor**
- **Fuel Attendant**
- **Parts Manager**
- **Routing Dispatcher**
- **Routing Specialist**
- **Shop Manager**
- **Transportation Technology Specialist**

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CLASSROOM ASSISTANT

The ESOL Assistant job description needs to be updated to include a required qualification as outlined in FI Rule 6A-6.0904. Schools receiving an ESOL Assistant allocation have 15 or more students speaking the same language shall be provided an assistant who is proficient in that same language. The current job description does not require them to be proficient in the language of the students requiring an assistant. This will apply to all new hires and will be a requirement for for all for the 2027-2028 school year.

REVIEWED:

The following Transportation job descriptions were reviewed and no changes were needed.

- **Transportation Payroll Secretary**

Job Locator: C-3.4.04

Title: Bus Driver

Position Grade: ~~Support Salary Schedule~~ Table II D: Special Compensation - Transportation Bus Drivers

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Transports students to and from school following predetermined routes, stops and schedules, in accordance with traffic laws and safety regulations. Supervises students who ride the bus in order to maintain order, discipline and ensure the safety of all occupants. Inspects the bus prior to driving routes to identify any operational problems. Maintains information concerning all bus riders to determine their eligibility for service.

Responsibilities and duties of this position include:

1. Operate School buses following all state and local traffic regulations and School District policies and procedures as they relate to safe school bus operation.
2. Transports students to and from school following predetermined routes and schedules established by the routing specialist.
3. Collaborates with Routing Specialists to improve school bus routes, bus stop locations or loading/unloading zones at schools.
4. Interacts with students, parents, employees of the Clay County District Schools and other members of the community in a polite, professional manner using good judgment at all times.
5. Instructs students on safe school bus riding practices and emergency evacuation procedures.
6. Supervises students to maintain order within the bus in accordance with school policies and rules.
~~Reports disciplinary problems to school principals written on a conduct referral form.~~
7. Reports student misconduct to school principals via conduct referral forms and notifies transportation administration of all incidents.
8. Performs a pre- and post-trip inspection of assigned bus prior to driving morning routes, afternoon routes or field trips to ensure proper vehicle operation.
9. Maintains roster and information sheets of all students who ride the bus including name, address, phone number, age and grade to determine the eligibility of students to ride the bus.
10. Cleans the interior and exterior of the bus at the conclusion of routes by picking up trash, sweeping and/or mopping the floor, washing windows and body of the vehicle.
11. Organizes students into seating arrangements according to bus stops, age and student behavioral patterns.
12. Complete bi-annual Full-Time Equivalent student survey forms per Florida Education Finance Program guidelines per designated timelines and instructions provided.
13. Attend and participate in annual transportation inservice.
14. Performs other duties of similar nature or level.

Required Qualifications:

1. Must have a valid driver's license for at least five years.
2. Must have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements

3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed and operate in compliance with the Safe Driver Plan at all times.
5. Must meet all requirements of Florida Administrative Code, Chapter 6A-3 Transportation.
6. Must have a satisfactory check for drug and alcohol violations within the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse and/or any Department of Transportation (DOT) sanctioned drug and/or alcohol tests from previous DOT-regulated employers within the past two years.
7. Must pass the annual physical examination as set by the Clay County School Board or the State of Florida.
8. Must demonstrate understanding of operational responsibilities as prescribed in Florida Administrative Code, the Florida Commercial Driver Handbook, local laws and Clay County District Schools Policy and Procedures
9. Must complete training in cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED), tourniquet and first aid prior to transporting students, and complete CPR and first aid refresher in-service training every other year.
10. Successfully complete all required ESE training upon hire and attend additional ESE and IEP specific medical training as needed during the school year.
11. Must be able to understand, verbally communicate and follow written and oral communications in English per Federal Motor Carrier Safety Administration (FMCSA) regulation 49 CFR §391.11(b)(2).

Preferred Qualifications:

1. High School Diploma or General Equivalency Diploma (GED)

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	X	
Climb steps, stools or ladders	X	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	X

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

Board Approved: 05/20/1993

Revised: 09/21/1995, 01/07/2021, 09/03/2026

Job Locator: C-3.4.59

Bus Driver/Driver Trainer

Position Grade: ~~Support Salary Schedule~~ Table II D: Special Compensation - Transportation Bus Drivers

Evaluated By: Assigned Administrator

Job Description:

Train new applicant school bus drivers for the Clay County Schools Transportation Department and conduct behind the wheel and in-service training for currently employed school bus drivers. Administer on-the-road driving examinations required by the Florida Department of Motor Vehicles & Highway Safety for new school bus drivers to obtain a commercial driver's license. Incumbents will also meet all requirements and perform duties of school bus drivers.

