

**DIVISION OF HUMAN RESOURCES**  
**PERSONNEL CONSENT AGENDA**  
November 17, 2009

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**CONSENT AGENDA**  
**November 17, 2009**

**I. ADMINISTRATIVE ACTIONS 2009-2010**

**A. Appointments**

Capriola, Patrick A  
.5 Asst Principal 11 mos

BLC

Effective 11/02/09

AC + PSC Teacher

**I. ADMINISTRATIVE 2009-2010 ACTIONS**

**B. REDESIGNATIONS**

Foster, Janice	To OPH - Cafeteria Manager SB IA	Effective 9/21/09	From OPH - Cafeteria Manager SC 1
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**I. ADMINISTRATIVE ACTIONS SUPPORT 2009-2010**

**C. TRANSFERS**

Raines, Melinda

Transfer to FNS  
Cafe' Manager - Intern

Effective 10/12/09

From CHS  
Cafe' Asst. - 6.0 hrs.

## **II. JOB DESCRIPTION ACTIONS**

Approve the following revised job descriptions:

- C-3.7.03 Classroom Assistant (Prekindergarten)**
- C-3.7.04 Classroom Assistant (Generic)**
- C-3.7.05 Computer Lab Assistant**
- C-3.7.07 ESE Assistant**
- C-3.7.08 ESE Interpreter I**
- C-3.7.09 ESE Interpreter II**
- C-3.7.10 ESE Interpreter III**
- C-3.7.11 ESE Interpreter IV**
- C-3.7.15 ISS Assistant**
- C-3.8.11 Drop-Out Prevention Assistant**

The changes to these support job descriptions are to match federal and state requirements of having to obtain Highly Qualified status by the beginning of the 2010-11 school year. These changes will be in the "Required Qualifications" section only and will not affect the Band/Grade assigned to the positions.

**Job Locator: C-3.7.03**  
**Classroom Assistant (Prekindergarten)**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher-planned activities, including appropriate technology-based instructional activities, and encourages exploration through play.

**Responsibilities and duties of this position include:**

1. Assists in the instruction process by working with small groups of students or individuals in understanding lesson plans or by reinforcing material.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
4. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
5. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes and distributes student work and notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Assists in serving breakfast and lunch.
9. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. Must have successfully completed the 40-hour training requirement in child care, as referenced in F.S. 402.305(2)(d)1, or, within 90 days of hire, must begin training to meet the 40-hour training requirement.
4. Must successfully complete training within one year of initiation of training.
5. If assigned to a school qualifying as a "School wide Project" as defined by Federal Title I legislation, existing jobholders must, by January 8, 2006, possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
6. Effective March 22, 2002, new hires assigned to "School wide Projects" must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
7. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.*)
8. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

Board Approved: 5/20/93  
Revised: 2/20/97, 10/21/99, 9/20/01, 3/21/02. 11/19/02, 4/20/06, 11/17/09

**Job Locator: C-3.7.04**  
**Classroom Assistant (Generic)**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher planned activities and encourages exploration through play.

**Responsibilities and duties of this position include:**

1. Assists in the instruction process by working with small groups of students or individuals in understanding lesson plans or by reinforcing material, using technology-based instructional techniques as appropriate.
2. prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
4. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
5. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes and distributes student work and notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. When enrollment dictates, ESOL aide must possess bilingual skills.
4. Effective March 1, 2008, all Classroom Assistants (Generic) assigned to Bannerman Learning Center must have successfully completed SCM.
5. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.*)
6. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "School wide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
7. Effective March 22, 2002, new hires assigned to "School wide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
8. Effective March 1, 2009 for Classroom Assistants funded through the Federal grant for Enhanced Instructional Opportunities for Immigrant Children and Youth, project number 100-1029A-9CR01 only, successful completion of Rosetta Stone, Diversity, LeapFrog and Effective Teaching strategies of ESOL Students Training for Classroom Assistants assigned to Immigrant or ESOL students and/or classes to be provided by the School Board during contracted working hours at the employee's regular rate of pay within 6 months of employment.
9. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

Board Approved: 5/20/93  
Revised: 2/20/97, 10/21/99, 9/20/01, 3/21/02, 11/19/02, 4/20/06, 10/18/07, 2/19/09,  
**11/17/09**

**Job Locator: C-3.7-05**  
**Computer Lab Assistant**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists and monitors students in the computer lab completing class assignments, utilizing technology-based instructional techniques as appropriate. Monitors their behavior and maintains order within the computer lab. Prepares reports to teachers concerning student performance.

**Responsibilities and duties of this position include:**

1. Monitors and assists students while they complete their lessons on the computer in the lab.
2. Compiles and provides reports to teachers regarding student progress in the lab.
3. Coordinates classes offered including informing teachers of classes available, enrolling students, and scheduling classes.
4. Consults with teachers regarding student progress and individual learning programs to assist instructional staff.
5. Cleans, checks, arranges and/or performs repairs to the computer equipment, as needed.
6. Investigates and resolves software or network problems, as needed.
7. Decorates classroom using seasonal and educational materials in order to provide an atmosphere conducive to student learning.
8. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalency.
2. Prior experience operating and using personal computers and educational software.
3. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "School wide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (48 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
4. Effective March 22, 2002, new hires assigned to "School wide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (48 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
5. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. *Consent Decree; U.S. District Court, Miami Division, Case No. 990-193 IV.A.6.)*
6. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

Board Approved: 5/20/93

Revised: 2/20/97, 10/21/99, 9/20/01, 3/21/02, 11/19/02, 4/20/06, **11/17/09**



**Job Locator: C-3.7.07**

**ESE Assistant**

**Position Grade: Support Salary Schedule**

**Evaluated by: Assigned Supervisor**

**Job Description:**

Assists in the classroom education and daily living instruction of exceptional students. Assists instructional staff by participating in small group lessons or on a one-to-one basis, using technology-based instructional techniques as appropriate. Provides observation to assist in the identification or attainment of performance objectives or special problems. Prepares materials and supplies for daily lessons, unit work and art projects.

