

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
March 7, 2024
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
KELLOGG, AUGUST L FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2024-01-16 CAFETERI / Annual
THOMASSON, CORY M AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2024-02-05 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

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
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I. Administrative Actions

D. TRANSFER

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

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
PHILLIPS, ANTUINETTE DELIENE BAF COORDINATOR, BUS AFF 12 MONTH	Business Affairs	Effective 2024-02-08 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
HAYES, CAITLYN E OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
THOMAS, SABRINA JEANETTE K12 STEM COACH, DISTRICT SUPPLEME	INFORMATION AND TECH SERVICES	Appointment

II. JOB DESCRIPTION ACTIONS

A. Certificated - Approve the following job descriptions:

NEW:

I-2.1.105 ENGLISH LANGUAGE DEVELOPMENT TEACHER (ELD)

English Language Development teachers will provide instruction of the English Language for all ELLs (English Language Learners). With the increase of ELLs in our ESOL (English for Speakers of Other Languages) program, many of which are non-English speakers, providing them direct and explicit instruction is paramount to their academic success and social interactions with peers.

I-2.2.106 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ELD) FACILITATOR

In an effort to provide a more consistent and streamlined approach to our ESOL program and the services we provide English Language Learners, we propose the position of ESOL facilitator. This position will support schools in a global way with ESOL screening, identification, plan development, ELL committee support, data evaluation, and professional learning support of teachers. They will liaise with district staff and leadership to increase the effectiveness of our ESOL program.

Job Locator: I-2.1.105

Title: English Language Development Teacher (ELD)

Position Grade: Teacher Salary Schedule

Evaluated By: School Principal or Administrative Designee

Job Description:

The English Language Development Teacher is responsible directly to the principal for the instruction, supervision, and evaluation of ESOL program students.

Responsibilities and duties of this position include:

1. Establish a safe, respectful and inclusive classroom climate conducive to learning.
2. Demonstrate an interest in and a willingness to assist students inside and outside the classroom.
3. Maintain a growth mindset toward student learning, teaching practice, and personal/collective professional development.
4. Demonstrate preparation of standards-based lessons in alignment with measures of student progress.
5. Deliver explicit English Language Development lessons.
6. Demonstrate general knowledge of the subject area.
7. Adapt instruction through a multi-tiered system of support to meet the learning needs of all students.
8. Maintain a positive relationship and ongoing communication with students, families, colleagues, and supervisors.
9. Support development of EL plans.
10. Participate in EL committee meetings.
11. Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues.
12. Evaluate students' progress through a variety of informal and formal assessments on an ongoing basis to inform instruction.
13. Maintain and update appropriate documentation of student progress.
14. Perform other duties as requested by the Principal.

Required Qualifications:

1. Valid Florida Teaching Certificate.
2. ESOL Certified or Endorsed.

Desired Qualifications:

1. Five (5) years of successful teaching experience with ELL students.
2. Bilingual or multilingual fluency.
3. Master degree or higher in ESOL/English as a Second Language, bilingual, or multilingual education.

School Board Approved: 03/07/2024

Job Locator: I-2.2.106

Title: English for Speakers of Other Languages (ESOL) Facilitator

Position Grade: Teacher Salary Schedule

Evaluated By: Supervisor of ESOL

Job Description:

The ESOL Facilitator is directly responsible to the Supervisor of ESOL for facilitating the provision of appropriate English Language (EL) services. They act as a coach in supporting adult learners and ensure that English Language Learners receive appropriate English Language Development (ELD) and Sheltered Content Instruction to gain English language proficiency in a reasonable period of time and have equitable access to Core Content.

Responsibilities and duties of this position include:

1. For their assigned schools, the ESOL facilitator will lead the EL Committee in the following:
 - a. Timely development of an EL plan for each newly identified ELL student;
 - b. Review of each ELLs quarterly progress, using both data and classroom observation, to determine if the ELL is receiving adequate EL services to gain English language proficiency and equitable access to Core Content instruction;
 - c. Review and modification, as needed, of each ELLs plan at least annually;
 - d. Timely exiting from the EL program ELL students who meet the District's exit criteria;
 - e. At least once each semester for at least two years after their exit from the EL program, review of each Former ELL student to determine if the student is making adequate academic progress and participating meaningfully in the regular education program without EL services.
 - i. To review a former ELL, the ESOL Facilitator will examine appropriate data, including grades, progress reports, standardized test scores, and overall composite and domain scores on the English Language Proficiency assessment at the time of exit.
 - ii. If a former ELL fails to make adequate academic progress, the ESOL Facilitator will consult with the student's ELD teacher and Core Content teachers to determine whether this failure may be due to a persistent language barrier in one or more of the language domains. If so, the District will notify the student's parent(s), and offer support services (e.g., tutoring), retesting for possible re-entry into the EL program, and (if re-entered) EL services. The District will provide the student with the services the parent accepts.
 - f. At least once each semester, review each ELL student whose parent opted the student out of EL services to determine the student's ability to participate meaningfully in the regular education program without EL services. If an opt-out ELL student is not progressing as expected, the District will, in a language the parent understands, notify the student's parent and recommend the parent opt the student into EL services.
 - g. At least once each semester, conduct a classroom walkthrough of each Core Content teacher of an ELL and provide individualized coaching on the teacher's use of Sheltered Content Instruction to make Core Content accessible to ELLs in their classroom.
 - h. At least once each semester, conduct a classroom walkthrough of each teacher(s) who provides ELD to ELLs and provide individualized coaching on the teacher's ELD instruction.
2. Ensures that each EL Plan will specify the language supports and EL services the District will provide the ELL and will meet the following minimum services and supports:

- a. The ELL will receive Sheltered Content Instruction appropriate to the student's English Language Proficiency level in all Core Content classes.
- b. The ELL will receive the amount of ELD necessary to make adequate progress in attaining English language proficiency in a reasonable amount of time. The amount of ELD provided will at least meet the minimum requirements.
3. Participate in ongoing professional learning aligned to roles and responsibilities.
4. Plan and conduct professional development for school-based leaders, teachers, and assistants aimed at building their capacity to deliver evidence-based instruction and intervention aligned with Florida Standards.
5. Support teachers in a variety of settings (elementary self-contained and departmentalized classrooms, secondary classrooms, and content area classrooms, etc.) in selecting evidence-based instructional strategies that lead to increased student achievement through the development of engaging, effective, standards-aligned lessons (e.g., stacking benchmarks, curriculum mapping, vertical progression of the standards).
6. Model evidence-based instructional strategies to include implementation of small group differentiated instruction.
7. Perform other duties as assigned.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate.
2. Three (3) years of successful teaching experience.
3. ESOL Endorsed.
4. Demonstrated knowledge in the following areas:
 - a. second language acquisition theory and multilingual development;
 - b. the functions and sub-systems of language;
 - c. legal guidelines, processes, and procedures for ELL students;
 - d. ELL assessment practices and procedures, including bi/multi-lingual assessment and interpreting assessments; and
 - e. the use of teacher evaluation frameworks, including modifying frameworks for educators of ELLs.
5. Experience working within and across the World-Class Instructional Design and Assessment (WIDA) framework for ELL learning, including ELD standards and assessments.
6. Commitment to beginning pursuit of an ESOL Certification or Master's Degree in ESOL/English as a Second Language, bilingual, or multilingual education within two years of hire.
7. Experience in developing/leading professional development opportunities for colleagues.
8. Ability to communicate effectively in both spoken and written form.
9. Ability to work well with others.

Desired Qualifications:

1. A Master's Degree or higher in ESOL/English as a Second Language, bilingual, or multilingual education.

2. Demonstrated knowledge of how culture, language, race/ethnicity, socioeconomic status, and immigration affect students' experiences and learning.
3. Bilingual or multilingual fluency.
4. Demonstrated knowledge of effective Limited English Proficient (LEP) parent engagement practices.
5. Five (5) years of successful teaching experience with ELLs.

School Board Approved: 03/07/2024

B. Administrative - Approve the following job descriptions:

NEW:

I-1.2.61 SUPERVISOR OF THE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAM

The creation and management of a new department focusing on English Language acquisition is paramount to the success of our ever increasing ELL population. The ESOL Supervisor will provide leadership, direction and guidance for all areas of the ESOL program. They will oversee specialists, coaches, the assignment of assistants and the professional learning for our ELD teachers, curriculum implementation, data evaluation and support principals and district leaders in the knowledge and growth.

B-1.2.62 SUPERVISOR OF RISK MANAGEMENT & EMPLOYEE BENEFITS

Reorganization of the Risk Management and the Employee Benefits Department creates the need to unallocate the position of Coordinator of Risk Management and create the position of Supervisor of Risk Management & Employee Benefits. This position will lead the overall management of both departments which will increase efficiency, manage workloads, properly fill positions, coordinate activities, and delegate responsibilities. As represented in other departments, there is a genuine need for the addition of a Supervisor II to oversee both departments.

O-1.4.36 DIRECTOR OF SAFETY & SECURITY

The Office of Safety & Security is the department responsible for best practices, training standards, and compliance oversight in all matters regarding school safety and security. Our mission is to support schools in providing a safe learning environment for students and educators. The primary goals of the office are: prevention, intervention, and emergency preparedness planning. With the dissolution of the CCDS Police Department, need for liaison to CCSO local law enforcement SROs in the schools, and new legislation for required monitoring and reporting, this position will take the place of Director I currently with the CCDS Police Department to meet all the additional responsibilities that will be added starting 7/1/2024.

