

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
June 20, 2006**

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II. Job Description Actions

I-2.1.20 Behavior Management Teacher (Revised)

I-2.2.56 ACE Program Testing Specialist - 12 Month (New)

C-3.8.37 Technology Support Assistant (New)

Job Locator: I-2.1.20
Behavior Management Teacher
Position Grade: Teachers Salary Schedule
Evaluated By: Principal

Job Description:

The Behavior Management Teacher is directly responsible to the principal. He/she serves in a staff relationship with other teachers in the school.

Responsibilities and Duties of this Position Include:

1. Provide contact with the ~~home-school~~ principals to help assess grades, discipline, attendance, and the student's impact on the safe school climate.
2. Serve as a site-based resource person to provide behavior management expertise for all discipline students.
3. ~~Track returning Bannerman students to their home school for on-going follow-up for continued school success.~~
4. Provide behavior management programs for students as needed and track their involvement with community resources.
5. Provide instruction in conflict resolution, peer mediation, self-esteem building and any other area as the need arises.
6. Provide assistance to regular education teachers in identifying and implementing behavioral management techniques.
7. Collect, analyze and evaluate data to determine student success.
8. Provide other assistance, as assigned by the principal, in the school's discipline program.

Required Qualifications:

1. Hold a valid Florida Teaching Certificate, any field.
2. Some experience in ~~counseling~~, behavior management techniques.

Desired Qualifications:

1. Previous teaching experience/counseling with at-risk students.

Effective ~~6/22/95~~ Revised 6/20/06

Job Locator: I-2.2.56

ACE Program Testing Specialist – 12 Month

Position Grade: Teacher Salary Schedule

Evaluated by: Supervisor of Adult Education

Job Description:

The ACE Program Testing Specialist supervises and administers ~~the GED~~ all Adult Education program Examinations for Clay County, including Florida Youth Challenge at Camp Blanding and Clay County Jail. Directly responsible to the Supervisor of Adult and Community Education and serves in a staff relationship with other Adult Education Staff members.

Responsibilities and Duties of this Position Include:

1. Manage and supervise the high quality General Educational Development (GED) Testing program and ensure the integrity of the GED tests and their administration.
2. Comply with contractual obligation, all applicable legal requirements and uphold the policies of the GED Examiner's Manual that relate to the activities of Official GED Testing Centers.
3. Communicate with Department of Education, Tallahassee all aspects of GED exams, books, test results and procedures.
4. Conduct mandatory inventory of GED testing materials, and insure proper records are maintained.
5. Service GED preparation sites throughout the county, including Florida Youth Challenge, Camp Blanding for (Test of Adult Basic Education) TABE assessments and practice GED, as well as review, evaluate and assess software and other educational materials.
6. Organize and administers assessment instruments for the FCAT and Adult ESOL programs.
6. Consult with administrators, teachers and parents regarding test results.

Required Qualifications:

1. Hold a valid Florida Educator's Certificate.
2. Master's Degree
3. Experience in administering TABE/GED/FCAT/ESOL tests.
4. Experience in evaluating and interpreting test results.

Effective: 7/03/06

New Position from Information Services. See allocation document. Band/Grade B22

Job Locator: C-3.8.37

Technology Support Assistant

Position Grade: Support Salary Schedule

Evaluated By: Assigned Principal

Job Description

Provides assistance to Information Services (I.S.) school Principal, designated school technology leaders, and the school technology committee to deliver “just in time” support to ensure campus staff has technology resources available at all times. Maintains campus LANs and troubleshoots computer hardware and software issues. Works with I.S. to implement new hardware, software, and related technology.

Responsibilities and duties of this position include:

1. Assists with installations, and configuration of school networks, including servers, operating systems, application software, workstations, network electronics, and cabling, assists with basic installations of basic and program related technology devices, including adaptive devices.
2. Troubleshoots existing network systems, including major and minor hardware maintenance, upgrades, and repairs for workstations, file servers, network hardware, peripherals, and operating systems.
3. Assists teachers and staff in the operation of computers, other hardware, and the network system pertaining to technology literacy, such as email, operating systems, word processing, spreadsheets, etc.
4. Serves as primary campus contact for the Information Services Help Desk.
5. Ensures appropriate physical and electronic/software security for all hardware and network equipment, including password maintenance.
6. Assists in backing up all servers, and maintaining logs and tape rotation schedules,
7. Assists I.S. in the administration of all users in the domain and provides appropriate levels of security, including printer services, access and backups for all users.
8. Assists in maintaining hardware and software inventories, including recommending obsolete or inoperative equipment to be removed from inventory (surplus.)
9. Monitors adherence to the District Technology Plan, Acceptable Use Policy, copyright laws, and technology guidelines.
10. Performs other duties as requested by assigned Principal or I.S.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Post high school training or experience in network and technology support.
3. Technical proficiency in network and technology support certified by IS administrator.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintained.
5. Must have a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license record search no accumulation of points totaling eight (8) or more within any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no contest plea shall be considered the same as a conviction.

Desired Qualifications:

1. Associates Degree in Computer Science or related field.
2. MCP, MCDST, or other Microsoft certification.
3. Experience in an educational setting.

Board Approved: 6/20/06