**Responsibilities and duties of this position include:**

1. Assists in academic, physical and/or safety instruction by working with students individually or in a group setting as directed by the teacher.
2. Observes students as they complete work assignments in order to identify areas in need of development.
3. Accompanies students to the lavatory, cafeteria, clinic and around campus to assist them as needed in proper skills and etiquette needed for a particular situation.
4. Interprets communication to and from students with speech and/or hearing impairments as needed.
5. Monitors student arrival, departure and/or transport to and from school including preparing them to go home, and assisting them onto and off of the proper bus to ensure their safety.
6. Records, types and files pertinent information concerning students for the teachers', administrators' and parents' review.
7. Prepares materials and supplies for daily lessons, unit work and art projects, including developing games or instructional material, creating samples and copying material.
8. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
9. Organizes processes and distributes student work and notices to be sent home.
10. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
11. Assists in meeting students' hygiene needs, such as diapering, hand washing and other applicable daily living skills.
12. May transport students in district-owned vehicles to participate in community-based instructional programs.
13. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School diploma or equivalent.
2. Desire to work with children.
3. If transportation of students is a routine part of the assigned duties: must have a valid Florida driver's license and a safe driving record prior to employment; must maintain same while employed. The definition of "safe driving record" shall be as established in the District's Safe Driver Plan.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.*)
5. Jobholders assigned to "School wide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
6. Successful completion of Safe Crisis Management (SCM) training within the first 6 months of employment for Assistants assigned to Behavioral Health Assistant classes. When enrollment of special students dictate, all ESE Assistants must have successfully completed SCM or its equivalent within 6 months of assignment to that individual student. All ESE Assistants assigned to Bannerman Learning Center must have successfully completed SCM.
7. Must be able to lift 35 pounds in General Health Assistant classes.
8. Successful completion of training requirements in CPR, First Aid and Medication Administration as required by Federal Medicaid regulations to be provided by the School Board during contracted working hours at the employee's regular rate of pay within 6 months of employment for Behavioral Health Assistants or General Health Assistants assigned to a unit with a Medicaid student. Effective March 1, 2009, all Behavioral Health Assistant or General Health Assistant job holders must have successfully completed the training.
9. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

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Revised: 2/20/97, 10/21/99, 2/15/01, 9/20/01,  
3/21/02, 4/11/02, 12/19/02, 2/19/04, 3/18/04,  
6/17/04, 4/20/06, 5/17/07, 10/18/07, 2/21/08,  
2/19/09, **11/17/09**

**Job Locator: C-3.7.08**  
**ESE Interpreter I**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned, using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or notetaking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc.
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
3. Holds an Education Interpreter Evaluation (EIE) Level I or Quality Assurance (QA) Screening Level 1.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.*)
5. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

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**Job Locator: C-3.7.09**  
**ESE Interpreter II**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned, using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or note taking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc.
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
3. Holds an Education Interpreter Evaluation (EIE) Level II or Quality Assurance (QA) Screening Level 2
4. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. *(Consent Decree, U.S. District court, Miami Division, Case No. 90-193 IV.A.6)*
5. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

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Revised: 7/16/98, 10/21/99, 7/21/03,  
4/20/06. **11/17/09**

**Job Locator: C-3.7.10**  
**ESE Interpreter III**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned. Using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or note taking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc..
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
3. Holds an Education Interpreter Evaluation (EIE) Level III, or Quality Assurance (QA) Screening Level 3.
4. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV. A.6.*)
5. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

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Revised: 7/16/98, 10/21/99,  
7/21/03, 4/20/06, **11/17/09**

**Job Locator: C-3.7.11**  
**ESE Interpreter IV**  
**Position Grade: Support Salary Schedule**  
**Evaluated by: Principal**

**Job Description:**

The ESE Interpreter is directly responsible to the Principal and works under the direct supervision of the ESE teacher. Interprets for students, uses sign language, voice interpreting and/or notetaking.

**Responsibilities and duties of this position include:**

1. Performs routine educational aide functions under the direction and supervision of the ESE teacher to whom assigned, using technology-based instructional techniques as appropriate.
2. Follows classroom schedule and interprets for students as dictated by IEP's and as assigned by the ESE teacher.
3. Uses sign language, voice interpreting and/or note taking, as needed, in the classroom for interpreting lectures, conversations, films, projects, assemblies and other activities.
4. Confers with regular classroom teachers and ESE teachers in order to better prepare for interpreting services.
5. Records non-ESE class homework, class assignments and other information that will assist the ESE teacher in tutoring and teaching the mainstreamed student.
6. Assists the ESE student in recording daily class and homework assignments, test dates, special projects, etc..
7. Performs other related duties as assigned by the principal or ESE teacher.

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
1. Ability to analyze information presented orally and/or in written form and present information to students accurately and effectively as applicable to instructional personnel.
2. Holds certification from the Registry of Interpreters for the Deaf (RID).
3. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV,A.6.*)
4. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

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Revised: 7/16/98, 10/21/99, 4/20/06, **11/17/09**

**Job Locator: C-3.7.15**  
**ISS Assistant**  
**Position Grade: Support Salary**  
**Schedule**  
**Evaluated by: Principal**

**Job Description:**

Assists students, who are removed from class for disciplinary reasons, in completing assignments provided by the classroom teacher. Utilizes technology-based instructional techniques as appropriate.

**Responsibilities and duties of this position include:**

1. Assists in the instructional process by working with small groups of students or individuals in completing lessons or reinforcing material provided by the classroom teacher.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons.
3. Monitors the behavior of ISS students who are removed from class for disciplinary reasons.
4. Assists with general clerical duties and in the clinic as needed.
5. Organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
6. Organizes, distributes and collects student work and provides notices to be sent home.
7. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
8. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. Must be a high school graduate or have passed the GED equivalency examination.
2. Desire to work with children.
3. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "School wide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
4. Effective March 22, 2002, new hires assigned to "School wide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
5. Upon receipt of an ESOL student, must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 IV.A.6.*)
6. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

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3/21/02, 11/19/02, 4/20/06, **11/17/09**

**Job Locator: C-3.8.11**  
**Drop-Out Prevention Assistant**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Principal**

**Job Description:**

Assists teachers in the instruction of groups or individual Drop-Out Prevention students. Prepares classroom materials and projects. Assists in the observation of student performance and success in meeting instructional and special project objectives.

**Responsibilities and duties of this position include:**

1. Assists in academic, physical and/or safety instruction by working with students individually or in a group setting as directed by the teacher, utilizing technology-based instruction as appropriate.
2. Prepares and/or assists in the preparation of materials and supplies for daily lessons and unit projects including developing art or instructional materials.
3. Observes students as they complete work assignments in order to identify areas in need of development.
4. Assists in coordinating the student's transition to and from the dropout prevention program.
5. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc.
6. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
7. Communicates with parents regarding student's academic and behavioral progress in the dropout prevention program.
8. Designs and develops bulletin board displays of student work or educational themes and materials to enhance student learning.
9. Monitors behavior and work of students removed from regular class and reports student progress to teacher.
10. Performs other duties of a similar nature or level.