REVISED:

B-1.1.49 COORDINATOR OF HEALTH AND WELLNESS

Reorganization of the Risk Management and the Employee Health Department creates the need to revise the responsibilities of the Coordinator of Health and Wellness to align the position focusing on wellness program activities. This position will continue to collaborate with the health department and serve as backup to Employee Benefits when needed.

B-1.1.47 COORDINATOR OF HEALTH BENEFITS

Reorganization of the Risk Management and the Employee Benefits Department creates the need to revise the position of Coordinator of Health Benefits as a downgraded position to manage the day-to-day activities within the Employee Benefits Department. This position will be downgraded to Coordinator II to align with other departments, and some of the responsibilities will be assumed by the Supervisor of Employee Benefits and Risk Management.

I-1.2.47 COORDINATOR OF MENTAL HEALTH SERVICES

The job description has been updated to reflect legislative changes and the name has been revised to correspond with job functions.

O-1.2.41 SUPERVISOR OF SAFETY AND SECURITY

The Office of Safety & Security is the department responsible for best practices, training standards, and compliance oversight in all matters regarding school safety and security. Our mission is to support schools in providing a safe learning environment for students and educators. The primary goals of the office are: prevention, intervention, and emergency preparedness planning. In order to achieve these measures we must be able to recruit, attract, and retain candidates, therefore, it is necessary to convert the current Supervisor of Safety & Security position from a Supervisor III to a Supervisor II due to all the additional responsibilities that will be added starting 7/1/2024.

Currently, the supervisor is responsible for 15 guardians, but this will be increasing to 35. With this duty comes additional accountability measures, as the supervisor will now be responsible for implementing and monitoring guardian accountability forms daily. This role is taking on the responsibilities of the District Threat Management Coordinator III position, which will be eliminated. The supervisor will now be required to do routine audits on each school campus to ensure compliance is being met, create and maintain additional reporting measures to FLDOE, and act as the liaison between FLDOE and CCDS when it comes to threat management. In addition to these duties, the supervisor will also be creating and implementing required training for FortifyFI, Safe Spots, and the Florida Model Harm Prevention and Threat Management process.

REVISED:

O-1.1.43 SUPERVISOR OF PLANNING AND INTERGOVERNMENTAL RELATIONS

Coordinator I of Planning and Intergovernmental Relations will move to Supervisor III because of the substantiation growth in our county. Therefore the school district has an increased responsibility to effectively manage and support facility planning and intergovernmental relations within the district.

Additional Duties:

- Newly implemented [Airport Planning Commission](#) with which the district is required to appoint a representative per County Ordinance (Amending the 2040 Comprehensive Plan) and state statute ([f.s.163.3184](#)). This additional duty warrants a higher level of authority and oversight to ensure effective coordination and guidance to the various municipalities, committees, and commissions within the district.
- Serves as an EDFIRST Ex-officio member, overseeing the operational functions of the ½ cent Sales Tax Citizens Advisory Committee.
- Supervises contracted services for plant surveys and Geographic Information Systems (GIS) mapping applications (school zone, redistricting, student analysis, geocoding, and student projections).
- Implemented a fee schedule for school concurrency reservation applications and proportionate share mitigating agreements. Supervises internal controls for payment collections.
- Added to the County's permitting approval process as part of the County Planning and Zoning Department.

This change will enable the role and department to adapt to the changing needs of the organization, optimize productivity, and maintain high standards of customer service and performance amidst the growth.

Job Locator: I-1.2.61

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

Position Grade: Supervisor II

Evaluated By: Chief of Elementary Education

Job Description:

The Supervisor of the English for Speakers of Other Languages (ESOL) Program will develop, implement, coordinate, and monitor the ESOL Program in Clay County District Schools to ensure that students are receiving the high quality instruction necessary to master the English Language and learn grade-level content. This position will support leaders, teachers, and staff in creating and monitoring English Language Learner (ELL) plans to support the academic achievement of ELL students. The Supervisor of the ESOL Program is responsible to the Chief of Elementary Education for the development, implementation, coordination, and monitoring of the District's ESOL program.

Responsibilities and duties of this position include:

1. Leads the development, implementation, and support of high-quality instruction and curriculum to support the District's ESOL program; facilitates and supports the integration of effective ESOL strategies across all curriculum areas to ensure English Language Learners' needs are met.
2. Leads the development, implementation, and evaluation of the District's English Language Learner (ELL) Plan, as required by the State Department of Education, and submits to the Board and State for approval; coordinates activities with early intervention programs to provide services for English Language Learners. Responsible for corrective measures if needed.
3. Leads and monitors the work of the ESOL department to ensure a coordinated system of aligned support throughout the district.
4. Coordinates the identification, assessment, placement, and monitoring of students in the District's ESOL program.
5. Engages in ongoing research and data analysis to recommend curriculum, instructional materials, resources, practices, strategies, interventions, and assessments that support second language acquisition achievement.
6. Coordinates the ESOL instructional materials adoption/selection process and the ordering of materials and equipment needed to implement the District's ESOL program.
7. Promotes parent involvement and understanding of the ESOL program for the purpose of meeting the ongoing needs of English Language Learners.
8. Knows and understands the META Consent Decree and works with principals, teachers and district personnel to ensure compliance.
9. Leads the development, implementation, and revision of ESOL Endorsement courses for in-service programs for school and district staff in coordination with Professional Learning to ensure ESOL professional learning opportunities are outcome-driven and aligned to identified teacher learning needs.
10. Facilitates teacher registration to ESOL courses to meet ESOL Endorsement requirements.
11. Maintains working relationships with local, regional, state, national assistance and governmental agencies and attends Technical Assistance meetings with the ability to disseminate information from those meetings to appropriate staff.

12. Coordinates the internal and external ESOL program evaluation to ensure student needs are met while maintaining program guidelines.
13. Serves as a consultant on matters pertinent to the District's ESOL program: compiles and prepares all reports necessary to fulfill compliance requirements of federal, state, and local agencies.
14. Facilitates the tracking of impacted teachers and registration of courses to meet audit requirements.
15. Coordinate the development of written translations and scheduling of oral interpretations for District-wide and school specific documents and meetings.
16. Manages the implementation of the Title III grant initiatives and budget.
17. Provides leadership and technical assistance to schools as they implement ESOL program initiatives, including curriculum and the delivery of high quality instruction; monitoring the efforts, and making recommendations as needed to ensure student achievement is maximized.
18. Monitors and provides leadership in utilizing required assessment results and academic progress to improve instructional practices affecting the success of English Language Learners; monitors school's procedures and reporting to ensure FTE audit compliance.
19. Facilitates review of transcripts for ESOL coursework that align with ESOL Endorsement requirements.
20. Engages in ongoing professional learning and continuous improvement to enhance skills as related to the job responsibilities.
21. Follows federal and state laws, as well as school board policies.
22. Performs other duties as assigned.

Required Qualifications:

1. Currently possess, or eligible to receive, a valid Florida Educator's Certificate.
2. Currently possess, or eligible to receive, a valid Florida Reading Endorsement.
3. Currently possess, or eligible to receive, a valid ESOL Endorsement.
4. Minimum of five (5) years of teaching experience in programs serving English Language Learners.
5. Minimum of two (2) years of experience as an educational coach, specialist, or administrator.
6. Ability to lead problem-solving teams from analysis to plan implementation.
7. Strong verbal and written communication skills.
8. Proficient with various word processing, spreadsheet, and presentation software.
9. Effective interpersonal and decision-making skills.

Desired Qualifications:

1. Master's Degree in Educational Leadership, Curriculum and Instruction, Exceptional Student Education or any other educational related field.
2. Strong skills in research of state and federal law, data analytics, and program guidance.
3. Language skills in Spanish, Portuguese, and/or Haitian/Creole.

Board Approved: 03/07/2024

Job Locator: B-1.2.62

Job Title: Supervisor of Risk Management & Employee Benefits

Position Grade: Supervisor II

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

Supervises the District's risk management programs (property, liability, workers' compensation programs, special student insurance, injury & illness prevention programs, and miscellaneous coverage) and employee benefits programs (renewals, retiree and active coverage for health, dental, vision, life, COBRA, Employee Assistance Program (EAP) and wellness, section 125, open enrollment, deductions, all related compliance, and screenings). Acts as district liaison for the employee benefits committee and safety committee. Supervises insurance, health, loss prevention, and employee safety programs.

Responsibilities and duties of this position include:

1. Assists in the development, implementation, and monitoring of a comprehensive risk management program, to include supervision of the district's workers' compensation, property and liability claims.
2. Reviews and authorizes weekly check register for payment.
3. Monitors and analyzes the district's insurance needs and makes recommendations for coverage.
4. Coordinates and provides advice concerning exposure identification, loss control techniques, and claims with district management, evaluates contracts and recommends appropriate provisions to ensure loss control.
5. Reviews and analyzes the district's current position for compliance with established codes, laws, and procedures related to general liability, workers' compensation, and benefits and makes recommended changes to bring the District into compliance.
6. Serves as the District's primary liaison between insurance brokers, Third Party Administrators (TPA) & vendors.
7. Consults with the District's broker regarding benefit program changes, evaluates proposed changes, and makes recommendations.
8. Serves as a liaison for activities of the Employee Assistance Program (EAP) and participates on the School Health Advisory Committee (SHAC).
9. Supervises all filings and ensures compliance with federal, state and local mandates by studying existing and new legislation; obtaining legal opinions; enforcing adherence to mandates; advising executive staff on needed actions.
10. Coordinates with Finance Department for the final accounting, reconciling and final submission of the Division of Retirement Certification of Retirees' Health Insurance Premium Payments, Health Care Reform reports (IRS 1095-C & 1094-C) and Health Savings Account and Flexible Spending Accounts uploads to financial institutions.
11. Recommends and implements plans and programs for all district risk management and employee benefit activities.
12. Maintains and reviews all records, reports, and files regarding employee and student accident and insurance programs, policies in effect, renewal data, premium claims, insured losses and complete analysis and surveys as required.

