

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

February 20, 2014

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I. ADMINISTRATIVE ACTIONS 2013-2014

A. Appointments

Mclver, Melanie
Asst Principal 12 mos

CEB

Effective 03/03/14

AC + PSC as teacher

I. ADMINISTRATIVE ACTIONS 2013-2014

B. Resignations

George, Amanda
1.0 Asst Principal

BLC

Effective 01/06/14 Redesignate from .5 Asst Principal

I. ADMINISTRATIVE ACTIONS 2013-2014

C. Resignations/Retirements

Gay, Martha SFS Mgr Intern	FNS	Effective 01/21/14	Retirement
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II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

NEW

G-2.1.09 Academy Coach

Several new Federal, State and Local educational initiatives concerning preparing students for success in college and career following high school warrant the need for a new coordinator position within the Career and Technical Education Department. As part of our high school redesign, the academy coach is an integral part of each student's success. The purpose of the academy coach is to serve as the coordinator of all Small Learning Community/Academy initiatives within a particular high school. The academy coach will work with the district office and administration, faculty and stakeholders to plan, implement and sustain activities and initiatives. The academy coach will work with the school leadership team to align and plan professional development, support instruction and promote collaboration between the different disciplines. The academy coach will work with community and business to bring resources to the school to support smaller learning communities and academies. This position will work with guidance and administration to coordinate post secondary participation through dual enrollment, articulated credit and other means of acceleration opportunities for students.

II. JOB DESCRIPTION ACTIONS

Approve the following job descriptions:

NEW

I-1.1.10 **Director of K-12 Academic Support Services**

I-1.2.07 **Supervisor of Secondary Education**

I-1.2.08 **Supervisor of Elementary Education**

REVISED

I-1.1.15 **Director of Student Services**

I-1-2-18 **Supervisor of Instructional Support Services**

I-1.2.26 **Supervisor of Reading/Language Arts**

Instructional Division Job Descriptions

These job descriptions are submitted to support the Instructional Division's redesign of roles and responsibilities to better support our schools and students. New state and federal mandates over the past several years have required us to rethink our organizational structures and better align our work to ensure a deeper level of support and sustainability. The changes support an organization structure that emphasizes our three core principles:

- Ensure effective, precise and timely supports are available to meet the needs of our teachers, administrators and school staff to improve teaching and learning.
- Ensure effective, precise and timely supports are available to meet the operational needs of our schools.
- Ensure effective, precise and timely supports are available to meet the needs of our students and their families

Job Locator: G-2.1.09
Academy Coach (NEW)
Position Grade: Teacher Salary Schedule
Evaluated By: Director of Career and
Technical Education

Job Description:

The academy coach is directly responsible to the Director of Career and Technical Education. The academy coach will coordinate all small learning communities (SLC)/academy initiatives. The academy coach responsibilities will include, working with the district office and administration, faculty, and stakeholders to plan, implement, and sustain activities and initiatives with the SLC/Academy initiatives.

Responsibilities and duties of this position include:

1. Help in developing and sustaining small learning communities and academies.
2. Facilitate the master academy plan in his/her high school.
3. Facilitate completion of action plan, calendar of events, and Program of Studies for academies.
4. Work directly with outside agencies to create, promote, and maintain partnerships for academies.
5. Help maintain value added information for business and community involvement.
6. Monitor and Update scheduling of students for proper placement and purity in academies.
7. Facilitate job shadowing, student internships, teacher externships, guest speakers, field trips, other engagements with learning outside of the classroom.
8. Serve on school leadership team to align district initiatives with the School Improvement Plan.
9. Foster and sustain business and community relationships (attend partnership council meetings and other meetings for networking and bringing in postsecondary, business, and community support). Including relationships concerning: public relations, media, assemblies and meetings.
10. Analyze and communicate school and student data for use in planning and school improvement.
11. Coordinate the collection of proper documentation within each academy in preparation for the accreditation process.
12. Coordinate and support project-based and integrated curricula with academy teams to impact student achievement.
13. Work with teachers and students to increase attendance, reduce discipline problems, improve student achievement, and increase graduation rates.
14. Establish, with other staff, the correct and suitable industry certifications for each Academy based on theme and career pathways, and provide any further assistance necessary in relation to student industry certifications.
15. Create, promote, and participate in professional development opportunities within the school and district.
16. Establish and maintain advisory boards for each academy.
17. Any other related duties within the position of Academy coach.

Required Qualifications:

1. Currently possess or eligibility to receive a valid Florida Educator's Certificate
2. Strong interpersonal and organizational skills, and the ability to communicate and work well with others
3. Bachelor's Degree

Desired Qualifications:

1. Master's Degree
2. Three (3) years successful experience in CTE classroom teaching

Pending Board Approval: 02/20/2014

Job Locator: I-1.1.10
Director of K-12 Academic Support Services
(New)
Position Grade: Director I
Evaluated by: Assistant Superintendent for
Instruction

Job Description:

The Director of K-12 Academic Support Services is responsible to the Assistant Superintendent for Instruction for the administration and supervision of elementary and secondary school basic education programs and services.

Responsibilities and duties of this position include:

1. Direct the overall elementary and secondary education program including all remedial and summer programs.
2. Consult with principals regarding comprehensive planning and budgeting for the school-based programs and services including counseling, guidance, discipline and Youth Resource Officers.
3. Comprehensive plan and budget for district-level aspects of elementary and secondary education, allocations and pupil progression plan.
4. Assist principals, teachers, parents, students, and district administrators with state and federal initiatives and mandates involving education programs, academic requirements, pupil progression, student discipline and administrative policies, rules, equity and functions.
5. Assist in promoting positive public relations.
6. Oversee charter school academic support services as required by contract.
7. Work with school-based and district-level administration to finalize student projections and annual staff allocations.
8. Assist schools in the understanding of the state's accountability system and related reporting requirements.
9. Prepare and manage district-wide hearing procedures as the superintendent's designee regarding suspension/expulsions appeals and other related areas.
10. Articulate students' education process in cooperation with Exceptional Student Education and Career and Technical Education and charter schools.
11. Act as a role model and provide supervision for all staff working to enhance elementary and secondary programs and services.
12. Provide supervision and support for the Florida Youth Challenge Academy.
13. Supervise all activities under the Florida High School Activities Association.
14. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Degree in Educational Leadership or Administration and Supervision
2. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
3. Five (5) years successful experience in administration and supervision.