**Required Qualifications:**

1. High School Diploma or equivalent.
2. Desire to work with children
3. When enrollment dictates, ESOL aide must possess required bilingual skills.
4. Effective January 8, 2006, existing jobholders assigned to schools qualifying as "Schoolwide Projects," as defined by Federal Title I legislation, must have attained an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must have passed a written exam in math, reading and writing administered by the school district.
5. Effective March 22, 2002, new hires assigned to "Schoolwide Projects," as defined by Federal Title I legislation, must possess an Associate's Degree from a regionally accredited institution; or, must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution; or, must pass a written exam in math, reading and writing administered by the school district.
6. Upon receipt of an ESOL student must successfully complete a one-time eighteen (18) hour requirement for ESOL training that must be finished within one year of the receipt of the ESOL student. (*Consent Decree, U.S. District Court, Miami Division, Case No. 90-193 I. A.6.*)
7. **Effective the beginning of the 2010-2011 school year, existing jobholders and new hires in all Differentiated Accountability Program schools must possess an Associate's Degree from a regionally accredited institution, or must have completed two years of coursework (60 credit hours minimum) in a regionally accredited institution, or must pass a written exam in math, reading and writing administered by the school district. (FL DOE Differentiated Accountability Program codified by FL Legislature and signed by the Governor on June 10, 2009.)**

Board Approved: 11/18/97  
Revised: 10/21/99, 9/20/01, 3/21/02,  
11/19/02, 4/20/06, 11/17/09

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### A. Appointments

Adams, Laura A Inst Tech	POE	Effective 09/14/09	10 mos	AC
Ainsley, Patricia M Math	OLJ	Effective 09/18/09	10 mos	AC
Askew-Sharp, Jennifer A Gr 5	POE	Effective 09/14/09	10 mos	AC
Beebe, Mallory M Business Ed	MHS	Effective 08/17/09	10 mos	AC
Camacho, Ileana I Gifted	POE	Effective 09/24/09	10 mos	AC
Carpenter, Melissa C .6 LA/ESOL OF/.4 Soc Studies	OLJ	Effective 09/18/09	10 mos	AC
Cheatum, Blanca A Kindergarten	RVE	Effective 09/14/09	10 mos	AC
Crews, Marlene L Soc Studies	OPJ	Effective 10/05/09	10 mos	AC
Dickey, Deanna C Gr 4	KHE	Effective 09/22/09	10 mos	AC
Dominey, Lorena O Gr 6	SPC	Effective 09/15/09	10 mos	AC
Farmer, Carrie E Gr 3	CEB	Effective 09/14/09	10 mos	AC
Felder, Gail A Int Dis PMH	RVE	Effective 08/17/09	10 mos	AC
Garrison, Jo'd L Kindergarten	OVE	Effective 09/17/09	10 mos	AC
Gibson, Heather D Gr 1	ROE	Effective 09/17/09	10 mos	AC
Gouge-Singletary, Patricia K Kindergarten	KHE	Effective 09/09/09	10 mos	AC
Hannon, Brittney Kindergarten	TES	Effective 09/17/09	10 mos	AC
Harris, Melanie D Soc Studies	LJH	Effective 09/28/09	10 mos	AC



### III. INSTRUCTIONAL ACTIONS 2009-2010

#### A. Appointments

Havey, Frances C Inclusion	CHS	Effective 08/17/09	10 mos	AC
Hollingsworth, Jennifer Randi KG/ESOL OF	OVE	Effective 09/17/09	10 mos	AC
Jones, Casey D Spanish	OPH	Effective 08/17/09	10 mos	AC
Judson, Cynthia L Soc Studies	KHH	Effective 10/05/09	10 mos	AC
Kendall, Courtney M Gr 4	OVE	Effective 09/17/09	10 mos	AC
Kennett, Pamela P Inclusion	CGE	Effective 09/17/09	10 mos	AC
Leslie, Michelle A Kindergarten	CEB	Effective 09/16/09	10 mos	AC
Lowery, Jennifer L Soc Studies	G CJ	Effective 10/26/09	10 mos	AC
Melson, Stacy A Gr 3.	CHE	Effective 09/21/09	10 mos	AC
Michaels, Mary E Gr 3	FIE	Effective 09/14/09	10 mos	AC
Mitchell, David L SS Leader Tech	CHS	Effective 08/17/09	10 mos	AC
Neal, Christine C .2 Math/.8 Gifted	OPJ	Effective 08/17/09	10 mos	AC
Ost, Allyson M Art	FIH	Effective 09/17/09	10 mos	AC
Padgett, Joyce M Library/Media Spec	WEC	Effective 10/09/09	10 mos	AC
Parman, Vicki A Lang Arts	WJH	Effective 08/17/09	10 mos	AC
Rhoden, Kristen M Gr 4	TBE	Effective 09/24/09	10 mos	AC
Roberts, Jennifer H Gr 1	MCE	Effective 09/09/09	10 mos	AC

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### A. Appointments

Selby, Lynda M Gr 4	TES	Effective 09/15/09	10 mos	AC
Slankard, Kara L Inclusion	CGE	Effective 09/25/09	10 mos	AC
Small, Jennifer S Gr 2	POE	Effective 09/11/09	10 mos	AC
Taylor, Debra S Math Coach	MRE	Effective 10/05/09	10 mos	AC
Vandorn, Shannon E Kindergarten	WEC	Effective 09/17/09	10 mos	AC
Watson, Cindy M .6 Title I	CHE	Effective 08/17/09	10 mos	AC
Whitacre, Victoria A VE	LES	Effective 09/14/09	10 mos	AC
White, Jennifer L Gr 2	FIE	Effective 09/17/09	10 mos	AC