13. Supervises the District's safety and loss prevention programs.
14. Supervises the restitution and collection efforts.
15. Prepares reports as needed.
16. Performs related work as required.
17. Performs other duties as assigned by the Administrator.

Required Qualifications:

1. A Bachelor's Degree in Business or related field or comparable amount of training, education, experience or a combination thereof, can be substituted for the minimum qualifications.
2. 5 or more years Personnel Management and Administrative Experience
3. Knowledge of Florida Statutes.
4. Experience in contract development and negotiations
5. 3-5 years of insurance benefits experience
6. Knowledge of business software applications, computer programs, spreadsheets, reporting and processing of critical data.
7. Highly skilled in human relations and conflict resolutions.
8. Strong analytical, problem solving, written and verbal skills.
9. Ability to be compliant with HIPAA, FERPA, and other Confidential information.

Desired Qualifications:

1. Supervisory experience in local school and/or district level Risk and/or Benefits Department
2. Group Benefits Associate (GBA) &/or Certified Employee Benefits (CEB) designations.
3. Ability to analyze, interpret and implement the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Florida School Board Policies.
4. Basic knowledge of OSHA safety standards.
5. Health & Welfare (COBRA, flexible spending accounts, and wellness) knowledge

Board Approved: 03/07/2024

Job Locator: O-1.4.36

Title: Director of Safety & Security

Pay Grade: Director I

Evaluated By: Assistant Superintendent of Operations

Job Description:

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

Responsibilities and duties of this position include:

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

18. Possess effective oral and written communications skills.
19. Must be able to speak to large crowds, community groups and stakeholders.
20. Must represent the school district with a professional appearance and have the ability to interact professionally at all times with students, staff, faculty and the general public.
21. Work collaboratively and professionally with Clay County Emergency Management Department.
22. Read, analyze and interpret professional periodicals, professional and technical journals, governmental regulations and data.
23. Create and manage the department's annual budget and subsequently monitor expenditures as it relates to payroll, capital expenditures, operating expenditures, Etc.
24. Monthly maintain the CCDS Law Enforcement Agency ORI number (FL0101200) with FDLE.

Required Qualifications:

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

Desired Qualifications:

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

Work Context:

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

Physical Environment:

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

Board Approved: 03/07/2024

Job Locator: B-1.1.49

Job Title: Coordinator of Health and Wellness

Position Grade: Coordinator II

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Health and Wellness is directly responsible to the Assistant Superintendent for Business Affairs. This person serves in a staff relationship with the Coordinator of Health Benefits.

Responsibilities and duties of this position include:

1. Work directly with central and area office and school-based staff, committees, groups and individuals to explain, interpret and implement the District's Wellness Program.
2. Provide oversight and administrative support related to the employee benefits, health promotion, and/or management programs.
3. Conduct ongoing needs assessment of the District's wellness programs using claims data.
4. Plan, develop and produce informational materials to support the District's Wellness Program through the creation and dissemination of the District's Wellness Newsletter.
5. ~~Update and maintain a Web-based system for Retirees and Active employees.~~ Provide support to ensure web-based system is up to date.
6. Monitor and analyze specific health analytic data and develop targeted data driven strategic plans and programs; provide support to clinical programs; may perform clinical assessments, non-invasive biometric screenings, and associated health education and counseling.
7. Implement and deliver Health Risk Assessments, Health Screenings, Health Fairs, Web-based Health Management Tools, Disease Management Services, and On-site Health Promotion Programs and Activities.
8. Assist with the coordination and implementation of wellness education and member tools ~~the annual or open enrollment process~~ for all benefit eligible employees; and ~~retirees, and COBRA participants.~~
9. Supervise and coordinate Wellness Committee Activities, Near-site Clinics, Well Workplace Designation, yearly recertification, and coordinate with outside agencies, businesses, and health care providers to implement wellness initiatives.
10. Serve as liaison for activities of the Employee Assistance Program (EAP) and participate on the School Health Advisory Committee (SHAC).
11. Oversee Wellness Committee, Health Programs and Partnerships.
12. ~~Assist with reconciliation and calculation of the monthly premium payments for all group insurance policies and wellness partnerships and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.~~ Meet with employees regularly to review engagement, data, and product education, including the creation of personalized goals to enhance the overall health and wellness of employees.
13. Facilitate staff development and training programs on wellness.
14. Develop, schedule, and conduct wellness activities and incentive campaigns.
15. Participate in other school-related extracurricular events which directly impacts employees.

16. Interface with other departments, especially Information Services and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
17. Maintain carrier partnerships as it relates to wellness.
18. Follow adopted policies and procedures in accordance with School Board priorities.
19. Serve as a back-up to Coordinator of Health Benefits when needed.
20. Report and advise the Assistant Superintendent on near-site clinics, Well Workplace Designation, yearly recertification and coordinates with outside agencies, businesses and health care providers to implement wellness initiatives.
21. Report and advise leadership on member engagement levels and strategic plan.
22. Performs other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree from an accredited college with 4+ years of experience in employee benefits and administration of a worksite wellness and administration plans.
2. Demonstrate knowledge of the principles and practices of health and wellness promotion, health education and disease prevention/management.
3. Experience with program evaluation, both process and outcomes data.
4. Supervisor and Administrative experience.
5. Experience in financial management of wellness related programs.
6. Basic knowledge and understanding of current health promotion/health behavior theories, practices, health risk and cost relationships, evaluation methods, policies and trends.
7. Skilled in Excel Spreadsheet and other applicable software.
8. Skill in Human Relations and knowledge of benefits administration concepts and practices.
9. Ability to work independently.

Desired Qualifications:

1. Bachelor's Degree in Health Science or health-related discipline
2. Certified Health Education Specialist (CHES)
3. Knowledge of state and federal regulations related to self-funded health plan administration and compliance.
4. Experience in insurance procedures and management as it relates to wellness programming and initiatives

Board Approved: 08/04/2022

Updated: 03/07/2024

Job Locator: B-1.1.47

Job Title: Coordinator of Health Benefits

Position Grade: ~~Coordinator~~ Coordinator II

Evaluated By: ~~Assistant Superintendent for Business Affairs~~ Supervisor of Risk Management & Employee Benefits

Job Description:

The Coordinator of Health Benefits is directly responsible to the Supervisor of Risk Management & Employee Benefits ~~Assistant Superintendent for Business Affairs~~. This person serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

1. Assist in the preparation and ~~analyzing~~ analyzation of bids and/or negotiations associated with employee benefits.
2. ~~Examine and approve new and renewal insurance policies.~~
3. Collaborate, coordinate ~~Coordinate and~~ assist with the implementation of ~~implement~~ all aspects of the fringe benefit program related to employee, retiree, and COBRA health insurance and wellness benefits.
4. Update and maintain a Web based system for Retirees, Leave and COBRA participants.
5. Coordinate payroll information as necessary, i.e. changes in carrier/coverage/services.
6. Coordinate with the Finance Department on the ~~Reconcile and calculate~~ reconciliation and calculation of the monthly premium payments for all group insurance policies and wellness partnerships and maintain statistical data relative to premiums, claims and costs. ~~Resolve administrative problems with the carrier representatives.~~ Work with carrier representatives to resolve issues.
7. Interface with other departments, especially Payroll and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
8. Act as initial liaison for the department in the area of data processing by assisting the Information Service programmers with the information necessary to program the needs of the Insurance Department.
9. Coordinate with the Finance Department on accounting. ~~Responsible for the accounting, reconciling~~ reconciliation and submitting the Division of Retirement Certification of Retirees' Health Insurance Premium Payments, Health Care Reform reports (IRS 1095-C & 1094-C) and Health Savings Account and Flexible Spending Accounts uploads to financial institutions.
10. Ensures compliance with federal, state and local mandates by studying existing and new legislation; obtaining legal opinions; enforcing adherence to mandates; advising Supervisor ~~executive staff~~ on needed actions.
11. Enroll, term and process QLE (qualified life events) and run reports in multiple Insurance Carriers eligibility and administrative systems.
12. Coordinate and implement the annual or open enrollment process for all benefit eligible employees, retirees, and COBRA participants.
13. ~~Supervise and coordinate Wellness Committee Activities, Near-site Clinics, Well Workplace Designation, yearly recertification and coordinates with outside agencies, businesses and health care providers to implement wellness initiatives.~~
14. Serves as a liaison for activities of the Employee Assistance Program and participates on the School Health Advisory Committee (SHAC).
15. Assist in overseeing ~~Oversee~~ multiple Insurance Carriers, Consultants, Web Enrollment System, Insurance Committee, Wellness Committee, Health Programs and Partnerships.

16. Work in partnership with Supervisor in the supervision and evaluations of Supervise and evaluate Insurance Support Staff and Supervise Onsite Representatives
17. Perform other duties as requested by Administrator, the Assistant Superintendent for Business Affairs.

