

DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
February 5, 2026
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
KRAJEWSKI, JAMES D MNT SUPV MNT TECH/GEN 12 MONTH	Division of Support Svcs	Effective 2026-01-19 12 MONTH / Annual
OVERSTREET, SHOKO FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-01-20 CAFETERI / Annual

I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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I. Administrative Actions

C. RE-DESIGNATION

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

D. TRANSFER

Name/Assignment	Site	Contract
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I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
JONES, TERRI DARICE COORDINATOR STUDENT ENGAGEMENT 12 MONTH	CLIMATE AND CULTURE	Effective 2026-01-30 RETIREMENT
KRAJEWSKI, JAMES D MNT LEAD ELECTRONICS TECHNICIA 12 MO SU	Division of Support Srvc	Effective 2026-01-18 RESIGNATION
MELTON, THERESA L WEC MGR SELF CONTAINED I CAFETERI	W.E. Cherry Elementary	Effective 2026-03-02 RETIREMENT
NEWELL, MICHELLE LYNN BAF COOR ACCOUNTING 12 MONTH	BAF ACCOUNTS PAYABLE	Effective 2026-01-16 RESIGNATION

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job description:

REVISED:

PROJECT MANAGER

The proposed revisions to the job description are intended to better align the position's qualifications with the scope of responsibilities, technical demands, and regulatory environment of the role. These changes clarify minimum expectations while allowing flexibility to attract a broader, qualified candidate pool.

2. Experience in at least one (1) of the following categories: (a) State Licensed Contractor, Construction Superintendent, or Project Management in an Architect/Engineer/Construction (A/E/C) firm, with a minimum ~~five (5)~~ three (3) years of experience; (b) Local City or County Building Department General Construction Inspector, with a minimum five (5) years of experience.
3. Knowledge of building, safety-to-life and fire codes.
4. Ability to read and interpret plans and specifications.
5. Ability to perform basic drafting of plans for buildings and civil projects.
6. Be able to work in harmony with school based administrators, staff, subordinates and the public.
7. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

- ~~1. Bachelor Degree in Architecture, Engineering, or Construction Management.~~
2. Experience as a State Licensed Contractor, Construction Superintendent, or Project Management in an Architect/Engineer/Construction (A/E/C) firm, with a minimum five (5) years of experience.
3. Knowledge of State Construction and Procurement Statutes and State Requirements for Educational Facilities (SREF).
4. Building Construction Graduate, with a minimum one (1) year of experience preferred.
5. Graduate Architect or Engineer, with a minimum one (1) year of experience preferred.
6. Experience in school plant management and construction preferred.
7. CAD Drafting experience

Approved: 07/21/1988

Revised: 12/14/1988, 07/01/1993, 04/20/1995, 11/17/1998, 02/15/2001, 01/20/2005, 02/10/2014, 12/10/2020, 10/05/2023, 02/05/2026

Revised: 07/01/1993

Revised: 04/20/1995

Revised: 11/17/1998

Revised: 02/15/2001

Revised: 01/20/2005

Revised: 02/10/2014

Revised: 12/10/2020

Revised: 10/05/2023

II. JOB DESCRIPTION ACTIONS

B. Supplemental - Approve the following job descriptions:

REVISED/REVIEWED:

Academic and Athletic Supplement Job Descriptions

The Academic and Athletic Supplement Job Descriptions have been updated for the current review cycle. These revisions ensure all roles and qualifications are accurate. Notably, some High School and Junior High athletic supplements are now listed separately to reflect their distinct responsibilities.

Academic Coach, Local	Elementary Technology Coach	Sophomore Class Sponsor	Cheerleading, Head Junior Varsity HS	Swimming, Head HS
Annual Staff, HS	Secondary Technology Coach	Specialist - 10, 11, 12 Month	Cheerleading, Head JH	Swimming, Head JH
Annual Staff, JH	Elementary Resource Department Head	Special Olympics Coordinator	Cross Country, Head HS	Tennis, Head HS
Band Director, HS	Elementary Track Meet Coordinator	Spelling Bee Coordinator, District	Cross County, Head JH	Track, Head HS
Band Director, JH	ESOL Support Facilitator	Student Council HS	Flag Football, Head HS/JH/M	Track, Assistant HS
Child Care Center Director	ESE Intervention Committee Facilitator	Student Council JH	Football, Head HS	Track, Head JH
Choral Directors HS/JH	Flag Corps Sponsor	Support Peer Teacher (Without portfolio requirements)	Football, Assistant HS	Track, Assistant JH
Co-Curricular Club	Freshman Class Sponsor	Title I Lead Teacher/Department Head	Football, JV, Head HS	Volleyball, Head HS
Dance Team Sponsor HS	Instructional Application Facilitator	Very Special Arts Coordinator	Football, Head JH	Volleyball, Assistant HS
Dance Team Sponsor JH	Junior Class Sponsor	Athletic Director	Football, Assistant JH	Volleyball, Assistant JH
Demonstration Classroom	Math Field Day Coordinator, District	Baseball, Head HS	Golf, Head HS	Volleyball, Head JV
Department Head	Math Team	Baseball, Assistant HS	Lacrosse, Head HS	Volleyball, Head JH
Discretionary Supplement	National Beta Club Sponsor	Baseball, JV Head HS	Soccer, Head HS	Weightlifting, Head HS
District Instructional Coach	National Honor Society Sponsor	Baseball, Head JH	Soccer, Head JV HS	Weightlifting, Head JH
District Music	National Junior High Honor Society Sponsor	Baseball, Assistant JH	Soccer, Head JH	Wrestling, Head HS
Drama HS	Professional Learning Certification Program (PLCP) Mentor	Basketball, Head HS	Softball, Head HS (Fast Pitch)	Wrestling, Assistant HS
Drama JH	Safety Patrol Elementary	Basketball, Assistant HS	Softball, Assistant HS (Fast Pitch)	Wrestling, Head JH
Drill Team Sponsor HS	Science Fair Coordinator, District	Basketball, JV Head HS	Softball, Head JV HS (Fast Pitch)	
Drill Team Sponsor JH	Science Fair Coordinator, Local School	Basketball, Head JH	Softball, Head JH (Fast Pitch)	
Elementary Performance/Production	Senior Class Sponsor	Cheerleading, Head Varsity	Softball, Assistant JH (Fast Pitch)	

Responsibilities and duties of this position include:

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

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates budget to produce the yearbook.
2. Schedules and assists in selection of the photographer for school pictures.
3. Produces yearbook.
4. Teaches journalism skills.
5. Trains and organizes student staff.
6. Competes at statewide convention.
7. Secures advertisements.
8. Takes students to workshops and conferences.
9. Attends school events and schedules photographs.
10. Sells yearbooks to students/public.
11. Establishes and meets deadlines.
12. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates budget to produce the yearbook.
2. Schedules and assists in selection of the photographer for school pictures.
3. Produces yearbook.
4. Teaches journalism skills.
5. Trains and organizes student staff.
- ~~6. Competes at statewide convention.~~
7. Secures advertisements.
- ~~8. Takes students to workshops and conferences.~~
9. Attends school events and schedules photographs.
10. Sells yearbooks to students/public.
11. Establishes and meets deadlines.
- ~~12. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.~~

Required Qualifications:

1. Current employee of Clay County District Schools

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates and attends all rehearsals and performances and band social activities. Orders and schedules buses for these activities.
2. Coordinates all special band events: parades, football games, pep rallies, etc..
3. Organizes other performing groups.
4. Coordinates fund raising activities.
5. Works with parent-~~booster~~ organizations.
6. Attends in-field in-service when available.
7. Plans concert season, jazz ensemble, fall season.
8. Plans recruiting.
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

High School: Minimum of two major performances football games, and district marching festival, solo, ensemble, concert band, and state festivals or equivalent when applicable.

~~**Junior High/Middle School:** Minimum of four performances: solo and ensemble festival, district concert festival or equivalent, home football games.~~

End of Year Supplement: Two additional major festivals. Three community events are equivalent to one major event.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates and attends all rehearsals and performances and band social activities. Orders and schedules buses for these activities.
2. Coordinates all special band events: parades, football games, pep rallies, etc..
3. Organizes other performing groups.
4. Coordinates fund raising activities.
5. Works with parent-booster organizations.
6. Attends in-field in-service when available.
7. Plans concert season, jazz ensemble, fall season.
8. Plans recruiting.
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

High School: ~~Minimum of two major performances: football games, and district marching festival, solo, ensemble, concert band, and state festivals or equivalent when applicable.~~

Junior High/Middle School: Minimum of four performances: solo and ensemble festival, district concert festival or equivalent, home football games.

End of Year Supplement: Two additional major festivals. Three community events are equivalent to one major event.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Director will maintain the business aspect of the center - registration, purchasing, maintaining licenses, collecting tuition and fees, and maintaining communication with families enrolled.
2. Manage the child care center and day-to-day activities with small children, high school students, and assistants.
3. Director will be on hand to fill in with opening and closing as needed.
4. Director will work with outside agencies for child care center needs.
5. Director will coordinate with Food and Nutrition Services to provide lunch daily and breakfast at locations where it is free.
6. Oversee and coordinate after-hours enrichment activities (Graduation, Holiday Programs, Parent Nights, Open House, etc).

Required Qualifications:

1. Must be employed as the Early Childhood Education Teacher at the high school.
2. Must be certified to teach the Early Childhood Education CTE Program.
3. Ability to work well with younger children, parents, assistants, and high school students.

Desired Qualifications:

1. Excellent skills in verbal and written communication.
2. Experience in running a childcare center or business.
3. Director's Credential issued by the Department of Children and Families.

Board Approved: 03/02/2023

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates and attends all rehearsals and performances, including school concerts.
2. Attends all after school choral activities.
3. Attends Festivals: District, State, National.
4. Coordinates field trips. Orders and schedules buses.
5. Works with parents' booster groups.
6. Participates in professional activities for musical growth.
7. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

High School/Junior High School:

Minimum of four separate performances per year, attend district solo, ensemble, and concert festivals or equivalent.

End of Year Supplement for two additional major festivals. All-State may count as one major event if ten or more students participate. Three community events equal one major event.

Elementary:

Minimum of four separate productions and includes planning, practice, advertising, etc.

Approved: 02/05/2026

SUPPLEMENTED POSITION: #38
Co-Curricular Club Sponsor
Career and Technical Education ~~Vocational Education~~

Responsibilities and duties of this position include:

1. Manage student registration and affiliation at the district, state, and national levels
- ~~4. Coordinates participation in and, if needed, serves as chaperone for state/district/regional competition.~~
2. Coordinate student participation in district, state, and national events and serve as the chaperone.
3. Coordinates fundraising activities.
- ~~4. Organizes club meetings and arranges for guest speakers.~~
5. The advisor will coordinate chapter meetings.
- ~~6. Coordinates membership drives/recruits new members.~~
7. Provide leadership opportunities for students through chapter officers or leadership roles
8. Coordinates end-of-year recognition activities such as banquets, award ceremonies, induction ceremonies, etc., i.e., ~~banquets/award ceremonies.~~
- ~~9. Arranges for field trips. Orders and schedules buses.~~
10. Assists students with finding and applying for scholarships and awards; recommends/nominates students for school, county, and state awards.
11. Coordinates club community service projects.
12. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

- Must be teaching the Career and Technical Education course where the co-curricular club is being offered.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Secures judges and organizes tryouts.
2. Arranges and participates in fundraisers.
3. Holds meetings with parents. Coordinates parent volunteers.
4. Organizes and attends trip to summer camp.
5. Responsible for finances and accounts.
6. Works closely with directors/coaches/cheerleading sponsors.
7. Develops and teaches routines.
8. Schedules and attends all rehearsals and performances.
9. Secures chaperones for all trips.
10. Organizes all aspects of spring trips: transportation, funds, accommodations, schedule, chaperones.
11. Arranges "public relations" performances in community for schools, businesses, and organizations.
12. Communicates with sponsors from feeder schools.
13. Arrange attendance and travel to all competitions.
14. Responsible for supervision and discipline of team members.
15. Coordinates the selection and provision of uniforms for all team members.
16. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Secures judges and organizes tryouts.
2. Arranges and participates in fundraisers.
3. Holds meetings with parents. Coordinates parent volunteers.
4. Organizes and attends trip to summer camp.
5. Responsible for finances and accounts.
6. Works closely with directors/coaches/cheerleading sponsors.
7. Develops and teaches routines.
8. Schedules and attends all rehearsals and performances.
9. Secures chaperones for all trips.
10. Organizes all aspects of spring trips: transportation, funds, accommodations, schedule, chaperones.
11. Arranges "public relations" performances in community for schools, businesses, and organizations.
12. Communicates with sponsors from feeder schools.
13. Arranges attendance and travel to all competitions.
14. Responsible for supervision and discipline of team members.
15. Coordinates the selection and provision of uniforms for all team members.
16. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Intentionally plans for standards-aligned lessons through evidence-based instructional practices.
2. Welcomes colleagues into your classroom to observe intentionally planned lessons.
3. Demonstrates standards-aligned and evidence-based instructional practices throughout lessons that are observed by other educators.
4. Actively participates in orientation and/or debrief sessions with visiting educators to provide insight into the context and intentionality of instructional moves.
5. Reflects on and discusses the intentionality of teaching moves using instructionally precise language, making explicit connections between teaching moves and student learning.
6. Develops and shares written plans with observing teachers to facilitate professional learning discussions around intentional planning.
7. Video records lessons to be shared with CCDS educators for the purpose of professional learning.
8. Engages in coaching cycles with an instructional coach with a focus on evidence-based instructional practices, such as the instructional vision, and standards-aligned instruction.
9. Assists in coordinating the logistics of demonstration classroom visits with visiting teachers.

Required Qualifications:

1. Currently possess a valid Florida Educator's Certificate.
2. Certification in the content area of the Demonstration Classroom.
3. Comfortable in facilitating professional learning for adults.
4. Excellent skills in verbal and written communication.
5. Ability to collaborate effectively with stakeholders at all levels.
6. At least one (1) year of instructional experience in Clay County District Schools.
7. Willingness to engage in multiple coaching cycles a year with a district coach

*NOTE: Must provide documentation of at least four coaching cycles and facilitation of eight Demonstration Classroom Visits (two per quarter) throughout the year in order to receive the supplement and in order to be considered for reappointment the following year. Required training/meetings may be after school hours or during the summer.

Board Approved: 03/02/2023

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Orders, distributes and maintains inventory of textbooks, supplies and equipment.
2. Assists in budget preparation.
3. Conducts needs assessment and helps develop the school improvement plan.
4. Serves as a liaison between department and other departments and between department and administration.
5. Maintains communication in the department, e.g. department meetings.
6. Attends curriculum council meetings.
7. Promotes positive attitude and morale within the department.
8. Provides input and assistance in scheduling and in orientation of new team or department members and substitute teachers.
9. Assists in the coordination of team or department-level activities such as field trips, performances, special activities, etc.
10. Coordinate activity dates for fundraisers, awards, field trips, and other events with the administration.
11. Keep accurate records for inventories of team materials, such as Chromebooks, textbooks, etc.
12. Help ensure that the team is aligning instruction to the approved curriculum.
13. Assist in the distribution of important information to their departments and/or teams.
14. Leads and facilitates learning teams within the school's Professional Learning Community.
15. Leads and manages the department's data collection, analysis, and presentation of data during data chats and discussions.
16. Participates as an active member of the School-Based Leadership Team.
17. All other duties assigned by the Principal.

Required Qualifications:

1. Valid Florida Teaching Certificate.

Board Approved: 11/07/2024

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. All duties assigned by the Principal.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists in coordinating, implementing and monitoring the assigned program areas.
2. Assists in ongoing data analysis to develop targeted professional learning plans to include core, team, and individual support in response to student learning needs.
3. Plans, organizes and implements professional learning activities related to the program.
4. Assists in the development and monitoring of, and engagement with, demonstration classrooms as appropriate.
5. Assists in instructional support and/or curriculum development.
6. Provides technical assistance and support to teachers and schools in the assigned program areas.
7. Participates in professional programs and meetings in the program area.
8. Serves as a liaison among the district, school administrators, teachers and the community.
9. Organizes and schedules appropriate school-based and district-wide activities to support effective instruction.
10. Assists in needs assessment for the program area.

Required Qualifications:

1. Currently possess or eligible to receive a valid Florida Educator's Certificate.
2. Certification: Elementary - Certified in Elementary Education; Secondary - Certified in Secondary Education or Middle School Education.
3. Experience in Differentiated Instruction.
4. Experience in cross-curricular integration.
5. Experience in data analysis.