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### B. Redesignations

Billiot, Rebecca Int Rdg	OLJ	Effective 10/14/09 Redesignate from Int Rdg/ESOL OF
Bohn, Laura .6 Gifted	DIS	Effective 09/18/09 Redesignate from 1.0 Gifted
Denio, Judith Inclusion	FIH	Effective 10/14/09 Redesignate from Inclusion/ESOL OF
Doughty, Carol Gr 4	POE	Effective 10/14/09 Redesignate from Gr 4/ESOL OF
Dufford, Brenda KG	CEB	Effective 10/14/09 Redesignate from KG/ESOL OF
Edwards, Marie Gr 4	CEB	Effective 10/14/09 Redesignate from Gr 4/ESOL OF
Lawrence, Pamela 1.0 Speech Clinician	ESE	Effective 09/08/09 Redesignate from .8 Speech Clinician
Muehl, Arlene Gr 4	WEC	Effective 10/14/09 Redesignate from Gr 4/ESOL OF
Ryan, Martha M Lang Arts	LSJ	Effective 01/05/10 Redesignate from retirement date 01/08/10
Rydel, Kimberly Gr 2	SBJ	Effective 10/14/09 Redesignate from Gr 2/ESOL OF
Wakeley, Beverly Gr 1	RVE	Effective 10/14/09 Redesignate from Gr 1/ESOL OF
Wells, Deeanne Gr 4	WEC	Effective 10/14/09 Redesignate from Gr 4/ESOL OF
Wolfe, Lauren M Inclusion/Int Rdg	OPH	Effective 09/01/09 Redesignate from Inclus/Int Rdg/ESOL OF

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### C. Transfers

Capriola, Patrick A .5 BMT 11 mos	BLC	Effective 11/02/09 transfer from 1.0 Soc Studies 10 mos (WJH)
Heinscher, Linda Library/Media Spec	PES	Effective 10/01/09 transfer from Library/Media Spec (WEC)
Watson, Cindy M 1.0 Gr 1	CHE	Effective 08/17/09 transfer from .6 Title I (CHE)

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### D. Resignations/Retirements/Conclude Employment

Deveaux, Lucille Gr 1	GPE	Effective 12/18/09	Retirement
Iori, Patricia A Business Ed	LSJ	Effective 12/18/09	Retirement
Lowe, Marianne DOP	FYCA	Effective 12/04/09	Retirement
Marcy, Anne L Gr 5	LAE	Effective 11/20/09	Resignation
Montgomery, Patricia Y Spanish	CHS	Effective 01/05/10	Retirement
Newton, Steven R Math	RHS	Effective 11/02/09	Resignation
Ryan, Tracie R Gr 5/ESOL OF	Leave	Effective 10/09/09	Resignation
Smith, Gracia G VE/LI	PES	Effective 01/04/10	Retirement
Taylor, Sharon J Homebound	ESE	Effective 11/30/09	Retirement
Woolard, Danielle M Strategic Inter	OPH	Effective 11/13/09	Resignation

**III. INSTRUCTIONAL ACTIONS 2009-2010**

**E. Leaves**

Goodson, Christine

FIH

Effective 09/08/09-06/10/10

Personal Leave

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### F. SUPPLEMENTS

##### Appointments

Branz, Elizabeth	TBE	Effective 09/01/09	.5 Dept Head Gr 4
Browning, Gail	LAJ	Effective 08/17/09	.5 Head Track
Browning, Gail	LAJ	Effective 08/17/09	.25 Asst Track
Calise, Charlene	LSJ	Effective 09/28/09	Peer Teacher for Melanie Harris
Cannon, Ivy	CHE	Effective 10/08/09	.5 Elem Perf/Prod
Carroll, Tracy	WEC	Effective 10/09/09	Peer Teacher for J Padgett
Celis, Frances	MHS	Effective 08/17/09	Int Team Facil
Compton, Charles	OPJ	Effective 08/17/09	Head Wrestling
Conroy, Joseph	MHS	Effective 10/19/09	.5 Head Weightlifting
Dobson, Pricilla	POE	Effective 09/09/09	Peer Teacher D Mastandrea
Done, Karen	FIH	Effective 08/17/09	Head Swimming
Dunlap, Denise	SLE	Effective 08/17/09	Int Team Facil
Dutcher, Gerald	CHS	Effective 08/17/09	Head JV Volleyball
Fanning, Kristin	TBE	Effective 09/01/09	.5 Dept Head Gr 4
Farwell, Kimberly	POE	Effective 09/14/09	Peer Teacher for L. Adams
Garcia, Linda	CHS	Effective 08/17/09	Int Team Facil
Gysin, Donna	RHS	Effective 08/17/09	Asst Track
Harvey, Bradley	KHH	Effective 08/17/09	Asst Football JH
Hellwing, Bree	CGE	Effective 09/25/09	Peer Teacher for K. Slankard
Hupp, Lindsay	MHS	Effective 11/16/09	.5 Sophomore Class Sponsor
Klinger, Dana	OPH	Effective 08/17/09	Int Team Facil
Loscuito, Peter	MHS	Effective 08/17/09	Head Golf
Lowe, Ginny	LAJ	Effective 08/17/09	.25 Asst Track
Lowe, Ginny	LAJ	Effective 08/17/09	.5 Head Track

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### F. SUPPLEMENTS

##### Appointments

Lowes, Angelica	OPH	Effective 08/31/09	.5 Co-Curr Club: FCCLA
Matricardi, Mandi	OPH	Effective 08/17/09	Asst Basketball
McIver, Melanie	CEB	Effective 10/05/09	Discretionary
Orsi, Anne	LAJ	Effective 08/17/09	.25 Asst Track
Orsi, Anne	LAJ	Effective 08/17/09	.5 Head Track
Parker, Chad	OPH	Effective 08/17/09	Asst JV Football (Fall only)
Phillips, Christopher	AES	Effective 10/03/09	Tech Coach
Phillips, Peyton	KHH	Effective 08/17/09	Asst Football JH
Ragan, Joseph	OVE	Effective 08/27/09	Peer Teacher Audrey Arvin
Richardson, Clayton	CHS	Effective 08/17/09	Asst Basketball
Robinson, Richard	MBE	Effective 08/17/09	Int Team Facil
Sanders, Alicia	OPH	Effective 08/17/09	Asst Track
Sigler, Gerald	OPJ	Effective 08/17/09	Head Soccer
Sokolowski, Christine	TES	Effective 08/17/09	Peer Teacher for R. Herren
Spence, Beverly	OPH	Effective 08/17/09	.5 Co-Curr Club: FCCLA
Sullivan, Dawn	WEC	Effective 08/17/09	Int Team Facil
Walls, Melanie	KHH	Effective 11/17/09	Varsity Cheerleading
Wester, Christopher	KHH	Effective 08/17/09	Asst Football JV
Wiltsie, William	OPH	Effective 08/17/09	Asst JV Football (Spring only)
Worthington, Gary	LAJ	Effective 08/17/09	.25 Asst Track
Worthington, Gary	LAJ	Effective 08/17/09	.5 Head Track