Required Qualifications:

1. Bachelor's Degree or ~~graduate from an accredited college with an Associates Degree~~ and and/or a combination of education, training and applicable work experience equating to 3-5 years of Insurance Benefits experience
- ~~2. Demonstrate knowledge of the principles and practices of health and wellness promotion, health education and disease prevention/management.~~
3. Supervisor Leadership and Administrative experience.
4. ~~Knowledge of the following:~~ Ability to analyze, interpret and implement The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost accounting and Reporting for Florida Schools and Florida School Board Policies.
5. Experience in financial management and/or accounting.
6. Skilled in ~~Excel~~ Spreadsheets and other applicable software.
7. Skill in Human Relations and service.
8. Ability to work independently

Desired Qualifications:

1. Bachelor's Degree in Business, or formal training equivalent to a degree, with emphasis in Health Insurance Benefits.
2. Group Benefits Associate (GBA) and/or Certified Employee Benefits (CEB) designations.
3. Experience in insurance procedures and management.
4. Knowledge in Data processing Procedures and Programs.

Approved: 04/15/2004, Effective: 07/01/2004, Revised: 02/16/2006, Revised: 05/03/2018
Revised: 02/04/2021, Revised: 06/02/2022, Revised: 03/07/2024

Job Locator: I-1.2.47

Title: Coordinator of Mental Health Services

Position Grade: Coordinator I

Evaluated By: ~~Assistant Superintendent~~ Director of Climate and Culture

Job Description:

The Coordinator of Mental Health ~~Supports~~ Services is responsible to ~~an Assistant Superintendent~~ the Director of Climate and Culture 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 ~~social-emotional learning~~ 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 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 ~~social-emotional~~ 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 ~~direct report~~ Director of Climate and Culture.

Required Qualifications:

1. 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.

2. Three (3) years of successful experience in the implementation of clinical programming for children and youth.
3. Knowledge of federal and state education laws and regulations.
4. Ability to lead problem solving teams from analysis to plan implementation.
5. Strong verbal and written communication skills.
6. Effective interpersonal and decision making skills.

Approved: 06/28/2018

Revised: 03/07/2024

Job Locator: O-1.2.41

Job Title: Supervisor of ~~Operations, School Safety and Security~~

Position Grade: Supervisor ~~III~~ II

Evaluated By: ~~Assistant Superintendent for Operations~~ Director of Safety and Security or Designee

Job Description:

The Supervisor of ~~Operations, School Safety and Security~~ is responsible to the ~~Clay County District Schools Chief of Police~~ Director of Safety and Security or and the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. ~~Maintains the District's Disaster Preparedness Plan, updating as needed. Coordinates activities with other governmental agencies, including Clay County Emergency Management.. Coordinates between Clay County Emergency Management and Clay County District School police for the opening of emergency shelter located on District property; is the District's liaison, along with the Chief of District School Police to all emergency management agencies, such as FEMA and private assistance groups such as Red Cross, Salvation Army, etc. Supervision of personnel within the School Safety and Security division and School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.~~
2. ~~Coordinate the development of Emergency Evacuation and Reunification plans for individual schools and for the District.~~
3. Supervises District Employee badging and access control permissions for schools and badges.
4. Implement all planning, training, and exercising of all physical security programs.
5. Supervises all physical security and technology applications.
6. Supervises the Florida Safe Schools Assessment Program.
7. Coordinates the District's Security program including vandalism evaluation, school security details, security cameras, security alarm systems, threat assessments and identifies additional security measures and recommends proper mitigation.
8. ~~Coordinates with District School Police Chief and supervises personnel within the School Safety and Security division/Police Department and School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.~~
9. ~~Maintains and manages all certification credentials as required by Florida state statute. In coordination with District School Police serves as district liaison for all local, state and federal law enforcement agencies. In coordination with District School Police, serves on the FDLE Regional Domestic Security Task Force at both the district and state level.~~
10. ~~Serves as School Safety Specialist as appointed by the superintendent per Florida state statute. Represents Clay County District Schools at the state level. Coordinates, maintains and documents all state-required drills, school threat assessments, and mental health assessments. Responsible for reporting state of safety and security to the Board annually.~~
11. ~~Perform other duties as requested by the Assistant Superintendent for Operations or designee.~~
12. Conduct routine audits of school campuses to ensure safety compliance and creates and maintains proper documentation mandated by state law.
13. Lead the District Level Threat Management Team (District Threat Management Coordinator or DTMC) as directed by the FLDOE-Office of Safe Schools.
14. Prepare and present the training curriculum for the new statewide threat management model to all relevant school district personnel and community agencies.
15. Assist in analyzing, planning, developing and initiating School Safety and Security improvements on School Board property.

16. Serve as the liaison between the Clay County School District and the Statewide District Threat Management Coordinator at FLDOE-Office of Safe Schools.
17. Develop and deliver additional school safety training materials related to threat management.
18. Develop and execute a compliance review process.
19. Review school-based threat management best practices as identified by industry leaders annually and recommend changes for the purpose of ensuring effective outcomes.
20. Collaborate with all school district staff, traditional and charter school threat management teams, other District Threat Management Coordinators statewide, local law enforcement agencies, and any community partners that may inform the development of appropriate school safety measures.
21. Regularly review Florida Statute as it relates to school safety and ensure district policies and procedures are meeting state requirements and recommendations.
22. Report violations or concerns of improper safety and security reporting to proper authorities for corrective action.
23. Strong interpersonal skills demonstrated through the ability to build trusting and collaborative relationships.
24. Assist with Safety & Security processes and procedures.
25. Provide a high level of customer service to school based administrators, staff, subordinates, state and federal departments of education, and the public.
26. Ability to manage multiple tasks, set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
27. Perform other duties as assigned as directed by the Assistant Superintendent for Operations or the Director of Safety & Security.

Required Qualifications:

1. Bachelor's, Associates' Degree, or a minimum of 60 college credit hours with three (3) years related experience.
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
6. Must be able to obtain School Safety Specialist Certification within one year of employment.
7. CJIS (Criminal Justice Information Access) Compliance
8. Working knowledge of best practices in school security. Excellent verbal and written communications
9. Experience and knowledge of behavior threat assessments and Youth Mental Health as it pertains to Florida State Statutes
10. Strong word processing, spreadsheet, and database software skills.
11. Strong creative problem-solving skills.
12. Strong time management skills.

Desired Qualifications:

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

6. Background eligibility for State of Florida concealed weapon/firearm license.

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

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

Job Locator: O-1.1.43

Job Title: ~~Supervisor~~ ~~Coordinator~~ of Planning and Intergovernmental Relations

Position Grade: ~~Supervisor III~~ ~~Coordinator I~~

Evaluated By: Assistant Superintendent for Operations or the Director of Facility Planning & Construction

Job Description:

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

Responsibilities and duties of this position include:

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

17. Develop student demographic information for schools to assist in annual and long range student projection and to assist in determining facility requirements for existing and new schools.
18. **Manage and develop concurrency service areas for the District.**
19. **Oversee and maintain the Florida Inventory Of School Houses (F.I.S.H.) for all District facilities.**
20. **Supervise ~~Coordinate~~ all contractors for the school plant survey, recommendations, validations, supplemental updates, and District Facility Lists in order to establish funding eligibility for projects.**
21. **Oversee the operational functions of the ½ Cent Sales Tax Citizens Advisory Committee.**
22. Perform other duties as assigned by the Director of Facility Planning and Construction.

Required Qualifications:

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

Desired Qualifications:

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

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

C. SUPPORT - Approve the following job descriptions:

NEW:

B-3.0.1 RISK MANAGEMENT SPECIALIST

Reorganization of the Risk Management and the Employee Health Department creates the need to add the Risk Management Specialist position to assist with the management of the day-to-day activities of the district workers' compensation claims and liability claims, including bus accidents, student accidents, property insurance situations, facility use, and contract review. With the reorganization, the Supervisor of Risk Management and Employee Benefits will take on the additional responsibility of overseeing both departments; therefore the need to have this level position to handle day-to-day activities is needed.

B-3.0.2 INTERNAL ACCOUNTS SPECIALIST

Each school is allowed to maintain an internal account to manage activities such as clubs and athletic activities not included in the District's operational budgets. One employee, the Coordinator of Internal Accounts, is responsible for oversight of these accounts. This position provides oversight to 43 schools with an annual budget of over one million dollars. With the increased growth of internal activities, the financial oversight and management of the program have become unmanageable and overwhelming. Recent events have exposed the need for increased personnel to audit schools' financial practices. Additional oversight will also include the migration of Internal Accounts into the current Business Plus accounting system, allowing for increased oversight and fiscal accountability. This position will work closely with the Coordinator of Internal Accounts to provide oversight of the district's internal accounts activities.

Job Locator: B-3.0.1

Job Title: Risk Management Specialist

Position Grade: Support Salary Schedule

Evaluated By: Supervisor of Risk Management & Employee Benefits

Job Description:

Under direct supervision of the Supervisor of Risk Management & Employee Benefits, the Risk Management Specialist is responsible for handling claims and participating in litigations related to workers' compensation, student accidents, visitor accidents, vehicle accidents, property damage, and other insurance claims. The position is a liaison between insurance adjusters, legal counsel, state and federal emergency management authorities and will work with the Supervisor and other departments and divisions in regards to safety and risk.