Board Approved: 03/02/2023

Reviewed: 02/05/2026

**SUPPLEMENTED POSITION: #72A
District Music Festival Coordinator**

Responsibilities and duties of this position include:

1. Organizes and sets up the district music festival.
2. Organizes performances, schedules, and procedures.
3. Works with students and local band and chorus directors individually.
4. Works with clinicians in filling out paperwork.
5. Makes certain local schools are prepared for the district music festival.
6. Attends the district music festival with participants and monitors the area.
7. Plans for design printing and distribution of appropriate advertising and other related public relations information.
8. Secures clinicians/guest conductors and sponsors for the festival.
9. Secures appropriate awards and certificates.
10. Secures appropriate performance space/location for the festival.
- ~~11. Submit field trip requests for out-of-state or overnight activities to the Director of Secondary Education. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.~~

Required Qualifications:

1. Valid Florida Teaching Certificate.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Holds drama club meetings (at least 3 per year).
2. Directs the plays; including building sets, acquiring or making the costumes and props, handling publicity, etc.
3. Handles the budget.
4. Prepares students for district and state competitions.
5. Maintains contact with the International Thespian Society and the official point system.
6. Schedules all events on the school calendar.
7. Supervises all student activities/practices.
8. Minimum of two major performances

Required Qualifications:

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Instructs students on proper dramatic skills.
2. Performs all tasks involved in putting on a major production; including ordering scripts, acquiring costumes and props, building sets, handling royalty payments, publicity and casting.
3. Directs the major production and coordinates with the musical director and choreographer.
4. Handles fundraising and parent support group.
5. Supervises all student activities/practices.
6. Minimum of two performances

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Secures judges and organizes tryouts.
2. Arranges and participates in fundraisers.
3. Holds meetings with parents. Coordinates parent volunteers.
4. Organizes and attends a trip to summer camp.
5. Responsible for finances and accounts.
6. Works closely with and directors/coaches/cheerleading sponsors.
7. Develops and teaches routines.
8. Schedules and attends all rehearsals and performances.
9. Secures chaperones for all trips.
10. Organizes all aspects of ~~spring~~ trips: transportation, funds, accommodations, schedule, chaperones.
11. Arranges "public relations" performances in community for schools, businesses, and organizations.
12. Communicates with sponsors from feeder schools.
13. Arranges attendance and travel to all competitions.
14. Responsible for supervision and discipline of team members.
15. Coordinates the selection and provision of uniforms for all team members.
16. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Secures judges and organizes tryouts.
2. Arranges and participates in fundraisers.
3. Holds meetings with parents. Coordinates parent volunteers.
4. Organizes and attends a trip to summer camp.
5. Responsible for finances and accounts.
6. Works closely with and directors/coaches/cheerleading sponsors.
7. Develops and teaches routines.
8. Schedules and attends all rehearsals and performances.
9. Secures chaperones for all trips.
10. Organizes all aspects of spring-trips: transportation, funds, accommodations, schedule, chaperones.
11. Arranges "public relations" performances in community for schools, businesses, and organizations.
12. Communicates with sponsors from feeder schools.
13. Arranges attendance and travel to all competitions.
14. Responsible for supervision and discipline of team members.
15. Coordinates the selection and provision of uniforms for all team members.
16. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Conducts after school rehearsals and performances.
2. Plans and schedules programs.
3. Coaches and choreographs programs.
4. Supervises all student activities/practices.

NOTE: Requires a minimum of two separate evening productions, including planning, practice, and advertising, etc.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Provides leadership in school based Professional Learning about technology standards and the use of digital tools in daily teacher tasks and instruction.
2. Attends all district technology meetings and relevant workshops necessary to keep abreast of technological developments.
3. Provides leadership in technology by disseminating information and providing workshops/open labs within the school about digital tools and applications.
4. Assists the Instructional Technology Specialist and other curriculum specialists in coordinating technology integration in all curriculum areas.
5. Provide technology integration inservice training, coaching, and modeling to all school staff members.
6. Provide support and coaching to teachers to improve their technology integration skills.
7. Provide teachers support in using the district selected gradebook program, staff and student portals, and digital tools/applications.
8. Assists in recommending appropriate applications for student, parent, faculty, and administrative use by facilitating the application review process and acting as the liaison between the school and the district office.

Required Qualifications:

1. Attend all meetings and workshops for Technology Coaches unless excused by designated District Administrator.
2. Communicate District Technology information from meetings, workshops, and emails to school staff in a timely and positive manner.
3. Complete the Google Certified Educator Level 1 Training within three months of appointment.
4. Advertise, document, and complete at least one workshop/open lab for school faculty and staff on the OneClay Digital tools each quarter.
5. Valid Florida Teaching Certificate.

Approved: 04/21/2016

Revised: 02/05/2026

Responsibilities and duties of this position include:

1. Provides leadership in school based Professional Learning about technology standards and the use of digital tools in daily teacher tasks and instruction.
2. Attends all district technology meetings and relevant workshops necessary to keep abreast of technological developments.
3. Provides leadership in technology by disseminating information and providing workshops/open labs within the school about digital tools and applications.
4. Assists the Instructional Technology Specialist and other curriculum specialists in coordinating technology integration in all curriculum areas.
5. Provide technology integration inservice training, coaching, and modeling to all school staff members.
6. Provide support and coaching to teachers to improve their technology integration skills.
7. Provide teachers support in using the district selected gradebook program, staff and student portals, and digital tools/applications.
8. Assists in recommending appropriate applications for student, parent, faculty, and administrative use by facilitating the application review process and acting as the liaison between the school and the district office.

Required Qualifications:

1. Attend all meetings and workshops for Technology Coaches unless excused by designated District Administrator.
2. Communicate District Technology information from meetings, workshops, and emails to school staff in a timely and positive manner.
3. Complete the Google Certified Educator Level 1 Training within three months of appointment.
4. Advertise, document, and complete at least one workshop/open lab for school faculty and staff on the OneClay Digital tools each quarter.
5. Valid Florida Teaching Certificate.

Approved: 02/05/2026

Responsibilities and Duties of this position includes:

1. Lead and facilitate Professional Learning Communities (PLCs) to enhance collaboration and instructional practices within the department.
2. Conduct needs assessments to inform and develop the school improvement plan, ensuring alignment with district goals.
3. Serve as a liaison between the department, other departments, and administration to foster communication and collaboration.
4. Promote a positive attitude and morale within the department, cultivating a supportive and inclusive environment.
5. Attend and actively participate in curriculum council and leadership team meetings, contributing to the development and review of curriculum initiatives.
6. Assist in the orientation and scheduling of new team members and substitute teachers, ensuring a smooth onboarding process.
7. Coordinate department-level activities, including performances and special events, in collaboration with administration.
8. Maintain accurate records of team materials, such as Chromebooks, textbooks, and other supplies to support resource management.
9. Disseminate important information to department members and assist with communication needs.
10. Encourage participation in district-led professional development and collaborative sessions throughout the school year and summer.
11. Participate as an active member of the School-Based Leadership Team, contributing to school-wide initiatives.
12. Perform other duties assigned by the Principal.

Board Approved: 11/07/2024

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Organizes and coordinates the district elementary track meet.
2. Works with the elementary coaches to establish the rules, lane assignments, and events of the track meet.
3. Secures funding for the Elementary School Track Meet through the Clay School District Athletic Director.
4. Organizes the scoring and judging procedures.
5. Coordinates volunteers and coaches to monitor each track and field event.
6. Plans for the design and printing of ribbons appropriate for the events.
7. Coordinates all communication/correspondence with the elementary coaches and the Director of Elementary Education relative to the events.
8. Coordinates with the Host school Athletic Director to schedule two events, including Custodial Services.
9. Coordinates with the host school Track Coach on student-athlete volunteers for the day of the event.
10. Secures on-site Security through Clay School District/Clay County Sheriff's Office
11. Secures on-site medical assistance through the Clay School District Nursing Department.
12. Manages setup at the host site the day prior to the events.
13. Provides coaches with information about possible team shirt promotion.
14. Serves as a resource person to assist participating coaches and schools.
15. Coordinates with the host school to provide access to the concession stand.
16. Responsible for coordinating clean up of the area and the stands after the events.

Approved: 02/05/2026

SUPPLEMENT POSITION: #109
English for Speakers of other Languages (ESOL) Facilitator
Supplement

Responsibilities and duties include:

1. Directly responsible to the ESOL Supervisor
 - a. Compliance and Parent Involvement responsibilities:
 - b. Assume major responsibility for preparation of school Title III/ESOL compliance monitoring items
 - c. Meet deadlines in accordance to Title III/ESOL compliance and district requirements
 - d. Serve as a contributing member of the ELL Committee

2. Department Head responsibilities:
 - a. Lead Title III/ESOL Teachers as a positive, professional liaison between school administrators and the Title III/ESOL District Office
 - b. Attend and relay ELD information and/or administrative meetings
 - c. Maintain inventory of Title III/ESOL purchased items

3. Supplemental Curriculum responsibilities:
 - a. Provide communication in a timely manner to school leaders/teachers regarding language growth through progress monitoring through the use of supplemental ELD Instruction
 - b. Monitor implementation of supplemental materials

Required Qualifications:

1. Currently possess valid Florida Educator's Certification in Elementary Education and/or Administration
2. Currently possess ESOL Endorsement or ESOL Certification
3. Currently hold ESOL Facilitator position

Desired Qualifications:

1. Training in leadership roles
2. Data collection and data analysis background
3. Clay Google Certification

Board Approved: 09/5/2024

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Oversees Intervention Committee and schedule activities.
2. Consults with teachers and appropriate intervention team members.
3. Develops and assists in monitoring and evaluating intervention team plans and activities.
4. Monitors progress and effectiveness of interventions by scheduling meetings based on teacher input.
5. Assists in assigning substitutes to the Intervention Committee schedule when subs are available.
6. Assists teachers in monitoring pupil progress/behavior.
7. Provides assistance to the school 504 contact with any possible 504 referrals and plans resulting from inability to intervene successfully and lack of ESE eligibility.

Board Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the band director in the selection, supervision, and evaluation of all the color guard members.
2. Maintains knowledge of the School Board regulation, the FBA By-Laws, and the rules pertaining to High School Color Guards.
3. Assists the band director in formulating policies and procedures for the color guard.
4. Keeps the band director well informed in regard to the color guard program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the band director of all purchase requisitions.
6. Assists the band director with the following:
 - a. Forming a financial budget for the color guard program.
 - b. Checking on and maintaining the eligibility of the color guard members (includes monitoring of grades, physical exams and emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - c. Maintains an inventory of uniforms and equipment.
 - d. Assist the band director in team transportation on away activities and assures proper adult supervision.
7. Assumes responsibility for band room supervision and security, such as locking up after rehearsals and performances.
8. Assumes responsibility for all members of the squad and the enforcement of school rules and all safety procedures and policies at all practices and events.
9. Assumes responsibility for informing the flag corps and their parents on the care of uniforms and dangers of any stunts, routines, or equipment used by the flag corps.
10. The sponsor will provide visual interpretations as an extension of the band, and, after marching season, with winter guard activities.
11. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates fundraisers for classes.
2. Coordinates class activities with 9th grade teachers.
3. Sponsors and implements homecoming activities.
4. Coordinates and directs class awards assemblies.
5. Directs class activities, including class trips, dance, breakfast, etc.
6. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Provides leadership regarding technology standards (including B.E.S.T. Standards that require technology) and the use of District approved technology platforms, tools, resources, and applications in daily teacher tasks and instruction.
2. Facilitates training, coaching, and modeling to all school staff members regarding technology integration (must facilitate and provide documentation of at least one professional learning experience per quarter in order to retain supplement).
3. Provides support for all staff in using District approved technology platforms, tools, resources, and applications (student information systems, communication platforms, portals, online textbooks, etc.).
4. Facilitates the technical application review process at the school level.
5. Assists school leaders with the website, social media, and digital resources for staff, students, and families.
6. Acts as the liaison between the school and the district office for instructional technology related matters and assists District Information and Technology Services and Academic Services staff in coordinating technology integration in all instructional areas.
7. Attends all meetings and workshops for Instructional Application Facilitators unless excused by the designated District Administrator.
8. Communicates District Technology information from meetings, workshops, and emails to the school community in a timely and positive manner.

Required Qualifications:

1. Valid Florida Teaching Certificate.
2. Comfortable using District technology platforms, tools, resources, and applications.
3. Comfortable in facilitating professional learning for adults.
4. Excellent skills in verbal and written communication.
5. Ability to collaborate effectively with stakeholders at all levels.
6. At least 1 year of instructional experience in Clay County District Schools.
7. Clay County Google Certified Educator - Level 1 (completed Google Fundamentals Course)

*NOTE: Must provide documentation of at least four professional learning experiences throughout the year in order to receive the supplement and in order to be considered for reappointment the following year. Required trainings/meetings may be after school hours or during the summer.

Approved: 03/04/2021

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates fundraisers for classes.
2. Sponsors and implements homecoming activities.
3. Coordinates senior/junior class prom. (Junior and Senior class sponsors.)
4. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Organizes and sets up district math field day.
2. Organizes competition, rules and procedures.
3. Works with students individually.
4. Works with coaches in filling out paperwork.
5. Make certain teams are prepared for district math field day.
6. Attends district math field day with participants and monitors the area.
7. Plans for design and printing of brochures.
8. Secures advertising and sponsors for the field day.
9. Secures trophies, awards and certificates.
10. Organizes scoring and judging procedures.
11. Secures judges for the competition.
12. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Teaches and coaches skills of math.
2. Attends and coordinates team participation in math tournaments. Orders/schedules buses for tournaments.
3. Encourages cooperative learning.
4. Encourages a variety of viewpoints.
5. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

NOTE: Must include formal competitions outside of the school setting.

Approved: 02/05/2026

SUPPLEMENTED POSITION: # 88
National Beta Club/Junior National Beta Club Sponsor

Responsibilities and duties of this position include:

The following jobs are required of the sponsor by the National Charter.

1. Determine scholastic criteria (generally 3.0) and other requirements based on worthy character, creditable achievement, and commendable attitude.
2. Draft bylaws for junior or senior Beta Club chapter.
3. Complete a tentative list of prospective members who meet the established requirements.
4. Obtain invitations and parent letters from National Beta Club and send them to students invited to join.
5. Collect dues and send the application form to the National Beta Club Office.
6. Plan the induction ceremony.
7. Oversee all student club activities.
8. Establish regular club meetings.
9. Conduct officer elections.
10. Hold regular officer meetings before club meetings.
11. Organize worthwhile activities and service projects.
12. Select new members before the end of the school year so the club will have a nucleus to begin activities in the fall.
13. Help organize and sponsor new chapters of Junior or Senior Beta Club at other district schools.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Sponsors and attends club meetings.
2. Attends events planned by the club.
3. Checks requirements for membership.
4. Supervises and sets up tutoring programs.
5. Coordinates induction ceremonies.
6. Coordinates service projects.
7. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

SUPPLEMENTED POSITION: #34A
National Junior Honor Society

Responsibilities and duties of this position include:

1. Sponsors and attends club meetings.
2. Attends events planned by the club.
3. Checks requirements for membership.
4. Supervises and sets up tutoring programs.
5. Coordinates induction ceremonies.
6. Coordinates service projects.
7. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

SUPPLEMENTED POSITION: #117
Professional Development Learning Certification Program (PLCP) Mentor

Responsibilities and duties of this position include:

1. Mentors and supports a novice teacher during their participation in the PLCP program.
2. Engages in ongoing mentorship activities including the minimum PLCP requirement of weekly meetings with the PLCP participant.
3. Actively participates in orientation and professional learning sessions outlining the Florida Educator Accomplished Practices (FEAP) and Uniform Core Curriculum (UCC) tasks required of PLCP participants to demonstrate proficiency.
4. Supports PLCP teacher with behavior management strategies and interventions through modeling, co-teaching, and/or practice and planning.
5. Supports PLCP teacher with instructional design and content planning through modeling, co-teaching, and/or explicit practice and intentional planning.
6. Supports PLCP teacher in effective communication with colleagues, parents, and leadership to develop partnerships that support student learning.
7. Facilitates a minimum of one coaching cycle each quarter with the PLCP teacher with a focus on the vision for instruction, classroom management, and/or evidence-based instructional practices.
8. Facilitates the PLCP teacher's discussion of, and reflection on, the intentionality of teaching moves using instructionally precise language, guiding the PLCP teacher to make explicit connections between teaching moves and student learning.
9. Routinely participates in ongoing professional learning opportunities to continuously develop leadership, mentorship, instructional coaching and/or content and pedagogical practices.
10. Maintains detailed and accurate records of the mentorship activities as required by the PLCP program.