Submitted for Approval: _____ 2/20/2014

Job Locator: I-1.2.07
Supervisor of Secondary Education (NEW)
Position Grade: Supervisor II
Evaluated by: Director of K-12 Academic Support Services

Job Description:

The Supervisor of Secondary Education is responsible to the Director of K-12 Academic Support Services for the administration and supervision of secondary school basic education programs.

Responsibilities and duties of this position include:

1. Supervise the overall secondary education program.
2. Facilitate curriculum planning for the district's 7-12 curricula including annual secondary events including the Science, Fair and History Fair.
3. Assist with the comprehensive planning and budgeting for district-level aspects of secondary education.
4. Assist secondary principals, teachers, parents, students, and district administrators with school improvement initiatives involving education programs, and administrative policies, rules, equity and functions.
5. Oversee the revisions and implementation of the district's Pupil Progression Plan and Code of Conduct for secondary students.
6. Assist with the selection of instructional materials for the secondary curricula.
7. Assist in planning for secondary school attendance zones and facility needs.
8. Work with secondary schools and families to ensure that issues are resolved in a timely and effective manner.
9. Assist school-based and district-level administration with secondary student projections and staff allocations.
10. Assist in planning and administration of secondary district-wide testing and assessment; End of Course testing (EOC) and the Postsecondary Education Readiness Test (P.E.R.T.)
11. Act as a role model and provide supervision for all staff working to enhance secondary education curricula.
12. Serve as the principal for the Florida Youth Challenge Academy.
13. Approve field trips for secondary students.
14. Serve as the district contact and coordinator for school guidance counselors.
15. Administer the district's drop-out prevention, course remediation, Driver's Education and summer programs for secondary students.
16. Assist in the coordination of academic support services for charter schools serving grades 6-12.
17. Administer all activities under the Florida High School Activities Association.
18. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.
3. Valid Florida Educator's Certification in School Guidance (PreK-12).
4. Five (5) years secondary education, three of which must be in administration and/or supervision including supervision of school guidance programs and services.

Submitted for Approval: 2/20/2014

Job Locator: I-1.2.08

Supervisor of Elementary Education (NEW)

Position Grade: Supervisor II

Evaluated by: Director of K-12 Academic Support Services

Job Description:

The Supervisor of Elementary Education is responsible to the Director of K-12 Academic Support Services for the administration and supervision of elementary school basic education programs.

Responsibilities and Duties of this position include:

1. Supervise the elementary programs including before and after school tutoring and summer academic enrichment programs.
2. Facilitate curriculum planning for the district's K-6 curricula.
3. Facilitate annual elementary school and district events including Math Field Day, Spelling Bee and District Track Meet.
4. Assist with the comprehensive planning and budgeting for all district-level aspects of elementary education including Title I.
5. Write, amend and monitor the implementation of the annual Title I grant.
6. Maintain knowledge of legislation and its impact on Title I programs.
7. Coordinate the implementation and maintenance of all Title I parent involvement programs.
8. Provide program and instructional support for all Title I schools.
9. Assist elementary principals, teachers, parents, students, and district administration with school improvement initiatives involving education programs, and administrative policies, rules, equity and functions.
10. Assist with the selection of instructional materials for the elementary curricula.
11. Oversee the revisions and implementation of the district's Pupil Progression Plan and Code of Conduct for elementary students.
12. Assist in planning for elementary school attendance zones and facility needs.
13. Assist in promoting positive public relations.
14. Assist school-based and district-level administration with elementary student projections and staff allocations.
15. Approve field trips for elementary schools.
16. Provide district level support for elementary school guidance counselors.
17. Assist in the coordination of academic support services for charter schools serving grades K-5.
18. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Valid Florida Educator's Certificate in Administration and Supervision, or Educational Leadership.
3. Five (5) years in elementary education, three of which must be in administration and supervision including supervision of school guidance programs and services

Desired Qualifications:

1. Valid Florida Educator's Certification in School Guidance (PreK-12) and experience in school guidance and counseling.

Submit for Approval: 2/20/2014

Job Locator: I-1.1.15
Director of Student Services
Position Grade: Director I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Director of Student Services is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.

Responsibilities and duties of this position include:

1. Plan and budget for the district-wide programs and services that support regular education and special education students, Pre-K through Adult Education, to improve their academic achievement.
2. Consult with principals regarding comprehensive planning and budgeting for the school-based programs and services of Student Services, including counseling, guidance, discipline, school social workers, ~~home school program~~, school psychologists, safe and drug-free schools, community agencies' interagency agreements, crisis intervention program, and health services.
3. Supervise and evaluate school psychologists, attendance assistants/school social workers, ~~Student Hearing Officer~~, and other Student Services staff at the district level.
4. Administer the district-wide Safe and Drug-Free Schools/Community/Prevention/Intervention Programs; Crisis Intervention Team; discipline and violence prevention programs and ~~Child Study Team~~ Student Services Team.
5. Prepare Board Policies, administrative procedures and inservice programs for district and school staff. Prepare and manage grants, contracts, agreements and pilot studies related to Student Services.
6. Coordinate activities and programs with the Clay County Health Department, Department of Children and Family Services, Juvenile Justice Department, and Clay County Behavioral Health Center services for school-age youth and other community agencies which provide directives and services to students and information to parents and community.
7. Prepare and manage district-wide hearing procedures as the superintendent's designee regarding suspension/expulsions appeals and other Student Services related areas.
8. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Valid Florida Educator's Certificate ~~covering guidance or school psychology~~ in Administration and Supervision or Educational Leadership ~~or School Principal~~.
2. ~~Three (3)~~ Five (5) years' experience in administration of student services including school administration or in the practice and supervision of school guidance programs and services. ~~of guidance or school psychology.~~
3. Skills in human relations.

Desired Qualifications:

1. Valid Florida Educator's Certificate covering guidance or school psychology.

Revised: 04/18/91
Revised: 07/01/94
Revised: 11/16/99
Revised: 01/16/14
Revised: 02/20/14 pending School Board Approval

Job Locator: I-1.2.18
Supervisor of Instructional Support Services Resources
Resources
Position Grade: Supervisor I
Evaluated by: Assistant Superintendent for Instruction

Job Description:

The Supervisor of Instructional Support Services Resources is responsible to the Assistant Superintendent for Instruction for the coordinating and supervision of support areas assigned to the Instructional Support Services Resources Department.

Responsibilities and duties of this position include:

1. Supervise the overall Instructional Resource Department
2. ~~Supervises~~ Assist in the planning and development and operation of the district's K-12 virtual school program and digital convergence in all K-12 school.
3. Assist in the comprehensive planning and budgeting for district-level aspects of the Department of Instructional Resources.
4. Administer the instructional materials categorical allocations, purchases and inventories for all schools and departments within the district. Negotiate contracts when necessary.
5. Organize and coordinate all instructional materials adoption and selection processes for the Clay County School District.
6. ~~Coordinate all media services.~~
7. Coordinate and supervise all curricula and related technology support.
8. Supervise all Print Center operations.
9. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Rank II or Master's Level Valid Florida Educator's Certificate.
2. Master's Degree in Educational Leadership or Administration and Supervision.
3. Five (5) or more years as a certified school-based employee.

Desired Qualifications:

1. One (1) or more years in media services and/or instructional technology experience.

Board Approved:	03/20/97 (Effective 7/1/97)
Revised:	06/23/97 (Effective 7/1/98)
Revised:	02/17/11 (Effective 7/1/11)
Revised:	01/16/14
<u>Revised:</u>	<u>2/20/14 Pending School Board Approval</u>

Job Locator: I-1.2.26
Supervisor of Reading/Language Arts
Position Grade: Supervisor II
Evaluated by: Assigned Instructional
Division Administrator

Job Description:

The Reading/Language Arts Supervisor is responsible to the assigned Instructional Division administrator for the development, implementation, and monitoring of early learning and reading/language arts programs including reading certification for the district.

Responsibilities and duties of this position include:

1. Provide leadership in the development and revision of PreK-12 reading/language arts programs.
2. Provide administrative/supervisory support for coordinating and monitoring Federal and State requirements, including the development of the K-12 District Reading Plan and Title III Grant.
3. Maintain such records and reports as are necessary to the successful execution of the position.
4. Coordinate and supervise the VPK-12 reading/language arts programs.
5. Coordinate and supervise the district's media program and services.
6. Coordinate and supervise the district's ESOL program and related services.
7. Coordinate and supervise the district's VPK-Early Literacy Program.
8. Assist in the development of comprehensive plans, budgeting and Federal or State applications.
9. Observe instruction in classrooms; provide support and coaching; identify materials; analyze test results to ensure proper instruction in the areas of phonemic awareness, phonics, fluency, vocabulary, reading comprehension and oral language.
10. Coordinate and supervise the reading endorsement in-service program including teacher practicums.
11. Serve as a liaison between Just Read Florida!, DOE and the district.
12. Coordinate and supervise Third Grade Summer Reading Camp.
13. Serve as a liaison between FCRR/PMRN and the district.
14. Provide support for district initiatives.
15. Develop and direct a positive public relations program for reading/language arts program.
16. Attend appropriate conferences and workshops.
17. Perform other duties as assigned by the immediate supervisor.

Required Qualifications:

1. Master's Degree in Educational Leadership, Administration and Supervision or School Principal.
2. Valid Florida Educator's teaching certificate reflecting certification or endorsement in reading.
3. Supervisory experience.
4. Five (5) years successful experience in classroom experience.
5. Ability to communicate and work well with others.

Desired Qualifications:

1. Successful completion of the Human Resources Management Development Program.

Approved: 02/19/04 (Effective 7/01/04)
Revised: 02/17/11 (Effective 7/01/11)
Revised: 01/16/14
Revised: 02/20/14 pending School Board
Approval

Job Locator: D-1.1.02
Deputy Superintendent
Position Grade: Deputy Superintendent
Evaluated By: Superintendent

Job Description

The Deputy Superintendent is directly responsible to the Superintendent of Schools. He ~~The Deputy~~ serves in a line-staff relationship with the Assistant Superintendents.

Responsibilities and duties of this position include:

1. Provide assistance to the Superintendent in the general administration of the school system and serve as Administrator-in-Charge of the school system when as directed by or in the absence of the Superintendent. ~~the Superintendent. is absent from the county.~~
2. Assist the Superintendent in ~~supervising~~ **coaching** and coordinating the assistant superintendents and principals.
3. Supervise and evaluate the Director of Transportation and Chief Information Officer.
4. Assist the Superintendent in directing and coordinating comprehensive improvement planning and strategic planning for the school district.
5. Assist the Superintendent in promoting and maintaining positive School Board-Superintendent relations.
6. Coordinate the development and maintenance of the policies of the school board.
7. Coordinate the development and revisions of staff allocations of the school district.
8. Coordinate the development and revisions of the student and employee work calendars of the school district.
9. Assist the Superintendent in coordinating agendas for Superintendent's staff and principals' meetings.
10. Assist the Superintendent in promoting and maintaining positive relations between the school system and the community.
11. Assist the Superintendent in ~~insuring~~ **ensuring** compliance with all laws, rules, regulations, and policies governing the school system.
12. Assist the Superintendent in promptly hearing and responding to the concerns of the parents and the public in general.
13. Perform other duties as directed by the Superintendent.

Required Qualifications:

- ~~1. Currently possess, or eligibility be eligible to receive, a valid Florida Educator's Certificate with certification in Administration/Supervision, Educational Leadership or School Principal.~~
1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Five (5) years successful experience in administration or supervision.
3. Skill in human relations.

Revised: 04/10/86

Revised: 11/16/99

Revised: 02/15/2007

Revised: 02/20/2014 pending School Board approval

Job Locator: I-1.1.61
Public Relations Officer
Pay Grade: Coordinator II
Evaluated By: Superintendent

Job Description:

The Public Relations Officer is directly responsible to the Superintendent of Schools. This person serves in a staff relationship with the Deputy Superintendent and other administrators.

Responsibilities and duties of this position include:

1. Promotes communication, at the direction of the Superintendent and Board, among key school system stakeholders (i.e. School Board, Superintendent, media, general public, businesses and other governmental agencies).
2. Accurately and effectively communicates information and messages regarding district goals, issues, plans, programs and events to audiences.
3. Produces ~~the Extra-Credit~~ **news publications** as directed by the Superintendent.
4. Coordinates and promotes school and district-level business partnerships, volunteer and mentor programs.
5. Provide all statistical data and requested information about Clay County's volunteers and business partners to the Department of Education.
6. Assists with employee recognition efforts at the district and school level.
7. Develops, updates and disseminates information regarding the school system for newcomers.
8. Assists schools and work sites with public/community relations efforts.
9. Web Developer – Directly responsible for the creation and dissemination of information on the district website.
10. Assists the Director of Instructional Personnel in recruiting efforts.
11. Assists Instructional Support Services Personnel with the dissemination of information on Educational Cable Channel 29.
12. Creates videos for recognition and educational videos for schools and the district as needed.
13. Directly responsible for the broadcasting of School Board meetings on Educational Cable Channel 29.
14. Serves on community and district level committees as directed by the Superintendent.
15. Serves as Executive Director of the Clay County Education Foundation.
16. Assists with other projects and responsibilities as assigned.

Required Qualification

1. Bachelor's degree or higher from an accredited college or university, preferably in Communications, Journalism or Public Relations.
2. Skills in oral and written communication.
3. Successful experience with multimedia technology.

Board Approved: 6/30/99 (Effective 7/01/99)

Revised: 5/15/2008

Revised: 02/20/2014 pending School Board approval

Job Locator: P-1.1.04
Assistant Superintendent for Human Resources
Position: Assistant Superintendent
Evaluated by: Superintendent

Job Description:

The Assistant Superintendent for Human Resources is directly responsible to the Superintendent of Schools. This person serves in a line-staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents.

Responsibilities and duties of this position include:

1. Advise and consult with the Superintendent and the School Board on labor relations issues.
2. Recommend policies to the Superintendent relative to Human Resources and Labor Relation issues.
3. Direct the administration of negotiated union contracts.
4. Advise and assist school principals in the handling of personnel and labor problems.
5. Direct the administration of employee discipline, employee evaluation and employee assistance programs.
6. Assist in preparations, provide technical advice, and direct activities relative to collective bargaining.
7. Act as hearing officer for grievances and civil rights complaints.
8. Supervise all aspects of the selection, employment, inservice and retirement/termination of employment.
9. Supervise the administration of employee wages and benefits, teacher, principal and educational leader certification, beginning teacher program, and budget.
10. Supervise the preparation of the Human Resources Agenda for School Board approval and supervise the preparation and administration of the Comprehensive Plan and budget for the Division of Human Resources.
11. Supervise the administration and audit of records of all personnel.
12. Coordinate the development of employee job descriptions.
13. Prepare required reports and studies and perform other duties as may be requested by the Superintendent of Schools.

Required Qualifications:

- ~~1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate with certification in Administration/Supervision, Educational Leadership or School Principal.~~
1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
2. Three (3) Five (5) or more years of experience as a teacher and administrator.
- ~~2. Five (5) years of successful administrative experience in an educational setting.~~
3. Knowledge of Florida Statutes, State Board of Education Rules and Federal Civil Rights Laws.
4. Skills in supervision of personnel and human relations and in organization.

Desirable Qualifications:

5. Background in labor negotiations and experience in school personnel administration.
6. Coursework in Law.

Revised: 10/10/85
Revised: 2/16/89
Revised: 2/15/90
Revised: 11/16/99
Revised: 2/15/2007

Revised: 2/20/14 (pending School Board approval)

Job Locator: P-1.1.19
Supervisor of Certified Teacher Placement
Position Grade: Supervisor III
Evaluated by: Director of Instructional Personnel Services

Job Description:

The Supervisor of Certified Teacher Placement is directly responsible to the Director of Instructional Personnel Services.

Responsibilities and duties of this position include:

1. Assist the Director in screening and evaluating the qualifications of instructional applicants who apply to Clay County via the online application system.
2. Assist Principals/Supervisors hiring supervisors in refining the search for qualified applicants.
3. Assist in evaluating certification status of applicants and assist in monitoring the certification status of presently employed teachers.
4. Assist in coordinating the activities of the Teacher Induction Program and Alternative Certification Program.
5. Assist in the certification and placement of summer school teachers.
- ~~6. Present training to teachers/substitutes when appropriate.~~
- ~~7.~~ 6. Assist in the organization of recruitment activities for new teachers to Clay County including organizing recruitment materials and preparing required paperwork for the Director to participate in recruitment events.
- ~~8-7.~~ Assist in monitoring compliance with No Child Left Behind related to teacher certification.
- ~~9.~~ 8. Assist in presentation and organization of pre-employment meetings for new instructional and substitute hires staff.
- ~~10.~~ 9. Assist in verifying accuracy of personnel files and documents received after employment.
- ~~11.~~ 10. Other duties as deemed necessary by the Director.

Required Qualifications:

1. Master's Degree and Florida Educator's Certification in Educational Leadership, Administration and Supervision or other appropriate administrative area.
- ~~2. Certified or eligibility determined for Florida Certification in Educational Leadership, School Principal, or Administration Supervision.~~
- ~~2.~~ Three (3) years of successful teaching and administrative experience in an educational setting.
- ~~3. Two (2) years of successful educational administrative experience.~~
- ~~3. Ability to effectively communicate and work cooperatively with others.~~
- ~~4. Be willing to become trained by the Department of Education in Florida Certification rules.~~
- ~~3.~~ Skills in human relations

Desired Qualifications:

- ~~1. Experience as a facilitator/presenter for in-service workshops/training. Experience in personnel work in an educational setting.~~
- ~~2. Training in educational research.~~

Board Approved: 04/15/10

Revised 2/20/14 (pending School Board approval)

III. INSTRUCTIONAL ACTIONS 2013-2014

A. Appointments

Callan, Kenneth .128 6th period	FIH	Effective 01/29/14-06/05/14	AC
Cobaugh, Lisa .128 6th period	FIH	Effective 01/29/14-06/05/14	AC
Hurst, Troy .128 6th period	MHS	Effective 01/08/14-06/05/14	AC
Ludwig, Suzi Business Ed	KHH	Effective 01/06/14	AC
Otero, Christopher .128 6th period	FIH	Effective 01/29/14-06/05/14	AC
Schaefer, Angela .128 6th period	MHS	Effective 10/14/13-06/05/14	AC
Soriano, Pia .128 6th period	FIH	Effective 01/29/14-06/05/14	AC
Souchet, Brian .128 6th period	FIH	Effective 01/29/14-06/05/14	AC

III. INSTRUCTIONAL ACTIONS 2013-2014

B. RE-APPOINTMENTS

Brandow, Scott A

CHS

Effective 08/06/13

PSC

III. INSTRUCTIONAL ACTIONS 2013-2014

C. Transfers

Keir, Michelle Spanish	MHS	Effective 01/06/14 transfer from Spanish (OHS)
Scharf, Evan S Math	OPH	Effective 01/29/14 transfer from Business (FIH)

III. INSTRUCTIONAL ACTIONS 2013-2014

D. Redesignations

Adams, Hally SS Lead Tech/Rdg OF	MHS	Effective 08/06/13 Redesignate from SS Lead Tech
Brown, Leslie Gr 5/ESOL OF	MBE	Effective 12/03/13 Redesignate from Gr 5
Brown, Veronica 1.0 Business Ed	CVA	Effective 01/07/14 Redesignate from .8 Business Ed
Darley-Brinkley, Jennifer .8 Speech	OHS/MHS	Effective 01/28/14 Redesignate from .4 Speech
Griffith, Steven EBD Supp Fac/Sci OF	MHS	Effective 08/06/13 Redesignate from EBD Supp Fac
Hendricks, Lindsay Inclusion	TES	Effective 01/22/14 Redesignate from Inclusion/ESOL OF
Martini, James Spanish/Italian OF	OPH	Effective 08/06/13 Redesignate from Spanish
Peters, Nina Gr 4	MBE	Effective 08/06/13 Redesignate from Gr 4/ESOL OF
Poole, Cheryl LA	WJH	Effective 02/06/14 Redesignate from LA/ESOL OF
Robertson, Kelsey Gr 3	CEB	Effective 10/11/13 Redesignate from Gr 3/ESOL OF
Rodesney, Anthony Gifted	LSJ	Effective 12/16/13 Redesignate from Gifted OF
Wells, Natalie Gr 1/ESOL OF	FIE	Effective 12/17/13 Redesignate from Gr 1

III. INSTRUCTIONAL ACTIONS 2013-2014

E. Resignations/Retirements/Conclude Employment

Anderson, Cynthia R Leave	CW	Effective 12/06/13	Resignation
Batchelor, Cathy S .4 Speech Clinician	MHS	Effective 01/16/14	Resignation
Benavente, Carolyn-Renee Gr 2	POE	Effective 01/24/14	Resignation
Brandow, Scott A Leave	CHS	Effective 01/01/14	Resignation
Brown, Cynthia W Inclusion	GCI	Effective 02/14/14	Resignation
Hillard, Jana B Gr 2	WEC	Effective 01/31/14	Resignation
Jaeger, Beverly B Gr 2	LAE	Effective 01/31/14	Retirement
MacPherson, Thomas K PE 11 mth	RHS	Effective 01/24/14	Resignation
Maner, Charles R Science	LAJ	Effective 06/05/14	Retirement
Nicholas, Brian R Science/Chemistry OF	OHS	Effective 12/19/13	Resignation
Ravn, Susan ESE Supp Facil	OHS	Effective 01/17/14	Resignation
Rud, Dawn M Gr 5/ESOL OF	POE	Effective 01/23/14	Resignation
Spence, Alan Gr 6	TES	Effective 06/05/14	Retirement
Vargas, Diana M Gr 3	SBJ	Effective 01/06/14	Resignation
Winchester, Alice J Business Ed	LAJ	Effective 06/05/14	Retirement

III. INSTRUCTIONAL ACTIONS 2013-2014

F. SUPPLEMENTS

Appointments

Arnold, Molly	CHS	Effective 12/16/13	.5 Tennis Head
Bunn, Tara	MCE	Effective 10/21/13	Peer teacher for M. Dugle
Celis, Carlos	OHS	Effective 12/16/13	Tennis Head
Cooper, Justin	OPJ	Effective 01/24/14	Track Asst
Devine, Maureen	SS	Effective 10/01/13	.5 DOD Academic Coach STEM
Fanning, John	CHS	Effective 08/06/13	Soccer JV Head
Floyd, Gonzalo	OPH	Effective 08/06/13	Football JV Asst
Hair, Glenn	OPJ	Effective 01/16/14	Track Head
Harris, Danial	CHS	Effective 12/17/13	.5 Baseball Asst
Honour, Nicole	KHH	Effective 01/06/14	Peer teacher for L. Ludwig
Horn, Michael	KHH	Effective 12/02/13	Softball FP Head
Johnson, Spencer	CHS	Effective 08/06/13	Basketball Asst
Keller, Rodney	CHS	Effective 12/17/13	Track Head
Marquart, Jessica	KHH	Effective 12/02/13	Softball FP Asst
McCall, Marian	KHH	Effective 12/02/13	Softball FP JV Head
McGill, Trirena	OHS	Effective 08/06/13	Volleyball Head
Miller, Kyle	RHS	Effective 11/21/13	Basketball Asst
Mills, William	CHS	Effective 12/17/13	.5 Baseball Asst
Moses, Kimberly	CHS	Effective 12/17/13	Drama
Otero, Christopher	FIH	Effective 01/09/14	Track Asst
Prendergast, Catherine	MCE	Effective 08/06/13	Peer teacher for C. Melton
Reeder, Robert	FIH	Effective 01/22/14	Basketball Asst
Roseberry, Dorothy	CHS	Effective 12/16/13	.5 Tennis Head
Schwertfager, Tamisha	OLJ	Effective 12/19/13	Track Head

III. INSTRUCTIONAL ACTIONS 2013-2014

F. SUPPLEMENTS

Appointments

Sokolowski, Christine	TES	Effective 01/27/14	Dept Head Gr 3
Supan, Pamela	LAI	Effective 09/30/13	Peer Teacher for A. Bernfeld

III. INSTRUCTIONAL ACTIONS 2013-2014

F. Supplement Redesignations

Nolda, Zeth RHS Effective 08/06/13 From .5 Wrestling Asst to 1.0 Wrestling Asst

III. INSTRUCTIONAL ACTIONS 2013-2014

F. SUPPLEMENTS

Resignations

Goddard, Christopher	OPJ	Effective 01/06/14	Track Head
MacPherson, Thomas	RHS	Effective 01/16/14	.25 Football Head
MacPherson, Thomas	RHS	Effective 01/16/14	Softball FP Asst
MacPherson, Thomas	RHS	Effective 01/16/14	Dept Head PE
Nicholas, Brian	OHS	Effective 12/19/13	Football JV Asst
Scharf, Evan	FIH	Effective 01/22/14	.25 Football Asst
Stansberry, Tonya	FIH	Effective 01/08/14	Track Asst
Vigue, Jessica	TES	Effective 01/24/14	Dept Head Gr 3
Worley, Robert	OPJ	Effective 01/14/14	Track Asst

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Archibald, Marilyn	ROE	Effective 02/03/14 Academic Tutoring Hourly as needed
Ayers, Carolyn	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Bishop, Anna	ESE	Effective 01/21/14 Hospital/Homebound Hourly as needed
Braley, Corrie	SPC	Effective 01/15/14 Academic Tutoring Hourly as needed
Brackin, Joan	FIE	Effective 02/04/14 Academic Tutoring Hourly as needed
Brown, Easter	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Carter, Brittany	OPH	Effective 01/14/14 Academic Tutoring Hourly as needed
Comer, Terri	CEB	Effective 01/08/14 Academic Tutoring Hourly as needed
Contreras, Toni	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Cooper, Debra-Ann	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Crosby, James	LAJ	Effective 01/21/14 Academic Tutoring Hourly as needed
Davis, Amanda	LES	Effective 02/25/14 Academic Tutoring Hourly as needed
Davis, Michelle	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Dean, Stephanie	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Demers, Kristi	OPH	Effective 01/14/14 Academic Tutoring Hourly as needed
Dillard, Dana	SPC	Effective 01/15/14 Academic Tutoring Hourly as needed
Diamond, Angela	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Dominey, Lorena	SS	Effective 10/01/13 Teacher on Special Assignment Hourly as needed
Dumais, Meagan	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Dunlap, Denise	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed
Edden, Kathleen	CEB	Effective 01/08/14 Academic Tutoring Hourly as needed
Fatima, Batul	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Fitzgerald, Marie	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Forte, Michelle	TBE	Effective 01/28/14 Academic Tutoring Hourly as needed
Francis-Forrest, Ashley	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Geeser, Melanie	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Gernhard, Ivy	LES	Effective 02/25/14 Academic Tutoring Hourly as needed
Gouin, Shari	LAJ	Effective 01/21/14 Academic Tutoring Hourly as needed
Green, Monica	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
Hagins, Linda	CGE	Effective 01/22/14 Academic Tutoring Hourly as needed
Hamilton, Fallon	SPC	Effective 01/15/14 Academic Tutoring Hourly as needed
Harris, Christopher	ESE	Effective 01/16/14 Hospital/Homebound Hourly as needed
Harris, Christopher	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
Harris, Dee Stanford	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Harvill, Barbara	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed
Hill, Cameron	LES	Effective 02/25/14 Academic Tutoring Hourly as needed
Hill, Megan	SPC	Effective 01/15/14 Academic Tutoring Hourly as needed
Hillegas, Carey	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Hines, Kim	OPE	Effective 02/14/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Johnson, Cynthia	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed
Johnson, Sarah L.	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Johnson, Victoria	LES	Effective 01/14/14 Academic Tutoring Hourly as needed
Jordan, Pamela	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Keeley, Leah	CEB	Effective 01/08/14 Academic Tutoring Hourly as needed
King, Bonnie	LAJ	Effective 01/21/14 Academic Tutoring Hourly as needed
King, Mallory	ROE	Effective 02/03/14 Academic Tutoring Hourly as needed
Knotts, Danielle	LES	Effective 02/21/14 Academic Tutoring Hourly as needed
Knowles, Valerie	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed
Korepanov, Kristen	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Libretto, Lara	LES	Effective 01/14/14 Academic Tutoring Hourly as needed
Little, Ty	LES	Effective 01/14/14 Academic Tutoring Hourly as needed
Lowery, Jennifer	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Lusk, Allison	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
Madaychik, Jennifer	LAJ	Effective 01/21/14 Academic Tutoring Hourly as needed
Maynor, Clara	ESE	Effective 01/21/14 Hospital/Homebound Hourly as needed
McElhone, Bethann	LES	Effective 02/21/14 Academic Tutoring Hourly as needed
McKinney, Brittney	LES	Effective 02/21/14 Academic Tutoring Hourly as needed
Merrileees, Cindy	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Moreland, Laura	SS	Effective 10/01/13 Teacher on Special Assignment Hourly as needed
Morgan, Michelle	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed
Norton, Daphne	OPH	Effective 01/14/14 Academic Tutoring Hourly as needed
Norton, Leah	SPC	Effective 01/15/14 Academic Tutoring Hourly as needed
Oborne, Cassandra	OPH	Effective 01/14/14 Academic Tutoring Hourly as needed
Ortega, Andrea	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Patrylo, Liane	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Pelletier, Francis	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
Pfuntner, Tracy	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
Placilla, Kelly	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Powers, Diane	ROE	Effective 02/03/14 Academic Tutoring Hourly as needed
Rainey, Christina	GCSJ	Effective 02/12/14 Academic Tutoring Hourly as needed
Randolph, Megan	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Rodillas, Dinah	OPH	Effective 01/14/14 Academic Tutoring Hourly as needed
Ruckersfeldt, Jordan	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Salvonik, Susan	CEB	Effective 01/08/14 Academic Tutoring Hourly as needed
Sampsel, Khela	CEB	Effective 01/08/14 Academic Tutoring Hourly as needed
Sheridan, Janice	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Streaty, Jessica	ESE	Effective 01/21/14 Hospital/Homebound Hourly as needed
Strickland, Amanda	CEB	Effective 01/08/14 Academic Tutoring Hourly as needed

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2013-2014

A. MISCELLANEOUS AFTER HOURS

Appointments

Taylor, James M.	ESE	Effective 01/21/14 Hospital/Homebound Hourly as needed
Torrens, Scott	LES	Effective 02/21/14 Academic Tutoring Hourly as needed
Tully, Kristen	FIE	Effective 02/04/14 Academic Tutoring Hourly as needed
Van De Water, Rebecca	SPC	Effective 01/15/14 Academic Tutoring Hourly as needed
Wells, Natalie	FIE	Effective 02/04/14 Academic Tutoring Hourly as needed
White, Heidi M.	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
White, Tammy	GPE	Effective 01/13/14 Academic Tutoring Hourly as needed
Wilkes, Amanda	OPE	Effective 02/10/14 Academic Tutoring Hourly as needed
Wooten, Betty	MBE	Effective 01/09/14 Academic Tutoring Hourly as needed

VI. SUPPORT 2013-2014

A. APPOINTMENTS

Adams, Amanda Title I Asst.	SBJ	Effective 1/8/14 Annual Contract
Alonso Gonzalez, Ana Custodian	OPH	Effective 1/16/14 Annual Contract
Burke, Rita Cafe Asst. - 4 hrs	OLJ	Effective 1/24/14 Annual Contract
Burton, Tara .9 ESE Asst. - B. Health	TES	Effective 1/14/14 Annual Contract
Cain, Kristina .6 ISS Asst.	GPE	Effective 1/21/14 Annual Contract
Caldwell, Charlene .9 ESE Asst. - General	AES	Effective 1/15/14 Annual Contract
Carter, Benjamin .9 ESE Asst. - B. Health	ROE	Effective 1/8/14 Annual Contract
Dixon, Angelina Custodian	TES	Effective 1/30/14 Annual Contract
Dudney, Karen .9 ESE Asst. - B. Health	LJH	Effective 1/15/14 Annual Contract
Gann, Marci .9 ESE Asst. - B. Health	MRE	Effective 1/8/14 Annual Contract
Glynn, Sherri .8 Classroom Asst. - ESOL	POE	Effective 2/3/14 - 6/3/14 Limited Contract
Harper-Johnson, Andrea Cafe Asst. - 3.5 hrs	OHS	Effective 1/30/14 Annual Contract
Howe, Raymond .9 ESE Asst. - B. Health	BLC	Effective 1/23/14 Annual Contract
Jolley, Victoria .9 ESE Asst. - B. Health	KHE	Effective 1/15/14 Annual Contract

VI. SUPPORT 2013-2014

A. APPOINTMENTS

Kennedy, Lyndsey .9 ESE Asst. - B. Health	RHS	Effective 1/30/14 Annual Contract
Lee, Brady Custodian	POE	Effective 1/28/14 Annual Contract
Lewis, Susan .9 ESE Asst. - General	KHE	Effective 1/8/14 Annual Contract
McCall, Marjorie RN - 10 mos	KHH	Effective 1/27/14 Annual Contract
McVey, Siskey .9 ESE Asst. - B. Health	RHS	Effective 2/5/14 Annual Contract
Michael, Ruby .9 ESE Asst. - General	AES	Effective 1/15/14 Annual Contract
Moore, Maria Cafe Van Driver - 5 hrs	OVE	Effective 1/23/14 Annual Contract
Nolan, Jennifer School Secretary - 10 mos	OHS	Effective 1/6/14 Annual Contract
Poarch, Brenda .9 ESE Asst. - B. Health	MBE	Effective 1/16/14 Annual Contract
Regel, Jamie .9 ESE Asst. - B. Health	WEC	Effective 2/5/14 - 6/4/14 Limited Contract
Regel, Mary Jane Cafe Asst. - 6 hrs	TBE	Effective 1/10/14 Annual Contract
Robbins, Kristina Cafe Asst. - 3.25 hrs	LJH	Effective 2/5/14 Annual Contract
Rosario-Castillo, Abigail .8 School Secretary - 10 mos	OPE	Effective 1/6/14 Annual Contract
Scarpati, James Cafe Asst. - 5 hrs	POE	Effective 1/27/14 Annual Contract

VI. SUPPORT 2013-2014

A. APPOINTMENTS

Snyder, Jason Custodian	POE	Effective 1/30/14 Annual Contract
Strong, Jeannine .8 RN - 10 mos	RVE	Effective 1/8/14 Annual Contract
Underwood, Heather .9 ESE Asst. - General	KHE	Effective 1/30/14 Annual Contract
Walker, Rachel LPN - 9 mos	RVE	Effective 2/5/14 Annual Contract
Washington, Ariel .9 ESE Asst. - B. Health	WEC	Effective 1/27/14 Annual Contract

VI. SUPPORT 2013-2014

B. REDESIGNATIONS

Stokes, Darling
ESE Secretary - 10 mos

LES

Effective 1/6/14 redesignate from LAE due to error on the January 16, 2014 consent agenda

VI. SUPPORT 2013-2014

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Bell, Percy Custodian	POE	Effective 12/30/13 Conclude Employment
Blackburn, Amber .8 Classroom Asst. - ESOL	GPE	Effective 1/31/14 Resignation from Leave
Boyer, David Painter	MAINT	Effective 1/31/14 Retirement
Burris, Vickie Custodian	LAJ	Effective 3/31/14 Retirement
Cortes, Yahaira Bus Driver	TRANS	Effective 12/19/13 Resignation
Crews, Crystal Bus Driver	TRANS	Effective 12/19/13 Resignation
Davis, Mark Painter	MAINT	Effective 2/28/14 Retirement
Doxey, Mary Lou .9 ESE Asst. - General	MRE	Effective 2/28/14 Retirement
Eastep, Janette Custodian	MHS	Effective 4/30/14 Retirement
Fanning, John .9 ESE Asst. - B. Health	BLC	Effective 1/17/14 Resignation
Figuroa, Frances .9 ESE Asst. - General Health	RHS	Effective 1/8/14 Resignation
Gabbard, Ashley .9 ESE Asst. - General	SLE	Effective 1/31/14 Resignation
Gilbert, Jessica Cafe Asst. - 3.5 hrs	LAJ	Effective 1/24/14 Resignation
Harper-Johnson, Andrea Cafe Asst. - 3.5 hrs	OHS	Effective 12/17/13 Resignation
Hendrickson, Leslie .9 ESE Asst. - B. Health	BLC	Effective 11/8/13 Conclude Employment

VI. SUPPORT 2013-2014

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Irvine, Barbara ESE Secretary - 10 mos	OVE	Effective 1/8/14 Retirement from Leave
Martin, Levi Lead Painter	MAINT	Effective 2/28/14 Retirement
Murray, Christie Custodian	POE	Effective 1/9/14 Resignation
Nguyen, Caesar Technical Specialist	IS	Effective 1/21/14 Resignation
Pentifallo, Shirley Head Custodian	LES	Effective 1/31/14 Retirement
Radcliffe, Cheryl .9 ESE Asst. - B. Health	WEC	Effective 1/14/14 Resignation
Smith, Jason .9 ESE Asst. - B. Health	BLC	Effective 1/16/14 Resignation
Solomon, Roxanne .9 ESE Asst. - General	DIS	Effective 1/31/14 Conclude Employment
Taylor, Ira Custodian	WJH	Effective 1/17/14 Conclude Employment
Thomas, Pamela Personnel Asst.	HR	Effective 2/28/14 Retirement
Young, Ian Bus Driver	TRANS	Effective 1/22/14 Resignation

VI. SUPPORT 2013-2014

D. TRANSFERS

Bridges, Clifton Painter	MAINT	Effective 2/4/14 transfer from General Maintenance Worker (MAINT)
Castillo, Renee ESE Secretary - 10 mos	OVE	Effective 1/29/14 transfer from .9 ISS Asst. (OVE)
Emmert, Cecilia .9 ESE Asst. - General Health	RHS	Effective 1/30/14 transfer from .9 ESE Asst. - B. Health (RHS)
English, Tonya Personnel Asst.	HR	Effective 3/3/14 transfer from School Secretary - 10 mos (LJH)
Hayden, Brandi Cafe Asst. - 3.5 hrs	LAJ	Effective 2/3/14 transfer from Cafe Asst. - 4 hrs (MCE)
Heinz, Robin .8 Classroom Asst.	TES	Effective 1/27/14 transfer from .9 ESE Asst. - B. Health (LAE)
McKay, Katherine Accounting Support Asst.	BA	Effective 2/4/14 transfer from Administrative Support Asst. (ESE)
Nelson, Silene Cafe Asst. - 5.25 hrs	LES	Effective 1/8/14 transfer from Cafe Asst. - 5 hrs (POE)
Pittman, Billy Head Custodian	LES	Effective 2/10/14 transfer from Head Custodian (MBE)
Tinkey, Jeannette ESE Secretary - 10 mos	FIH	Effective 1/13/14 transfer from .8 Classroom Asst. (TES)
Vinson, James Network Specialist	IS	Effective 1/2/14 transfer from Technical Support Asst. (IS)

VII. SHORT TERM LEAVE 2013-2014

A. ILOD, Military, and Association Leaves

Brown, Cheryl Teacher	RVE	9/27/13 - 1/10/14 6.16 hrs Association Leave Union Business
Carrillo, Israel Custodian	OHS	1/10/14 - 1/16/14 37.5 hrs ILOD Date of Incident - 1/7/14
Corbett, Thomas Teacher	OPJ	1/24/14 - 1/31/14 3.33 hrs ILOD Date of Incident - 1/15/14
Crosby, Rebecca ESE Asst.	TES	10/14/13 - 1/10/14 2.5 hrs ILOD Date of Incident - 10/4/13
D'Andrea, Christina Teacher	PES	1/10/14 1.25 hrs Association Leave Union Business
Doering, Kelly Teacher	WJH	12/17/13 7.5 hrs ILOD Date of Incident - 11/21/13
Griffis, Mildred Bus Driver	TRANS	1/31/14 3.58 hrs Association Leave Union Business
Griffis, Mildred Bus Driver	TRANS	12/4/13 - 12/10/13 34.07 hrs ILOD Date of Incident - 12/3/13
Hanes, Kim ESE Asst.	FIE	12/13/13 - 1/21/14 4.16 hrs ILOD Date of Incident - 9/18/13
Hazlip, Marian Dispatcher	TRANS	1/23/14 4 hrs ILOD Date of Incident - 10/17/13
Kellogg, Janice Cafe Manager	OVE	12/5/13 - 12/13/13 52.5 hrs ILOD Date of Incident - 12/5/13
Mattox, Nathan Teacher	BLC	10/21/13 - 1/30/14 25.5 hrs ILOD Date of Incident - 8/16/13
McCleary, Mary ESE Asst.	TES	12/2/13 - 12/19/13 6.25 hrs ILOD Date of Incident - 12/19/12
Moody, Denise Cafe Asst.	CEB	1/24/14 4.5 hrs ILOD Date of Incident - 4/8/13

VII. SHORT TERM LEAVE 2013-2014

A. ILOD, Military, and Association Leaves

Mueller, David Coordinator II	IS	12/16/13 3.5 hrs ILOD Date of Incident - 8/18/00
Peterson, Christopher ESE Asst.	WEC	11/1/13 - 1/10/14 13.5 hrs Military Leave Annual Training
Shodd, Cheryl Teacher	FIE	1/8/14 7.5 hrs Military Leave Annual Training
Suter, Courtney Custodian	WES	1/8/14 - 1/10/14 22.5 hrs Military Leave Annual Training
Taylor, Ira Custodian	WJH	1/7/14 - 1/17/14 67.5 hrs ILOD Date of Incident - 1/6/14
Whetstone, Dani R. N.	TBE	12/6/13 - 12/9/13 6.75 hrs ILOD Date of Incident - 12/5/13
White, Gary Teacher	OHS	1/10/14 - 3/31/14 60 hrs Military Leave Annual Training

VIII. DEFERRED RETIREMENT OPTION PROGRAM (DROP)

A. ENROLLEES

Acknowledge receipt of DROP enrollment applications and future resignation dates of the following employees:

Arp, Doris Teacher	GPE	DROP enrollment effective 1/1/14 Future Resignation 12/31/18
Brown, Debra Teacher	RVE	DROP enrollment effective 1/1/14 Future Resignation 12/31/18
Butler, Cathy Cafe Asst.	OHS	DROP enrollment effective 1/1/14 Future Resignation 11/30/18
Gay, Martha SFS Manager Intern	SFS	DROP enrollment effective 10/1/11 Future Resignation 1/21/14 Redesignate DROP end date from 8/31/16
Pentifallo, Shirley Head Custodian	LES	DROP enrollment effective 9/1/11 Future Resignation 1/31/14 Redesignate DROP end date from 8/31/16
Rollen, Frances Bookkeeper	WJH	DROP enrollment effective 5/1/14 Future Resignation 4/30/19
Sewell, Tonja School Sec/ISS Asst.	SBJ	DROP enrollment effective 3/1/14 Future Resignation 2/28/19
Steele, Phyllis Teacher	WES	DROP enrollment effective 1/1/14 Future Resignation 12/31/18
Stone, Elizabeth Teacher	MRE	DROP enrollment effective 1/1/14 Future Resignation 12/31/18
Thomas, Pamela Personnel Asst.	HR	DROP enrollment effective 2/1/13 Future Resignation 2/28/14 Redesignate DROP end date from 1/31/18
Veschio, B. Jane Curriculum Specialist	ESE	DROP enrollment effective 2/1/14 Future Resignation 1/31/19
Wethington, Donna Supervisor	SS	DROP enrollment effective 1/1/14 Future Resignation 6/30/18