Transports students to and from school following predetermined bus routes, stops, and schedules, in accordance with traffic laws and safety regulations. Supervises students who ride the bus in order to maintain order, discipline and ensure the safety of all occupants. Inspects buses prior to driving routes to identify any operational problems. Maintains information concerning all bus riders to determine their eligibility for service.

Responsibilities and duties of this position include:

1. Trains new school bus drivers for the Clay County Schools Transportation Department in accordance with the requirements of the Florida Department of Education Basic School Bus Driver Training Curriculum.
2. Administers dexterity tests to applicants for school bus driver and monitor positions in accordance with the requirements of the Florida Department of Education.
3. Prepares school bus driver trainees to take the on-the-road driving examinations required in order to obtain a commercial driver's license (CDL) and administers the CDL Skill Tests to trainees in accordance with procedures and requirements of the Florida Department of Highway Safety & Motor Vehicles.
4. Conducts in-service training of current school bus drivers for annual re-certification to transport students as required by the Florida Department of Education: and for school bus monitors.
5. Conducts ~~in-service~~ reinforcement training for current school bus drivers when it has been determined they have been involved in an at-fault/preventable vehicle accident/crash, in accordance with the requirements of the Clay County School Board's Safe Driver Plan.
6. Performs "check rides" with all current school bus drivers to monitor driving skills and proficiency. Conducts follow-up in-service training to correct deficiencies noted through the "check ride" process.
7. Works closely with designated school bus drivers at the bus compounds who are assigned as trainers and monitors their work to ensure all standards and requirements are in compliance.
8. Transports students to and from school following predetermined routes and schedules established by the routing specialist.
9. Follows all traffic laws and safety regulations to ensure the safety of student passengers.
10. Supervises students to maintain order within the bus in accordance with school policies and rules.
11. Reports disciplinary problems to the school principal Transportation Administration.

12. Inspects bus prior to morning and afternoon routes and field trips to ensure proper operation.
13. Reports any vehicle problems to the mechanic to ensure the proper and safe operation of the vehicle.
14. Maintains roster and information sheets of all students who ride the bus including name, address, phone number, age, and grade to determine the eligibility of students to ride the bus.
15. Cleans the interior and exterior of the bus at the conclusion of routes by picking up trash, sweeping and/or mopping the floor, washing windows and body of the vehicle.
16. Organizes students into seating arrangements according to ~~bus stops~~ age and student behavioral patterns.
17. Completes required forms concerning students currently riding the bus in order to qualify for state funding.
18. Conducts refresher training for current school bus drivers and monitors as needed.
19. Performs other duties of similar nature or level.

Required Qualifications:

1. Must possess a valid driver's license for at least five years.
2. Must have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed and operate in compliance with the Safe Driver Plan at all times.
5. Must pass the annual physical examination as set by the Clay County School Board or the State of Florida.
6. Must meet all requirements of State Board Rule 6A-3.
7. Must be able to understand and follow written and oral communications.
8. Prior to appointment into this position the incumbent must have satisfactorily completed the School Bus Driver Trainer Certification Course conducted by the State Department of Education or must enroll in and satisfactorily complete the next available offering of this course. ~~and must satisfactorily complete the CDL Third Party Examiner Certification Course administered by the Florida Department of Highway Safety & Motor Vehicles and maintain while assigned to this position.~~
9. Completion of the CDL Third Party Examiner Certification Course administered by the Florida Department of Highway Safety and Motor Vehicles may be required based on departmental needs.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds		X	X	
Lifting/carrying object between 21-50 pounds			X	
Standing for sustained period of time		X	X	
Stooping/bending		X	X	
Walking for sustained periods of time			X	
Climb steps, stools or ladders	X		X	
Kneeling/crouching		X	X	
Twisting		X	X	
Pushing/pulling carts or other such objects		X	X	
Reach above shoulders		X	X	
Repetitive motions of the wrists, hands and fingers		X	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		X	
Working with equipment or performing procedures where carelessness could result in injury	X		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: 11/2/2017

Revised: 01/07/2021, 09/03/2026

Job Locator C-3.4.36

Title: Mechanic

Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers

Evaluated By: Assigned Administrator

Job Description:

Diagnoses, troubleshoots and conducts both minor and major repairs to District vehicles and buses. Conducts preventive maintenance and scheduled service of District vehicles. Inspects vehicles to ensure conformance to safety regulations and requirements. May provide training and instruction to less experienced personnel, as required.