**III. INSTRUCTIONAL ACTIONS 2009-2010**

**F. Supplement Redesignations**

Williams, Joey                      LSJ                      Effective 08/17/09      From Head Football      To Head Flag Football

### III. INSTRUCTIONAL ACTIONS 2009-2010

#### F. SUPPLEMENTS

##### Resignations

Brandow, Scott	KHH	Effective 10/26/09	Head Weightlifting
Branz, Elizabeth	TBE	Effective 08/31/09	Dept Head Gr 4
Browning, Gail	LAJ	Effective 08/17/09	.5 Asst Track
Clark, Joy	AES	Effective 10/02/09	Tech Coach
Dickinson, Lynn	KHH	Effective 11/16/09	.5 Varsity Cheerleading
Hubbard, Tracy	KHH	Effective 11/16/09	.5 Varsity Cheerleading
Lowe, Ginny	LAJ	Effective 08/17/09	Head Track
Orsi, Anne	LAJ	Effective 08/17/09	.5 Asst Track
Worthington, Gary	LAJ	Effective 08/17/09	Head Track
Young, Carrie	MHS	Effective 10/16/09	.5 Sophomore Class Sponsor

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Adler, Susan	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Allen, Linda	MRE	Effective 11/03/09 Academic Tutoring Hourly as needed
Allen, Susan	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Baden, Melinda	ESE	Effective 10/01/09 Hospital/Homebound Hourly as needed
Bailey, Brandon	ROE	Effective 10/19/09 Academic Tutoring Hourly as needed
Baxley, Ruthanne	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Beason, Linda	ESE	Effective 10/01/09 Hospital/Homebound Hourly as needed
Beason, Linda	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Black, Teresa	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed
Bomberger, Janice	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
Booker, Reginald	GPE	Effective 10/26/09 Academic Tutoring Hourly as needed
Brock, Dana	ESE	Effective 09/28/09 Hospital/Homebound Hourly as needed
Brooks, Lucinda	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Brown, Erin	ROE	Effective 10/19/09 Academic Tutoring Hourly as needed
Butcher, Heather	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Byers, Jennifer	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Carter, Kari	SS	Effective 10/14/09 Academic Tutoring Hourly as needed
Charbonneau, Carla	ROE	Effective 10/19/09 Academic Tutoring Hourly as needed
Christopher, Nakia	PES	Effective 11/02/09 Academic Tutoring Hourly as needed
Clifton, Janice	ESE	Effective 10/09/09 Hospital/Homebound Hourly as needed
Cobleigh, Karen	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Cooksey, Rebecca	PES	Effective 11/02/09 Academic Tutoring Hourly as needed
Cornett, Teresa	CTE	Effective 08/17/09 Child Care Lab Director Hourly as needed
Davis, Amanda	LES	Effective 10/10/09 Saturday School Hourly as needed
Davis, Carol	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed
Deaton, Cherry	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010**

**A. MISCELLANEOUS AFTER HOURS**

**Appointments**

Dougherty, Lee Anne	OPE	Effective 10/03/09 Academic Tutoring Hourly as needed
Duncan, Jan	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Elrod, Mary	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Esqueff, Augustina	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Essa, Zeenat	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Ferrante, Kelly	SS	Effective 10/14/09 Academic Tutoring Hourly as needed
Frawley, Lindsey	ROE	Effective 10/19/09 Academic Tutoring Hourly as needed
Garland, Jennifer	ROE	Effective 10/19/09 Academic Tutoring Hourly as needed
Geisler, June	GPE	Effective 10/26/09 Academic Tutoring Hourly as needed
Greer, Laura	LES	Effective 10/10/09 Saturday School Hourly as needed
Griggs, Valarie	OPE	Effective 10/03/09 Academic Tutoring Hourly as needed
Hagans, Linda	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Hall, Lisa	SS	Effective 10/01/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Hamm, Bonnie	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Hanlin, Anita	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
Hawkins, LeeAnn	MRE	Effective 11/03/09 Academic Tutoring Hourly as needed
Helm, Stephanie	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Hines, Kim	OPE	Effective 10/03/09 Academic Tutoring Hourly as needed
Howle, Mary	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Jackson, Mia	MRE	Effective 02/17/10 Academic Tutoring Hourly as needed
Johnson, Angela	SPC	Effective 10/14/09 Academic Tutoring Hourly as needed
Jordan, Pamela	GPE	Effective 10/26/09 Academic Tutoring Hourly as needed
Knight, Laurie	PES	Effective 11/02/09 Academic Tutoring Hourly as needed
Koester, Nancy	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
Kryzstoforski, Rachael	LES	Effective 10/10/09 Saturday School Hourly as needed
Kupfer, Linda	SS	Effective 10/01/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Kusiak, Holley	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Ladd, Charlotte	ESE	Effective 10/01/09 Hospital/Homebound Hourly as needed
Libretto, Lara	LES	Effective 10/10/09 Saturday School Hourly as needed
Lohman, Deborah	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Lowe, Angelica	CTE	Effective 08/17/09 Child Care Lab Director Hourly as needed
Lusk, Allison	OPE	Effective 10/03/09 Academic Tutoring Hourly as needed
MacDonald, Gina	ESE	Effective 10/09/09 Hospital/Homebound Hourly as needed
Massey, Elnora	LES	Effective 10/10/09 Saturday School Hourly as needed
McHugh-Clark, Judith	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Mineo, Kristi	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
Miskowski, Kimberly	SS	Effective 10/15/09 Academic Tutoring Hourly as needed
Morgan, Melinda	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed
Nelms, Deborah	LES	Effective 10/10/09 Saturday School Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Ott, Patricia	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Pappas, Crystal	SS	Effective 10/14/09 Academic Tutoring Hourly as needed
Parker, Chad	ESE	Effective 10/22/09 Hospital/Homebound Hourly as needed
Peeples, Billie Jean	CTE	Effective 08/17/09 Child Care Lab Director Hourly as needed
Pellegrini, Shannon	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Pelletier, Francis	SPC	Effective 10/14/09 Academic Tutoring Hourly as needed
Pellett, Marcy	LES	Effective 10/10/09 Saturday School Hourly as needed
Ramos, Rafael	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed
Raybeck, Carrie	PES	Effective 11/02/09 Academic Tutoring Hourly as needed
Read, Jessica	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Read, Jessica	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed
Remsen, Kenneth	ESE	Effective 10/09/09 Hospital/Homebound Hourly as needed
Reynolds, Bonnie	OPE	Effective 10/03/09 Academic Tutoring Hourly as needed



#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Roberts, Cynthia	MRE	Effective 11/03/09 Academic Tutoring Hourly as needed
Roberts, Michelle	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
Rustia, Erika	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Ryan, Candace	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Santiago, Luis	ESE	Effective 09/28/09 Hospital/Homebound Hourly as needed
Seech, Pamela	CEB	Effective 10/01/09 Media After Hours Hourly as needed
Shepard, Stacie	ESE	Effective 09/28/09 Hospital/Homebound Hourly as needed
Smith, Glenda	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Smith, Kathryn	SS	Effective 10/15/09 Academic Tutoring Hourly as needed
Snow, Nancy	LAE	Effective 10/13/09 Academic Tutoring Hourly as needed
Stone, Elizabeth	MRE	Effective 11/03/09 Academic Tutoring Hourly as needed
Sullivan, Desiree	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
Teto, Heather	ESE	Effective 09/28/09 Hospital/Homebound Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Thacker, Mary	MRE	Effective 02/17/10 Academic Tutoring Hourly as needed
Thompson, Francis	ROE	Effective 10/19/09 Academic Tutoring Hourly as needed
Torrens, Scott	LES	Effective 10/10/09 Saturday School Hourly as needed
Torres, Sandra	MRE	Effective 11/03/09 Academic Tutoring Hourly as needed
Trinrud, Patricia	WEC	Effective 10/01/09 Academic Tutoring Hourly as needed
Turner, Autumn	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Vaughan, Kathy	WEC	Effective 10/01/09 Academic Tutoring Hourly as needed
Walker, Debbie	MRE	Effective 02/17/10 Academic Tutoring Hourly as needed
Wehner, Lisa	ESE	Effective 09/28/09 Hospital/Homebound Hourly as needed
Wellons, Techla	DIS	Effective 09/29/09 Academic Tutoring Hourly as needed
White, Rose	CHS	Effective 11/03/09 Academic Tutoring Hourly as needed
White, Tammy	GPE	Effective 10/26/09 Academic Tutoring Hourly as needed
Wickes, Deborah	CHS	Effective 11/03/09 Academic Tutoring Hourly as needed

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010

##### A. MISCELLANEOUS AFTER HOURS

###### Appointments

Wishnek, Carol	LES	Effective 10/10/09 Saturday School Hourly as needed
Wooten, Betty	SS	Effective 10/01/09 Academic Tutoring Hourly as needed
Workman, Beverly	CTE	Effective 08/17/09 Child Care Lab Director Hourly as needed
Worthington, Susan	ESE	Effective 09/28/09 Hospital/Homebound Hourly as needed
Wright, David	ESE	Effective 09/16/09 Hospital/Homebound Hourly as needed
York, Jill	CTE	Effective 08/17/09 Child Care Lab Director Hourly as needed
Yowell, Shellie	ESE	Effective 10/01/09 Hospital/Homebound Hourly as needed

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2009-2010**

**B. ADULT EDUCATION**

**Appointments**

Crosby, James	Effective 10/06/09-06/30/2010 Substitute/Hourly as needed
Gilliam, Chernel	Effective 09/21/09-06/30/2010 ESOL/Hourly as needed
Hildebrandt, June	Effective 10/06/09-06/30/2010 Substitute/Hourly as needed
Rosenfeldt, Sarah	Effective 09/25/09-06/30/10 Substitute/Hourly as needed

**Resignations**

Hildebrandt, June	Effective 09/29/09 GED/Hourly as needed
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**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Avinger, Martha	09/16/09	Regular
Bannister, Ashley	09/30/09	Regular
Barnett, Jerrylene	09/23/09	Regular
Benner, Mark	09/23/09	Regular
Bethoney, Richard	09/23/09	Regular
Brinley, Gabrielle	10/14/09	Regular
Brown, Adam	09/30/09	Regular
Chaney, Nellie	09/23/09	Regular
Claiborne, Sara	09/23/09	Regular
Crump, Sylvia	10/21/09	Regular
Delafield, Henry	09/30/09	Regular
Drawdy, Kelley	10/14/09	Regular
Edwards, Kimberlee	09/30/09	Regular
Elliott, Pamela	09/23/09	Regular
Garner, Barbara	10/14/09	Regular
Haven, Madge	09/30/09	Regular
Hense, Casey	10/21/09	Regular
Hube, Shannon	09/23/09	Regular
Hughes, Julia	10/21/09	Regular
Johnston, Dania	10/21/09	Regular
Jones, Charlotte	10/14/2009	Regular
Lasater, Christina	09/30/09	Regular
Leporati, Jr., Arnold	09/23/09	Regular

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

Lewis, Angela	09/30/09	Regular
Long, Anne	10/14/09	Regular
Martin, Christine	10/14/09	Regular
McCormick, Jennifer	09/23/09	Regular
Monsanto, Gregory	10/21/09	Regular
Montijo-Cepeda, Milybet	09/30/09	Regular
Moore, Fernette	10/21/09	Regular
Morrison, Daniel Alexander	10/21/09	Regular
Mulvihill, Judith	09/23/09	Regular
Roberts, Howard	10/14/09	Regular
Roblow, Kristina	09/23/09	Regular
Russell, Richard William	09/23/09	Regular
Smith, Christopher	09/23/09	Regular
Sumlar, Ronald	09/23/09	Regular
Webster, Mary Beth	10/14/09	Regular
White, Elizabeth	10/21/09	Regular
Williams, John Whitfield	09/23/09	Regular
Wilson, Ann	10/21/09	Regular
Wysong, Stephanie	09/30/09	Regular

**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2009-2010**

**B. SUBSTITUTE LONG TERM TEACHER APPROVAL**

**Appointments**

Adams, Dorothy	Effective 10/22/09
Daniel, Robin	Effective 10/05/09
Davey, Yvonne	Effective 11/20/09
Holt, Linda	Effective 09/28/09
Hughes, Julia	Effective 10/22/09
Milner, Kathryn	Effective 09/16/09
Mitchell, Elizabeth	Effective 08/17/09
Plyler, Tina	Effective 09/28/09
Pressler, Heather	Effective 10/22/09
Rochester, David	Effective 10/07/09
Stamer, Edward	Effective 10/20/09
Wacha, Michelle	Effective 10/08/09

## VI. SUPPORT 2009-2010

### A. APPOINTMENTS

Atkinson, Stephanie Cafe' Asst. - 3.0 hrs.	MHS	Effective 10/1/09 Annual Contract
Carr, Chelsea .8 Classroom Asst.	GPE	Effective 8/16/09 - 6/8/2010 Limited Contract
Carter, Sylvia .9 ESE Asst. - General	CGE	Effective 9/23/09 - 12/11/09 Limited Contract
Cercy, Katherina Bus Monitor	TRANS	Effective 8/24/09 Annual Contract
Chason, Cristin Computer Lab Asst.	MRE	Effective 10/13/09 Annual Contract
Clark, Jeffrey Bus Driver	TRANS	Effective 8/24/09 Annual Contract
Dutton, Lanita Cafe' Asst. - 5.0 hrs.	AES	Effective 9/14/09 - 1/6/10 Limited Contract
Formsma, Gregory Custodian	CHE	Effective 10/13/09 Annual Contract
Fry, Carrie .8 Classroom Asst.	TBE	Effective 9/14/09 - 6/8/10 Limited Contract
Fuller, Jennifer .9 ESE Asst. - B. Health	FIE	Effective 10/9/09 Annual Contract
Gelarderes, Stephen Bus Driver	TRANS	Effective 8/24/09 Annual Contract
Gowin, Lee Ann Classroom Asst.	RHS	Effective 10/5/09 Annual Contract
Harper, Ericca .6 Tech. Support. Asst.	School Imp.	Effective 10/13/09 - 6/30/10 Limited Contract
Houde, Carriann Cafe' Asst. - 3.5 hrs.	POE	Effective 9/25/09 Annual Contract
Hudson, Stephanie Bus Driver	TRANS	Effective 8/24/09 Annual Contract



## VI. SUPPORT 2009-2010

### A. APPOINTMENTS

Lacko, Heather .9 ESE Asst. - General	GPE	Effective 9/14/09 Annual Contract
Laidler, Mark Bus Driver	TRANS	Effective 9/7/09 Annual Contract
Lennon, Angela .8 Classroom Asst.	SBJ	Effective 10/1/09 Annual Contract
Lowry-Wojcik, Patricia .9 ESE Asst. - General Health	RVE	Effective 9/14/09 Annual Contract
Malone-Weiskircher, Laura .9 ESE Asst. - General Health	RVE	Effective 9/11/09 Annual Contract
Marino, Lesli .8 Classroom Asst.	SPC	Effective 9/18/09 Annual Contract
Masters, Cynthia .6 ESE Asst. - General	OLJ	Effective 10/19/09 Annual Contract
Mathena, Robert Bus Driver	TRANS	Effective 8/24/09 Annual Contract
Mosley, Donald Custodian	FIH	Effective 9/28/09 Annual Contract
Oliver, Rebecca Cafe' Asst. - 3.25 hrs.	LJH	Effective 10/7/09 Annual Contract
Ruoss, Jamie .8 Classroom Asst.	WES	Effective 9/15/09 Annual Contract
Siemonof, Beatriz .9 ESE Asst. - B. Health	ROE	Effective 10/19/09 Annual Contract
Stroud, Christian Bus Monitor	TRANS	Effective 8/24/09 Annual Contract
Taylor, Amanda .9 ESE Asst. - General	SLE	Effective 10/5/09 Annual Contract
Wright, Tyler .9 ESE Asst. - B. Health	OLJ	Effective 9/30/09 Annual Contract

**VI. SUPPORT 2009-2010**

**B. REDESIGNATIONS**

Albro, Deborah .9 ESE Asst. - General Health	RHS	Effective 9/22/09 redesignate from .9 ESE Asst. - B. Health (RHS) due to Voluntary Transfer
Casper, Sandra .9 ESE Asst. - B. Health	FIE	Effective 9/18/09 redesignate from .9 ESE Asst. - General Health (FIE) due to allocation change on the 9/17/09 Board
Craun, Sherry .9 ESE Asst. - B. Health	RHS	Effective 9/22/09 redesignate from .9 ESE Asst. - General Health (RHS) due to Voluntary Transfer
Davis, Beverly School Secretary - 10 mo.	POE	Effective 9/18/09 redesignate from .6 School Secretary (POE) due to allocation increase .4 on 9/17/09 Board
Green, Teresa Computer Lab Asst.	CHS	Effective 8/27/09 redesignate from .8 Computer Lab Asst. (CHS) due to allocation increase .2 on the 10/15/09 Board
Holbrook, Leann .9 ESE Asst. - B. Health	RHS	Effective 10/16/09 redesignate from .9 ESE Asst. - General Health (RHS) due to Involuntary Transfer
Hudson, Cheryl Cafe' Van Driver - 6.75 hrs.	CHS	Effective 9/29/09 redesignate from Cafe' Van Driver - 5.75 hrs. (CHS) due to allocation increase on the 9/17/09 Board
Kowal, Lisa ESE Interpreter I	OLJ	Effective 9/28/09 redesignate from ESE Interpreter I (SBJ) due to Involuntary Transfer
Miller, Teresa Bus Monitor	TRANS	Effective 9/29/09 redesignate Limited Contract end date from 8/31/09
Sewell, Tonja .9 School Secretary - 10 mo.	SBJ	Effective 8/17/09 redesignate from .8 School Secretary - 10 mo. (SBJ) due to allocation increase .1 on the 9/17/09 Board

## VI. SUPPORT 2009-2010

### C. RESIGNATIONS/RETIREMENTS/TERMINATIONS

Bell, Robin .9 ESE Asst. - B. Health	KHH	Effective 11/3/09 Resignation
Cane, Barbara Bus Monitor	TRANS	Effective 11/30/09 Retirement
Connell, Misty .9 ESE Asst. - B. Health	TES	Effective 10/9/09 Resignation
Cooke, Rosemary Cafe' Asst. - 6.25 hrs.	CW	Effective 10/22/09 Conclude Employment
Gray, Lavinia .8 Classroom Asst.	DIS	Effective 10/14/09 Resignation
Haymore, Katie .8 Classroom Asst.	SPC	Effective 9/8/09 Resignation
Hollingsworth, Jennifer .8 Classroom Asst.	OVE	Effective 9/16/09 Resignation
Ingram, Angelia RN - 10 mo.	SLE	Effective 11/12/09 Resignation
Jones, Tracey .9 ESE Asst. - General	SLE	Effective 9/9/09 Resignation
Midkiff, Mary School Secretary - 10 mo.	WES	Effective 10/30/09 Retirement
Padgett, Joyce Press Operator, Sr.	ISS	Effective 10/8/09 Resignation
Parks, Patricia Darlene Bus Driver	TRANS	Effective 11/9/09 Retirement
Rivera, Lilliam .8 Classroom Asst. - ESOL	OPJ	Effective 10/22/09 Resignation
Roberts, James Bus Driver	TRANS	Effective 9/30/09 Resignation

**VI. SUPPORT 2009-2010**

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS**

Shah, Neelam Cafe' Asst. - 6.25 hrs.	GPE	Effective 9/18/09 Resignation
Sigley, Charles Bus Driver	TRANS	Effective 10/16/09 Resignation
Small, Jennifer .8 Classroom Asst.	SBJ	Effective 9/10/09 Resignation
Stallman, Randy Bus Driver	TRANS	Effective 10/2/09 Resignation
Taylor, Debra Computer Lab Asst.	MRE	Effective 10/2/09 Resignation
Tyson, Molly .9 ESE Asst. - B. Health	WEC	Effective 9/28/09 Resignation from Limited Contract
Van Dorn, Shannon .9 ESE Asst. - General	WEC	Effective 9/16/09 Resignation
Viray, Artemio Electrical Tech.	MAINT	Effective 10/16/09 Resignation
Williams, Christie .9 ESE Asst. - General	WES	Effective 9/25/09 Resignation
Zluchowski, Michael Bus Driver	TRANS	Effective 9/18/09 Resignation

## VI. SUPPORT 2009-2010

### D. TRANSFERS

Burkhardt, Alice .9 ESE Asst. - General	WES	Effective 9/30/09 transfer from .9 ESE Asst. - B. Health (ROE)
Copley, Heidi .8 Classroom Asst.	KHE	Effective 9/16/09 transfer from .9 ESE Asst. - B. Health (KHE)
Dorminey, Lisa .8 School Secretary - 10 mo.	MHS	Effective 10/5/09 transfer from .6 ESE Asst. - General (OLJ)
Hernandez, B. Kenia .9 ESE Asst. - B. Health	BLC	Effective 11/2/09 transfer from .8 ESE Asst. - B. Health (BLC)
Klopfenstein, Nancy School Secretary - 10 mo.	WES	Effective 11/2/09 transfer from ESE Asst. - B. Health (BLC)
Lewis, Julianne .6 School Secretary - 10 mo.	OLJ	Effective 9/30/09 transfer from .9 ESE Asst. - B. Health (OLJ)
Maupin, Janice School Secretary - 12 mo.	OPH	Effective 9/30/09 transfer from School Secretary - 10 mo. (OPH)
Pesterfield, Charles Head Custodian	RVE	Effective 9/14/09 transfer from Custodian (FIH)
Trexler, Rebecca Press Operator, Sr.	ISS	Effective 10/19/09 transfer from Administrative Secretary - 12 mo. (Elem. Ed.)
Wohlmaker, John Custodian	MHS	Effective 10/9/09 transfer from Custodian (CHE)
Young, Carrie School Secretary - 10 mo.	OPH	Effective 10/16/09 transfer from .9 ESE Asst. - B. Health (MHS)

## VII. SHORT TERM LEAVE 2009-2010

### A. ILOD, Military, and Association Leaves

Brown, Cheryl Teacher	RVE	10/16/09 7.83 hrs. Assoc. Leave CCEA Union Business
Evans, Darlene ESE Support Facilitator	MRE	10/16/09 7.83 hrs. Assoc. Leave CCEA Union Business
Fehrs, Lillian Teacher	LJH	9/30/09 3.33 hrs. Assoc. Leave CCEA Union Business
Ford, Michael Teacher	OLJ	10/16/09 7.83 hrs. Assoc. Leave CCEA Union Business
Forhan, Gary Teacher	OPH	10/5/09 7.83 hrs. Military Leave Annual Training
Griffis, M. Kelly Bus Driver	TRANS	10/14/09 - 10/16/09 18.0 hrs. Assoc. Leave CESPA Union Business
Hampshire, Felecia Admin. Support Asst.	TRANS	10/15/09 - 10/16/09 9.5 hrs. Assoc. Leave CESPA Union Business
Hampshire, Tracy Custodian	PES	10/15/09 - 10/16/09 15.0 hrs. Assoc. Leave CESPA Union Business
Jordan, Doris .9 ESE Asst.	GCJH	10/15/09 - 10/16/09 8.5 hrs. Assoc. Leave CESPA Union Business
Masden, Tammy ESE Support Facilitator	MHS	10/5/09 - 10/16/09 78.3 hrs. Military Leave Annual Training
Paiva, Renna Guidance Counselor	OPJ	9/22/09 - 10/8/09 12.83 hrs. Assoc. Leave CCEA Union Business
Shodd, Cheryl Teacher	FIE	10/12/09 - 10/16/09 39.15 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:

Burleson, Judith ESE Support Facilitator	KHH	DROP enrollment effective 10/1/09 Future Resignation 9/30/14
Caldwell, Catherine Teacher	CEB	DROP enrollment effective 2/1/10 Future Resignation 1/31/15
Cowart, Gloria Bus Monitor	TRANS	DROP enrollment effective 11/1/09 Future Resignation 10/31/14
Creswell, Judith Teacher	PES	DROP enrollment effective 10/1/09 Future Resignation 9/30/14
Dukes, Patricia Curriculum Specialist	SEC. ED.	DROP enrollment effective 11/1/09 Future Resignation 10/31/14
Jordan, Letreze Teacher	MHS	DROP enrollment effective 10/1/09 Future Resignation 9/30/14
Kelleigh, Shannon Teacher	GPE	DROP enrollment effective 10/1/09 Future Resignation 9/30/14
Lee, Elizabeth Teacher	CGE	DROP enrollment effective 11/1/04 Future Resignation 12/31/09 Redesignate DROP end date from 10/31/09 to 12/31/09 (Extension)
Montgomery, Patricia Teacher	CHS	DROP enrollment effective 10/1/05 Future Resignation 1/5/10 Redesignate DROP end date from 9/30/10 to 1/5/10
Pozin, Arnel Teacher	LES	DROP enrollment effective 3/1/10 Future Resignation 2/28/15
Ryan, Martha Teacher	LJH	DROP enrollment effective 9/1/05 Future Resignation 1/8/10 Redesignate DROP end date from 8/31/10 to 1/8/10