Responsibilities and duties of this position include:

1. Reviews and evaluates accidents including, but not limited to, Workers' Compensation, auto, property, and student accidents.
2. Workers Compensation and Accidents:
 - a. Works with Supervisor and Third Party Administrator (TPA) to investigate and qualify claims to determine eligibility for workers' compensation benefits; ensuring all legal and procedural requirements are met for the processing of claims, in order to ensure appropriate handling and treatment.
 - b. Gives support to injured employees and Light Duty workers during restricted recovery.
 - c. Reviews the weekly check register before submitting it for authorization of payment.
 - d. Provides guidance regarding District-wide worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations.
 - e. Monitors each case receiving benefits and can act as an advocate and/or liaison between claimant and support agencies.
 - f. Assists in the creation of and participates in training and orientation programs to disseminate safety practices and procedural information to the School Board employees.
 - g. Communicates and interacts with medical professionals, support agencies, and others to monitor and assess the progress of rehabilitation efforts including return to work and/or light duty requirements, ensuring compliance with all appropriate regulations and guidelines
 - h. Relays the status of claims with the Supervisor, School/Site, Human Resources, Benefits, and Payroll Departments
 - i. Assists in the investigations for vehicle, third-party, and student accidents and works with appropriate department(s) to address and resolve hazards.
 - j. Submits proper documents and investigation results to appropriate entity and communicates details of claims; providing feedback for further actions to achieve claim closure.
 - k. Contributes to petitions, depositions, and meditations to reduce loss exposure.
3. Safety and Insurance:
 - a. Participates in strategic planning aimed at minimizing District exposure, controlling cost, promoting awareness, and reducing the incidences of accidents, injuries, property damage, and identifiable dangers.

- b. Checks certificates of insurance to ascertain appropriate language and proper coverage is present based on policies and procedures.
 - c. Works with departments, vendors, and District departments to prepare for yearly insurance renewals.
 - d. Collaborates with Maintenance, Operations, FEMA and state agencies to procure available reimbursements after natural disasters.
 - e. Aids in changes, and updates on forms, documents, plans, etc. to address associated needs of the district safety program.
 - f. Supports and communicates with vendor(s), Departments, and Schools regarding provided information on voluntary student accident policies.
4. Performs other duties as assigned by the Administrator.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Certification and/or education & training in risk management and/or insurance field. A comparable amount of training, education, experience, or a combination thereof can be substituted for the minimum qualifications.
3. Minimum of three (3) years experience in one or more of the following: Workers' Compensation claims processing, insurance, and related risk management functions.
4. Highly Skilled in Human Relations and conflict resolutions.
5. Strong analytical, problem solving, written and verbal skills.
6. Adept at computer programs, spreadsheets, reporting and processing of critical data.
7. Ability to work with Confidential/sensitive information and employee files.
8. Ability to analyze, interpret and implement The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Florida School Board Policies.

Desired Qualifications:

1. Bachelor's Degree in Business, Risk Management, or Insurance.
2. Knowledge in Data Processing Procedures and Programs.

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

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

Board Approved: 03/07/2024

Job Locator: B-3.0.2

Title: Internal Accounts Specialist

Position Grade: Support Salary Schedule

Evaluated by: Coordinator of Internal Accounts

Job Description:

Performs administrative and financial activities in support of school internal accounts. Monitors and assists with District and Internal Accounts Finance databases. Provides support and assistance with accounting and auditing procedures relative to various school/department audits.

Responsibilities and duties of this position include:

- Provide support on an ongoing basis to school personnel in order to maintain an accurate and current accounting of all school internal account funds in accordance with state laws and rules, school board policies and procedures and with generally accepted accounting principles.
- Provide guidance to school personnel in the proper and efficient use of all internal accounts' accounting programs.
- Trains, provides ongoing guidance and accounting recommendations regarding the processes and procedures of internal accounts to ensure compliance with laws, rules, policies and procedures.
- Audit data in Finance databases to ensure accuracy and document findings.
- Compile information, generate and distribute database files and reports to appropriate district and school personnel.
- Investigates revenues and expenditures providing analytical findings of unusual activities, patterns, and/or variances.
- Assist with the development and revision of the Internal Accounts Procedures Handbook, updating of required forms, and other documents as necessary and assist in development of training materials.
- Modify programs related to school's internal account. Work with Administration to develop user applications.
- Guides staff on the tracking of purchasing documents/data and ensure procurement records are stored and in compliance with Federal, State and local requirements.
- Assists with internal accounts purchase requisitions and purchase orders to include communication between schools, departments, and vendors as needed.
- Assists with the maintenance of current vendor database.
- Perform other duties as assigned by the Coordinator of Internal Accounts or Assistant Superintendent of Business Affairs.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Requires a minimum of three (3) years of accounting experience, preferably within a school district setting.
3. Possess strong knowledge of computer applications as related to specific job functions, including basic working knowledge of computerized accounting systems. Knowledge of current financial software, internal accounts software and other applicable software.
4. The ability to analyze, interpret and understand the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies as they relate to Internal Accounts.
5. Must be self-directed, detail oriented and possess the ability to multitask in a high-paced, deadline-driven environment.
6. Possess strong oral, written and interpersonal communication skills with demonstrated ability to coordinate and collaborate with as well as provide direct support to Staff.

Desired Qualifications:

1. Bachelor's degree in business administration, accounting or a related field, from an accredited college or university. Emphasis on courses in accounting and auditing.

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

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

Board Approved: 03/07/2024

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
ALLISON, ALLISON BEDRAN DIS TEACHER, SC, THIRD GR 10 MONTH	Doctors Inlet Elementary	Effective 2024-02-01 10 MONTH / interim
BROOKS, DREW MCFAUL WEC TEACHER, PHYSICAL ED EL 10 MONTH	W.E. Cherry Elementary	Effective 2024-01-25 10 MONTH / interim
BRUNJES, SAMANTHA AGNES OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2024-01-18 10 MONTH / interim
CASTLE, CORTNEY ANN OLJ TEACHER, RESEARCH/CRIT JH 10 MONTH	Oakleaf Junior High School	Effective 2024-01-30 10 MONTH / interim
COMBS, ASHLEE MICHELLE WES TEACHER, TITLE I, ELEM 10 MONTH	Wilkinson Elementary	Effective 2024-02-08 10 MONTH / interim
GONZALEZ HERNANDEZ, GEORGINETTE OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2024-01-24 10 MONTH / interim
HARPER, CHANDLER EUSTACE RHS TEACHER, SCIENCE, SH 10 MONTH	Ridgeview High School	Effective 2024-01-16 10 MONTH / interim
KEENE, PRISCILLA PAIGE SPS TEACHER SC KINDERGARTEN 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2024-01-25 10 MONTH / interim
LLOYD, JANIE DARLENE KHH VE SELF-CONTAINED-ASD 10 MONTH	Keystone Heights High School	Effective 2024-02-01 10 MONTH / interim
MALTESE JR, GUY ANTHONY ESE TEACHER, VISUALLY IMPAIRED 10 MONTH	Exceptional Student Education	Effective 2024-02-16 10 MONTH / interim
MCDUFFIE, KRISTEN BRIANNA MBE TEACHER, SC, SECOND GR 10 MONTH	Middleburg Elementary	Effective 2024-01-25 10 MONTH / interim
MERCER, AMANDA MICHELLE AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2024-01-29 10 MONTH / interim
MILAM, TAWNEY LEA CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2024-01-19 10 MONTH / interim
MOWRY, MACKENZIE ANNE OLJ TEACHER, MUSIC, JH 10 MONTH	Oakleaf Junior High School	Effective 2024-02-05 10 MONTH / interim
RILEY JR, JAMES ODELL LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2024-02-02 10 MONTH / interim
SEGRS, COLLEEN LUCILLE AES MEDIA SPECIALIST, ELEM 10 MONTH	Argyle Elementary	Effective 2024-01-29 10 MONTH / interim, all year
SHALALA, STEPHANIE	Oakleaf Village Elementary	Effective 2024-01-17

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
SCHILLER OVE TEACHER, SC, SIXTH GR 10 MONTH		10 MONTH / interim
URBINA, JUAN MANUEL OLJ TEACHER, PHYSICAL ED JH 10 MONTH	Oakleaf Junior High School	Effective 2024-01-25 10 MONTH / interim

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
WHYTE, MARGO-LYN STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	Effective 2024-02-12 / redesignated from / STS COUNSELOR SH 10 MO / 10 MONTH

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
DRESSEL, KAREN ELIZABETH CHS VE SELF-CONTAINED-IND 10 MONTH	Clay High	Effective 2024-02-05 /transfer from / KHH VE SELF- CONTAINED-ASD
MICHAELS, MARK FIH TEACHER, PHYSICAL ED SH 10 MONTH	Fleming Island High School	Effective 2024-02-12 /transfer from / OHS TEACHER, DROPOUT PREV SH