Responsibilities and duties of this position include:

1. Performs major and minor repair on district vehicles, buses, and small engines; troubleshoots repair needs.
2. Performs bus safety inspections to determine compliance or noncompliance within pre-established safety standards. Completes required forms.
3. Responds to "emergency" road breakdowns; visits breakdown site and determines immediate repair needs and carries out accordingly.
4. Records all work activities; logs time and materials used.
5. Maintains and cleans tools and equipment. Recommends replacement or repair.
6. Inspects District vehicles (other than buses) at specified miles markers or hours of use. Checks brakes, tunes engines, changes oil, etc.
7. Locks garage doors and secures the facility.
8. Assists in annual parts and tools inventory by counting items.
9. Organization and maintenance of furniture and equipment.
10. Dispenses fuel as needed.
11. Performs other duties of a similar nature.

Required Qualifications:

1. Requires three years of comprehensive automotive and vehicle repair/service experience; or vocational/technical certification in automotive repair or related area and one years previous experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must ~~have~~ obtain a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements within 90 days of start date.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record during employment.
5. Must be able to understand and follow written and oral communications.

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

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

Approved: 05/20/1993

Revised: 09/21/1995, 01/07/2021, 09/03/2026

Revised: ~~01/07/2021~~

Job Locator: C-3.4.56

Title: Mechanic Assistant –~~Transportation~~

Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers

Evaluated By: Assigned Administrator

Job Description:

Performs repairs and maintenance work on ~~d~~District vehicle fleet in support of Mechanics. Acts as assistant to Mechanics in all areas of fleet maintenance.

Responsibilities and duties of this position include:

1. Responds to service/repair needs within the District's vehicle fleet as assigned.
2. Performs preventative maintenance inspections and related service/repairs, to include monitoring fuel oil, coolant levels, etc.
3. Dispenses fuel and maintains fueling records as needed.
4. Perform monthly EPA inspections on fuel pumps for all compounds.
5. Performs all levels of tire repairs and servicing, including use of tire mounting/dismounting machinery, tire balancer and safety inflating chamber.
6. Parks/moves vehicles, cleans vehicles and maintenance facilities or other areas as directed.
7. ~~Cleans employee portable break rooms as needed.~~ Assists custodian with cleaning or lawncare needs when custodian is absent.
8. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires a minimum of two-years' experience in automotive/vehicle repair; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must ~~have~~ obtain a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements within 90 days of start date.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record during employment and operate in compliance with the Safe Driver Plan at all times.
5. Must be able to understand and follow written and oral communications.

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

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

Board Approved: 03/21/1996

Revised: 10/17/1996, 01/07/2021, 09/03/2026

Revised: ~~01/07/2021~~

Job Locator: C-3.4.54

Title: ESE Aide - Bus Monitor

Position Grade: Support Salary Schedule

Evaluated By: Assigned Supervisor

Job Description:

Assists the bus driver regarding emergency operations, child care, first aid, and evacuation procedures. Provides assistance where necessary in completing required reports.

Responsibilities and duties of this position include:

1. Follows the instructions of the bus driver regarding emergency operations, child care, first aid, and evacuation procedures.
2. Displays knowledge on how to assist the special needs student transported on Clay County School Buses.
3. Monitors students and their needs during the transportation process.
4. Displays a positive attitude and promotes a safe, calm environment.
5. Develops a positive working relationship with parents. ~~Complies with requirements regarding confidentiality.~~
6. Assists in loading and unloading students in accordance with established procedures.
7. Secures students and equipment in keeping with safety requirements.
8. Supervises students if the driver must leave the bus.
9. Complies with all reporting requirements including accident/incident reports involving students and/or self.
10. Administer medication (e.g., epi-pens, inhalers, seizure medication) or interventions as trained and in accordance with student health plans.
11. Complies with the Family Education Rights and Privacy Act of 1974 (FERPA) to assure students records, behavior and ridership confidentiality.
12. Assist the driver with cleaning the interior of the bus at the conclusion of routes by picking up trash, sweeping and/or mopping the floor.
13. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be able to understand and follow written and oral communications.
2. Capable of loading and unloading students on and off the bus securing wheelchairs and other similar devices.
3. Must pass the agility test during pre-employment and thereafter annually.
4. Successfully complete all required ESE training upon hire and attend additional ESE and IEP specific medical training as needed during the school year.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds		X	X	
Lifting/carrying object between 21-50 pounds			X	
Standing for sustained period of time			X	
Stooping/bending		X	X	
Walking for sustained periods of time			X	
Climb steps, stools or ladders	X		X	
Kneeling/crouching		X	X	
Twisting		X	X	
Pushing/pulling carts or other such objects		X	X	
Reach above shoulders			X	
Repetitive motions of the wrists, hands and fingers	X		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		X	
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.			X	

Board Approved: 11/13/1993

Revised: 05/20/2004, 01/07/2021, 09/03/2026

Revised: ~~01/07/2021~~

Job Locator: C-3.4.15

Title: Fuel Attendant

Position Grade: Support Salary Schedule

Evaluated by: Director of Transportation or Assigned Administrator

Job Description:

Pumps gas, checks oil and fluid levels of school vehicles and records according to District procedures; cleans office and shop area; picks up and delivers parts.

Responsibilities and duties of this position include:

1. Pumps fuel and checks oil and water levels for school vehicles.
2. Cleans transportation office shop and portable employee break areas (i.e. sweeps/vacuums floors, picks up tools, and delivers parts).
3. Records data on fuel and oil consumption, well check and fire extinguisher use and/or supply. Notifies appropriate individuals of issues and concerns.
4. Assists mechanic managers on monthly state required storage tank checks at both bus compounds. Record document status results in the assigned district database.
5. Performs other duties of a similar level or nature.
6. Stock supplies for Buses and Transportation shops and offices.

Required Qualifications:

1. Must be able to understand and follow written and oral communications.
2. Must be able to perform minor vehicle repairs.
3. Have a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements OR obtain within the first 90 days of employment.
4. Drive spare buses in assigned areas for emergency bus breakdowns or accidents.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
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: 01/07/2021, 11/7/2024, 09/03/2026

Revised: 11/7/2024

Job Locator: C-3.4.39

Title: Parts Manager

Position Grade: ~~Support Salary Schedule~~ Confidential Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Responsible for School bus, automotive and service truck parts inventory for Clay County School District vehicles. Follows Transportation operating procedures. Leads Parts Department staff on department goals and initiatives. Supervises the Parts Department staff, takes inventory and prepares various efficiency reports.

Responsibilities and duties of this position include:

1. Operates parts department. Maintains parts inventory for buses, automotive and service trucks. Establishes and monitors issuance, charging, stocking, ordering, and record-keeping procedures. Completes requisitions and necessary paperwork to ensure ample stock.
2. Supervises parts staff; assigns work responsibilities; monitors, and evaluates work performances.
3. Supervises and/or enters and updates equipment and property information including fuel consumption, work orders, and inspection schedules; calculates costs, and prepares and runs various reports.
4. Conducts tool and part inventories; determines ordering needs; author's bid specifications or requisitions; and forwards for supervisory approval.
5. Performs other duties of a similar level or nature.

Required Qualifications:

1. Two to ~~F~~four years previous automotive and truck parts experience; mechanical experience, or a combination of education/training/experience which provides for an equivalent background necessary to perform the work.
2. 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.
3. Maintain a safe driving record while employed.
4. Possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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

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

Approved: 05/20/1993

Revised: 09/21/1995, 01/07/2021, 09/03/2026

Revised: ~~01/07/2021~~

Job Locator: C-3.4.45

Title: Routing Dispatcher

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Receives and dispatches information regarding student transportation needs; assigns substitute bus driver to routes on an as needed basis; and maintains departmental logs.

Responsibilities and duties of this position include:

1. Assigns substitute drivers to cover regular bus routes in the event of an emergency, regular driver absence, or field trips; receives information and determines driver route coverage.
2. Provides information to students, staff and parents via phone calls, emails and other technology. Determines priority of calls and responds accordingly (i.e. accident and reports).
3. Communicates in a clear, concise, and courteous manner, via two-way radio and telephone.
4. Provide guidance and direction to school bus drivers on operating policies and procedures.
5. Maintains departmental records pertaining to transportation activities (i.e. log of breakdowns, time sheets or records, special transportation arrangements, etc.).
6. Maintains memos, correspondence, schedules, route information; ~~M~~makes copies when needed.
7. Respond to emergency requests in a calm manner while contacting the proper authorities and initiating emergency procedures.
8. Performs other duties of a similar nature or level.
9. ~~Drives bus when needed to ensure transportation coverage of students.~~

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. 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.
3. Must possess a valid Florida Driver's License appropriate for the vehicle assigned and maintain a safe driving record while employed.
4. Ability to effectively engage in the problem-solving process and analyze emergency situations to make quick effective decisions under extreme stress.

Desired Qualifications:

1. Have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.
2. One year of successful experience as a school bus driver.

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

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

Desired Qualifications:

- ~~1. Have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.~~
- ~~2. One year successful experience as a school bus driver.~~

Approved: 05/20/1993

Revised: 09/21/1995, 01/07/2021, 08/04/2022, 06/01/2023, 09/03/2026

Revised: ~~01/07/2021~~

Revised: ~~08/04/2022~~

Revised: ~~06/01/2023~~

Job Locator: C-3.4.46

Title: Routing Specialist

Position Grade: Support Salary Schedule

Evaluated By:Assigned Administrator

Job Description:

Coordinates the routing and scheduling of school bus transportation following District policies and ensuring compliance with the Florida Department of Transportation regulations, and guidelines. Utilizes the routing database to design, update, and monitor routes for accuracy, efficiency, and regulatory adherence.

Responsibilities and duties of this position include:

1. ~~Determines~~ Develops and manages bus routes and schedules the transportation of ~~D~~ district students; evaluates distances, stop and start times in accordance with State and District policies/rules. ~~Enters information into the computer and issues routes copies to the driver.~~
2. Updates and maintains routing data within the transportation database and distributes route copies to drivers.
3. Reviews and ~~R~~ responds to route or time change requests by investigating overall feasibility, the rationale of request, associated costs or liabilities and governing rules or regulations. Communicate change request decisions to all parties affected.
4. Drives bus when needed to ensure transportation coverage of students.
5. ~~Verification that route is driven in the most efficient manner. Make needed route adjustments in a timely manner.~~ Monitors route efficiency through data review and field verification, making timely adjustments in the routing database to improve accuracy and performance.
6. Coordinates the gathering of data, reviews for accuracy, compiles and prepares required state/federal or District reports (i.e. number of students transported, etc.).
7. Maintains routing department ~~departmental~~ records. ~~pertaining to bus breakdown, discipline problems, late buses, etc.~~
8. Attend and participate in annual transportation inservice.
9. Reports disciplinary problems to Transportation Administration.
10. Performs 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 have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
3. ~~Must possess a valid Florida Driver's License appropriate for the vehicle assigned and maintain a safe driving record while employed.~~
4. Have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.

5. Must maintain a safe driving record while employed and operate in compliance with the Safe Driver Plan at all times.
6. Must meet all requirements of Florida Administrative Code, Chapter 6A-3 Transportation.
7. Must have a satisfactory check for drug and alcohol violations within the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse and/or any Department of Transportation (DOT) sanctioned drug and/ or alcohol tests from previous DOT-regulated employers within the past two years.
8. Must pass the annual physical examination as set by the Clay County School Board or the State of Florida.
9. Must demonstrate understanding of operational responsibilities as prescribed in Florida Administrative Code, the Florida Commercial Driver Handbook, local laws and Clay County District Schools Policy and Procedures.
10. Must complete training in cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED), tourniquet and first aid prior to transporting students, and complete CPR and first aid refresher in-service training every other year.
11. Successfully complete all required ESE training upon hire and attend additional ESE and IEP specific medical training as needed during the school year.
12. Must be able to understand, verbally communicate and follow written and oral communications in English per Federal Motor Carrier Safety Administration (FMCSA) regulation 49 CFR §391.11(b)(2).

Desired Qualifications:

1. ~~Have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements.~~
2. One year of successful experience as a school bus driver.

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	X	
Walking for sustained periods of time		X	X	
Climb steps, stools or ladders		X	X	
Kneeling/crouching		X	X	
Twisting		X	X	
Pushing/pulling carts or other such objects		X	X	
Reach above shoulders		X	X	
Repetitive motions of the wrists, hands and fingers		X	X	
Operation of power tools, mechanical equipment			X	X

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

Approved: 05/20/1993

Revised: 09/21/1995, 03/19/1998, 01/07/2021, 06/01/2023, 09/03/2026

~~Revised: 03/19/1998~~

~~Revised: 01/07/2021~~

~~Revised: 06/01/2023~~

Job Locator: C-3.4.48

Title: Shop Manager

Position Grade: ~~Support Salary Schedule~~ Confidential Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Supervises the maintenance and repair of the District's transportation fleet and related shop personnel.

Responsibilities and duties of this position include:

1. Supervises all mechanics and other support staff assigned to the District's shop operations area, including parts, fueling and custodial personnel.
2. Assists Department Administrators with the scheduling of shop operation personnel to ensure adequate coverage of fleet maintenance needs during normal District operating hours and for after hours emergencies as needed.
3. Assists Department Administrators in the assignment of District vehicles to bus drivers, transportation department staff and other District departments and schools.
4. Assists Department Administrators in assigning parking spaces for school buses and other District-owned vehicles in the department's compounds, and ensuring adequate parking space is available and utilized optimally.
5. Coordinates with other District staff regarding any on-site or off-site vehicle maintenance problems, assessment of potential repair needs and determination of whether a vehicle should remain in operation.
6. Determines job priorities and assigns work tasks to mechanics, fueling staff and custodial staff to ensure adequate and efficient daily shop operations.
7. Reviews daily work orders and time forms prior to and upon completion of work for quality control purposes, such as ensuring equipment used, labor, material, and that finished work meets quality standards.
8. Ensures that the maintenance and repair of District vehicles is consistent with State maintenance requirements including but not limited to establishing schedules for routine bus inspections.
9. Assists Department Administrators in the procurement of school buses and all other vehicles for the non-student ("white") fleet and makes recommendations as to the repair and/or replacement of vehicles and related equipment.
10. Supervises and coordinates the intake and inspection process for all new District vehicles as they are received.
11. Supervises the installation and maintenance of additional equipment for vehicles such as GPS units, camera systems, and two-way radios.
12. Monitors vehicle recalls and warranty information and contacts local dealerships and/or manufacturer and/or distributor representatives as necessary.
13. Ensures an adequate supply and storage of fuel, oil and other hazardous materials and assists the Director with ensuring that monthly inspections of fuel storage tanks are completed and documented according to (USTs) or 62.762.711 (for ASTs), Florida Administrative Code.
14. Supervises and assigns staff to coordinate the ordering, pick up and delivery of parts and supplies necessary for shop operations.
15. In conjunction with District administration and safety personnel, monitors and implements the security of transportation facilities and any District vehicles that are located on transportation department grounds.

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16. In coordination with department administration, assists in the response, documentation and/or processing of accidents involving District vehicles, related equipment and property as needed.
17. Performs other tasks 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 have obtain a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements within 90 days of start date.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed.
5. Minimum of five (5) years comprehensive mechanical experience which includes at least two (2) years lead of supervisory experience over mechanical operations; or a combination of education/training/experience which provides for an equivalent background necessary to perform the work.

Desired Qualifications:

1. Prior experience in the school transportation industry, preferably in the State of Florida.

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

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

Desired Qualifications:

~~2. Prior experience in the school transportation industry, preferably in the State of Florida.~~

Approved: 05/20/1993

Revised: 09/21/1995, 02/16/1996, 01/07/2021, 09/03/2026

Revised: 02/16/1996

Revised: 01/07/2021

Job Locator: C-3.8.35

Title: Transportation Technology Specialist

Position Grade: ~~Classified Salary Schedule~~ Support Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

Responsible for the daily use, coordination, maintenance and monitoring of all computer software used within the Transportation Department. These programs include, but are not limited to Bus routing software, FTE survey calculation, Video Camera hardware, Back office GPS support and keeping the Transportation District website up to date. Process new employees with access to Software and Hardware required to perform their job duties.

Responsibilities and duties of this position:

1. Prepares the state mandated Transportation FTE Reports by verifying and maintaining all data submitted for FTE.
2. Provide positive customer support to all Transportation employees on Technology Issues, questions or assistance.
3. Maintains all software to the latest version (computers/laptops/chromebooks, ~~Bus Planner~~ all routing and tracking related software, ~~See~~ camera software, GPS, ~~Synovia~~ tablet and back office software, ~~Dossier~~ etc.).
4. Coordinates the development and maintenance of bus route data to departmental staff, bus drivers and school personnel and assures that other departments receive appropriate data pertaining to bus schedules and route information.
5. Responsible for printing student scan cards as needed and maintaining related equipment/software.
6. Creates and ~~Oversees~~ the training of Transportation employees in relevant computer technology.
7. Assists in the planning, organizing and implementing department level technology services.
8. Provides reports, documents and data necessary for the decision making process.
9. Assists the Coordinator of Property Control in ensuring inventory accuracy and regulatory compliance during property audits.
10. Performs other duties as assigned by the Director of Transportation.
11. This position requires the use and operation of district white fleet vehicles.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must have a minimum of three (3) years experience in use of computers and computer operating systems, to include coordinating experience in the field.
3. Must possess the ability to communicate effectively orally and in writing.
4. Must possess the ability to plan, organize and prioritize.
5. Must possess a valid Florida Drivers License and must maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling eight (8) or more in an 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.

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7. Must maintain a safe driving record while employed and operate in compliance with the Safe Driver Plan at all times.

Preferred Desired Qualifications:

1. Associate Degree in Computer Technology.
2. Knowledge of software programs currently in use in the Transportation Department and the District.
3. Knowledge of networking and repair.
4. Ability to work with others in an effective manner.

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

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

Board Approved: 11/22/2005

Revised: 01/19/2006, 01/07/2021, 09/03/2026

Revised: ~~01/07/2021~~

Job Locator: C-3.7.25

Title: English for Speakers of Other Languages (ESOL) Classroom Assistant

Position Grade: Support Salary Schedule

Evaluated By: Supervisor of the English for Speakers of Other Languages (ESOL) Program

Job Description:

Assists classroom teachers by working with groups or individual students to support their English language development. Guides students in teacher planned language activities and encourages exploration of the four language domains: speaking, listening, reading and writing.

Responsibilities and duties of this position include:

1. Assists the ELD teacher with the instructional process by providing differentiated instruction to small groups and individual students, by reinforcing language activities and using technology-based instructional techniques as appropriate as planned by the ELD teacher.
2. Assists content area teachers by providing differentiated instruction to small groups and individual students, by reinforcing or building the academic language as planned by the content area teacher or ESOL Facilitator.
3. Provides supplemental language instruction/interventions according to WIDA (World-class Instructional Design and Assessment) and the Florida Best Standards, as planned by the ESOL Facilitator or school administrator.
4. Participates in planned professional development and training opportunities provided by the ESOL Department.
5. Prepares and/or assists in the preparation of materials and supplies for daily lessons, organizes and distributes student work and notices to be sent home.
6. Monitors student arrival and departure from school, and assists in preparing them to go home.
7. Supports and encourages parental involvement.
8. Assists with WIDA Screening and annual WIDA ACCESS assessments.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. **Must be bilingual in the language of concentration**
2. Non-Title One Schools
 - a. High School diploma or equivalent
3. **Title One Schools ONLY:**
 - a. High School diploma or equivalent and
 - b. ONE of the following:
 - i. Associate's degree from an accredited institution OR
 - ii. Sixty (60) credits minimum from an accredited institution OR
 - iii. Pass score (464) on the Praxis Paraprofessional test

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONAL LY	NEVE R
Lifting/carrying objects under 20 pounds		x		
Lifting/carrying object between 21-50 pounds			x	
Standing for sustained period of time		x		
Stooping/bending		x		
Walking for sustained periods of time		x		
Climb steps, stools or ladders			x	
Kneeling/crouching		x		
Twisting		x		
Pushing/pulling carts or other such objects		x		
Reach above shoulders		x		
Repetitive motions of the wrists, hands and fingers		x		
Operation of power tools, mechanical equipment				x

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

Board Approved: May 2, 2024

Revised: 09/03/2026

Job Locator: C-3.4.40

Title: Transportation Payroll Secretary

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation

Job Description:

Performs general payroll and secretarial duties for the transportation department, and maintains the transportation department's payroll accounts, records, and risk management records.

Responsibilities and duties of this position include:

1. Monitor and prepare payroll reports for the division. Monitor and enter annual leave and sick leave information. Prepare Payroll Reports (Payroll Certification, Time Audit Report and Timesheet Time Off Report). Develop and maintain employee leave forms. Create worksheets for Field Trips. Review time card entries for accuracy within the payroll system. Calculating overtime, hours worked, and payment amounts.
2. Transfer payroll details to the master payroll system, send original documents to the designated department, and all copies/documentation are filed on-site.
3. Work with administrators to resolve any discrepancies or issues with time entries. Research time and attendance to verify correct entries.
4. Provide training and support to employees on timekeeping processes and procedures.
5. Handle Payroll/Family Medical Leave/Workers Compensation inquiries and provide excellent customer service to employees regarding payroll/risk management-related issues.
6. Collaborate with the Transportation HR Department to ensure employee information is up-to-date and accurate for payroll processing and processing of any Risk Management claim.
7. Assist with year-end payroll activities and reporting (perfect attendance, retirement, summer school eligibility).
8. Prepare and distribute payroll reports for management review as needed.
9. Assist employees with payroll-related forms (ex, direct deposit, travel forms, bereavement, field trips, FML, Workers' Compensation).
10. Performs general clerical and secretarial duties as assigned.
11. Assists in Dispatch coverage as needed.
12. Performs other duties of a similar nature or level.

Required Qualifications:

1. Possess a high school diploma or G.E.D. equivalency.
2. Have a background in preparing payroll and/or time sheets.
3. Possess a basic math background.

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: 03/21/1996, 01/19/2006, 01/07/2021, 06/01/2023, 06/26/2025

Reviewed: 09/03/2026

II. JOB DESCRIPTION ACTIONS

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

NEW:

AUDIO VISUAL (AV) SECURITY SPECIALIST

Networked cameras, access controls, and classroom audio-visual tools directly power both daily learning and emergency campus response across Clay County District Schools. Upgrading a technical specialist into a dedicated AV and Physical Security Specialist ensures AV and security camera functions flawlessly when teachers need them most—whether delivering dynamic lessons or coordinating swift action during a crisis. This role bridges classroom technology with student safety, guaranteeing that district systems remain reliable, clear, and ready to protect students and staff across all campus facilities. This job will be placed on the Professional/Managerial Salary Schedule as Range 4.

Job Locator: M-4-0.8

Title: Audio Visual (AV) Security Specialist

Position Grade: Professional/Managerial Range 4

Evaluated By: Supervisor Technology Services or Designee

Job Description:

Oversees and provides comprehensive technical, operational, and system support for the District's audio-visual (AV) infrastructure, physical security electronics, and related network integration solutions. Administers and maintains AV equipment, presentation spaces, digital collaboration tools, security cameras, and security alert systems across the organization to track and prioritize event support, safeguard facilities, analyze operational performance, and identify technical improvement trends. Ensures that all district staff, administrators, and instructors receive timely, expert assistance with multimedia platforms, surveillance and alert hardware, digital signage, network connectivity, and software issues to maintain seamless educational, operational, and safety continuity.

Responsibilities and duties of this position include:

1. Administers and maintains district-wide audio-visual platforms, surveillance security cameras, security alert systems, and underlying integration tools; utilizes operational logs and service requests to analyze performance and identify recurring technology trends.
2. Promotes excellent customer service and effective deployment/response times, providing expert insights into multimedia event setups, video conferencing infrastructure, physical security camera positioning, alert notification configurations, and classroom hardware issues.
3. Supports district digital communication platforms, collaborative tools, security electronic monitoring feeds, and core AV routing/network infrastructure systems using established district security and technical protocols.
4. Enforces quality-of-service guidelines for deploying, staging, and supporting multimedia events and physical security systems, ensuring overall end-user satisfaction and system reliability through accountability and clear training frameworks.
5. Identifies, tests, and evaluates appropriate AV software, security monitoring platforms, and networking hardware to be adopted and supported by the organization, keeping alignment with modern educational and facilities protection needs.
6. Ensures technical assistance teams provide timely and considerate customer service by fielding multimedia and physical security system escalation requests and resolving complex infrastructure/network integration problems efficiently.
7. Assists district office staff, administrators, and instructional personnel in person, via email, and remotely with advanced troubleshooting of sound systems, interactive displays, IP security cameras, broadcast technology, and dedicated network drops.
8. Documents and maintains technical configuration manuals, FAQs, user-facing help sheets, and self-service knowledge base articles for presentation rooms, security hardware operation, and automated alert systems.
9. Coordinates hands-on equipment fixes, including hardware/software installation, component replacement, signal path/network configuration, and preventative maintenance for all high-level conference spaces, boardrooms, surveillance systems, and alarm modules.

10. Supervises assigned technical support projects and collaborating personnel, including coordinating timelines, cross-functional groups, security/AV vendor installation evaluations, and managing equipment deployment workflows across the network infrastructure.
11. Performs other duties as assigned by the assigned administrator.

Required Qualifications:

1. Minimum of three (3) years of related professional experience in advanced audio-visual environments, digital system configuration, multimedia operations management, or physical security electronics/network infrastructure maintenance.
2. Preference given to candidates holding industry-recognized professional certifications such as AVIXA Certified Technology Specialist (CTS), CTS-I, CTS-D, Crestron, Extron, physical security systems administration credentials, or relevant Microsoft/Google/Cisco collaborative space and networking administration credentials.
3. An equivalent combination of education, training, and experience which provides the necessary background, competencies, and skills to perform the essential functions of the work.

Board Approved: 09/03/2026