Required Qualifications:

1. Currently possess a valid Florida Educator's Certificate.
2. Minimum three (3) years teaching experience.
3. Clinical Educator Training (CET).
4. Recommendation by administrator and rated as "highly effective."
5. Mentor Training (received after appointment as Peer Teacher).
6. Comfortable in facilitating professional learning for adults.
7. Excellent skills in verbal and written communication.

*NOTE: Must provide documentation of at least weekly mentorship activities including two coaching cycles and one model/demonstration lesson in the mentor's or PLCP participant's classroom each semester in order to receive the supplement and in order to be considered for reappointment the following year. Required trainings/meetings may be after school hours or during the summer.

Board Approved: 03/02/2023

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates schedules and duties of the safety patrol.
2. Maintains necessary records and supplies for the patrol program.
3. Provides motivating activities for patrol squad.
4. Handles public relations for patrol.
5. Provides orientation and training for new patrol members.
6. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

School Fair

1. Serves as a resource person to assist school coordinators.
2. Ensures that all rules, guidelines, and paperwork set forth by SSEF and ISEF are met.

Regional Fair

1. Establishes dates and the location for the Fair.
2. Coordinates plans and works with ~~Kiwanis~~ Rotary Club.
3. Coordinates delivery of training for Science Fair judges.
4. Coordinates contributions of special awards and prizes.
5. Supervises Regional Fair.
6. Disseminates announcements of Fair winners.
7. Coordinates Awards Ceremony.
8. Ensures that all rules, guidelines and paperwork set forth by SSEF and ISEF are met.
9. Coordinates Scientific Review Committee and the Institutional Review Board.
10. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

State Fair

1. Coordinates affiliation and entry of Regional winners to State Fair competition.
2. Coordinates and provides chaperone services for students participating in State Fair.
3. Attends September Board of Directors' meeting and meetings held during the State Science Fair.
4. Serves on the State Scientific Review Committee.
5. Coordinates travel arrangements for students to attend the State Fair.
6. Coordinates affiliation and entry into ISEF.
7. Disseminates announcements of Fair winners.
8. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Organizes and sets up the science fair.
2. Works with teachers in preparation for the school science fair.
3. Works with students individually.
4. Works with students in completing paperwork.
5. Serves as liaison between student and county science fair coordinator.
6. Coordinates all requirements for students participation in the county, state, and/or international science fair.
7. Attends county science fair with participants and monitors the area of the fair.
8. Makes sure students are prepared for state and/or international fair.
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates fundraisers for classes.
2. Sponsors and implements homecoming activities.
3. Coordinates senior/junior class prom. (Junior and Senior class sponsors.)
4. Directs senior class activities: graduation, baccalaureate, etc. (Senior class sponsor.)
5. Designs and plans senior sweatshirts. (Senior class sponsor.)
6. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

- ~~1. Coordinates fundraisers for classes.~~
- ~~2. Sponsors and implements homecoming activities.~~
- ~~3. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.~~

Responsibilities and duties of this position include:

1. Coordinates fundraisers for classes.
2. Coordinates class activities with 10th grade teachers.
3. Sponsors and implements homecoming activities.
4. Coordinates and directs class awards assemblies.
5. Directs class activities, including class trips, dance, breakfast, etc.
6. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists in coordinating, implementing and monitoring the assigned program areas.
2. Assists in writing grants, applications and/or proposals for the program.
3. Plans, organizes and implements training and Professional Learning activities related to the program.
4. Assists in the development and monitoring of program budget as appropriate.
5. Assists in curriculum development.
6. Provides technical assistance/support to teachers and schools in the assigned program area.
7. Participates in and facilitates training programs professional learning and meetings in the program area.
8. Serves as liaison among the district, individual schools, and the community.
9. Organizes and schedules appropriate school-based and district-wide activities.
10. Assists in needs assessment for the program area.

Required Qualifications:

1. Valid Florida Teaching Certificate.
2. Experience in Differentiated Instruction.
3. Experience in cross-curricular integration.
4. Experience in data analysis.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates Clay's Special Olympics participation at all levels:
 - a. District
 - b. Regional/Area
 - c. State
2. Coordinates registration of all eligible Special Olympics athletes with the State Special Olympics Organization.
 - a. Schedules Medicals
 - b. Distributes and collect athletes' permission forms
3. Coordinates volunteers, teachers and organizations participating in Special Olympics activities.
4. Coordinates transportation for athletes through Clay County School Board Transportation and ESE Departments.
 - a. Arranges schedules
 - b. Arranges chaperons
 - c. Completes appropriate forms and submits to ESE Department for budget coding and approval
5. Arranges for facilities for District events.
6. Coordinates and submits public relations activities announcing Special Olympics.
7. Coordinates any fund raising activities appropriate to provide monies for Special Olympics events.
8. Conducts training, information and planning meetings for teachers, coaches and volunteers of Special Olympics athletes.
9. Participates in training and skill workshops sponsored by the State Special Olympics Organization.
10. Follows all Clay County School Board rules, regulations, and procedures concerning after school, off-campus and out of county activities.
 - a. Parent permission
 - b. Adult supervision
 - c. Appropriate paperwork on file
11. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Organizes and coordinates the district spelling bee.
2. Communicates with local school spelling bee coordinators.
3. Secures judges and pronouncer for the district spelling bee.
4. Contacts sponsors for support.
5. Coordinates all arrangements for facilities, refreshments, awards, etc..
6. Plans for the design and printing of brochures.
7. Maintains correspondence with all schools, parents, sponsors, judges, and pronouncers.
8. Prepares contestants for the district spelling bee.
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Attends student meetings ~~before school~~ **and** supervises district meetings and activities.
2. Guides students in becoming leaders.
3. Supervises student activities.
4. Organizes school events/activities.
5. Serves as liaison between students/teachers.
6. Supervises and/or coordinates homecoming activities.
7. Supervises all other student council activities.
8. **Organizes and carries out elections.**
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Organizes and carries out Student Council Elections.
2. Attends student meetings before or after school.
3. Guides students in becoming leaders.
4. Supervises student activities.
5. Organizes school events/activities.
6. Serves as liaison between students/teachers.
7. Supervises and/or coordinates student council activities.
8. Supervises district meetings and activities.
9. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Approved: 02/05/2026

**SUPPLEMENTED POSITION: #5A
Support Peer Teacher
(Without Portfolio Requirements)**

Responsibilities and duties of this position include:

1. Counsels and supports teacher experiencing difficulty.
2. Conducts observation using formative or diagnostic instruments and provides appropriate feedback.
3. Confers with and advises teacher on a regular basis.
4. Assists in finding solutions to teacher's problems.
5. Assists in the development and completion of Professional Development plan (if applicable).
6. Assists teacher to develop appropriate classroom techniques.
7. Assists the teacher with various forms of paperwork.
8. Orients teacher to school and district routines and policies.
9. Helps locate and organize teaching materials.
10. Helps to plan and prepare lessons or activities.
11. Assists teacher with behavior management strategies and interventions.
12. Conducts informal visits with the teacher.
13. Assists teacher with peer and parent interactions.
14. Assists teacher to meet the requirements of the Professional Orientation Program (if applicable)
15. Guides teacher in parent conferencing skills.
16. Provides a good role model.
17. Assists teacher in curricular modifications and with teaching strategies.

Required Qualifications:

1. Valid Florida Teaching Certificate.

Special Training Required:

- ~~1. FPMS Certification~~
2. CET
3. Initial Peer Teacher Training workshop and updates when necessary due to new procedures and/or requirements.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Directly responsible to the school administrator working in collaboration with the District Title I Office.
2. Compliance and Parent Involvement responsibilities:
 - a. Assume major responsibility for preparation of school Title I, Part A compliance monitoring items
 - b. Meet deadlines in accordance to Title I compliance and district requirements
 - c. Coordinate and integrate site based parent involvement events
 - d. Develop Parent Involvement Plan (PIP), a required component of Title I, Part A Plan
 - e. Serve as a contributing member of the School Advisory Council. The School Improvement Plan becomes the school's Title I, Part A Plan
3. Extended Day Coordinator responsibilities:
 - a. Create, Monitor and adjust the Title I Extended Day Plan developed in conjunction with school administration
 - b. Facilitate Title I Extended Day Attendance and snack auditing procedures
 - c. Responsible for collection of Student Learning Plans developed by tutors
 - d. Prepare final report of Title I Extended Day outcomes for the Title I District Office
4. Department Head responsibilities:
 - a. Lead Title I School-Based Team as a positive, professional liaison between school administrators and the Title I District Office
 - b. Attend and relay information from school-based curriculum council and/or administrative meetings
 - c. Secure pre-approval for Title I purchases according to the Title I, Part A Plan
 - d. Maintain inventory of Title I purchased items
5. Supplemental Curriculum responsibilities:
 - a. Provide communication in a timely manner to school leaders/teachers regarding usage/proficiency of supplemental computer assisted programs
 - b. Monitor implementation of supplemental materials

Required Qualifications:

1. Currently possess, or eligible to receive a valid Florida Educator's Certification in Elementary Education and/or Administration

Desired Qualifications:

1. Training in leadership roles
2. Data collection and data analysis background
3. Clay Google Certification

Revised: 08/15/2013, 03/02/2017, 05/02/2019

Reviewed: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates Clay's Very Special Arts participation at district level.
2. Coordinates Very Special Arts Festival.
3. Coordinates Very Special Arts inservices that are mandated by the State Very Special Arts Organization.
4. Manages Very Special Arts funds allocated by the State Very Special Arts Organization.
5. Coordinates volunteers, presenters, teachers, organizations, and private companies participating in Very Special Arts activities.
6. Coordinates transportation for participants through Clay County School Board Transportation and ESE Departments:
 - a. Arranges schedules
 - b. Arranges chaperones if necessary
 - c. Completes appropriate forms and submits to ESE Department for budget coding and approval
7. Arranges facilities for inservices and Very Special Arts Festival.
8. Coordinates and submits public relations activities announcing Very Special Arts Festival.
9. Coordinates any fundraising activities appropriate to provide monies for Very Special Arts activities.
10. Conducts training, information and planning meetings for teachers and volunteers of Very Special Arts Festival.
11. Participates in training workshops sponsored by the State Very Special Arts Organization.
12. Coordinates Very Special Arts Festival and inservices with ESE District Office representative of Very Special Arts.
13. Follows all Clay County School Board rules, regulations, and procedures concerning after school, off-campus and out of county activities:
 - a. Parent permission
 - b. Adult supervision
 - c. Appropriate paperwork on file

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the principal in the selection, supervision and evaluation of all coaches in the school.
2. Maintains knowledge of and adheres to the school board regulations, FHSAA By-Laws and rules pertaining to each junior high athletic program.
3. Assists the principal and coaches in formulating athletic policies and procedures.
4. Keeps the principal informed about all athletic programs and ensures that all safety rules and regulations are enforced and followed.
5. Coordinates the requisitioning of appropriate equipment and supplies for all athletic programs.
6. Forms an athletic budget annually.
7. Schedules and contracts all games, matches, etc..
8. Maintains and checks on the eligibility of all athletes (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
9. Schedules officials for all home athletic events.
10. Schedules transportation for all away athletic events.
11. Monitors the inventory of equipment and uniforms for all athletic programs.
12. Assists in the maintenance of practice and game areas/fields.
13. Coordinates athletic facilities usage with the principal.
14. Coordinates the athletic award system during the year.
15. Works closely with the media regarding all aspects of the school athletic program.
16. Coordinates all Booster Club activities.
17. Promotes congeniality and support throughout the school's athletic program.
18. Coordinates the preparation of a coach's handbook and annual revisions/updates.
19. Assist with the coordination of other activities as deemed appropriate by the principal.
20. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Current employee of Clay County District Schools.
2. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
3. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Baseball Coaches.
2. Maintains knowledge of the School board Regulations, the FHSAA By-Laws, and the baseball rules pertaining to High School Baseball.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the baseball program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the baseball program.
 - b. Schedules and contracts all baseball games.
 - c. Checks on and maintains the eligibility of the baseball players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms, and equipment.
 - f. Provides and maintains practice and game fields.
 - g. Arranges for press box personnel, chain gang, national anthem, and flag raising.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates practice and game fields with the Band Director and school functions.
 - j. Helps coordinate the Athletic Award System by helping to select and order all team and individual awards for the banquet.
7. Works closely with the news media regarding all phases of the baseball program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the baseball program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the baseball rules pertaining to High School Baseball.
2. Assists the Head Baseball Coach in formulating baseball policies and procedures for the baseball program.
3. Keeps the Head Baseball Coach well informed in regard to the Baseball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Baseball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Baseball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Helps coordinate the Athletic Award System (organizes and sets up for the baseball awards banquet).
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use, and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of Assistant Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and baseball rules pertaining to Junior Varsity.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the baseball program and assures that all safety rules and regulations are enforced.
5. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the program.
 - b. Schedules and contracts for all games.
 - c. Checks on and maintains the eligibility of the team players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident reports forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Arranges team transportation on away games and assures proper adult supervision.
 - g. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for the awards banquet.
7. Works closely with the news media regarding all phases of the program.
8. Encourages athletes to participate in other sports and activities.
9. Assumes responsibility for locker room supervision and security in locking up of rooms and buildings.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment furnished by the school for use by team members.
12. Assumes responsibility for the entire function of any Booster Club.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. [Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.](#)
2. [Athletic coaches shall complete all FHSAA and CCDS required training/courses.](#)

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of Assistant Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and baseball rules pertaining to Junior High.
3. Assists the athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the baseball program and assures that all safety rules and regulations are enforced.
5. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the program.
 - b. Schedules and contracts for all games.
 - c. Checks on and maintains the eligibility of the team players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident reports forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Arranges team transportation on away games and assures proper adult supervision.
 - g. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for the awards banquet.
7. Works closely with the news media regarding all phases of the program.
8. Encourages athletes to participate in other sports and activities.
9. Assumes responsibility for locker room supervision and security in locking up of rooms and buildings.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment furnished by the school for use by team members.
12. Assumes responsibility for the entire function of any Booster Club.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the baseball rules pertaining to Junior High School Baseball.
2. Assists the Head Baseball Coach in formulating baseball policies and procedures for the baseball program.
3. Keeps the Head Baseball Coach well informed in regard to the Baseball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Baseball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Baseball players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms, and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Helps coordinate the Athletic Award System including the baseball awards banquet.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Basketball Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the basketball rules pertaining to High School Basketball.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the football program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the basketball program.
 - b. Schedules and contracts all basketball games.
 - c. Checks on and maintains the eligibility of the basketball players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains practice and game fields.
 - g. Arranges for press box personnel, chain gang, national anthem, and flag raising.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates practice and game fields with the Band Director and school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for the banquet.
7. Works closely with the news media regarding all phases of the basketball program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the basketball program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submit field trip requests for out-of-state or overnight activities to the approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. [Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.](#)
2. [Athletic coaches shall complete all FHSAA and CCDS required training/courses.](#)

[Approved: 02/05/2026](#)

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the basketball rules pertaining to High School Basketball.
2. Assists the Head Basketball Coach in formulating basketball policies and procedures for the basketball program.
3. Keeps the head Basketball Coach well informed in regard to the Basketball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Basketball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Basketball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Organizes and sets up for the basketball awards banquet.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use, and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the basketball rules pertaining to High School Basketball.
2. Assists the Head Basketball Coach in formulating basketball policies and procedures for the basketball program.
3. Keeps the Head Basketball Coach well informed in regard to the Junior Varsity Basketball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Basketball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Junior Varsity Basketball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
5. Assists the Head Basketball Coach and Athletic Director in scheduling Junior Varsity Basketball games.
6. Arranges game officials for home Junior Varsity games.
7. Maintains an inventory of uniforms and equipment for the Junior Varsity Basketball Team.
8. Assists in cleaning and maintaining the gym floor.
9. Arranges team transportation on away games and assures proper adult supervision.
10. Assists in organization and setup for the basketball awards banquet.
11. Encourages athletes to participate in other sports.
12. Assists in locker room supervision and security in locking up for the team.
13. Assumes responsibility for the Junior Varsity basketball players in the enforcement of school rules and all safety procedures and policies at all practices and games.
14. Assumes responsibility for informing the Junior Varsity players on the care of uniforms and safe use or dangers of equipment used by the players.
15. Attends clinics workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of Assistant Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the basketball rules pertaining to Junior High.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the basketball program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the basketball program.
 - b. Schedules and contracts all basketball games.
 - c. Checks on and maintains the eligibility of the basketball players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Arranges team transportation on away games and assures proper adult supervision.
 - g. Helps coordinate the Athletic Award System by helping to select and order all team and individual awards for ceremonies.
7. Works closely with the news media regarding all phases of the basketball program.
8. Encourages athletes to participate in other sports and activities.
9. Assumes responsibility for locker room supervision and security in locking up of rooms and buildings.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment furnished by the school for use by team members.
12. Assumes responsibility for the entire function of any Booster Club.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision, and evaluation of all the cheerleading sponsors.
2. Maintains knowledge of the School Board regulations, the FHSAA By-Laws, and the rules pertaining to High School Cheerleaders.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the Cheerleader Program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forming a financial budget for the Cheerleader Program.
 - b. Checking on and maintaining the eligibility of the Cheerleaders. (Includes monitoring of grades, physical exams and emergency medical forms, parent permission forms, insurance coverage, and accident report forms.)
 - c. Maintains an inventory of uniforms and equipment.
 - d. Arranges team transportation on away activities and assures proper adult supervision.
 - e. Helps coordinate the Athletic Award System. (Helps to select and order team and individual awards for the banquet.)
7. Works closely with the news media regarding all phases of the Cheerleader Program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the squad and the enforcement of school rules and all safety procedures and policies at all practices and events.
11. Assumes responsibility for informing the cheerleaders and their parents on the care of uniforms and dangers of any stunts, routines, or equipment used by the cheerleaders.
12. Assumes responsibility of the entire function of any Booster Club associated with the Cheerleader Program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

SUPPLEMENTED POSITION: #16
Cheerleading Head Junior Varsity HS

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board regulations, the FHSAA By-Laws, and the rules pertaining to High School Cheerleaders.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Assists the Varsity Cheerleader Sponsor in formulating policies and procedures of the Cheerleader Program.
4. Keeps the Varsity Cheerleader Sponsor well informed in regard to the Junior Varsity Cheerleader Program and assures that all safety rules and regulations are enforced and followed.
5. Assists the Varsity Sponsor with the following:
 - a. Checking on and maintaining the eligibility of the Junior Varsity Cheerleaders. (Grades, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms.)
6. Maintains an inventory of uniforms and equipment for the Junior Varsity Cheerleader squad.
7. Arranges team transportation on away activities and assures proper adult supervision.
8. Assists in organization and setup of awards banquet.
9. Encourages athletes to participate in other sports.
10. Assists in locker room supervision and security in locking up for the Junior Varsity Cheerleaders.
11. Assumes responsibility for the Junior Varsity Cheerleaders in the enforcement of school rules and all safety procedures and policies at all practices and events.
12. Informs the Junior Varsity Cheerleaders and parents on the care of their uniforms and dangers of any stunts, routines or equipment used by the Cheerleaders.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Coordinates all fundraising activities for the squad.
2. Coordinates preparation for and participation in all competitions, most of which are out of state.
3. Attends with the squad, one-two football games a week during football season, and three-four basketball games a week during basketball season.
4. Coordinates pep rallies.
5. Coordinates all practices, three-four days a week, year round.
6. Coordinates annual tryouts, including scheduling and judge selection.
7. Maintains knowledge of School Board Rules, FHSAA By-Laws and School Rules and Policies pertaining to Junior High Cheerleaders.
8. Prepares and implements Cheerleading policies and procedures.
9. Forms and follows a budget for the Cheerleader Program.
10. Maintains and checks on the eligibility of squad members. Recommends dismissal of ineligible members.
11. Maintains an inventory of uniforms and equipment.
12. Ensures proper adult supervision on all trips, at all practices and at all games.
13. Keeps squad members and parents informed of proper conditioning and the care and treatment of athletic injuries.
14. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
15. Emphasizes the importance of teamwork and sportsmanship.
16. Encourages a drug and alcohol free lifestyle.
17. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Cross Country Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the rules pertaining to High School Cross Country.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the cross country program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the cross country program.
 - b. Schedules and contracts all cross country meets.
 - c. Checks on and maintains the eligibility of the cross country participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arrange meet officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains meet and practice areas.
 - g. Arrange for scorers, timers and workers.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates field use with other school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for the banquet.
7. Works closely with the news media regarding all phases of the cross country program.
8. Encourages athletes to play other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
11. Assumes responsibility for informing the players and parents on the care, safe use and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the cross country program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Cross Country Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the rules pertaining to Junior High School Cross Country.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the cross country program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the cross country program.
 - b. Schedules and contracts all cross country meets.
 - c. Checks on and maintains the eligibility of the cross country participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arrange officials for meets.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains meet and practice areas.
 - g. Arrange for scorers, timers and workers.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates field use with other school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for the banquet.
7. Works closely with the news media regarding all phases of the cross country program. Encourages athletes to play other sports.
8. Assumes responsibility for locker room supervision and security in locking up.
9. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
10. Assumes responsibility for informing the players and parents on the care, safe use and dangers of the uniforms and equipment used by team members.
11. Assumes responsibility for the entire function of any Booster Club associated with the cross country program.
12. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
13. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. ~~Must complete an update of the Care and Prevention of Athletic Injuries workshop in order to receive the supplement and in order to be considered for reappointment to the Head Coach position for the following year.~~ Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Board Approved: 08/07/25

Revised: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School board Regulations, the FHSAA By-Laws, and the rules pertaining to Girls Flag Football.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Keeps the Athletic Director well informed in regard to the Flag Football program and assures that all safety rules and regulations are enforced and followed.
4. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
5. Assists the Athletic Director with the following:
 - a. Schedules and contracts all flag football games.
 - b. Checks and maintains the eligibility of the players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - c. Maintains an inventory of uniforms and equipment.
 - d. Provides practice and game facilities.
 - e. Arranges team transportation on away games and assures proper adult supervision.
 - f. Helps coordinate the Athletic Award System (helps to select and order all team and individual awards for banquet).
6. Works closely with the news media regarding all phases of the flag football program.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
9. Assumes responsibility for informing the player and parents on the care, and safe use of equipment used by the team members.
10. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
11. Submit field trip requests for out-of-state or overnight activities to the Director of Secondary Education. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all football coaches.
2. Maintains knowledge of the School Board Regulations, FHSAA By-Laws, and football rules pertaining to High School Football.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the football program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Activities Coordinator with the following:
 - a. Forms a financial budget for the football program.
 - b. Schedules and contracts all football games.
 - c. Checks on and maintains the eligibility of the football players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - d. Arranges for game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains practice and game fields.
 - g. Arranges for press box personnel, chain gang, national anthem, and flag raising.
 - h. Arranges team transportation on away games and ensures proper adult supervision.
 - i. Coordinates practice and game fields with Athletic/Band Director and school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for banquet.
7. Works closely with the news media regarding all phases of the football program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the football program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the football rules pertaining to High School Football.
2. Assists the Head Football Coach in formulating football policies and procedures for the football program.
3. Keeps the Head Football Coach well informed in regard to the Football Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Football Coach with the following:
 - a. Checking on and maintaining the eligibility of the Football Players (grades, birth certificates, eligibility sheets, physical exams, and emergency medical forms, parent permission forms, insurance coverage and accident reports forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Helps coordinate the Athletic Award System (helps organize and set up for football award banquet).
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members for the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use, and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs, to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Head Football Coach in the selection, supervision and evaluation of the Junior Varsity Football Coaches.
2. Maintains knowledge of the School Board Regulations, FHSAA By-Laws, and football rules pertaining to High School Football.
3. Assists the Head Football Coach in formulating football policies and procedures for the football program.
4. Keeps the Head Football Coach well informed in regard to the Junior Varsity Football Program and assures that all safety rules and regulations are enforced and followed.
5. Assists the Head Football Coach with the following:
 - a. Checks on and maintains the eligibility of the junior varsity football players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
6. Assists the Head Football Coach and Athletic Director in scheduling Junior Varsity Football games.
7. Arranges game officials for home Junior Varsity games.
8. Maintains an inventory of uniforms and equipment for the Junior Varsity Football team.
9. Marks and maintains practice and game fields.
10. Arranges team transportation on away games and assures proper chaperones.
11. Organizes and sets up for the Football Awards Banquet.
12. Encourages athletes to participate in other sports.
13. Assists in locker room supervision and security in locking up for the Junior Varsity Football team.
14. Assumes responsibility for the Junior Varsity Players in the enforcement of school rules and all safety procedures and policies at all practices and games.
15. Assists with informing the Junior Varsity Players and parents on the care, safe use, and dangers of the uniforms and equipment used by the players.
16. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Activities Coordinator in the selection, supervision and evaluation of all Football Coaches.
2. Maintains knowledge of School Board Regulations, FHSAA By-Laws, and football rules pertaining to Junior High School Football.
3. Assists the Activities Coordinator in formulating athletic policies and procedures.
4. Keeps the Activities Coordinator informed in regard to the football program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval to requisition appropriate equipment and supplies through the Activities Coordinator.
6. Assists the activities Coordinator with the following:
 - a. Forms a budget for the football program.
 - b. Schedules and contracts all football games.
 - c. Checks on and maintains the eligibility of the football players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - d. Arranges for game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains practice and game fields.
 - g. Ensures proper adult supervision on athletic trips.
 - h. Coordinates practice and game fields/times with other school activities/functions.
 - i. Coordinates Athletic Awards System (helps select and order team and individual awards for end-of-season banquet).
7. Works closely with the news media regarding all phases of the football program.
8. Encourages student athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security before, during and after a game or practice.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and practices at all games and practices.
11. Assumes responsibility for informing the players and parents about the care, safe use, and dangers of their uniforms and equipment.
12. Assumes responsibility of the entire function of any Booster Club associated with the football program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Coordinates and delegates the responsibilities of all assistants in the football program.
15. Emphasizes the importance of teamwork and sportsmanship.
16. Encourages a drug and alcohol free lifestyle.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Head Football Coach in formulating football policies and procedures for the football program.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and football rules pertaining to Junior High School Football.
3. Keeps the Head Football Coach well informed in regard to the Football Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Football Coach with the following:
 - a. Checking on and maintaining the eligibility of the Football Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - b. Maintains an inventory of uniforms, and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Ensures proper adult supervision on athletic trips.
 - e. Coordinates the athletic awards for the banquet.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security before, during and after a game or practice.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use, and dangers of the uniform and equipment used by the players.
9. Emphasizes the importance of teamwork and sportsmanship.
10. Encourages a drug and alcohol free lifestyle.
11. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the Golf rules pertaining to High School Golf.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Keeps the Athletic Director well informed in regard to the Golf program and assures that all safety rules and regulations are enforced and followed.
4. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
5. Assists the Athletic Director with the following:
 - a. Schedules and contracts all golf matches.
 - b. Checks and maintains the eligibility of the golfers (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - c. Maintains an inventory of uniforms and equipment.
 - d. Provides practice and match ranges.
 - e. Arranges team transportation on away games and assures proper adult supervision.
 - f. Helps coordinate the Athletic Award System and helps to select and order all team and individual awards for banquet.
6. Works closely with the news media regarding all phases of the golf program.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
9. Assumes responsibility for informing the players and parents on the care and safe use of equipment used by the team members.
10. Assumes responsibility for the entire function of any Booster Club associated with the golf program.
11. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
12. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all assistants and volunteer Lacrosse Coaches.
2. Demonstrates competent knowledge of School Board Regulations, FHSAA By-Laws, and lacrosse rules, as well as any revisions, pertaining to High School Lacrosse.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Informs the Athletic Director regarding the lacrosse program.
5. Obtains approval from the Athletic Director and the Principal of all purchase requisitions.
6. Maintains a working knowledge of college recruiting processes and assists student athletes with any potential scholarship opportunities.
7. Collaborates with the Athletic Director on the following:
 - a. Forming a financial budget for the lacrosse program.
 - b. Scheduling and contracting all lacrosse matches.
 - c. Tracking and managing the eligibility of the lacrosse participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, accident report forms, and any other applicable forms).
 - d. Arranging match officials, scorers, timers and workers.
 - e. Inventory of uniforms and equipment.
 - f. Organizing team transportation on away games and proper adult supervision.
 - g. Coordinating field use for games and practices with other school functions.
 - h. Assists in coordinating the Athletic Award System, including the selection and order of all team and individual awards for banquet.
8. Works closely with the Communications Department regarding media releases for the lacrosse program.
9. Ensures proper locker room supervision and safety and security in locking of facilities.
10. Responsible for the enforcement of school rules, safety procedures and policies at all practices and matches.
11. Informs players and parents regarding the proper care and use of uniforms and provides instruction on the proper use and possible dangers of equipment.
12. Acts as liaison between the Booster Club and the lacrosse program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.
15. Encourages athletes to play other sports

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. ~~Must complete an update of the Care and Prevention of Athletic Injuries workshop in order to receive supplement and in order to be considered for reappointment to the Head Coach position for the following year.~~ [Athletic coaches shall complete all FHSAA and CCDS required training/courses.](#)

Board Approved: 10/06/2022

Revised: 02/05/2026

Responsibilities and duties of this position included:

1. Maintains knowledge of the School Board regulations, the FHSAA By-Laws, and the soccer rules pertaining to high school soccer.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Keeps the Athletic Director well informed in regard to the soccer program and assures that all safety rules and regulations are enforced and followed.
4. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
5. Assists the Athletic Director with the following:
 - a. Schedules and contracts all soccer games.
 - b. Checks and maintains the eligibility of the soccer players. (Includes monitoring of grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage, and accident reports forms.)
 - c. Maintains an inventory of uniforms and equipment.
 - d. Provides practice and game fields.
 - e. Arranges team transportation on away meets and assures proper adult supervision.
 - f. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for banquet.
6. Works closely with the news media regarding all phases of the soccer program.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
9. Assumes responsibility for informing the players and parents on the care, and safe use of equipment used by the team members.
10. Assumes responsibility for the entire function of any Booster Club associated with the soccer program.
11. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching technique and theory.
12. Organizes and makes arrangements for home games.
13. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board regulations, the FHSAA By-Laws and the soccer rules pertaining to high school soccer.
2. Assists the Head Soccer Coach in formulating soccer policies and procedures for the soccer program.
3. Keeps the Head Soccer Coach well informed in regard to the Junior Varsity Soccer Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Soccer Coach with the following:
 - a. Checking on and maintaining the eligibility of the Junior Varsity soccer players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
5. Assists the Head Soccer Coach and Athletic Director in scheduling Junior Varsity Soccer games.
6. Arranges game officials for home Junior Varsity games.
7. Maintains an inventory of uniforms and equipment for the Junior Varsity Soccer Team.
8. Marks and maintains practice and game fields.
9. Arranges team transportation on away games and assures proper adult supervision.
10. Help coordinate the Athletic Award System and organize the Soccer Award Banquet.
11. Encourages athletes to participate in other sports.
12. Assists in locker room supervision and security in locking up for the Junior Varsity Soccer Team.
13. Assumes responsibility for the Junior Varsity players in the enforcement of school rules and all safety procedures and policies at all practices and games.
14. Assists with informing the Junior Varsity players and parents on the care and safe use of equipment used by the players.
15. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board regulations, the FHSAA By-Laws, and the soccer rules pertaining to middle/junior high school soccer.
2. Assists the Activities Coordinator in formulating athletic policies and procedures.
3. Keeps the Activities Coordinator well informed in regard to the soccer program and assures that all safety rules and regulations are enforced and followed.
4. Obtains approval from the Activities Coordinator and Principal for all purchase requisitions.
5. Assists the Activities Coordinator with the following:
 - a. Schedules and contracts all soccer games.
 - b. Checks and maintains the eligibility of the soccer players (includes monitoring of grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - c. Maintains an inventory of uniforms and equipment.
 - d. Provides practice and game fields.
 - e. Arranges team transportation on away meets and assures proper adult supervision.
 - f. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for banquet.
6. Works closely with the news media regarding all phases of the soccer program.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
9. Assumes responsibility for informing the players and parents on the care, and safe use of equipment used by the team members.
10. Assumes responsibility for the entire function of any Booster Club associated with the soccer program.
11. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching technique and theory.
12. Organizes and makes arrangements for home games.
13. Submits field trip requests for out-of-state or overnight activities to the Activities Coordinator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Softball Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the softball rules pertaining to High School Softball.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the softball program and assures that safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the softball program.
 - b. Schedules and contracts all softball games.
 - c. Checks on and maintains the eligibility of the softball players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms, and equipment.
 - f. Provides and maintains practice and game fields.
 - g. Arranges for press box personnel, chain gang, national anthem and flag raising.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates practice and game fields with the Band Director and school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for banquet.
7. Works closely with the news media regarding all phases of the softball program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing the players and parents on the care, safe use and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the softball program.
13. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the softball rules pertaining to High School Softball.
2. Assists the Head Softball Coach in formulating softball policies and procedures for the softball program.
3. Keeps the Head Softball Coach well informed in regard to the Softball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Softball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Softball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
5. Assists the Head Softball Coach and Athletic Director in scheduling softball games.
6. Assists in arranging for game officials for home games.
7. Maintains an inventory of uniforms and equipment for the softball team.
8. Assists in caring for and maintaining the softball facility.
9. Arranges team transportation on away games and assures proper adult supervision.
10. Assists in organization and set up for the softball awards banquet.
11. Encourages athletes to participate in other sports.
12. Assists in locker room supervision and security in locking up for the team.
13. Along with the head coach, assumes responsibility for the softball players in the enforcement of school rules and all safety procedures and policies at all practices and games.
14. Along with the head coach, assumes responsibility for informing the players and parents on the care of uniforms and safe use or dangers of equipment used by the players.
15. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the softball rules pertaining to High School Softball.
2. Assists the Head Softball Coach in formulating softball policies and procedures for the softball program.
3. Keeps the Head Softball Coach well informed in regard to the Junior Varsity Softball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Softball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Junior Varsity Softball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
5. Assists the Head Softball Coach and Athletic Director in scheduling Junior Varsity Softball games.
6. Arranges game officials for home Junior Varsity games.
7. Maintains an inventory of uniforms, and equipment for the Junior Varsity Softball Team.
8. Assists in caring for and maintaining the softball facility.
9. Arranges team transportation on away games and assures proper adult supervision.
10. Assists in organization and setup for the softball awards banquet.
11. Encourages athletes to participate in other sports.
12. Assists in locker room supervision and security in locking up for the Junior Varsity team.
13. Assumes responsibility for the Junior Varsity softball players in the enforcement of school rules and all safety procedures and policies at all practices and games.
14. Assumes responsibility for informing the Junior Varsity players and parents on the care of uniforms and safe use or dangers of equipment used by the players.
15. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Activities Coordinator in the selection, supervision and evaluation of any Assistant Softball Coaches.
2. Maintains knowledge of the School Board Regulations, FHSAA By-Laws and softball rules pertaining to Junior High School Softball.
3. Assists the Activities Coordinator in formulating athletic policies and procedures.
4. Keeps the Activities Coordinator informed in regard to the softball program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval for the requisition of appropriate equipment and supplies through the Activities Coordinator.
6. Assists the Activities Coordinator with the following:
 - a. Forms a budget for the softball program.
 - b. Schedules and contracts all softball games.
 - c. Checks on and maintains the eligibility of the softball players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident reports forms).
 - d. Arranges for game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains practice areas and game fields.
 - g. Ensures proper adult supervision on away activities.
 - h. Coordinates athletic awards at the end of the season.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for locker room supervision and security before, during and after a game or practice.
9. Assumes responsibility for all members of the team and the enforcement of school rules and all safety practices and procedures at all games and practices.
10. Assumes responsibility for informing the players and parents about the care, safe use and dangers of their uniforms and equipment.
11. Assumes responsibility of the entire function of any Booster Club associated with the softball program.
12. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
13. Co-ordinates and delegates the responsibilities of any assistants in the softball program.
14. Emphasizes the importance of teamwork and sportsmanship.
15. Encourages a drug and alcohol free lifestyle.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the softball rules pertaining to Junior High School Softball.
2. Assists the Head Softball Coach in formulating softball policies and procedures for the softball program.
3. Keeps the Head Softball Coach well informed in regard to the Softball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Softball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Softball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
5. Assists the Head Softball Coach and Athletic Director in scheduling softball games.
6. Assists in arranging for game officials for home games.
7. Maintains an inventory of uniforms and equipment for the softball team.
8. Assists in caring for and maintaining the softball facility.
9. Arranges team transportation on away games and assures proper adult supervision.
10. Assists in organization and set up for the softball awards banquet.
11. Encourages athletes to participate in other sports.
12. Assists in locker room supervision and security in locking up for the team.
13. Along with the head coach, assumes responsibility for the softball players in the enforcement of school rules and all safety procedures and policies at all practices and games.
14. Along with the head coach, assumes responsibility for informing the players and parents on the care of uniforms and safe use or dangers of equipment used by the players.
15. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the swimming rules pertaining to High School Swimming.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Keeps the Athletic Director well informed in regard to the swim program and assures that all safety rules and regulations are enforced and followed.
4. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
5. Assists the Athletic Director with the following:
 - a. Schedules and contracts all swim meets.
 - b. Checks and maintains the eligibility of the swimmers (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - c. Maintains an inventory of uniforms and equipment.
 - d. Provides practice and match ranges.
 - e. Arranges team transportation on away meets and ensures proper adult supervision.
 - f. Helps coordinate the Athletic Award System, helps to select and order all team and individual awards for banquet.
6. Works closely with the news media regarding all phases of the swimming program.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and meets.
9. Assumes responsibility for informing the players and parents on the care, and safe use of equipment used by the team members.
10. Assumes responsibility for the entire function of any Booster Club associated with the swimming program.
11. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
12. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the swimming rules pertaining to Junior High School Swimming.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Keeps the Athletic Director well informed in regard to the swim program and assures that all safety rules and regulations are enforced and followed.
4. Obtains approval from the Athletic Director and Principal of all purchase requisitions.
5. Assists the Athletic Director with the following:
 - a. Schedules and contracts all swim meets.
 - b. Checks and maintains the eligibility of the swimmers (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - c. Maintains an inventory of uniforms and equipment.
 - d. Provides practice and match ranges.
 - e. Arranges team transportation on away meets and ensures proper adult supervision.
 - f. Helps coordinate the Athletic Award System, helps to select and order all team and individual awards for banquet.
6. Encourages athletes to participate in other sports.
7. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and meets.
8. Assumes responsibility for informing the players and parents on the care, and safe use of equipment used by the team members.
9. Assumes responsibility for the entire function of any Booster Club associated with the swimming program.
10. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
11. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of School Board Regulations, FHSAA By-Laws, and tennis rules pertaining to High School Tennis.
2. Assists the Athletic Director in formulating athletic policies and procedures.
3. Keeps the Athletic Director well informed in regard to the tennis program and to assure that all safety rules and regulations are enforced and followed.
4. Obtains approval from the athletic Director and Principal of all purchase requisitions.
5. Assists the Activities Director with the following:
 - a. Forms a financial budget for the tennis program.
 - b. Schedules and contracts all tennis matches.
 - c. Checks on and maintains the eligibility of the tennis players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Maintains an inventory of uniforms and equipment.
 - e. Assists in caring for and maintaining the tennis facility.
 - f. Arranges team transportation on away matches and assures proper adult supervision.
 - g. Coordinates tennis courts for practice and matches.
 - h. Helps coordinate the Athletic Award System (helps select and order all team and individual awards for banquet).
6. Works closely with the news media regarding all phases of the tennis program.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for locker room supervision and security in locking up.
9. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
10. Assumes responsibility for informing the players and parents on the care of uniforms and dangers of any equipment used by the players.
11. Assumes responsibility of the entire function of any Booster Club associated with the tennis program.
12. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
13. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Track Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the track rules pertaining to High School Track.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the track program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the track program.
 - b. Schedules and contracts all track meets.
 - c. Checks on and maintains the eligibility of the track participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arranges meet officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains track and field events areas.
 - g. Arranges for scorers, timers and field event workers.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates track and field use with other school functions.
 - j. Helps coordinate the Athletic Award System, select and order all team and individual awards for banquet.
7. Works closely with the news media regarding all phases of the track program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and meets.
11. Assumes responsibility for informing the players and parents on the care, safe use and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the track program.
13. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. [Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.](#)
2. [Athletic coaches shall complete all FHSAA and CCDS required training/courses.](#)

[Approved: 02/05/2026](#)

Responsibilities and duties of this position include:

1. Maintain knowledge of the School Board Regulations, the FHSAA By-Laws and the rules pertaining to High School Track.
2. Assists the Head Track Coach in formulating policies and procedures for the Track Program.
3. Keeps the Head Track Coach well informed in regard to the Track Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Track Coach with the following:
 - a. Checking on and maintaining the eligibility of the track players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Maintains track and equipment.
 - d. Arranges team transportation on away games and assures proper adult supervision.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and practices at all practices and meets.
8. Assists with informing the players and parents on the care, safe use and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and the Athletic Director in the selection and supervision of Assistant Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the track rules pertaining to Junior High.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the program and ensures that all safety rules and regulations are enforced.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forming a financial budget for the program.
 - b. Scheduling and contracting all games.
 - c. Checking on and maintaining the eligibility of team members. (Includes monitoring grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parents permission forms, insurance coverage and accident report forms.)
 - d. Arranges for game officials.
 - e. Maintaining an inventory of uniforms and equipment.
 - f. Arranging team transportation on away games and ensuring proper supervision and conduct on buses.
 - g. Helping coordinate the Athletic Award System, helping to select and order all team and individual awards for the ceremonies.
7. Works closely with the news media regarding all phases of the program.
8. Encourages athletes to participate in other sports and activities.
9. Assumes responsibility for locker room supervision and security in locking of rooms and buildings.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
11. Assumes responsibility for informing players and parents on the care, safe use and dangers of the equipment furnished by the school for use by team members.
12. Assumes responsibility for the entire function of track booster club.
13. Attends clinics, workshops and/or visits colleges and other programs to improve coaching technique and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists in the maintenance of knowledge of the School Board Regulations, the FHSAA By-Laws and the rules pertaining to Junior High School Track.
2. Assists the Head Track Coach in formulating policies and procedures for the Track Program.
3. Keeps the Head Track Coach well informed in regard to the Track Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Track Coach with the following:
 - a. Checking on and maintaining the eligibility of the track players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Maintains track and equipment.
 - d. Arranges team transportation on away games and assures proper adult supervision.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and practices at all practices and meets.
8. Assists with informing the players and parents on the care, safe use and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Volleyball Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the volleyball rules pertaining to High School Volleyball.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the volleyball program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and the Principal of all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the volleyball program.
 - b. Schedules and contracts all volleyball matches.
 - c. Checks on and maintains the eligibility of the volleyball participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - d. Arranges match officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains game and practice areas.
 - g. Arrange for scorers, timers and workers.
 - h. Arranges team transportation on away games and assures proper adult supervision.
 - i. Coordinates gym use with other school functions.
 - j. Helps coordinate the Athletic Award System, helps to select and order all team and individual awards for the banquet.
7. Works closely with the news media regarding all phases of the volleyball program.
8. Encourages athletes to play other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the volleyball program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. [Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.](#)
2. [Athletic coaches shall complete all FHSAA and CCDS required training/courses.](#)

[Approved: 02/05/2026](#)

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and rules pertaining to High School Volleyball.
2. Assists the Head Volleyball Coach in formulating policies and procedures for the volleyball program.
3. Keeps the Head Volleyball Coach well informed in regard to the Volleyball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Volleyball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Volleyball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Organizes and sets up for the volleyball awards banquet.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use, and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and rules pertaining to Junior High School Volleyball.
2. Assists the Head Volleyball Coach in formulating policies and procedures for the volleyball program.
3. Keeps the Head Volleyball Coach well informed in regard to the Volleyball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Volleyball Coach with the following:
 - a. Checking on and maintaining the eligibility of the players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms, and equipment.
 - c. Marks and maintains practice and game fields.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Helps coordinate the Athletic Award System including the volleyball awards banquet.
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and policies at all practices and games.
8. Assists with informing the players and parents on the care, safe use and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

**SUPPLEMENTED POSITION: #47B
Volleyball Head Junior Varsity HS**

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the Volleyball rules pertaining to High School Volleyball.
2. Assists the Head Volleyball Coach in formulating softball policies and procedures for the Volleyball program.
3. Keeps the Head Volleyball Coach well informed in regard to the Junior Varsity Volleyball Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Volleyball Coach with the following:
 - a. Checking on and maintaining the eligibility of the Junior Varsity Volleyball Players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
5. Assists the Head Volleyball Coach and Athletic Director in scheduling Junior Varsity Volleyball games.
6. Arranges game officials for home Junior Varsity games.
7. Maintains an inventory of uniforms, and equipment for the Junior Varsity Volleyball Team.
8. Assists in caring for and maintaining the volleyball facility.
9. Arranges team transportation on away games and assures proper adult supervision.
10. Assists in organization and set up for the volleyball awards banquet.
11. Encourages athletes to participate in other sports.
12. Assists in locker room supervision and security in locking up for the junior varsity team.
13. Assumes responsibility for the Junior Varsity Volleyball players in the enforcement of school rules and all safety procedures and policies at all practices and games.
14. Assumes responsibility for informing the junior varsity players and parents on the care of uniforms and safe use or dangers of equipment used by the players.
15. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Activities Coordinator in the selection, supervision and evaluation of any Assistant Volleyball Coaches.
2. Maintains knowledge of School Board Regulations, FHSAA By-Laws, and volleyball rules pertaining to Junior High Volleyball.
3. Assists the Activities Coordinator in formulating athletic policies and procedures.
4. Keeps the Activities Coordinator informed in regard to the volleyball program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval for requisition of appropriate equipment and supplies through the Activities Coordinator.
6. Assists the Activities Coordinator with the following:
 - a. Forms a budget for the volleyball program.
 - b. Schedules and contracts all volleyball games.
 - c. Checks on and maintains the eligibility of the volleyball players (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains practice and game areas.
 - g. Ensures proper adult supervision on athletic trips.
 - h. Coordinates athletic awards at the end of the season.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for locker room supervision and security before, during and after a game or practice.
9. Assumes responsibility for all members of the team and the enforcement of school rules and all safety practices and procedures at all games and practices.
10. Assumes responsibility for informing the players and parents about the care, safe use, and dangers of their uniforms and equipment.
11. Assumes responsibility for the entire function of any Booster Club associated with the volleyball program.
12. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
13. Coordinates and delegates the responsibilities of any assistants in the volleyball program.
14. Emphasizes the importance of teamwork and sportsmanship.
15. Encourages a drug and alcohol free lifestyle.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection and supervision of all the weightlifting coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the rules pertaining to High School Weightlifting.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the weightlifting program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal of all purchases and requisitions.
6. Assists the Athletic Director with the following:
 - a. Forming a financial budget for the weightlifting program.
 - b. Schedules and contracts all weightlifting meets.
 - c. Checks on and maintains the eligibility of the weightlifters (monitors grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Maintains an inventory of uniforms and equipment.
 - e. Assists in caring for and maintaining the weight room.
 - f. Arranges team transportation on away meets and assures proper adult supervision
 - g. Coordinates the weight room for practices and meets.
 - h. Helps coordinate the athletic award system, selects and orders team and individual awards for banquet.
7. Works closely with the news media regarding all phases of the weightlifting program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and meets.
11. Assumes responsibility for informing the players and parents on the care of uniforms and dangers of any equipment used by the lifter.
12. Assumes responsibility for the entire function of any Booster Club associated with the weightlifting program.
13. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the principal and Activities Coordinator in the selection and supervision of all the weightlifting coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the rules pertaining to Middle/Junior High School Weightlifting.
3. Assists the Activities Coordinator in formulating athletic policies and procedures.
4. Keeps the Activities Coordinator well informed in regard to the weightlifting program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Activities Coordinator and Principal of all purchases and requisitions.
6. Assists the Activities Coordinator with the following:
 - a. Forming a financial budget for the weightlifting program.
 - b. Schedules and contracts all weightlifting meets.
 - c. Checks on and maintains the eligibility of the weightlifters (monitors grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Maintains an inventory of uniforms and equipment.
 - e. Assists in caring for and maintaining the weight room.
 - f. Arranges team transportation on away meets and assures proper adult supervision.
 - g. Coordinates the weight room for practices and meets.
 - h. Helps coordinate the athletic award system, selects and orders team and individual awards for banquet.
7. Works closely with the news media regarding all phases of the weightlifting program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and meets.
11. Assumes responsibility for informing the players and parents on the care of uniforms and dangers of any equipment used by the lifter.
12. Assumes responsibility for the entire function of any Booster Club associated with the weightlifting program.
13. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the Activities Coordinator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Athletic Director in the selection, supervision and evaluation of all the Wrestling Coaches.
2. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws, and the wrestling rules pertaining to High School Wrestling.
3. Assists the Athletic Director in formulating athletic policies and procedures.
4. Keeps the Athletic Director well informed in regard to the wrestling program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval from the Athletic Director and Principal for all purchase requisitions.
6. Assists the Athletic Director with the following:
 - a. Forms a financial budget for the wrestling program.
 - b. Schedules and contracts all wrestling matches.
 - c. Checks on and maintains the eligibility of the wrestling participants (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - d. Arranges match officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains mats and practice areas.
 - g. Arranges for scorers, timers and workers.
 - h. Arranges team transportation on away games and assures proper adult supervision on trips.
 - i. Coordinates mat and practice room use with other school functions.
 - j. Helps coordinate the Athletic Award System, helps select and order all team and individual awards for banquet.
7. Works closely with the news media regarding all phases of the wrestling program.
8. Encourages athletes to participate in other sports.
9. Assumes responsibility for locker room supervision and security in locking up.
10. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and policies at all practices and matches.
11. Assumes responsibility for informing the players and parents on the care, safe use, and dangers of the uniforms and equipment used by team members.
12. Assumes responsibility for the entire function of any Booster Club associated with the wrestling program.
13. Attends clinics, workshops, and/or visits colleges and other programs to improve coaching techniques and theory.
14. Submits field trip requests for out-of-state or overnight activities to the designated district administrator. These field trip requests must be approved by the School Board prior to the activity. Requests must meet agenda deadlines.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Maintains knowledge of the School Board Regulations, the FHSAA By-Laws and the rules pertaining to High School Wrestling.
2. Assists the Head Wrestling Coach in formulating policies and procedures for the wrestling program.
3. Keeps the Head Wrestling Coach well informed in regard to the wrestling Program and assures that all safety rules and regulations are enforced and followed.
4. Assists the Head Wrestling Coach with the following:
 - a. Checking on and maintaining the eligibility of the wrestling players (grades, birth certificates, eligibility sheets, physical exams and emergency medical forms, parent permission forms, insurance coverage and accident report forms).
 - b. Maintains an inventory of uniforms and equipment.
 - c. Maintains gym and equipment.
 - d. Arranges team transportation on away games and assures proper adult supervision.
 - e. Helps coordinate the Athletic Award System (organizes and sets up for the Wrestling Banquet).
5. Encourages athletes to participate in other sports.
6. Assists in locker room supervision and security in locking up.
7. Assists with members of the team and the enforcement of school rules and all safety procedures and practices at all practices and games.
8. Assists with informing the players and parents on the care, safe use and dangers of the uniform and equipment used by the players.
9. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

Responsibilities and duties of this position include:

1. Assists the Principal and Activities Director in the selection, supervision and evaluation of any Assistant Wrestling Coaches.
2. Maintains knowledge of School Board Regulations, FHSAA By-Laws, and wrestling rules pertaining to Junior High Wrestling.
3. Assists the Activities Coordinator in formulating athletic policies and procedures.
4. Keeps the Activities Coordinator informed in regard to the wrestling program and assures that all safety rules and regulations are enforced and followed.
5. Obtains approval for the requisition of appropriate equipment and supplies through the Activities Coordinator.
6. Assists the Activities Coordinator with the following:
 - a. Forms a budget for the wrestling program.
 - b. Schedules and contracts all wrestling matches.
 - c. Checks on and maintains the eligibility of the wrestling team members (grades, birth certificates, eligibility sheets, physical exams, emergency medical forms, parent permission forms, insurance coverage, and accident report forms).
 - d. Arranges game officials.
 - e. Maintains an inventory of uniforms and equipment.
 - f. Provides and maintains practice and match areas.
 - g. Ensures proper adult supervision on athletic trips.
 - h. Coordinates athletic awards at the end of the season.
7. Encourages athletes to participate in other sports.
8. Assumes responsibility for locker room supervision and security before, during and after a match or practice.
9. Assumes responsibility for all members of the team and the enforcement of school rules and all safety procedures and practices at all matches and practices.
10. Assumes responsibility for informing the players and parents about the care and safe use of their uniforms and equipment.
11. Assumes responsibility for the entire function of any Booster Club involved with the wrestling program.
12. Attends clinics, workshops and/or visits colleges and other programs to improve coaching techniques and theory.
13. Coordinates and delegates the responsibilities of any assistants in the wrestling program.
14. Emphasizes the importance of teamwork and sportsmanship.
15. Encourages a drug and alcohol free lifestyle.

Required Qualifications:

1. Valid Florida Teaching Certificate or Florida Athletic Coaching Certificate.
2. Athletic coaches shall complete all FHSAA and CCDS required training/courses.

Approved: 02/05/2026

III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	ALLSUP, SARAH PARTICIA FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2026-01-02 10 MONTH / interim
	BILLINGS, SAMANTHA ALEXANDRA SLE TEACHER, SC, FOURTH GR 10 MONTH	Shadowlawn Elementary	Effective 2026-01-02 10 MONTH / interim
	BRESNOCK, CASEY LYNN DIS TEACHER, SC, SECOND GR 10 MONTH	Doctors Inlet Elementary	Effective 2026-01-16 10 MONTH / interim
	BRIDGES, AARON JASON WJH TEACHER, SOC STUD, JH 10 MONTH	Wilkinson Jr High	Effective 2026-01-06 10 MONTH / interim
	DAVIS, STACY FLICK FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2026-01-08 10 MONTH / interim
	GANDY, ASJA SIMONE OLJ TEACHER, VE/INCLUSION 10 MONTH	Oakleaf Junior High School	Effective 2026-01-20 10 MONTH / interim
	GLOVER, KERKRECHA LA TOYA OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2026-01-02 10 MONTH / interim
	GONZALEZ, MEGAN BROOKS AES TEACHER, SC, SECOND GR 10 MONTH	Argyle Elementary	Effective 2026-01-02 10 MONTH / interim
	HARDESTY, KALEIGH MARIE LAE TEACHER, SC, SECOND GR 10 MONTH	Lake Asbury Elementary	Effective 2026-01-02 10 MONTH / interim
0.5	HILL, TRACY HALLORAN ROE MENTAL HEALTH COUNS 10 MO SPECIAL	Rideout Elementary	Effective 2026-01-15 SPECIAL / interim
	HUNTER, CAROLYN RENEE SPC MENTAL HEALTH COUNS 10 MO 10 MONTH	Swimming Pen Creek Elem	Effective 2026-01-16 10 MONTH / interim
	JIMERSON, JESSICA MARIE TES TEACHER, PRE-KDG/ASD ESE 10 MONTH	Tynes Elementary	Effective 2026-01-09 10 MONTH / interim
	JOHNSON, EBONY ELAINE OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-01-20 10 MONTH / interim
	KNOTT, ANGELA MARIE FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	Effective 2026-01-02 10 MONTH / interim
	KYLE, KEERA ANN MRE TEACHER, SC, FIRST GR 10 MONTH	Mcrae Elementary	Effective 2026-01-26 10 MONTH / interim
	LICINI, SAMANTHA ROSE WEC TEACHER, SC, FIRST GR 10 MONTH	W.E. Cherry Elementary	Effective 2026-01-22 10 MONTH / interim

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
LINDSEY, ANGIE DAWN TES VE SELF-CONTAINED-ASD 10 MONTH	Tynes Elementary	Effective 2026-01-16 10 MONTH / interim
MARSON, RACHEL LYNNE POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2026-01-26 10 MONTH / interim
MARTINEZ, YANITZA MARIE OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-01-19 10 MONTH / interim
PARLAND, ZOE GABRIELLE WES TEACHER, SC, THIRD GR 10 MONTH	Wilkinson Elementary	Effective 2026-01-02 10 MONTH / interim
POLK, KATHRYN ELIZABETH OHS TEACHER, MUSIC, SH 10 MONTH	Oakleaf High School	Effective 2026-01-05 10 MONTH / interim
PRICE, LONI JEAN CEB TEACHER, SC, THIRD GR 10 MONTH	Charles E. Bennett Elementary	Effective 2026-01-19 10 MONTH / interim
REILEY, MEGAN PAIGE OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2026-01-20 10 MONTH / interim
SCHMIDLING, VICTORIA DANIELLE KHE TEACHER, SC, FIRST GR 10 MONTH	Keystone Heights Elementary	Effective 2026-01-02 10 MONTH / interim
STOTTS, ANGELA M CEB TEACHER ENGLISH LANG DEV. 10 MONTH	Charles E. Bennett Elementary	Effective 2026-01-16 10 MONTH / interim
TURNER, TYJUAN DARRELL OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-01-08 10 MONTH / interim
WERNISCH, LARA EMMALINE FIH TEACHER, MATHEMATICS, SR 10 MONTH	Fleming Island High School	Effective 2026-01-08 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	Effective/Action
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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
BRITT, YALONDA EVETTE GCJ TEACHER, BUSINESS ED 10 MONTH	Green Cove Springs Junior High	Effective 2026-01-05 /transfer from / OLJ TEACHER, BUSINESS ED
MAYER, NESREEN YOUNES CGE TEACHER, SC, FIFTH GR 10 MONTH	Coppergate Elementary	Effective 2026-01-15 /transfer from / SPC VE SELF- CONTAINED-EBD

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	BERRIOS, JACQUELINE MBE TEACHER ENGLISH LANG DEV. 10 MONTH	Middleburg Elementary	Effective 2026-01-30 RESIGNATION
0.9	BILLINGS, SAMANTHA ALEXANDRA WEC BEHAVIORAL HEALTH ASST 9 MON SU	Shadowlawn Elementary	Effective 2026-01-01 RESIGNATION
0.9	BRIDGES, AARON JASON GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Jr High	Effective 2026-01-05 RESIGNATION
	BURR, SANDRA LADAWN MBE TEACHER, SC, SIXTH GR 10 MONTH	Middleburg Elementary	Effective 2026-01-30 RESIGNATION
	CROW, KAILA MARIE OVE TEACHER, SC, FOURTH GR 10 MONTH	Oakleaf Village Elementary	Effective 2025-12-19 RESIGNATION
	DONES, ASHLEY MARIE AES TEACHER, SC, FIRST GR 10 MONTH	Argyle Elementary	Effective 2026-01-16 RESIGNATION
	GUTHRIE GRINER, JENNIFER KORINE CHS TEACHER, SOC STUD, SH 10 MONTH	Clay High	Effective 2026-01-22 RESIGNATION
	HAUBER, JENA NICOLE WEC TEACHER, SC, FIRST GR 10 MONTH	W.E. Cherry Elementary	Effective 2026-01-16 RESIGNATION
	HUGGINS, SHELLEY STARKE TES DEAN ELEMENTARY 10 MONTH	Tynes Elementary	Effective 2026-01-30 RESIGNATION
	HUNTER, CAROLYN RENEE SPC MENTAL HEALTH COUNS 10 MO 10 MONTH	Swimming Pen Creek Elem	Effective 2026-01-16 RESIGNATION
	JOHNSON, EVELYN RHS TEACHER, HEALTH SCIENCE ED 10 MONTH	Ridgeview High School	Effective 2026-01-09 RESIGNATION
	LUNDY, KIMBERLY ANN OVE COUNSELOR, ELEM 10 MONTH	Oakleaf Village Elementary	Effective 2026-02-06 RETIREMENT
0.8	MARTINEZ, YANITZA MARIE RVE ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2026-01-16 RESIGNATION
0.1	MARTINEZ, YANITZA MARIE RVE TITLE I ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2026-01-16 RESIGNATION
	MORALES, NAOMI ALIZABETH SEIN OPH TEACHER, VE/INCLUSION 10 MONTH	Orange Park High	Effective 2026-01-30 RESIGNATION
	MURPHREE, REBECCA DAWN OHS TEACHER, LANGUAGE ARTS, SH	Oakleaf High School	Effective 2026-01-02 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	10 MONTH		
	NEESE, RANDALL LEE OLJ TEACHER, MATHEMATICS, JH	Oakleaf Junior High School	Effective 2026-01-09 RESIGNATION
	10 MONTH		
	PRICE, LONI JEAN CEB SCHOOL SECRETARY 10 MONTH	Charles E. Bennett Elementary	Effective 2026-01-16 RESIGNATION
	10 MONTH		
	RALEY, DIANNA M ESE SCHOOL SITE SPECIALIST 10M	Exceptional Student Education	Effective 2026-03-24 RETIREMENT
	10 MONTH		
	THOMAS, CARISSA FAITH POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2026-01-06 RESIGNATION
	TOBIAS, KAITLYNN MARIE SPS TEACHER MUSIC ELEM 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-01-09 RESIGNATION
0.8	TOMALIS, RACHEL LEE AES TEACHER, GIFTED 10 MONTH	Argyle Elementary	Effective 2026-01-05 RESIGNATION
	WENRICK, MELISSA A CEB TEACHER, BEHAVIOR MGMT 10 MONTH	Charles E. Bennett Elementary	Effective 2026-01-30 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	BASSLER, LARAMIE RICHELLE MHS TRACK ASST SH SUPPLEME	Bannerman Learning Center	Appointment
0.1	CRAWFORD, KEVIN NEIL OPJ (.128) SIXTH PERIOD SUPPLEME	Orange Park Jr High	Appointment
	CUSTER, BRYAN M RHS BASKETBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
	DEHART, TYLER SCOTT OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	EGLSTON, STEPHANIE MICHELLE OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
0.5	ELIA, KAREN WERMUTH ESE VERY SP ARTS COOR SUPPLEME	Exceptional Student Education	Appointment
	FISHER, MELISSA BERNADINE OHS DISCRETIONARY SUPPLEME	Oakleaf High School	Appointment
	GUIRATE, ANTHONY HOUSTON KHH BASEBALL HEAD JH SUPPLEME	Keystone Heights High School	Appointment
	HARVEY, BRADLEY SCOTT KHH FLAG FOOTBALL HD SH/JH SUPPLEME	Keystone Heights High School	Appointment
	HUGGINS, SHELLEY STARKE TES ESE INTERVENTION FAC. SUPPLEME	Tynes Elementary	Resignation
	HYDER, MICHAEL DOMINIC OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	JACKSON, ISAIAH LEMETRICE RHS BASKETBALL HD SH SUPPLEME	Ridgeview High School	Appointment
0.5	JOHNSON, JOEL NATHAN LAJ MATH TEAM SPONSOR SUPPLEME	Lake Asbury Junior High School	Appointment
	JOHNSON, JONATHAN MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
	KEARNEY, KAITLIN MICHELLE FIH TRACK ASST SH SUPPLEME	Fleming Island High School	Appointment
0.2	KIRNIE, KATHLEEN MARIE LAJ MATH TEAM SPONSOR SUPPLEME	Lake Asbury Junior High School	Appointment
	KOCAK, JAROD FRANKLIN LAJ TRACK HD JH SUPPLEME	Lake Asbury Junior High School	Resignation
	KRUCK, REBECCA DIANE OHS STUDENT COUNCIL SH SUPPLEME	Oakleaf High School	Appointment
	LEWIS, SYDNEY LEE	Lake Asbury Junior High School	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	CHS SOFTBALL FP ASST SH SUPPLEME		
	MASSEY, WILLIAM GARDNER KHH SOFTBALL FP ASST JH SUPPLEME	Keystone Heights High School	Appointment
0.5	MATHEWS, REBEKKA LOUISE ESE VERY SP ARTS COOR SUPPLEME	Exceptional Student Education	Appointment
0.2	MILLA, MEREDITH ASHLEY LAJ MATH TEAM SPONSOR SUPPLEME	Lake Asbury Junior High School	Appointment
	MOORE, JAMES E FIH TRACK ASST SH SUPPLEME	Fleming Island High School	Appointment
0.1	NOTICE, STACYANN JULIET OLJ (.128) SIXTH PERIOD SUPPLEME	Oakleaf Junior High School	Appointment
	PARKER, CHAD JOSEPH OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	PESCARA, PIPER GRACE KHH SOFTBALL FP HD JV SUPPLEME	Keystone Heights High School	Appointment
	POLK, KATHRYN ELIZABETH OHS CHORAL DIRECTOR SH/JH SUPPLEME	Oakleaf High School	Appointment
	PORCH, CAMERON E KHH FOOTBALL HD HS 25% SUPPLEME	Keystone Heights High School	Appointment
	ROBERTSON, STUART JAMES KHH TRACK ASST SH SUPPLEME	Keystone Heights High School	Appointment
0.5	RODRIGUEZ, MIRANDA LANE MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment
	SCAMAHORN, ALEXANDRA VIRGINIA MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Resignation
0.9	SCAMAHORN, ALEXANDRA VIRGINIA MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Appointment
0.1	SLATER, DANIEL C GCJ (.128) SIXTH PERIOD SUPPLEME	Green Cove Springs Junior High	Appointment
	SWEETING, WINSTON ALEXANDER OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	THOMAS, JESSICA LEIGH KHH TRACK HD SH SUPPLEME	Keystone Heights High School	Appointment
	WALKER, AMY JO FIH TRACK HD SH SUPPLEME	Fleming Island High School	Resignation

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	WALKER, KAITLYN ANN KHH SOFTBALL FP ASST SH SUPPLEME	Mcrae Elementary	Appointment
	WALLS, MELANIE DAWN KHH TENNIS HD SH SUPPLEME	Keystone Heights High School	Appointment
0.1	WILSON, GRACE LEANN MRE ESE INTERVENTION FAC. SUPPLEME	Mcrae Elementary	Appointment
	WILSON, REDDRICK ARNETT OHS CHEERLEADING VARSITY SUPPLEME	Oakleaf High School	Appointment

III. INSTRUCTIONAL ACTIONS 2025-2026

G. PENDING APPOINTMENTS

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

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name **First Name** **Site** **Subject** **OOF Subject**

Bankhead	JonChristy	AES	Grade 5	ESOL OOF
Edwards	Sabrian	AES	Grade 4	ESOL OOF
Lopez Borrero	Julissa	AES	ESE VESC EBD/ASD	ESE OOF
Nzuzu	Tamisha	AES	Grade 2	ESOL OOF
Seibert	Dlna	AES	School Counseling	School Counseling OOF
Smith	Olivia	AES	Grade 4	ESOL OOF
Snipes	Heather	AES	ESE Inclusion	ESE OOF
Soto Longo	Elyana	AES	Grade 2	ESOL OOF
Spina	Maria	AES	Kindergarten	ESOL OOF
Vandyke	Johnisha	AES	Grade 2	PreK/Primary OOF
Hunter	Jeffery	BLC	English	English 6-12 OOF
Chafee	Lynne	CEB	English	ESOL OOF
Grotto	Beatriz	CEB	English	ESOL OOF
Lincoln	Chloe	CEB	Grade 4	ESOL OOF
Shearin	Michelle	CEB	Grade 3	ESOL OOF
Sinclair	Brandy	CEB	Grade 5	ESOL OOF
Sites	Victoria	CEB	English	ESOL OOF
Smiley	Kelley	CEB	English	ESOL OOF
Steele	Hannah	CEB	Grade 3	ESOL OOF
Butler	Kiara	CGE	ESE Pre K Behavior Communications	Prek/Primary OOF
Clark	Marissa	CGE	English	ESOL OOF
Miskowski	Kimberly	CGE	Grade 4	ESOL OOF
Atteberry	Brittney	CHE	Grade 2	ESOL OOF
Carnes	Kali	CHE	Kindergarten	ESOL OOF
Dupont	DeeAnn	CHE	Grade 2	ESOL OOF
Moss	McKenzie	CHE	Grade 1	ESOL OOF
Boots	Michael	CHS	Math	Math 6-12 OOF
Carter	Kathryn	CHS	Math	Math 6-12 OOF
Mitchell	Elijah	CHS	CTE Vystar/ Business Education	Business Education OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name First Name Site Subject OOF Subject

Paul	Jean	CHS	ESE Inclusion English	ESE OOF
Paul	Jean	CHS	ESE Inclusion English	English 6-12 OOF
Senters	Tyler	CHS	English	ESOL OOF
Viola	Jennifer	CHS	Reading	ESOL OOF
Whitlock	Dustin	CHS	ESE Inclusion Social Studies	ESE OOF
Whitlock	Dustin	CHS	ESE Inclusion Social Studies	Social Science 6-12 OOF
Geiger	Marissa	CWL	Math	Math 5-9 Or Math 6-12 OOF
Sarra	Michelle	CWL	English	ESOL OOF
Clark	Bobbie	DIS	ESE Inclusion .4	ESOL OOF
Clark	Bobbie	DIS	ESE Inclusion .4	ESE OOF
Daniels	Lisa	DIS	Grade 1	ESOL OOF
Daughtery	Mia	DIS	ESE Pre-K	Prek/Primary OOF
Harrison	Crystal	DIS	Grade 1	ESOL OOF
Purvis	Taylor	DIS	Grade 3	ESOL OOF
Alberson	Meaghan	DOE	Grade 4	Elementary Education K-6 OOF
Alberson	Meaghan	DOE	Grade 4	ESOL OOF
Curtis	B'Nekia	DOE	Grade 5	ESOL OOF
Holden	Shannon	DOE	Grade 3	ESOL OOF
Jordan	Grace	DOE	Grade 1	ESOL OOF
Manuel-McKenney	Faith	DOE	Grade 2	ESOL OOF
McDaniel	Keryn	DOE	Grade 1	Prek/Primary OOF
McDaniel	Keryn	DOE	Grade 1	ESOL OOF
McWilliams	Keyanna	DOE	Grade 1	ESOL OOF
Murray	Christie	DOE	Kindergarten	ESOL OOF
Olmstead	Danelle	DOE	Grade 3	ESOL OOF
Thompson	Nicole	DOE	Grade 5	ESOL OOF
Trescot	Rebecca	DOE	Grade 4 English	ESOL OOF
Ivey	Katie	ESE	School Site Specialist	ESE OOF
Bussey	Amanda	FIE	English/Social Studies	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

<u>Last Name</u>	<u>First Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>
Cruzen	Cory	FIE	ESE Prek ASD	Prek/Primary OOF
Cruzen	Cory	FIE	ESOL	ESOL OOF
Enden	Danielle	FIE	Prek ESE	Prek/Primary OOF
Hamilton	Illisa	FIE	ESE PreK VE	Prek/Primary OOF
Irigoyen	Cecila	FIE	English	ESOL OOF
Knott	Angela	FIE	ESE VESC ASD	ESOL OOF
Lang	Samantha	FIE	ESE VESC ASD	Prek/Primary OOF
Linton	Angela	FIE	ESE PreK/VPK	Prek/Primary OOF
Moore	Lisa	FIE	ESE VESC ASD	ESOL OOF
Wynn	Cassidy	FIE	ESE VESC ASD	Elementary Education K-6 OOF
Kirkland	Brenda	FIH	Math for Data and Financial Literacy	Math 6-12 OOF
Shannon	Steven	FIH	English	ESOL OOF
Torode	Christie	FLYCA	CTE-Agriculture	Agriculture OOF
Dawe	Michelle	GCJ	School Counseling	School Counseling OOF
Hancock	Tara	GCJ	English ESE Gifted	English 5-9 OOF
Hartzog	Travis	GCJ	Support Facilitator	ESE OOF
Oldfield	Kyle	GCJ	ESE Inclusion ELA	ESE OOF
Oldfield	Kyle	GCJ	ESE Inc. ELA	ESOL OOF
Thomas	Bianca	GCJ	Support Facilitator ELA	ESE OOF
Coleman	Destiny	GPE	ESE VESC ASD	ESE OOF
Cook	Cherish	GPE	Grade 3	ESOL OOF
Creel	Stanley	GPE	Grade 6	ESOL OOF
Goulet	Brianna	GPE	Support Facilitator	ESE OOF
Goulet	Brianna	GPE	Support Facilitator	ESOL OOF
James	Elizabeth	GPE	Art	Art OOF
Mendez	Kristina	GPE	Grade 1	ESOL OOF
Morrow	Audrey	GPE	ESE VESC ASD	PreK Primary or Elementary K-6 OOF
Morrow	Audrey	GPE	ESE VESC ASD	ESE OOF
Parker	Amber	GPE	Grade 5 Math	Elementary Education K-6 OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name First Name Site Subject OOF Subject

Scotto	Ronald	GPE	School Counseling	School Counseling OOF
Wright	Tonya	GPE	Kindergarten	ESOL OOF
Padgett	Connie	KHE	Grade 2	ESOL OOF
Richardson	Amber	KHE	English	ESOL OOF
Mobley	Genell	KHH	ESE Support Facilitator	ESE OOF
Slack	Brooke	KHH	ESE VESC ASD	Elementary Education K-6 OOF
Slack	Brooke	KHH	ESE VESC ASD	ESE OOF
Trimble	Raymond	KHH	ESE VESC EBD	ESE OOF
Autry	Jennifer	LAE	Grade 2	ESOL OOF
Bebout	Juliana	LAE	School Counseling	School Counseling OOF
Bradley	Courtney	LAE	Grade 1	ESOL OOF
Dallmann	Rose	LAE	Science Grade 5	Elementary Education K-6 OOF
Dallmann	Rose	LAE	Science Grade 5	ESOL OOF
Gourley	Taylor	LAE	Grade 5	ESOL OOF
Lackey	Mollie	LAE	Grade 1	ESOL OOF
Levo	Blair	LAE	ESE PreK	Prek/Primary OOF
Mann	Chelsea	LAE	Grade 4	ESOL OOF
Thomason	Savannah	LAE	School Counseling	School Counseling OOF
Kane	Heather	LAJ	School Counseling	School Counseling OOF
Lomonaco	Michael	LAJ	English	ESOL OOF
Morin	Ashley	LAJ	English	ESOL OOF
Fulford	Stephanie	LES	Grade 1	ESOL OOF
Johnson	Corrine	LES	Kindergarten	PreK/Primary OOF
Jones	Amy	LES	Grade 5	ESOL OOF
Myers	Angela	LES	Grade 4	ESOL OOF
Phillips	Adarshauna	LES	Grade 4	ESOL OOF
Raybeck	Carrie	LES	Grade 1	ESOL OOF
Reed	Tosha	LES	AIMS	ESOL OOF
Vanden Heuvel	Gail	LES	ELA	ESOL OOF
Adkins	Brian	LJH	Social Studies Civics	Social Science 5-9 OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name **First Name** **Site** **Subject** **OOF Subject**

Buck	Andrew	LJH	Grade 8 English	English 6-12 or 5-9 OOF
Coutant	Helen	LJH	English	ESOL OOF
Lanoux	Peyton	LJH	School Counseling	School Counseling OOF
Meacham	Blake	LJH	English	ESOL OOF
Mitchell	Elizabeth	LJH	English	ESOL OOF
Presley	Eric	LJH	Science Grade 7	Science 5-9 OOF
Vollman	Heather	LJH	English	ESOL OOF
Bicknell	Mary Ann	MBE	Grade 3	ESOL OOF
Polan	Morgan	MBE	School Counseling	School Counseling OOF
Cadley-Mach	Kimberly	MCE	Grade 2	ESOL OOF
Cannegieter	Celeste	MCE	Grade 6	ESOL OOF
Goodyear	Rachel	MCE	Grade 3	ESOL OOF
Lang	Claraann	MCE	Grade 6	ESOL OOF
Marcos	Maria	MCE	Grade 2	ESOL OOF
Matei	Danut	MCE	Grade 6	ESOL OOF
McCollum	Daniel	MCE	Grade 5	Elementary Education K-6 OOF
McCollum	Daniel	MCE	Grade 5	ESOL OOF
Rau	Amanda	MCE	Grade 1	ESOL OOF
Thomas	Michelle	MCE	Grade 3	ESOL OOF
Brown	Ethan	MHS	ESE English Inc	ESE OOF
Eddins	Lisa	MHS	ELA	ESOL OOF
Triplett	Rebecca	MHS	School Counseling	School Counseling OOF
Folsom	Kimberly	MRE	Grade 5 English	ESOL OOF
Marshall	Eleanor	MRE	Grade 6 English	ESOL OOF
White	Anna	MRE	Inclusion	ESOL OOF
Wilson	Yvette	MRE	Grade 1	ESOL OOF
Wilson	Yvette	MRE	Grade 1	Prek/Primary OOF
Gutierrez	Kristine	OHS	English	ESOL OOF
Hendryx	Stacey	OHS	School Counseling	School Counseling OOF
Mauril	Gertride	OHS	ESE VESC IND	ESE OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name First Name Site Subject OOF Subject

Mauril	Gertride	OHS	ESE VESC IND	Elementary Education K-6 OOF
Mack	Mariah	OHS	School Counseling	School Counseling OOF
Nasser	Bouchra	OHS	Math	Math 6-12 OOF
Parris	Natacha	OHS	ESE VESC IND	Elementary Education K-6 OOF
Reiley	Megan	OHS	English	English 6-12 OOF
Reiley	Megan	OHS	English	ESOL OOF
Webber	Taylor	OHS	English	ESOL OOF
Brooks	Victoria	OLJ	ESE Inclusion English	English 5-9 OOF
Corbett	Christopher	OLJ	English	English 5-9 OOF
Corbett	Christopher	OLJ	English	ESOL OOF
Davis	Tamika	OLJ	Social Studies	Social Science 6-12 OOF
Gandy	Asja	OLJ	ESE Inclusion Math	Math 5-9 OOF
Hall	Rachael	OLJ	ESE VESC IND	ESOL OOF
Hayes	Danielle	OLJ	English	ESOL OOF
Johnson	Ebony	OLJ	English	ESOL OOF
Notice	Stacyann	OLJ	English	ESOL OOF
Price	Allen	OLJ	Middle Grades Social Science 5-9	ESOL OOF
Rodriguez	Jennifer	OLJ	ESE Support Facilitator	ESE OOF
Simmons	Tanisha	OLJ	English	English 5-9 OOF
Simmons	Tanisha	OLJ	English	ESOL OOF
Wallace	Anthony	OLJ	Science 6-8	Science 5-9 OOF
Dunn	Kaitlyn	OPE	Grade 2	ESOL OOF
Hall	Kaylla	OPE	Kindergarten	ESOL OOF
Palmore	Angela	OPE	School Counseling	School Counseling OOF
Yeoman	Sara	OPE	Grade 5	Elementary Education K-6 OOF
Yeoman	Sara	OPE	Grade 5	ESOL OOF
Younger	Anna	OPE	Kindergarten	ESOL OOF
Damlos-Mitchell	Sean	OPH	ESE Inclusion English	ESE OOF
Damlos-Mitchell	Sean	OPH	ESE Inclusion English	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name **First Name** **Site** **Subject** **OOF Subject**

Franco	Gabriella	OPH	ESE VESC EBD Math	Math 6-12 OOF
George	Delicia	OPH	ESE Inclusion Social Studies	ESE OOF
George	Delicia	OPH	ESE Inclusion Social Studies	Social Science 6-12 OOF
Holton	Tara	OPH	English	ESOL OOF
Cash	Aimee	OPH	School Counseling	School Counseling OOF
Mahoney	Teena	OPH	English	ESOL OOF
Morales	Naomi	OPH	ESE Inclusion Math	Math 6-12 OOF
Saz-Gonzalez	Sarah	OPH	English	ESOL OOF
Starling	Melanie	OPH	English	ESOL OOF
Strickland	Kimberly	OPH	Math	Math 6-12 OOF
Barbaro	Lauren	OPJ	School Counseling	School Counseling OOF
Rodriguez	Sharon	OPJ	English	ESOL OOF
Welsh	Kristina	OPJ	English	ESOL OOF
Burr	Jessi	OVE	Grade 1	ESOL OOF
Emme	Desiree	OVE	ESE VESC IND	Elementary Education K-6 OOF or PreK/Primary OOF
Gonzales	Joyce	OVE	Grade 1	ESOL OOF
Haley	Morgan	OVE	Grade 5	ESOL OOF
Johnson	Kimberly	OVE	ESE Pre-K Behavior/Communications	Prek/Primary OOF
Kamins	Tracy	OVE	English	ESOL OOF
Lusararian	Tanya	OVE	ESE PreK	Prek/Primary OOF
Mayberry	Stephanie	OVE	Grade 4	ESOL OOF
Pendleton	Ashley	OVE	Grade 2	ESOL OOF
Reid	Antoinette	OVE	Kindergarten	ESOL OOF
Siegers	Jonathan	OVE	Grade 4	ESOL OOF
Taylor	Kashonda	OVE	Grade 1	ESOL OOF
Titchenell	Jasmine	OVE	Grade 1	ESOL OOF
McKenzie	Maria	PES	ESE VESC Language Impaired	ESOL OOF
Morgan	Rebecca	PES	ESE VESC Language Impaired	ESOL OOF
Terry	Bonnie	PES	ESE VESC Language Impaired	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name First Name Site Subject OOF Subject

Barbosa	Charity	POE	Kindergarten	ESOL OOF
Bunker	Sabrina	POE	ESE VESC(EBD/ASD) English	ESOL OOF
Burroughs	April	POE	ESE VESC ASD	Elementary Education K-6 OOF
Burroughs	April	POE	ESE VESC ASD	ESE OOF
Castle	Cortney	POE	ESE Inclusion	ESE OOF
Eldridge	Kelsey	POE	Grade 5	ESOL OOF
Flores	Melanie	POE	Grade 4	ESOL OOF
Grant	Joanna	POE	Grade 5	Elementary Education K-6 OOF
Marson	Rachel	POE	ESE VESC ASD	ESE OOF
Mercer	Monica	POE	School Counseling	School Counseling OOF
Olson	Dlevha	POE	Kindergarten	ESOL OOF
Sablouh	Jessica	POE	ESE VESC ASD	ESOL OOF
Sagredo	Lisa	POE	Grade 2	ESOL OOF
Sapp	Jessica	POE	Grade 1	Prek/Primary OOF
Shaheen	Claire	POE	Grade 3	ESOL OOF
Strombeck	Laura	POE	Grade 1	ESOL OOF
Thomas	Carissa	POE	ESE VESC ASD	ESOL OOF
Wilcox	Katie	POE	VE Inclusion	ESE OOF
Aranda	Leanne	RHS	ELA	ESOL OOF
Crawford	Amanda	RHS	ESE Inclusion Math	ESE OOF
De la Cruz Colon	Michelle	RHS	School Counseling	School Counseling OOF
Lwanga	Mya	RHS	ESE Inc. Social Studies	ESE OOF
McDuffie	Hansrani	RHS	Social Science	ESOL OOF
Michaels	Melissa	RHS	English	ESOL OOF
Moody	Jessica	RHS	ESE VESC ASD	Elementary Education K-6 OOF
Moody	Jessica	RHS	ESE VESC ASD	ESE OOF
Coalwell	Hannah	ROE	Grade 5	ESOL OOF
Crutcher	Morgan	ROE	Kindergarten	ESOL OOF
Donaldson	Hollie	ROE	Grade 5 ELA/SS	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name First Name Site Subject OOF Subject

Duckworth	Kandace	ROE	Grade 3	Elementary Education K-6 OOF or Prek/Primary OOF
Duckworth	Kandace	ROE	Grade 3	ESOL OOF
Fillion	Christina	ROE	Grade 3	ESOL OOF
Jourdan	Jana	ROE	Grade 1	ESOL OOF
Lambert	Megan	ROE	Grade 1	ESOL OOF
Powell	Kailey	ROE	Grade 3	ESOL OOF
Bingel	Heather	RVE	4th grade	Elementary Education K-6 OOF
Blakemore	Tanya	RVE	ESE VECS IND	Elementary Education K-6 OOF
Blakemore	Tanya	RVE	ESE VECS IND	ESE OOF
Dubose	Alexis	RVE	Grade 5	ESOL OOF
Farris	Kristina	RVE	ESE VESC IND	ESE OOF
Ganas	Donna	RVE	Grade 1	ESOL OOF
Gregoire	Stannie	RVE	Grade 4	ESOL OOF
Leaman	Christina	RVE	Grade 3	ESOL OOF
Marshall	Atecia	RVE	Grade 1	ESOL OOF
Monaco	Alexandra	RVE	Grade 6	ESOL OOF
Stevens	Edward	RVE	Grade 1	ESOL OOF
Worsdell	Lacey	RVE	Grade 5	ESOL OOF
Barksdale	Austin	SBJ	Grade 1	ESOL OOF
Batts	Ashley	SBJ	Gifted English ESE	Gifted OOF
Covey-Shannon	Finnian	SBJ	Grade 2	ESOL OOF
Herbst	Richard	SBJ	ESE Inclusion	ESOL OOF
Leavitt	Caleb	SBJ	ESE Inclusion	ESOL OOF
Monahan	Mary	SBJ	Grade 2	ESOL OOF
Newman	Kristen	SBJ	Grade 5	ESOL OOF
Van Hook	Laura	SBJ	School Counseling	School Counseling OOF
Billings	Samantha	SLE	Grade 4	Elementary Education K-6 OOF
Chaff	Cassidy	SLE	Kindergarten	ESOL OOF
Madine	Nicole	SPC	Kindergarten	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name First Name Site Subject OOF Subject

Mayer	Isaac	SPC	Grade 6	ESOL OOF
Richard	Leanne	SPC	Grade 3	ESOL OOF
Tooley	Jennifer	SPC	Grade 5	Elementary Education K-6 OOF
Bassette	Aminda	SPS	English	ESOL OOF
Fagan	Emmie	SPS	ESE VESC ASD	Elementary Education K-6 OOF
Fagan	Emmie	SPS	ESE VESC ASD	ESE OOF
Johnson	Mary May	SPS	Grade 1	ESOL OOF
King	Lindsey	SPS	Art	Art OOF
Neely	Melissa	SPS	Grade 2	ESOL OOF
Ryan	Candace	SPS	ESE PreK ASD	Prek/Primary OOF
Tebedo	Morgan	SPS	English	ESOL OOF
Tyler	Tristan	SPS	ESOL OOF	ESOL OOF
Detwyler	Kenneth	TBE	Grade 5	ESOL OOF
Gladfelter	Nicole	TBE	Kindergarten	ESOL OOF
Green	Patricia	TBE	Grade 3	ESOL OOF
Kossuth	Michael	TBE	ESE VESC IND	ESOL OOF
Phelps	Hannah	TBE	Grade 1	ESOL OOF
Batten	Shannon	TES	Grade 5	Elementary Education K-6 OOF
Hernandez Garcia	Ariadna	TES	ESE VESC ASD	ESE OOF
Holland	Troysha	TES	Kindergarten	ESOL OOF
Holmes-Mitchell	Haneefah	TES	Grade 5	Elementary Education K-6 OOF
Holmes-Mitchell	Haneefah	TES	Grade 5	ESOL OOF
Jimerson	Jessica	TES	ESE PreK	Prek/Primary OOF
Lindsey	Angie	TES	ESE VESC ASD	ESOL OOF
Lindsey	Angie	TES	ESE VESC ASD	Elementary Education K-6 OOF
Robles Rodriguez	Ileana	TES	ESE VESC ASD English	ESOL OOF
Rush	Michelle	TES	Grade 1	ESOL OOF
Sears	Alba	TES	Grade 3	ESOL OOF

III. INSTRUCTIONAL ACTIONS 2025-2026

H. OUT OF FIELD

Last Name **First Name** **Site** **Subject** **OOF Subject**

Towns	Katie	TES	ESE VESC ASD	Elementary Education K-6 OOF
Willemssen	Nicole	TES	ESE VESC ASD	Elementary Education K-6 OOF
Cordel	Stacy	WEC	ESE Inclusion	ESE OOF
Hanley	Heather	WEC	Art	Art OOF
Jones Keeton	La Tanya	WEC	ESE VESC IND	ESOL OOF
Nelson	Kathryn	WEC	ESE VESC IND	ESOL OOF
Turner	Heaven	WEC	Grade 2	ESOL OOF
Wheeler	Kim	WEC	Grade 5	ESOL OOF
Amidon	Sara	WES	Grade 1	ESOL OOF
Jett	Aimee	WES	Grade 2	ESOL OOF
Kronforst	Wendy	WES	Grade 2	ESOL OOF
Padgett	Tanya	WES	Grade 1	ESOL OOF
Rodriguez	Ivelisse	WES	ESE Inclusion	ESE OOF
Stagg	Julie	WES	Grade 3	ESOL OOF
Troutman	Brittany	WES	Grade 2	ESOL OOF
Warren	Kelli	WES	Gifted	Gifted OOF
Johnson	Michael	WJH	English	ESOL OOF

IV. INSTRUCTIONAL 2025-2026

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

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

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2025-2026

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2025-2026

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ALEXANDER, DYLAN SEBASTIAN ITS TECH SPECIALIST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2026-01-20 12 MO SU / Annual
0.9	BLANKENSHIP, JADE CHRISTEINE OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-01-15 9 MON SU / Annual
	BOWMAN, ALICIA ANN POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-01-16 9 MON SU / Annual
0.9	BROWN, MATILDA DEDRE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-01-06 9 MON SU / Annual
	BURDICK, MA CATRINA WEC CAFE ASSISTANT 6.5 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-01-20 9 MON SU / Annual
0.9	CHACO, JUNE ANN BALAJADIA CGE GENERAL ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-01-26 9 MON SU / Annual
	COLTER, LINDA ANNE PES CAFE ASSISTANT 3.5 HOURS 9 MON SU	Robert M. Paterson Elementary	Effective 2026-01-22 9 MON SU / Annual
0.9	DAWKINS, JADA MONA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-01-12 9 MON SU / Annual
	DUENAS, SARAH REBECCA SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2026-01-22 12 MO SU / Annual
0.9	GARCIA, CHRISTINA E FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-01-15 9 MON SU / Annual
	GONZALEZ, REYNALDO REGGIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-01-23 12 MO SU / Annual
	HAYES, BARBARA L WES CAFE ASSISTANT 6 HOURS 9 MON SU	Wilkinson Elementary	Effective 2026-01-08 9 MON SU / Annual
0.9	HILL, JUDITH M LES GENERAL ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2026-01-27 9 MON SU / Re-employed retiree, A/C support
	HURTADO MIARIS, ANA LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2026-01-23 12 MO SU / Annual
0.9	JENKINS, FARIAN CHANEL KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-01-06 9 MON SU / Annual
	LAPOINTE, MEIKO RVE CAFE ASSISTANT 3 HOURS 9 MON SU	Ridgeview Elementary	Effective 2026-01-26 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	LEWIS, JAMISON PARKER KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-01-15 9 MON SU / Annual
0.9	MARTIN, BEYLA CIANNA WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-01-06 9 MON SU / Annual
0.9	MCCARTHY, STACIE AMBER KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-01-08 9 MON SU / Annual
0.8	MOTTE, KIERRA AYONNA DOE IN SCHOOL SUSPENSION 9 MON SU	Discovery Oaks Elementary	Effective 2026-01-12 9 MON SU / Annual
	ROQUEMORE, JOSEPHINE MARIE THER GPE PRINCIPAL SECRETARY 12 MO SU	Grove Park Elementary	Effective 2026-01-15 12 MO SU / Annual
	ROSARIO GONZALEZ, TAIRALYS MARIE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-01-06 9 MON SU / Annual
	SMITH, ANNIE L CHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Clay High	Effective 2026-01-20 9 MON SU / Annual
0.8	SNYDER, TRICIA AILEEN DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-01-09 9 MON SU / Annual
	STEPP, MADELYN RENEE MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2026-01-22 9 MON SU / Annual
0.9	STURDIVANT, JOI ASHANTI LES GENERAL ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2026-01-06 9 MON SU / Annual
0.9	TILLMAN, SHAWN COX LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2026-01-09 9 MON SU / Annual
0.9	VALVERDE, GABRIELLA MARIE OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-01-23 9 MON SU / Annual
0.8	VAZQUEZ REYES, ANGELA DANIELA WEC ESOL CLASSROOM ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-01-21 9 MON SU / Annual
	VICKERS, JARED KYLE MNT ELECTRONICS TECH 12 MO SU	Division of Support Srvc	Effective 2026-01-26 12 MO SU / Annual
	WRIGHT, JAMIE ANTONETTE FIE MEDIA TECHNICAL ASST 10 MONTH	Fleming Island Elementary	Effective 2026-01-19 10 MONTH / Annual

VI. Support Actions

B. RE-APPOINTMENT

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

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	SAPP, STEVEN B SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-01-01 / redesignated from / SCHOOL SAFETY OFFICER / 9 MON SU
0.9	SKEELS, VICTORIA ELIZABETH SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-01-01 / redesignated from / ROE BEHAVIORAL HEALTH ASST / LNG TRM

VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	ADAMS, PEARLINE PATRICIA SBJ CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-02-02 /transfer from / WEC CUSTODIAN
	MASSEY, MISTY MARIE SUP EXECUTIVE SECRETARY CONFIDEN	Lake Asbury Junior High School	EFFECTIVE 2024-08-02 TRANSFER FROM LAJ MEDIA TECH
	PETERSON, CASSANDRA MARIE SBJ TITLE I ASSISTANT 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-01-19 /transfer from / SBJ BEHAVIORAL HEALTH ASST
0.9	ROBERSON, ARIEL DENISE OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-01-19 /transfer from / WEC BEHAVIORAL HEALTH ASST
	SANTILLAN, MARCO A MNT ELECTRICAL TECH 12 MO SU	Division of Support Svcs	Effective 2026-01-19 /transfer from / MNT ELECTRICAL TECH ASST
	SMITH, DARRELL A MNT CARPENTER ASSISTANT 12 MO SU	Division of Support Svcs	Effective 2026-01-19 /transfer from / MNT GENERAL MAINT WORKER
	WARNEZ PONTON, ETHEL PADAYHAG MRE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2026-02-02 /transfer from / MRE CAFE ASSISTANT 5.5 HOURS

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	ALEXANDER, ARIEL LATRESE RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-01-29 RESIGNATION
	CISNEROS QUINTERO, ADRIAN ALBERTO WEC CAFE ASSISTANT 6.5 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2025-12-18 CONCLUDE EMPLOYMENT
	COMER, NANCY KAY BAF ACCOUNTING ASSISTANT 12 MO SU	BAF ACCOUNTS PAYABLE	Effective 2026-03-02 RESIGNATION
	DANIELS, LOUIS MHS CUSTODIAN 12 MO SU	Middleburg High	Effective 2026-03-31 RESIGNATION
	DERBY, ALANA MARIE CHE CAFE ASSISTANT 4 HOURS 9 MON SU	Clay Hill Elementary	Effective 2025-12-16 RESIGNATION
	DIAZ, YELINA SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2026-01-06 RESIGNATION
	E0200545 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2025-12-19 RESIGNATION
	E0207195 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2025-12-19 RESIGNATION
0.9	EUBANKS, ANNA MARIE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-01-30 RESIGNATION
	GARCIA CONEJERO, MARIA C LAJ CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2025-12-16 RESIGNATION
0.9	GARRISON, HAILEY NICOLE GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-01-16 RESIGNATION
	GEE, MICHAEL VINCENT POE IN SCHOOL SUSPENSION 9 MON SU	Plantation Oaks Elementary	Effective 2026-02-02 RESIGNATION
0.9	GELINAS, HARTSON LUKE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-01-23 RESIGNATION
	GRAY, TASHA PAULINE MOSE RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2025-12-19 RESIGNATION
0.9	GREENE, SHERRI LENA RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-01-12 RESIGNATION
0.9	GRIFFITH, CHASSITY LORRAINE BLC BEHAVIORAL HEALTH ASST	Bannerman Learning Center	Effective 2026-01-16 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU HERRING, CARMON J SUPPORT - CWL 12 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2025-12-15 RESIGNATION
	HILBERT, RUSSELL DALE KHE CAFE ASSISTANT 4 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-01-16 RESIGNATION
	HILL, TYLER CHRISTOPHER GPE CUSTODIAN 12 MO SU	Grove Park Elementary	Effective 2025-12-16 RESIGNATION
	HORN, JAN M FIE MEDIA TECHNICAL ASST 10 MONTH	Fleming Island Elementary	Effective 2026-01-13 RESIGNATION
	HOWARD, LORI LYNNE BLC PRINCIPAL SECRETARY 12 MO SU	Bannerman Learning Center	Effective 2026-03-05 RESIGNATION
0.9	HOWELL, MALORI KAY SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-01-16 RESIGNATION
0.9	IVINS, HANNAH MAE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-01-22 RESIGNATION
	JAEGER, SHIRLEY M TRN ESE ASST/BUS MONITOR LNG TRM	Transportation	Effective 2026-01-06 RESIGNATION
	JARMAN, RICKY MORIS TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-01-31 RESIGNATION
	JOHNSON, JEANNETTA JACQUETTA TRN BUS DRIVER/ DR TRAINER 12 MO SU	Transportation	Effective 2026-01-28 RESIGNATION
	KNOTTS, DEBRA ANN LES SECRETARY 11 MO 11 MONTH	Lakeside Elementary	Effective 2026-06-09 RETIREMENT
	LAYNE, ROSS DANIEL OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-02-04 RESIGNATION
	MOODY, ELIZABETH ANN STS ADMIN SECRETARY SR 12 MO SU	CLIMATE AND CULTURE	Effective 2026-04-02 RETIREMENT
	MOURA, STEPHANIE SBJ TITLE I ASSISTANT 9 MON SU	S. Bryan Jennings Elementary	Effective 2025-12-19 RESIGNATION
0.9	NICHOLSON, CORY JACOB RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2025-12-18 RESIGNATION
0.8	OSNAYO, VERONICA R WEC ESOL CLASSROOM ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2025-12-19 RESIGNATION
	ROBERTSON, CLARA BELL	Middleburg High	Effective 2026-03-31

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Action/Effective
MHS CUSTODIAN 12 MO SU		RETIREMENT
TAYLOR, BLAIR MICHAEL CGE CUSTODIAN 12 MO SU	Coppergate Elementary	Effective 2026-01-30 RESIGNATION
TIESMAN, CYNTHIA J TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-01-23 RESIGNATION
WILLIAMS, TASHELL MONIQUE OLJ CAFE ASSISTANT 5.75 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2025-12-18 RESIGNATION
WRIGHT, JAMIE ANTONETTE FNS MANAGER FOOD SERVICES INTE CAFETERI	Fleming Island Elementary	Effective 2026-01-16 RESIGNATION
WYZA, KRISTI L MRE CAFE ASSISTANT 6.5 HOURS 9 MON SU	Mcrae Elementary	Effective 2025-12-18 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	Previous
BURNS, KURAE RHS BASKETBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
WAGNER, AMANDA LEA KHH SOFTBALL FP HD JH SUPPLEME	Keystone Heights High School	Appointment