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	ALLISON, ALLISON BEDRAN GPE MEDIA TECHNICAL ASST 10 MONTH	Doctors Inlet Elementary	Effective 2024-01-31 RESIGNATION
0.9	ALVAREZ, LEAVY JAKOB- GATOR KHH BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2024-01-10 RESIGNATION
0.9	AMBURGEY, JILL LYNN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2024-01-04 RESIGNATION
	BRUNDLE, NICOLE RENEE ROE TEACHER, ART, ELEM 10 MONTH	Rideout Elementary	Effective 2024-01-26 RESIGNATION
	GARRISON, RACHEL ANN KHH TEACHER, ART, SH 10 MONTH	Keystone Heights High School	Effective 2024-01-12 RESIGNATION
	HODGES, WILLIAM ELIGIA STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	Effective 2024-02-09 RESIGNATION
	HOUGH, JAMEY SINDLEDECKER POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2024-02-15 RESIGNATION
	HOUSTON, AMELIA LARSSON CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2024-01-19 RESIGNATION
	JOHNSON, CAROL M GPE TEACHER, SC, FOURTH GR 10 MONTH	Grove Park Elementary	Effective 2024-02-15 RETIREMENT
	LESS, ALICE REGINA TBE TEACHER, SC, SECOND GR 10 MONTH	Thunderbolt Elementary	Effective 2024-02-16 RESIGNATION
	MCLENDON, BROOKLYN CAROLINE CHE TEACHER, VE/INCLUSION LNG TRM	Clay Hill Elementary	Effective 2024-02-02 RESIGNATION
	OLOVER, JADE NAONJE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2024-02-02 RESIGNATION
	PHILLIPS, COURTENEY PEARL BLC TEACHER, READING, SH LNG TRM	Bannerman Learning Center	Effective 2024-02-16 RESIGNATION
	SEGERS, COLLEEN LUCILLE AES MEDIA SPECIALIST, ELEM 10 MONTH	Argyle Elementary	Effective 2024-01-29 RESIGNATION
0.9	SPOONER, JENNIFER BARLOW LJH BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2024-01-11 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ADAMS, LAURA ASHLEY SUPPORT PEER TEACHER SUPPLEME	Clay High	Appointment
	ALLAIN-SHIPLEY, APRIL S DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	ALLAIN-SHIPLEY, APRIL S SIP MATH FIELD DAY COOR SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	ANDREWS, ASHLYN TAYLOR FIH CHEERLEADING JV SUPPLEME	Fleming Island High School	Appointment
0.1	BALDWIN, KRISTI LEIGH OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
	BARTON, DONNA M POE DOD ACADEMIC CH, STEM SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	BASSLER III, ROBERT THEODORE MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
	BASSLER, LARAMIE RICHELLE MHS TRACK HD SH SUPPLEME	Bannerman Learning Center	Appointment
	BEHNKEN, MARIA BECHHOLD LAJ DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Junior High School	Appointment
	BILLIOT, REBECCA ROY SPELLING BEE COOR SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	BLACK, JAMES JOHN MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Lake Asbury Junior High School	Appointment
	BLACKWELL, ASHLEY LAUREN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	BOGLE, HEATHER MICHELLE SBJ DOD ACADEMIC CH, STEM SUPPLEME	S. Bryan Jennings Elementary	Appointment
0.5	BURGHART, JEROD KEITH MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
	BYRD, JUSTIN OMAR MHS TRACK ASST SH SUPPLEME	Bannerman Learning Center	Appointment
0.5	BYRD, KATINA DENISE TES DOD ACADEMIC CH, STEM SUPPLEME	Tynes Elementary	Appointment
	CARLSON, JENNY KATHLEEN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	CARNES, SHERMAN B KHH DOD ACADEMIC CH, STEM SUPPLEME	Keystone Heights High School	Appointment
	CARR MARTIN, JONATHAN THOMAS OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	CARTER, JANETT LYNETTE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.1	CASCANET, SARA CHRISTINE LAJ (.128) SIXTH PERIOD SUPPLEME	Lake Asbury Junior High School	Resignation
2.0	CHANEY, MARCIA H SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
0.5	CHAPMAN, CLAUDINE MARIE AES DOD ACADEMIC CH, STEM SUPPLEME	Argyle Elementary	Appointment
	CHAPMAN, CLAUDINE MARIE INST APPLICATION FACILITATOR SUPPLEME	Argyle Elementary	Resignation
	COFFEE, TIARA NICOLE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	CORBY, LYNN ANN SPS DOD ACADEMIC CH STEM SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	CORLESS, BRYAN JOSEPH LES DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Elementary	Appointment
	CREWS, REBECCA LADAWN OHS SENIOR CLASS SPONSOR SUPPLEME	Oakleaf High School	Appointment
	DAVIE, ELISE RENA MHS DOD ACADEMIC CH, STEM SUPPLEME	Middleburg High	Appointment
	DEHART, TYLER SCOTT RHS FOOTBALL HD JV 25% SUPPLEME	Ridgeview High School	Resignation
	DEMARCO, MARY ELLEN OPH DOD ACADEMIC CH, STEM SUPPLEME	Orange Park High	Appointment
0.5	DOUKMAK, MELISSA CHASE RVE DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview Elementary	Appointment
	DUFFY, LINDSAY RAE MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
0.5	DUPUIS, KIMBERLY ROSE SPC DOD ACADEMIC CH, STEM SUPPLEME	Swimming Pen Creek Elem	Appointment
0.5	EALEY, BETH NYKISHA	Tynes Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	TES DOD ACADEMIC CH, STEM SUPPLEME		
	EDGAR, MARYJANE ELIZABETH DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	ELMORE, KEVIN BIELTIA OPH FOOTBALL ASST HS 25% SUPPLEME	Lakeside Elementary	Resignation
	ERVIN, MEGAN BLAKELY DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	FLOYD, ERIC PAUL LJH FOOTBALL HD JH 25% SUPPLEME	Ridgeview High School	Appointment
0.5	FORD-HUDSON, SUSAN DIANE SBJ DOD ACADEMIC CH, STEM SUPPLEME	S. Bryan Jennings Elementary	Appointment
	FORTSON, ROBERT C CHS DOD ACADEMIC CH, STEM SUPPLEME	Clay High	Appointment
	GABB, DANIELLE MICHELE OLJ DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf Junior High School	Appointment
0.5	GANN, ASHLEY NICHOLE LAE DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Elementary	Appointment
	GODDARD, CHRISTOPHER DANIEL OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Resignation
	GODWIN, KELLY JOYCE SUPPORT PEER TEACHER SUPPLEME	FL Youth Challenge Academy	Appointment
	GRAHAM, INGA HELSETH DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	GREER, NICHOLAS A WES DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Elementary	Appointment
	GRIGGS JR, UNDRE FIH DOD ACADEMIC CH, STEM SUPPLEME	Fleming Island High School	Appointment
	GUPTILL, JASON C CEB DOD ACADEMIC CH, STEM SUPPLEME	Charles E. Bennett Elementary	Appointment
	HACKETT, BRITTANY NICOLE CHS TRACK HD SH SUPPLEME	Clay High	Appointment
	HAIR, GLENN P OPJ DOD ACADEMIC CH, STEM SUPPLEME	Orange Park Jr High	Appointment
0.3	HAMPTON, TAZZ JAMES WJH WRESTLING HD JH	Wilkinson Jr High	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
0.5	HAMRICK, SYDNEY MARISOL POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	HANLIN, ANITA LYNN DIS DOD ACADEMIC CH, STEM SUPPLEME	Doctors Inlet Elementary	Appointment
	HARRINGTON, ASHLEI ELISIA MAE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	HAYES, AUBREY ELYSE LAE DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Elementary	Appointment
	HEINTZMAN, JOSHUA ALLEN OHS GOLF HD SH SUPPLEME	Oakleaf High School	Appointment
	HIGH, CAROLYN BROOKS OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
	HOLMGREN, RACHEL ANN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	HOUGH, JAMEY SINDLEDECKER POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Resignation
	JONES, JONATHAN CHARLES SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
	KANDT, SIERRA DANYELLE DISTRICT CURRICULUM COACH 10MO ADDITION	Plantation Oaks Elementary	Appointment
	KENNARD, KYLE ANDREW CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
	KILLINGSWORTH, KLINT THOMAS WJH BASEBALL ASST JH SUPPLEME	Wilkinson Jr High	Appointment
0.5	LEGGE, KELLIE D RVE DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview Elementary	Appointment
	LEVINS, CLAYTON BLU OPH BASEBALL ASST SH SUPPLEME	Orange Park High	Appointment
0.5	LEWIS, SYDNEY LEE CHS SOFTBALL FP ASST SH SUPPLEME	Lake Asbury Junior High School	Appointment
0.1	LONG, STEPHEN ROBERT LAJ (.128) SIXTH PERIOD SUPPLEME	Lake Asbury Junior High School	Appointment
	LONG, STEPHEN ROBERT	Lake Asbury Junior High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	LAJ BASEBALL ASST JH SUPPLEME		
	LYNCH, NADINE LYNN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	MADAYCHIK, JENNIFER LYNN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	MARTELLE, JASON SCOTT LJH DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment
	MARTIN, VICTORIA L MBE DOD ACADEMIC CH, STEM SUPPLEME	Middleburg Elementary	Appointment
0.5	MASSEY, BRIAN THOMAS WES DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Elementary	Appointment
	MATZ, MELISSA ANNE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	MCDUFFIE, HANSRANI POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
	MCGOVERN, LISA L DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	MCKENZIE, NEIL WILLIAM WJH DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Jr High	Appointment
	MCLENDON, BROOKLYN CAROLINE CHE TITLE 1 SUP ED LNG TRM	Clay Hill Elementary	Resignation
0.5	MILLER, HEATHER D SPS DOD ACADEMIC CH STEM SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	MILLER, PAULA DENISE RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
	MINEO, ADAM SHAWN CHS SOCCER HEAD JV SUPPLEME	Clay High	Appointment
0.5	MORELAND, LAURA LEA DIS DOD ACADEMIC CH, STEM SUPPLEME	Doctors Inlet Elementary	Appointment
	NAVARRO, STEPHANIE ERIN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	NEIDERMEIER, SHIRLEY MINCH WEC DOD ACADEMIC CH, STEM SUPPLEME	W.E. Cherry Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	NELSON, KATHRYN SUPPORT PEER TEACHER SUPPLEME	Exceptional Student Education	Appointment
	PESCARA, PIPER GRACE KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
	PITTS, JASON REGINALD KHH BASKETBALL ASST SH SUPPLEME	Keystone Heights High School	Appointment
	POE III, JOHN D OHS DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf High School	Appointment
	PRESSLER, HEATHER KEITH DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	PROPPER, CHARLES DANA CHS SOFTBALL FP HD JV SUPPLEME	Clay High	Appointment
	RADCLIFFE, CHERYL ALAINE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	RAGAN, JOSEPH DAVID GPE DOD ACADEMIC CH, STEM SUPPLEME	Grove Park Elementary	Appointment
	RAPOZA, ADAM REID CHS BASEBALL ASST SH SUPPLEME	Clay High	Appointment
	RAUTH, KIMBER LEE OPE DOD ACADEMIC CH, STEM SUPPLEME	Orange Park Elementary	Appointment
0.5	RICE, CRYSTAL LYNN CHS SOFTBALL FP ASST SH SUPPLEME	Clay High	Appointment
	ROBBINS, MICHELLE MAE INST APPLICATION FACILITATOR SUPPLEME	Rideout Elementary	Appointment
	ROVNAK, PAULA JEAN TBE DOD ACADEMIC CH, STEM SUPPLEME	Thunderbolt Elementary	Appointment
	RUELAS, KATHRYN EMILY SIP SCI FAIR COOR, DISTRICT SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	RUSSELL, KAREEM ALEXANDER MHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Resignation
	RYKALSKY, RYAN LEE OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Appointment
	SANFORD, GAVIN JOSEPH WJH SOFTBALL FP ASST JH SUPPLEME	Wilkinson Jr High	Appointment
	SCAMAHORN, ERIC W	Keystone Heights Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	KHE DOD ACADEMIC CH, STEM SUPPLEME		
	SCHAUS, ROBIN ANN OVE DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf Village Elementary	Appointment
	SHANNON, TRACY LEE PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
	SIMMONS, TANISHA SHENAA DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	SKRZYPCZAK, JACEY COLEEN RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
	SMITH, SHERMAN C OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
0.5	SNOW, MATTHEW R MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	SOHL, PAGE ALISON DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	STEVENS, ROBERT G KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
	STREET, ROBERT JACOB MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Resignation
	SURIANO, BROCK C FIH BASEBALL JV HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	TORRES, SANDRA MATILDE MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	TUTLER, SHARYSE YVETTE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	URGO, MANDI LEIGH POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Resignation
	USON, JEWEL SHAY DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	VAN DE WATER, REBECCA LYNN SPC DOD ACADEMIC CH, STEM SUPPLEME	Swimming Pen Creek Elem	Appointment
	WALSH, SHARON KAY DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	WHEELER, KATHLEEN STACKS DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	WHITIN, ANITA MARIE CGE DOD ACADEMIC CH, STEM SUPPLEME	Coppergate Elementary	Appointment
0.5	WYLIE JR, ROBERT LJH DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment

III. INSTRUCTIONAL ACTIONS 2023-2024

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 2023-2024

H. OUT OF FIELD

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

IV. INSTRUCTIONAL 2023-2024

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

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

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2023-2024

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	AKRIGHT, BLANCA JUDITH OPJ CAFE ASSISTANT 3.5 HOURS 9 MON SU	Orange Park Jr High	Effective 2024-01-31 9 MON SU / Annual
0.9	ALLEN, LAUREN BLAKE SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-02-06 9 MON SU / Annual
0.9	ANDERSON, SHANNON RACHEL LEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2024-02-06 9 MON SU / Annual
0.9	AUGUSTER, KAYLA SHANTEL OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2024-01-23 9 MON SU / Annual
0.9	BENNETT, AMARI ISABELLA OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2024-02-06 9 MON SU / Annual
0.9	BERARDUCCI, CHARLES J TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2024-01-24 9 MON SU / Annual
	BLACK, ASIA HALEE CGE SECRETARY 11 MO 11 MONTH	Coppergate Elementary	Effective 2024-02-05 11 MONTH / Annual
	BOLE, JASMINE MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2024-01-08 12 MO SU / Annual
0.9	BORCHERS, SABRINA CHANTE SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-01-09 9 MON SU / Annual
	COMBS, JASON RONNY TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-08 12 MO SU / Annual
0.9	CUMBO, KARINA WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2024-02-06 9 MON SU / Annual
	EARNHARDT, MATTHEW RYAN TRN PARTS MANAGER 12 MO SU	Transportation	Effective 2024-02-05 12 MO SU / Annual
	FLEMENS, VICTORIA CATHERINE TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2024-02-05 12 MO SU / Annual
	FOGERTY, JOHN B TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 TRANSPOR / Annual
	GRAYSON, BRENDA DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	Effective 2024-01-09 9 MON SU / Annual
	GROFF, PATRICIA ANN TRN ESE ASST/BUS MONITOR	Transportation	Effective 2024-01-22 TRANSPOR / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRANSPOR		
	HILLSMAN, DANIEL JACOB ITS PROGRAMMER/ANALYST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2024-01-22 12 MO SU / Annual
	HUDSON, TERESA DEANNE OLJ SECRETARY 11 MO 11 MONTH	Oakleaf Junior High School	Effective 2024-01-29 11 MONTH / Annual
	HUMPHREY, CLARA MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-05 TRANSPOR / Annual
	JOHNS, AMY NICOLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-01-22 TRANSPOR / Annual
	JOHNSON, SHAKITA LEIGH CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	Effective 2024-01-30 9 MON SU / Annual
0.9	JONES, TURKAN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-01-10 9 MON SU / Annual
0.9	JULIUS, HALEY BROOKE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2024-01-30 9 MON SU / Annual
0.9	KRIEKEL, LINDSEY ANN LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2024-01-31 9 MON SU / Annual
	LEACH, SHERRI DAWN SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-25 12 MO SU / AC Safety and Security
	LEE, VERNIS MONROE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-18 TRANSPOR / Annual
0.8	LEVINE, TERRI S DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2024-01-08 9 MON SU / Annual
	LI, HON FAI AES CAFE ASSISTANT 5.5 HOURS 9 MON SU	Argyle Elementary	Effective 2024-01-10 9 MON SU / Annual
	MARTINEZ GUEVARA, WALDESTRUDIS LES TITLE I ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2024-01-23 9 MON SU / Annual
	MARTINEZ NOVAS, JULIO MIGUEL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 TRANSPOR / Annual
	MARTINEZ, SANDRA LIMBANIA OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2024-01-25 12 MO SU / Annual
0.9	MEE, STEPHANIE NICOLE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-30 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	MEYERS, DALLAS CHEYENNE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-06 9 MON SU / Annual
	MORRISSEY, HIROMI KUROKI RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2024-01-08 9 MON SU / Annual
0.9	MOSLEY, MISTI NICKOLE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-12 9 MON SU / Annual
0.9	PHILLIPS, KATHLEEN RILEY POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-01-08 9 MON SU / Annual
0.9	RATHERAM GREEN, HELEN ANN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2024-01-24 9 MON SU / Annual
	REASER, ROBBIN RENE RVE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Ridgeview Elementary	Effective 2024-01-30 9 MON SU / Annual
	REVIS, JOHN DAVID SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-05 12 MO SU / AC Safety and Security
	RICE, JANA STAPLES CEB LICENSED PRAC NURSE 10 MONTH	Charles E. Bennett Elementary	Effective 2024-02-07 10 MONTH / Annual
	RICH, SHARONDA LATRICE OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2024-01-29 12 MO SU / Annual
	SCHOEN, DEBRA ANN SPS REGISTERED NURSE 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2024-02-05 10 MONTH / Annual
0.8	SCHOOLEY, CLARA ELIZABETH OHS HEALTH ASSISTANT 9 MON SU	Oakleaf High School	Effective 2024-02-09 9 MON SU / Annual
	SENATIL ILERIN, MARIE B TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2024-01-16 12 MO SU / Annual
	TATE, NISA NICHOLE WES CAFE ASSISTANT 5.5 HOURS 9 MON SU	Wilkinson Elementary	Effective 2024-01-30 9 MON SU / Annual
	THOMAS, JAMOUR ROBINSON TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-29 12 MO SU / Annual
	TORRENS, AMBER OHS SCHOOL SECRETARY/ST SER 10 MONTH	Oakleaf High School	Effective 2024-01-31 10 MONTH / Annual
0.8	WEDEMEYER, BREIANNE NICHOLE POE HEALTH ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2024-01-31 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	WICKS, KYLE MARIE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2024-01-12 9 MON SU / Annual
	WINKLES, AIMIE LYNN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-18 TRANSPOR / Annual

VI. Support Actions

B. RE-APPOINTMENT

Name/Assignment	Site	
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VI. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	
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VI. Support Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
ADERMAN, KELLE R ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2024-02-05 /transfer from / ROE CUSTODIAN
BEBER DINKLA, LAURA CHRISTINE GCJ CAFE ASSISTANT 4.25 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2024-01-22 /transfer from / GCJ CAFE ASSISTANT 4.5 HOURS
BRITT, SHALON SHANTEL CEB HEAD CUSTODIAN 12 MO SU	Charles E. Bennett Elementary	Effective 2024-02-05 /transfer from / CEB CUSTODIAN
COLEMAN, KATIE ANN TES BEHAVIORAL SUPPORT TECH 9 MON SU	Tynes Elementary	Effective 2024-01-22 /transfer from / TES BEHAVIORAL HEALTH ASST
FRANCISCO, NICHOLLI L CEB PRINCIPAL SECRETARY CONFIDEN	Business Affairs	Effective 2024-02-19 /transfer from / BAF PAYROLL ASSISTANT
0.9 GANION, AUBREY LYNN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-22 /transfer from / WEC GENERAL HEALTH ASSISTA
0.9 HILL, CRYSTEL ANN WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-22 /transfer from / WEC BEHAVIORAL HEALTH ASST
HOHLER, COURTNEY ANNA GCJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2024-01-22 /transfer from / GCJ CAFE ASSISTANT 4.25 HOURS
0.9 JENNINGS, KATHERINE ANNE MARIE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-22 /transfer from / WEC GENERAL HEALTH ASSISTA
0.9 KEITT, SAMUEL BERNARD RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2024-02-05 /transfer from / OLJ GENERAL HEALTH ASSISTA
0.9 KISENA, KATHY PUALANI TBE GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2024-02-19 /transfer from / WEC GENERAL ASSISTANT
MARQUEZ, MARIA JESUS TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-05 /transfer from / TRN ESE ASST/BUS MONITOR
MCDONALD, KENARD TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-02-05 /transfer from / OHS CUSTODIAN
MILLS, DANIEL J SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
MONROE, TOMMIE O BRIAN CEB CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2024-02-19 /transfer from / TES CUSTODIAN
MORRO, ROBERT P SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER

VI. Support Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
OWENS, BRUCE B SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
PADGETT HUBBARD, CARALINE ADELE MHS CUSTODIAN 12 MO SU	Middleburg High	Effective 2024-02-05 /transfer from / MHS CAFE ASSISTANT 5 HOURS
PENN, ASHLEY ELIZABETH SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
QUAILS, KUMIKO PES CAFE ASSISTANT 4.25 HOURS 9 MON SU	Robert M. Paterson Elementary	Effective 2024-02-05 /transfer from / FIE CAFE ASSISTANT 4.5 HOURS
QUEZADA, RUTH R OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf High School	Effective 2024-02-05 /transfer from / OHS CAFE ASSISTANT 4 HOURS
RICH, TASHALA F OHS CAFE ASSISTANT 4 HOURS 9 MON SU	Oakleaf High School	Effective 2024-02-05 /transfer from / OHS CAFE ASSISTANT 5 HOURS
RIVERA, SHEILA CRISTINE CHS CAFE ASSISTANT 6 HOURS 9 MON SU	Clay High	Effective 2024-01-22 /transfer from / CHS CAFE ASSISTANT 4.25 HOURS
SANCHEZ VIERA, ANA MARIA AES HEAD CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2024-02-19 /transfer from / MNT CUSTODIAN
SAPP, LARRY MATTHEW SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
SHERMAN, ALYSSA CAILIN LJH IN SCHOOL SUSPENSION 9 MON SU	Lakeside Junior High	Effective 2024-02-05 /transfer from / LJH BEHAVIORAL HEALTH ASST
SHORT, LINDA G LAJ CAFE ASSISTANT 3.75 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2024-02-05 /transfer from / LJH CAFE ASSISTANT 3.25 HOURS
SMITH, KAITLYN ELIZABETH SLE ST RECORD SEC 12 MO 12 MO SU	Shadowlawn Elementary	Effective 2024-01-22 /transfer from / OHS HEALTH ASSISTANT
WELCH, STEPHANIE M TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	Effective 2024-02-05 /transfer from / RHS IN SCHOOL SUSPENSION
WITTMAN, RACHEL LORAINE MBE SCHOOL SEC ADMINISTRATION 10 MONTH	Transportation	Effective 2024-02-19 /transfer from / TRN ROUTING SPECIALIST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	BELCHER, SHANNON NYREE TRN PAYROLL SUPPORT ASST 12 MO SU	Transportation	Effective 2024-02-15 RESIGNATION
	BULLOCK, PAUL LAMAR SASSER TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-10 RESIGNATION
0.9	BURKETT, LINDA ANN RHS GENERAL HEALTH ASSISTA LNG TRM	Ridgeview High School	Effective 2024-01-25 RESIGNATION
	CAGLE, COLTON FIE CUSTODIAN 12 MO SU	Fleming Island Elementary	Effective 2024-01-12 RESIGNATION
	CARTER, TONYA M WJH CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2024-02-16 RESIGNATION
	CASTANO, ANSELMO MNT HVAC TECH 12 MO SU	Division of Support Svcs	Effective 2023-08-18 RESIGNATION
	CATHERMAN, SHARON L CGE PRINCIPAL SECRETARY CONFIDEN	Coppergate Elementary	Effective 2024-03-15 RESIGNATION
0.9	COCHRAN, CHANEL L ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2024-01-31 RESIGNATION
	COMBS, JASON RONNY TRN MECHANIC 12 MO SU	Transportation	Effective 2024-02-15 RESIGNATION
	CRUZ CASTILLO, MARIA E POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2024-05-30 RESIGNATION
	DENMARK, THERESE ANN KHE CUSTODIAN 12 MO SU	Keystone Heights Elementary	Effective 2024-02-22 RETIREMENT
	DUBE, RICHARD ARTHUR SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-16 RESIGNATION
	DYER, WILLIAM FREDERICK SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-16 RESIGNATION
	FARRIS, ELIZABETH RENEE ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2024-01-23 RESIGNATION
0.9	FLETCHER, HANNAH SIOBHAN SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-01-17 RESIGNATION
	GARVICH, CARLOS SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-19 RESIGNATION
0.9	GIBSON, AMANDA ANN LAJ BEHAVIORAL HEALTH ASST LNG TRM	Lake Asbury Junior High School	Effective 2023-12-31 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	HILL, VICTORIA MARY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-02-23 RESIGNATION
0.9	JONES, TURKAN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-08 RESIGNATION
	LANOUX, CAMERON BRIANNE LJH IN SCHOOL SUSPENSION 9 MON SU	Lakeside Junior High	Effective 2024-01-31 RESIGNATION
	LAVANE, DARLENE MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-20 RESIGNATION
	LUXENBERG, DANIEL J SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-19 RESIGNATION
0.9	MARTIN, AVANTHIA CRUISE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2024-01-31 RESIGNATION
0.9	MCBRIDE, DAWN MARIE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2024-02-09 RESIGNATION
	MCCOLLUM, STEVEN MICHAEL MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Svcs	Effective 2024-02-16 RESIGNATION
0.9	MOLERIO, MOLLY KATHERINE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2024-01-16 RESIGNATION
0.9	MORGAN, MICHELLE CLAIRE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2024-03-08 RESIGNATION
	MUNROE, MICHAEL D SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-16 RESIGNATION
	NIPPER, CECILIA ANNE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-16 RETIREMENT
	NORDSTROM, FLORIDA LUCERO MCE CAFE ASSISTANT 4.5 HOURS 9 MON SU	Montclair Elementary	Effective 2024-02-01 RESIGNATION
0.9	PANTOJAS, RAUL ENRIQUE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-02 RESIGNATION
	PARKER, RANDY CLAYWELL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-20 RESIGNATION
0.9	PARRY, AMANDA CATHERINE POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-02 RESIGNATION
	PERRY, SCOTT JAMES	Division of Support Svcs	Effective 2024-02-16

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	MNT PLUMBER 12 MO SU		RESIGNATION
0.9	PHILLIPS, AIMI F RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2024-02-02 CONCLUDE EMPLOYMENT
0.9	PHILLIPS, JUSTIN MICHAEL BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2024-02-02 RESIGNATION
	RICH, SHARONDA LATRICE OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2024-01-30 RESIGNATION
	ROBINSON, MYRNA T EXEC SEC SB ATTORNEY CONFIDEN	School Board	Effective 2024-02-21 RESIGNATION
	SAUCIER, TAMMY JO DIS PRINCIPAL SECRETARY CONFIDEN	Doctors Inlet Elementary	Effective 2024-02-01 CONCLUDE EMPLOYMENT
	SILCOX, LESLIE DEAN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-26 CONCLUDE EMPLOYMENT
	SMITH, LENORA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-01-25 RESIGNATION
	SNELL, LARISSA DIANE TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-31 RESIGNATION
0.9	SPEARMAN, OLIVIA ANN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2023-12-20 RESIGNATION
	STRONG, COLLEEN ANN RVE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Ridgeview Elementary	Effective 2023-12-19 RESIGNATION
	SWORDS, ALEXIS VICTORIA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 RESIGNATION
0.9	TAYLOR, ARAWYN RENEE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-12-20 RESIGNATION
0.9	TAYLOR, SAMANTHA DAWN MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2024-01-24 RESIGNATION
0.9	THOMAS, TIFFANY AMBER WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-08 CONCLUDE EMPLOYMENT
	THOMPSON, CARI ELIZABETH SPS REGISTERED NURSE 10 MONTH	CLIMATE AND CULTURE	Effective 2024-01-19 RESIGNATION
	TILLMAN, MARCUS KENT TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-12-14 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	VICHICH, KYLE R TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-19 RESIGNATION
	WADE, JESSICA S POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2024-03-07 RESIGNATION
0.9	WELCH JR, ROBERT EARL SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-01-08 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	ADAMS, STACEY MARIE INST APPLICATION FACILITATOR SUPPLEME	Rideout Elementary	Resignation
	DAVIS, MARIBETH MCE DOD ACADEMIC CH, STEM SUPPLEME	Montclair Elementary	Appointment
	DYAL, RENE LINETTE AES DISCRETIONARY SUPPLEME	Argyle Elementary	Appointment
0.5	DYAL, RENE LINETTE AES DOD ACADEMIC CH, STEM SUPPLEME	Argyle Elementary	Appointment
	DYAL, RENE LINETTE INST APPLICATION FACILITATOR SUPPLEME	Argyle Elementary	Appointment
	JASMIN JR, GREGORY P SLE DOD ACADEMIC CH, STEM SUPPLEME	INFORMATION AND TECH SERVICES	Appointment
	TURNER, MARY DENISE OPJ ANNUAL STAFF JH SUPPLEME	Orange Park Jr High	Appointment
	WHITEHEAD JR, WILLIAM HENRY OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	WHITEHEAD JR, WILLIAM HENRY OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
	WYATT, NOAH DAWTON MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment