

School District of  
Jefferson County

Financial Emergency Board

November 15, 2016

## TABLE OF CONTENTS

Revenues and Expenditures Report as of 10/31/16 for the 2016-17 Fiscal Year.....	1
Budget .....	2
Budget Reconciliation.....	3
Fund Balance Report.....	4
Capital Outlay Budget.....	5
Heating, Ventilation and Air Conditioning Public Bid Notice .....	5
Organizational Chart .....	6
Position Descriptions for Noninstructional Personnel.....	7
Reconciliation of Organizational Chart to Payroll Register .....	8
History of Instructional Staff Attrition .....	9
Professional Certification.....	10
Value-Added Model Scores .....	11
Fiscal Recovery Plan.....	12
Audit Findings Federal Programs .....	13

# Tab 1

REVENUES GENERAL FUND	110	Original Budget 2016-17	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Income Through 10/31/16	% of Revised Budget Year to Date
<b>FEDERAL</b>							
ROTC	3191	\$54,000.00	\$6,452.00	\$0.00	\$60,452.00	\$10,267.60	16.98%
Other Miscellaneous Federal	3199				\$0.00		
	3100	\$54,000.00	\$6,452.00	\$0.00	\$60,452.00	\$10,267.60	16.98%
<b>FEDERAL THROUGH STATE</b>							
Medicaid	3202	\$20,000.00			\$20,000.00	\$1,495.89	7.48%
Medicaid Admin Claims	3203	\$60,000.00	(\$3,540.00)	\$0.00	\$56,460.00	\$14,115.00	25.00%
Individual with Disabilities Act	3230				\$0.00	\$0.00	
Federal through Local	3280				\$0.00	\$948.00	
Federal through State	3299				\$0.00	\$4,194.67	
	3200	\$80,000.00	(\$3,540.00)	\$0.00	\$76,460.00	\$20,753.56	27.14%
<b>TOTAL FEDERAL</b>		<b>\$134,000.00</b>	<b>\$2,912.00</b>	<b>\$0.00</b>	<b>\$136,912.00</b>	<b>\$31,021.16</b>	<b>22.66%</b>
<b>STATE</b>							
FEFP	3310	\$2,683,437.00			\$2,683,437.00	\$818,468.00	30.50%
Workforce Development	3315	\$85,000.00			\$85,000.00	\$28,784.00	33.86%
Performance Based Incentives	3317	\$0.00			\$0.00	\$0.00	
Adults with Disabilities	3318	\$0.00			\$0.00	\$0.00	
Interest on Undistrib CD & DS	3325	\$0.00			\$0.00	\$0.00	
Racing Commission Funds	3341	\$223,250.00			\$223,250.00	\$0.00	0.00%
State Licence Tax	3343	\$7,000.00			\$7,000.00	\$1,059.09	15.13%
District Discr Lottery Funds	3344	\$0.00			\$0.00	\$0.00	
Class Size Reduct Funds	3355	\$751,179.00			\$751,179.00	\$273,904.00	36.46%
School Recognition Monies	3361	\$45,138.00			\$45,138.00	\$0.00	0.00%
Voluntary Pre K Prog	3371	\$42,000.00			\$42,000.00	\$0.00	0.00%
Pre K Early Intervention	3372				\$0.00	\$0.00	
Other Misc State	3399	\$15,000.00			\$15,000.00	\$0.00	0.00%
	3300	\$3,852,004.00	\$0.00	\$0.00	\$3,852,004.00	\$1,122,215.09	29.13%
<b>LOCAL</b>							
District School Tax	3411	\$3,128,310.00			\$3,128,310.00	\$24,139.49	0.77%
Rent	3425	\$33,000.00			\$33,000.00	\$4,619.94	14.00%
Interest	3430	\$700.00			\$700.00	\$69.52	9.93%
Net Increase in SBA Investments	3433				\$0.00	\$0.00	
Gifts Grants & Bequests	3440				\$0.00	\$0.00	
Adult Gen Education	3461	\$900.00			\$900.00	\$360.00	40.00%
Cap Improvement Fees	3464	\$0.00			\$0.00	\$0.00	
GED Testing Fees	3467	\$1,200.00			\$1,200.00	\$0.00	0.00%
Charges for Services				\$1,015.00	\$1,015.00	\$254.71	
Misc Local Sources	3490	\$195,500.00		\$15,300.00	\$210,800.00	\$46,357.70	21.99%
Bus Fees External	3491	\$1,500.00			\$1,500.00	\$254.71	16.98%
Transp Sev-Sch Activity	3492	\$17,500.00			\$17,500.00	\$0.00	0.00%
Sale of Junk	3493	\$15,000.00			\$15,000.00	\$1,650.00	11.00%
Recpt of FCP & SFS Ind Cost	3494	\$56,000.00			\$56,000.00	\$8,766.68	15.65%
Other Misc Local Sources	3495	\$105,500.00			\$105,500.00	\$20,386.58	19.32%
Refunds of Prior years expenditures	3497	\$0.00		\$15,300.00	\$15,300.00	\$15,299.73	100.00%
Lost, Damaged, Sale of Text books	3498	\$0.00			\$0.00	\$0.00	
	3400	\$3,359,610.00	\$0.00	\$16,315.00	\$3,375,925.00	\$75,801.36	2.25%
<b>OTHER REVENUES</b>							
From Capital Projects Fund	3630	\$200,000.00			\$200,000.00	\$0.00	0.00%
	3600	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	0.00%
Sale of Building		\$0.00		\$10.00	\$10.00	\$10.00	100.00%
Insurance Loss Recoveries	3741	\$0.00			\$0.00	\$0.00	
Other Loss Recoveries	3742	\$0.00	\$0.00	\$10.00	\$10.00	\$10.00	100.00%
		\$0.00	\$0.00	\$10.00	\$10.00	\$10.00	100.00%
<b>TOTAL OTHER REVENUES</b>		<b>\$200,000.00</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$200,010.00</b>	<b>\$10.00</b>	<b>0.00%</b>
<b>TOTAL FEDERAL, STATE &amp; LOCAL</b>		<b>\$7,545,614.00</b>	<b>\$2,912.00</b>	<b>\$16,325.00</b>	<b>\$7,564,851.00</b>	<b>\$1,229,047.61</b>	<b>16.25%</b>

EXPENDITURES GENERAL FUND	110	Original Budget	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget	Expenditures Through 10/31/16	% of Revised Budget Year to Date
		2016-17			2016-17		
<b>INSTRUCTION</b>	<b>5000</b>						
Salaries	100	\$2,359,513.04	\$10,325.96	\$0.00	\$2,369,839.00	\$633,139.56	26.72%
Employee Benefits	200	\$584,463.68	\$4,646.32	\$0.00	\$589,110.00	\$142,903.17	24.26%
Purchased Services	300	\$143,000.00	\$0.00	\$0.00	\$143,000.00	\$9,303.14	6.51%
Energy Services	400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Materials & Supplies	500	\$110,500.00	\$1,000.00	\$0.00	\$111,500.00	\$72,784.80	65.28%
Capital Outlay	600	\$31,500.00	(\$1,000.00)	\$0.00	\$30,500.00	\$16,412.44	53.81%
Other Expenses	700	\$45,150.00	\$0.00	\$0.00	\$45,150.00	\$16,727.46	37.05%
		<b>\$3,274,126.72</b>	<b>\$14,972.28</b>	<b>\$0.00</b>	<b>\$3,289,099.00</b>	<b>\$898,013.21</b>	<b>27.30%</b>
<b>BASIC (FEFP)</b>	<b>5100</b>						
Salaries	100	\$1,904,894.00	(\$405.00)	\$0.00	\$1,904,489.00	\$486,395.39	25.54%
Employee Benefits	200	\$464,193.37	\$3,051.63	\$0.00	\$467,245.00	\$108,660.82	23.26%
Purchased Services	300	\$5,000.00			\$5,000.00	\$4,596.50	91.93%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$100,000.00			\$100,000.00	\$71,842.27	71.84%
Capital Outlay	600	\$5,000.00			\$5,000.00	\$0.00	0.00%
Other Expenses	700	\$35,000.00			\$35,000.00	\$15,910.62	45.46%
		<b>\$2,514,087.37</b>	<b>\$2,646.63</b>	<b>\$0.00</b>	<b>\$2,516,734.00</b>	<b>\$692,537.02</b>	<b>27.52%</b>
<b>EXCEPTIONAL EDUCATION</b>	<b>5200</b>						
Salaries	100	\$272,143.04	\$54,583.96	\$0.00	\$326,727.00	\$102,429.68	31.35%
Employee Benefits	200	\$71,915.68	\$12,240.32	\$0.00	\$84,156.00	\$24,294.50	28.87%
Purchased Services	300	\$135,000.00			\$135,000.00	\$4,091.48	3.03%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$3,000.00			\$3,000.00	\$0.00	0.00%
Capital Outlay	600	\$500.00			\$500.00	\$51.44	10.29%
Other Expenses	700	\$1,000.00			\$1,000.00	\$458.10	45.81%
		<b>\$483,558.72</b>	<b>\$66,824.28</b>	<b>\$0.00</b>	<b>\$550,383.00</b>	<b>\$132,936.42</b>	<b>24.15%</b>
<b>VOCATIONAL EDUCATION</b>	<b>5300</b>						
Salaries	100	\$72,000.00	\$2,500.00	\$0.00	\$74,500.00	\$18,624.99	25.00%
Employee Benefits	200	\$21,350.00	\$417.00	\$0.00	\$21,767.00	\$5,097.64	23.42%
Purchased Services	300	\$1,000.00			\$1,000.00	\$0.00	0.00%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$500.00			\$500.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$8,500.00			\$8,500.00	\$127.88	1.50%
		<b>\$103,350.00</b>	<b>\$2,917.00</b>	<b>\$0.00</b>	<b>\$106,267.00</b>	<b>\$23,850.51</b>	<b>22.44%</b>
<b>ADULT EDUCATION</b>	<b>5400</b>						
Salaries	100	\$23,520.00	(\$7.00)	\$0.00	\$23,513.00	\$7,826.30	33.28%
Employee Benefits	200	\$3,200.00			\$3,200.00	\$598.69	18.71%
Purchased Services	300	\$2,000.00			\$2,000.00	\$615.16	30.76%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500		\$1,000.00	\$0.00	\$1,000.00	\$942.53	
Capital Outlay	600	\$26,000.00	(\$1,000.00)	\$0.00	\$25,000.00	\$16,361.00	65.44%
Other Expenses	700	\$100.00			\$100.00	\$100.00	100.00%
		<b>\$54,820.00</b>	<b>(\$7.00)</b>	<b>\$0.00</b>	<b>\$54,813.00</b>	<b>\$26,443.68</b>	<b>48.24%</b>
<b>PRE-KINDERGARTEN</b>	<b>5500</b>						
Salaries	100	\$71,999.00	(\$47,519.00)	\$0.00	\$24,480.00	\$10,483.31	42.82%
Employee Benefits	200	\$16,761.63	(\$11,062.63)	\$0.00	\$5,699.00	\$2,004.28	35.17%
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$2,000.00			\$2,000.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$500.00			\$500.00	\$130.86	26.17%
		<b>\$91,260.63</b>	<b>(\$58,581.63)</b>	<b>\$0.00</b>	<b>\$32,679.00</b>	<b>\$12,618.45</b>	<b>38.61%</b>
<b>OTHER INSTRUCTION</b>	<b>5900</b>						
Salaries	100	\$14,957.00	\$1,173.00	\$0.00	\$16,130.00	\$7,379.89	45.75%
Employee Benefits	200	\$7,043.00			\$7,043.00	\$2,247.24	31.91%
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$5,000.00			\$5,000.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$50.00			\$50.00	\$0.00	0.00%
		<b>\$27,050.00</b>	<b>\$1,173.00</b>	<b>\$0.00</b>	<b>\$28,223.00</b>	<b>\$9,627.13</b>	<b>34.11%</b>
<b>Check Total</b>		<b>\$3,274,126.72</b>	<b>\$14,972.28</b>	<b>\$0.00</b>	<b>\$3,289,099.00</b>	<b>\$898,013.21</b>	<b>27.30%</b>
<b>PUPIL PERSONNEL SERVICES</b>	<b>6100</b>						
Salaries	100	\$131,935.00	\$44,900.00	\$0.00	\$176,835.00	\$28,632.60	16.19%
Employee Benefits	200	\$21,983.00	\$7,569.00	\$0.00	\$29,552.00	\$3,864.88	13.08%
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	

EXPENDITURES GENERAL FUND	110	Original Budget 2016-17	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Expenditures Through 10/31/16	% of Revised Budget Year to Date
Materials & Supplies	500	\$500.00			\$500.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$500.00			\$500.00	\$0.00	0.00%
		\$154,918.00	\$52,469.00	\$0.00	\$207,387.00	\$32,497.48	15.67%
<b>PARENTAL INVOLVEMENT</b>	<b>6150</b>						
Salaries	100				\$0.00	\$0.00	
Employee Benefits	200				\$0.00	\$0.00	
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500				\$0.00	\$0.00	
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700				\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>INSTRUCTIONAL MEDIA SERVICES</b>	<b>6200</b>						
Salaries	100	\$35,800.00	\$3,700.00	\$0.00	\$39,500.00	\$13,240.77	33.52%
Employee Benefits	200	\$6,935.00	(\$230.00)	\$0.00	\$6,705.00	\$2,043.56	30.48%
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$5,000.00			\$5,000.00	\$0.00	0.00%
Capital Outlay	600	\$1,000.00			\$1,000.00	\$0.00	0.00%
Other Expenses	700	\$300.00			\$300.00	\$64.40	21.47%
		\$49,035.00	\$3,470.00	\$0.00	\$52,505.00	\$15,348.73	29.23%
<b>INSTRUCTION &amp; CURRICULUM DEVELOPMENT</b>	<b>6300</b>						
Salaries	100	\$75,989.00	(\$69,591.00)	\$0.00	\$6,398.00	\$2,875.12	44.94%
Employee Benefits	200	\$20,134.00	(\$18,968.00)	\$0.00	\$1,166.00	\$436.18	37.41%
Purchased Services	300	\$3,500.00			\$3,500.00	\$0.00	0.00%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500				\$0.00	\$0.00	
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$100.00			\$100.00	\$0.00	0.00%
		\$99,723.00	(\$88,559.00)	\$0.00	\$11,164.00	\$3,311.30	29.66%
<b>INSTRUCTIONAL STAFF TRAINING</b>	<b>6400</b>						
Salaries	100	\$17,400.00	(\$16,400.00)	\$0.00	\$1,000.00	\$430.19	43.02%
Employee Benefits	200	\$4,742.00	(\$4,602.00)	\$0.00	\$140.00	\$65.23	46.59%
Purchased Services	300	\$170,883.00	\$135,263.00	\$0.00	\$306,146.00	\$505.76	0.17%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$2,000.00			\$2,000.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$300.00			\$300.00	\$0.00	0.00%
		\$195,325.00	\$114,261.00	\$0.00	\$309,586.00	\$1,001.18	0.32%
<b>INSTRUCTIONAL RELATED TECHNOLOGY</b>	<b>6500</b>						
Salaries	100	\$113,330.00	\$378.00	\$0.00	\$113,708.00	\$34,988.64	30.77%
Employee Benefits	200	\$30,634.00	\$4,683.00	\$0.00	\$35,317.00	\$7,953.45	22.52%
Purchased Services	300	\$30,000.00			\$30,000.00	\$10,531.46	35.10%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$500.00			\$500.00	\$185.01	37.00%
Capital Outlay	600	\$500,000.00	(\$5,000.00)	\$0.00	\$495,000.00	\$29,192.48	5.90%
Other Expenses	700	\$100.00			\$100.00	\$0.00	0.00%
		\$674,564.00	\$61.00	\$0.00	\$674,625.00	\$131,983.08	19.56%
<b>BOARD</b>	<b>7100</b>						
Salaries	100	\$126,485.00			\$126,485.00	\$42,161.60	33.33%
Employee Benefits	200	\$60,565.00	\$3,749.00	\$0.00	\$64,314.00	\$17,520.01	27.24%
Purchased Services	300	\$144,000.00			\$144,000.00	\$49,042.15	34.06%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$300.00			\$300.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$10,000.00			\$10,000.00	\$9,353.42	93.53%
		\$341,350.00	\$3,749.00	\$0.00	\$345,099.00	\$118,077.18	34.22%
<b>GENERAL ADMINISTRATION</b>	<b>7200</b>						
Salaries	100	\$238,184.00	\$3,795.00	\$0.00	\$241,979.00	\$84,230.70	34.81%
Employee Benefits	200	\$93,225.00	\$565.00	\$0.00	\$93,790.00	\$33,207.55	35.41%
Purchased Services	300	\$50,000.00			\$50,000.00	\$4,805.47	9.61%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$2,500.00			\$2,500.00	\$553.82	22.15%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$13,000.00			\$13,000.00	\$15,557.00	119.67%
		\$396,909.00	\$4,360.00	\$0.00	\$401,269.00	\$138,467.10	34.51%
<b>SCHOOL ADMINISTRATION</b>	<b>7300</b>						

EXPENDITURES GENERAL FUND	110	Original Budget 2016-17	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Expenditures Through 10/31/16	% of Revised Budget Year to Date
Salaries	100	\$440,898.00	(\$69,244.00)	\$0.00	\$371,654.00	\$131,839.22	35.47%
Employee Benefits	200	\$108,903.00	(\$15,953.00)	\$0.00	\$92,950.00	\$26,172.09	28.16%
Purchased Services	300	\$15,000.00			\$15,000.00	\$4,712.66	31.42%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$2,000.00			\$2,000.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$1,500.00			\$1,500.00	\$0.00	0.00%
		\$568,301.00	(\$85,197.00)	\$0.00	\$483,104.00	\$162,964.66	33.73%
<b>FACILITIES ACQUISITION &amp; CONSTRUCTION</b>	<b>7400</b>						
Improvements other than Buildings	600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>FISCAL SERVICES</b>	<b>7500</b>						
Salaries	100	\$174,266.00	\$378.00	\$0.00	\$174,644.00	\$58,250.00	33.35%
Employee Benefits	200	\$45,295.00	\$55.00	\$0.00	\$45,350.00	\$13,938.94	30.74%
Purchased Services	300	\$400.00			\$400.00	\$0.00	0.00%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$2,000.00			\$2,000.00	\$46.92	2.35%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$100.00			\$100.00	\$0.00	0.00%
		\$222,061.00	\$433.00	\$0.00	\$222,494.00	\$72,235.86	32.47%
<b>FOOD SERVICES</b>	<b>7600</b>						
Salaries	100			\$154.00	\$154.00	\$153.52	
Employee Benefits	200			\$11.00	\$11.00	\$10.60	
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500				\$0.00	\$0.00	
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700				\$0.00	\$0.00	
		\$0.00	\$0.00	\$165.00	\$165.00	\$164.12	
<b>CENTRAL SERVICES</b>	<b>7700</b>						
Salaries	100				\$0.00	\$0.00	
Employee Benefits	200				\$0.00	\$0.00	
Purchased Services	300				\$0.00	\$0.00	
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500				\$0.00	\$0.00	
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700				\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>PUPIL TRANSPORTATION SERVICES</b>	<b>7800</b>						
Salaries	100	\$267,039.00	(\$3,122.00)	\$0.00	\$263,917.00	\$86,824.46	32.90%
Employee Benefits	200	\$102,716.00	(\$192.00)	\$0.00	\$102,524.00	\$27,310.28	26.64%
Purchased Services	300	\$25,000.00			\$25,000.00	\$3,668.36	14.67%
Energy Services	400	\$70,200.00			\$70,200.00	\$15,787.34	22.49%
Materials & Supplies	500	\$30,000.00			\$30,000.00	\$4,741.47	15.80%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$200.00			\$200.00	\$388.75	194.38%
		\$495,155.00	(\$3,314.00)	\$0.00	\$491,841.00	\$138,720.66	28.20%
<b>OPERATION OF PLANT</b>	<b>7900</b>						
Salaries	100	\$142,448.00			\$142,448.00	\$46,634.72	32.74%
Employee Benefits	200	\$46,981.00			\$46,981.00	\$12,910.28	27.48%
Purchased Services	300	\$75,000.00			\$75,000.00	\$74,747.53	99.66%
Energy Services	400	\$310,000.00			\$310,000.00	\$88,740.21	28.63%
Materials & Supplies	500	\$30,000.00			\$30,000.00	\$15,695.57	52.32%
Capital Outlay	600	\$10,000.00			\$10,000.00	\$0.00	0.00%
Other Expenses	700	\$1,000.00			\$1,000.00	\$0.00	0.00%
		\$615,429.00	\$0.00	\$0.00	\$615,429.00	\$238,728.31	38.79%
<b>MAINTENANCE OF PLANT</b>	<b>8100</b>						
Salaries	100	\$101,456.00			\$101,456.00	\$33,819.12	33.33%
Employee Benefits	200	\$30,917.00	\$1,884.00	\$0.00	\$32,801.00	\$10,294.92	31.39%
Purchased Services	300	\$50,000.00			\$50,000.00	\$11,060.15	22.12%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$20,000.00			\$20,000.00	\$861.83	4.31%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$1,000.00			\$1,000.00	\$0.00	0.00%
		\$203,373.00	\$1,884.00	\$0.00	\$205,257.00	\$76,612.49	37.33%
<b>ADMINISTRATIVE TECHNOLOGY SERVICES</b>	<b>8200</b>						
Salaries	100	\$49,420.00			\$49,420.00	\$19,364.64	39.18%
Employee Benefits	200	\$10,648.00	\$1.00	\$0.00	\$10,649.00	\$4,127.38	38.76%
Purchased Services	300	\$25,000.00			\$25,000.00	\$8,311.70	33.25%

EXPENDITURES GENERAL FUND	110	Original Budget	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget	Expenditures Through 10/31/16	% of Revised Budget Year to Date	
		2016-17			2016-17			
Energy Services		400			\$0.00	\$0.00		
Materials & Supplies		500			\$400.00	\$0.00	0.00%	
Capital Outlay		600	\$5,000.00	\$0.00	\$55,000.00	\$54,897.14	99.81%	
Other Expenses		700	\$1,000.00		\$1,000.00	\$0.00	0.00%	
			\$136,468.00	\$5,001.00	\$0.00	\$141,469.00	\$86,782.64	61.34%
OTHER COMMUNITY SERVICES	9100							
Purchased Services		300				\$0.00		
						\$0.00		
<b>TOTAL EXPENDITURES</b>			\$7,426,737.72	\$23,590.28	\$165.00	\$7,450,493.00	\$2,114,908.00	28.39%



## JEFFERSON COUNTY SCHOOL SYSTEM 2016/17

11/4/16

		Original Budget 2016-17	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Incomes and Expenditures Through 10/31/16	% of Revised Budget Year to Date
<b>NUTRITION SERVICES FUND</b>	<b>410</b>						
<b>REVENUES</b>							
School Food Reimbursement	3261	\$405,600.00			\$405,600.00	\$70,214.04	17.31%
School Breakfast Reimbursement	3262	\$164,000.00			\$164,000.00	\$25,824.36	15.75%
After School Snack Reimbursement	3263	\$5,300.00			\$5,300.00	\$0.00	0.00%
Commodities	3265	\$44,450.00			\$44,450.00	\$0.00	0.00%
Summer Food Service Program	3267	\$10,000.00			\$10,000.00	\$3,742.11	37.42%
Other Food Services	3269		\$1,200.00	\$0.00	\$1,200.00	\$990.00	82.50%
Miscellaneous Federal through State	3299				\$0.00	\$0.00	
National School Lunch Act	3200	\$629,350.00	\$1,200.00	\$0.00	\$630,550.00	\$100,770.51	15.98%
<b>TOTAL FEDERAL THROUGH STATE &amp; LOCAL</b>							
<b>STATE</b>							
School Breakfast Supplement	3337	\$6,100.00			\$6,100.00	\$0.00	0.00%
School Lunch Supplement	3338	\$5,742.00			\$5,742.00	\$0.00	0.00%
Other Miscellaneous State Rev	3399				\$0.00	\$0.00	
<b>TOTAL STATE</b>	<b>3300</b>	<b>\$11,842.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,842.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>LOCAL</b>							
Interest	3430	\$150.00			\$150.00	\$69.24	46.16%
Net Increase(Decrease) in SBA Investments	3433				\$0.00	\$0.00	
A La Carte Sales	3451				\$0.00	\$0.00	
Student Snacks	3455	\$30,000.00			\$30,000.00	\$9,120.00	30.40%
Other Food Sales	3456	\$500.00			\$500.00	\$0.00	0.00%
Other Food Sales Rebates	3457	\$500.00			\$500.00	\$271.21	54.24%
Sale of Junk	3493	\$300.00			\$300.00	\$0.00	0.00%
Other Misc Local Sources	3495	\$500.00			\$500.00	\$466.10	93.22%
Other Miscellaneous	3499				\$0.00	\$0.00	
<b>TOTAL LOCAL</b>		<b>\$31,950.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,950.00</b>	<b>\$9,926.55</b>	<b>31.07%</b>
<b>TOTAL INCOME FEDERAL, STATE &amp; LOCAL</b>		<b>\$673,142.00</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$674,342.00</b>	<b>\$110,697.06</b>	<b>16.42%</b>
BALANCE 7/1/2014	2800					\$0.00	
<b>TOTAL REVENUES, OTHER FINANCING &amp; FUND BALANCE</b>						<b>\$0.00</b>	
<b>APPROPRIATIONS</b>							
Salaries	100	\$173,241.00			\$173,241.00	\$54,702.12	31.58%
Employee Benefits	200	\$63,327.00	(\$740.00)	\$0.00	\$62,587.00	\$17,859.83	28.54%
Purchased Services	300	\$30,000.00			\$30,000.00	\$11,577.72	38.59%
Energy Services	400	\$16,100.00			\$16,100.00	\$4,049.15	25.15%
Materials & Supplies	500	\$287,500.00			\$287,500.00	\$53,733.08	18.69%
Capital Outlay	600	\$45,000.00			\$45,000.00	\$1,823.51	4.05%
Other Expenses	700	\$17,500.00			\$17,500.00	\$1,879.34	10.74%
Capital Outlay	9300	\$632,668.00	(\$740.00)	\$0.00	\$631,928.00	\$145,624.75	23.04%
<b>TOTAL APPROPRIATIONS</b>	<b>7600</b>	<b>\$632,668.00</b>	<b>(\$740.00)</b>	<b>\$0.00</b>	<b>\$631,928.00</b>	<b>\$145,624.75</b>	<b>23.04%</b>

	Grant #	Original Budget	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget	Incomes and Expenditures Through 10/31/16	% of Revised Budget Year to Date
SPECIAL REVENUE FUNDS	420	2016-17			2016-17		
<b>FEDERAL THROUGH STATE &amp; LOCAL</b>							
Vocational Education Acts	3201	\$39,748.00	\$0.00	\$0.00	\$39,748.00	\$1.00	0.00%
Rural Sparcely Populated Entitlement	1615AR				\$0.00	\$0.00	
Rural Sparcely Populated Entitlement	1616AR				\$0.00	\$0.00	
Rural Sparcely Populated Entitlement	1617AR	\$19,698.00			\$19,698.00	\$1.00	0.01%
Career & Technical Secondary	1615A5				\$0.00	\$0.00	
Career & Technical Secondary	1616A5				\$0.00	\$0.00	
Career & Technical Secondary	1617A5	\$20,050.00			\$20,050.00	\$0.00	0.00%
Title 11 Teacher & Principal		\$123,006.00	\$0.00	\$0.00	\$123,006.00	\$0.00	0.00%
Title 11 Teacher & Principal 2015-16	3225 2245A				\$0.00	\$0.00	
Title 11 Teacher & Principal 2015-16	3225 2246B				\$0.00	\$0.00	
Title 11 Teacher & Principal 2016-17	3225 2247A	\$123,006.00			\$123,006.00	\$0.00	0.00%
I D E A Part B		\$383,616.56	\$0.00	\$0.00	\$383,616.56	\$24.90	0.01%
I D E A Part B 2015-16	3230 2635A				\$0.00	\$0.00	
I D E A Part B 2015-16	3230 2636B				\$0.00	\$24.90	
I D E A Part B 2016-17	3230 2637A	\$383,616.56			\$383,616.56	\$0.00	0.00%
I D E A Part B Preschool	3230 2676B				\$0.00	\$0.00	
I D E A Part B Preschool	3230 2677A	\$43,666.00			\$43,666.00	\$0.00	0.00%
Title 1 A		\$509,428.00	\$0.00	\$0.00	\$509,428.00	\$0.00	0.00%
Title 1 Part A 2014-15	3240 2125A				\$0.00	\$0.00	
Title 1 Part A 2015-16	3240 2126A				\$0.00	\$0.00	
Title 1 Part A 2016-17	3240 2127A	\$464,428.00			\$464,428.00	\$0.00	0.00%
Title 1 Part A - School Improvement	3240 2265A				\$0.00	\$0.00	
Title 1 Part A - School Improvement	3240 2266A	\$45,000.00			\$45,000.00	(\$24.90)	-0.06%
Miscellaneous Federal	3299	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	0.00%
Rural Low Income Title V1 2014-15	1105A				\$0.00	\$0.00	
Rural Low Income Title V1 2014-15	1106A				\$0.00	\$0.00	
Rural Low Income Title V1 2014-15	1107A	\$15,000.00			\$15,000.00	\$0.00	0.00%
Interest on Investments	3430				\$0.00	\$3.95	
Other Miscellaneous Local Sources	3495				\$0.00	\$0.00	
Refunds of Prior Years Expenditures	3497				\$0.00	\$0.00	
	3200	\$1,114,464.56	\$0.00	\$0.00	\$1,114,464.56	\$29.85	0.00%
<b>APPROPRIATIONS</b>							
<b>INSTRUCTION</b>							
Salaries	5000 100	\$236,397.99			\$236,397.99	\$77,300.12	32.70%
Employee Benefits	200	\$75,117.43			\$75,117.43	\$21,999.95	29.29%
Purchased Services	300	\$146,813.42			\$146,813.42	\$26,783.55	18.24%
Energy Services	400	\$250.00			\$250.00	\$0.00	0.00%
Materials & Supplies	500	\$54,267.42			\$54,267.42	\$690.00	1.27%
Capital Outlay	600	\$25,538.33			\$25,538.33	\$1,973.42	7.73%
Other Expenses	700	\$6,063.00			\$6,063.00	\$128.80	2.12%
		\$544,447.59	\$0.00	\$0.00	\$544,447.59	\$128,875.84	23.67%
<b>BASIC (FEFP - K12)</b>							
Salaries	5100 100	\$159,453.54			\$159,453.54	\$40,852.64	25.62%
Employee Benefits	200	\$37,849.70			\$37,849.70	\$12,159.65	32.13%
Purchased Services	300	\$56,587.42			\$56,587.42	\$5,719.12	10.11%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$34,840.42			\$34,840.42	\$0.00	0.00%
Capital Outlay	600	\$8,988.33			\$8,988.33	\$0.00	0.00%
Other Expenses	700				\$0.00	\$0.00	
		\$297,719.41	\$0.00	\$0.00	\$297,719.41	\$58,731.41	19.73%
<b>EXCEPTIONAL EDUCATION</b>							
Salaries	5200 100	\$38,000.00			\$38,000.00	\$22,932.78	60.35%
Employee Benefits	200	\$23,812.56			\$23,812.56	\$6,646.16	27.91%
Purchased Services	300	\$64,165.00			\$64,165.00	\$6,379.12	9.94%
Energy Services	400				\$0.00	\$0.00	
Materials & Supplies	500	\$7,432.00			\$7,432.00	\$0.00	0.00%
Capital Outlay	600				\$0.00	\$0.00	
Other Expenses	700	\$4,513.00			\$4,513.00	\$0.00	0.00%
		\$137,922.56	\$0.00	\$0.00	\$137,922.56	\$35,958.06	26.07%
<b>VOCATIONAL EDUCATION</b>							
Salaries	5300 100				\$0.00	\$0.00	
Employee Benefits	200				\$0.00	\$0.00	
Purchased Services	300	\$8,300.00			\$8,300.00	\$14,685.31	176.93%
Energy Services	400	\$250.00			\$250.00	\$0.00	0.00%
Materials & Supplies	500	\$11,995.00			\$11,995.00	\$690.00	5.75%
Capital Outlay	600	\$16,550.00			\$16,550.00	\$1,973.42	11.92%

	420	Grant #	Original Budget 2016-17	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Incomes and Expenditures Through 10/31/16	% of Revised Budget Year to Date
<b>SPECIAL REVENUE FUNDS</b>								
Other Expenses		700	\$1,550.00		\$0.00	\$1,550.00	\$0.00	0.00%
			\$38,645.00	\$0.00	\$0.00	\$38,645.00	\$17,348.73	44.89%
<b>ADULT EDUCATION</b>		5400						
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>PRE-KINDERGARTEN</b>		5500						
Salaries		100	\$38,944.45			\$38,944.45	\$13,514.70	34.70%
Employee Benefits		200	\$13,455.17			\$13,455.17	\$3,194.14	23.74%
Purchased Services		300	\$17,761.00			\$17,761.00	\$0.00	0.00%
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$128.80	
			\$70,160.62	\$0.00	\$0.00	\$70,160.62	\$16,837.64	24.00%
			\$544,447.59	\$0.00	\$0.00	\$544,447.59	\$128,875.84	23.67%
<b>PUPIL PERSONNEL SERVICES</b>		6100						
Salaries		100	\$42,300.00			\$42,300.00	\$0.00	0.00%
Employee Benefits		200	\$4,470.00			\$4,470.00	\$0.00	0.00%
Purchased Services		300	\$35,000.00			\$35,000.00	\$3,858.58	11.02%
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500	\$19.00			\$19.00	\$0.00	0.00%
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$81,789.00	\$0.00	\$0.00	\$81,789.00	\$3,858.58	4.72%
<b>Parent Involvement</b>		6150						
Salaries		100	\$14,320.37			\$14,320.37	\$7,910.32	55.24%
Employee Benefits		200	\$7,075.77			\$7,075.77	\$2,728.52	38.56%
Purchased Services		300	\$4,682.73			\$4,682.73	\$0.00	0.00%
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500	\$3,907.97			\$3,907.97	\$9.90	0.25%
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$29,986.84	\$0.00	\$0.00	\$29,986.84	\$10,648.74	35.51%
<b>INSTRUCTIONAL MEDIA SERVICES</b>		6200						
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>INSTRUCTION &amp; CURRICULUM DEVELOPMENT</b>		6300						
Salaries		100	\$126,322.55			\$126,322.55	\$43,499.19	34.44%
Employee Benefits		200	\$34,925.90			\$34,925.90	\$11,797.31	33.78%
Purchased Services		300	\$6,300.00			\$6,300.00	\$0.00	0.00%
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$167,548.45	\$0.00	\$0.00	\$167,548.45	\$55,296.50	33.00%
<b>INSTRUCTIONAL STAFF TRAINING</b>		6400						
Salaries		100	\$83,460.08			\$83,460.08	\$8,847.45	10.60%
Employee Benefits		200	\$7,478.15			\$7,478.15	\$2,087.61	27.92%
Purchased Services		300	\$18,616.41			\$18,616.41	\$333.13	1.79%
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500	\$3,679.72			\$3,679.72	\$0.00	0.00%
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700	\$8,627.68			\$8,627.68	\$0.00	0.00%
			\$121,862.04	\$0.00	\$0.00	\$121,862.04	\$11,306.19	9.28%
<b>INSTRUCTIONAL RELATED TECHNOLOGY</b>		6500						
Capital Outlay		600					\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

SPECIAL REVENUE FUNDS	420	Grant #	Original Budget 2016-17	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Incomes and Expenditures Through 10/31/16	% of Revised Budget Year to Date
<b>GENERAL ADMINISTRATION</b>	<b>7200</b>							
Salaries		100	\$53,930.00			\$53,930.00	\$25,885.03	48.00%
Employee Benefits		200	\$9,989.56			\$9,989.56	\$5,679.33	56.85%
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700	\$50,369.60			\$50,369.60	\$9,334.02	18.53%
			\$114,289.16	\$0.00	\$0.00	\$114,289.16	\$40,898.38	35.79%
<b>SCHOOL ADMINISTRATION</b>	<b>7300</b>							
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>FACILITIES ACQUISITIONS &amp; CONSTRUCTION</b>	<b>7400</b>							
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>FOOD SERVICES</b>	<b>7600</b>							
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>CENTRAL SERVICES</b>	<b>7700</b>							
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300	\$11,280.60			\$11,280.60	\$1,392.71	12.35%
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600	\$2,344.78			\$2,344.78	\$0.00	0.00%
Other Expenses		700	\$8,089.38			\$8,089.38	\$0.00	0.00%
			\$21,714.76	\$0.00	\$0.00	\$21,714.76	\$2,913.71	13.42%
<b>PUPIL TRANSPORTATION SERVICES</b>	<b>7800</b>							
Salaries		100	\$20,708.76			\$20,708.76	\$3,135.48	15.14%
Employee Benefits		200	\$6,109.99			\$6,109.99	\$1,698.00	27.79%
Purchased Services		300	\$200.00			\$200.00	\$0.00	0.00%
Energy Services		400	\$5,807.97			\$5,807.97	\$0.00	0.00%
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$32,826.72	\$0.00	\$0.00	\$32,826.72	\$4,833.48	14.72%
<b>ADMINISTRATIVE TECHNOLOGY SERVICES</b>	<b>8200</b>							
Salaries		100				\$0.00	\$0.00	
Employee Benefits		200				\$0.00	\$0.00	
Purchased Services		300				\$0.00	\$0.00	
Energy Services		400				\$0.00	\$0.00	
Materials & Supplies		500				\$0.00	\$0.00	
Capital Outlay		600				\$0.00	\$0.00	
Other Expenses		700				\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL APPROPRIATIONS</b>			\$1,114,464.56	\$0.00	\$0.00	\$1,114,464.56	\$258,631.42	23.21%

JEFFERSON COUNTY SCHOOL SYSTEM 2016/17

11/4/16

		Original Budget	Previosly Approved Amendments	Current Budget Amendments Requests	Revised Budget	Incomes and Expenditures Through 10/31/16	Incomes and % of Revised Budget Year to Date
	341/360/371	2015-16			2016-17		
<b>CAPITAL PROJECTS FUNDS</b>							
	392						
<b>PECO FUND</b>							
	341						
Maintenance		\$ 71,888.00			\$ 71,888.00	\$ 0.00	0.00%
Interest	3430		\$ 20.00	\$ -	\$ 20.00	\$ 10.19	50.95%
Net Increase (Decrease) in SBA Investments	3431				\$ -	\$ 0.00	
Opening Balance		\$ 71,888.00	\$ 20.00	\$ -	\$ 71,908.00	\$ 10.19	0.01%
<b>FUND 341</b>							
<b>APPROPRIATIONS 7400/9200</b>							
<b>BASIC (FEPP K-12)</b>							
	5100						
Other Purchased Services		300			\$ -	\$ 0.00	
<b>FACILITIES ACQUISITION &amp; CONSTRUCTION</b>							
	7400						
Remodeling & Renovations		600			\$ -	\$ 0.00	
<b>MAINTENANCE SERVICES</b>							
	6100						
Repairs & Maintenance		300			\$ -	\$ 0.00	
Materials & Supplies		500			\$ -	\$ 0.00	
Furniture Fixtures & Fittings		640			\$ -	\$ 0.00	
Remodeling & Renovations		680	\$ 71,888.00		\$ 71,888.00	\$ 0.00	0.00%
Computer Software		690			\$ -	\$ 0.00	
Redemption of Principal		710			\$ -	\$ 0.00	
TOTAL APPROPRIATIONS	8100	\$ 71,888.00	\$ -	\$ -	\$ 71,888.00	\$ 0.00	0.00%
<b>CAPITAL OUTLAY &amp; DEBT SERVICE FUND</b>							
	360						
<b>Fund 360</b>							
	9200						
Deferred Revenues not Available						\$ 0.00	
CO's & DS's Distributed	3321	\$ 20,000.00			\$ 20,000.00	\$ 0.00	0.00%
Interest on Undistributed CO & DS	3325	\$ -			\$ -	\$ 0.00	
Interest on CO & DS	3430	\$ 50.00			\$ 50.00	\$ 49.38	98.76%
	8100	\$ 20,050.00	\$ -	\$ -	\$ 20,050.00	\$ 49.38	0.25%
<b>Expenditures</b>							
Repairs & Maintenance		350	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00	100.00%
Remodeling & Renovations		680	\$ 15,500.00	\$ -	\$ 15,500.00	\$ 4,252.00	27.43%
Dues & Fees	730	\$ -	\$ 20,000.00	\$ 0.00	\$ 20,000.00	\$ 0.00	
		\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 20,000.00	\$ 8,752.00	
<b>LOCAL SOURCES</b>							
<b>Fund 371</b>							
District Local Capital Improvement Tax	3413	\$ 883,429.00			\$ 883,429.00	\$ 6,304.75	0.71%
Interest	3431	\$ 450.00			\$ 450.00	\$ 106.78	23.73%
Gifts Grants & Bequests	3440				\$ -	\$ 0.00	
Insurance Loss Recoveries	3741				\$ -	\$ 0.00	
Refunds of Prior years expenditures	3497				\$ -	\$ 0.00	
		\$ 883,879.00	\$ -	\$ -	\$ 883,879.00	\$ 6,411.53	
<b>TOTAL REVENUES, OTHER FINANCING &amp; FUND BALANCE</b>							
<b>FUND 371</b>							
<b>APPROPRIATIONS 7400 TO 9200</b>							
	5100						
Rentals		360	\$ 6,935.00	\$ -	\$ 6,935.00	\$ 6,931.17	99.94%
Other Purchased Services		390	\$ 290.00	\$ -	\$ 290.00	\$ 289.47	99.82%
		\$ -	\$ 7,225.00	\$ -	\$ 7,225.00	\$ 7,220.64	99.94%
<b>INSTRUCTIONAL RELATED TECHNOLOGY</b>							
	6500						
Capitalized Furniture & Equipment		641			\$ -	\$ 0.00	
Computer Software		690	\$ 13,424.00	\$ -	\$ 13,424.00	\$ 13,423.74	100.00%
		\$ -	\$ 13,424.00	\$ -	\$ 13,424.00	\$ 13,423.74	100.00%
<b>GENERAL ADMINISTRATION</b>							
	7200						
Rentals		360	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 3,084.04	25.70%
Other Purchased Services		390	\$ 720.00	\$ -	\$ 720.00	\$ 179.44	24.92%
Non Capital Furniture		642			\$ -	\$ 0.00	
Miscellaneous		790			\$ -	\$ 0.00	
TOTAL APPROPRIATIONS		\$ -	\$ 12,720.00	\$ -	\$ 12,720.00	\$ 3,263.48	

CAPITAL PROJECTS FUNDS	341/360/371 392	Original Budget 2015-16	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget 2016-17	Incomes and Expenditures Through 10/31/16	Incomes and % of Revised Budget Year to Date
<b>FACILITIES</b>	<b>7400</b>						
Repairs & Maintenance	200	\$ 50,000.00			\$ 50,000.00	\$ 0.00	0.00%
Materials & Supplies	300				\$ -	\$ 0.00	
Buildings & Fixed Equipment	630				\$ -	\$ 0.00	
Furniture Fixtures & Fittings	640	\$ 80,000.00			\$ 80,000.00	\$ 0.00	0.00%
Improvements Other Than Buildings	670	\$ 50,000.00			\$ 50,000.00	\$ 0.00	0.00%
Remodeling & Renovations	680	\$ 617,939.00	\$ (41,875.00)	\$	\$ 576,064.00	\$ 0.00	0.00%
Capitalized Remodel and Renovation	681				\$ -	\$ 0.00	
Non Capitalized Remodel and Renovation	682				\$ -	\$ 0.00	
Computer Software	690				\$ -	\$ 0.00	
Motor Vehicles	710				\$ -	\$ 0.00	
Dues & Fees	730				\$ -	\$ 0.00	
<b>TOTAL APPROPRIATIONS</b>	<b>7400</b>	<b>\$ 797,939.00</b>	<b>\$ (41,875.00)</b>	<b>\$</b>	<b>\$ 756,064.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>FISCAL SERVICES</b>	<b>7500</b>						
Computer Software	690		\$ 19,412.00	\$	\$ 19,412.00	\$ 19,411.32	100.00%
<b>PUPIL TRANSPORTATION SERVICES</b>	<b>7800</b>						
Repairs & Maintenance	350				\$ -	\$ 0.00	
Other Purchased Services	390		\$ 120.00	\$	\$ 120.00	\$ 118.09	98.41%
Repair Parts	550				\$ -	\$ 0.00	
Capitalized Furniture Fixtures & Equipment	641				\$ -	\$ 0.00	
Motor Vehicles	650	\$ 45,000.00			\$ 45,000.00	\$ 0.00	0.00%
Buses	651	\$ 111,637.00			\$ 111,637.00	\$ 0.00	0.00%
	652				\$ -	\$ 0.00	
<b>TOTAL APPROPRIATIONS</b>	<b>7800</b>	<b>\$ 156,637.00</b>	<b>\$ 120.00</b>	<b>\$</b>	<b>\$ 156,757.00</b>	<b>\$ 118.09</b>	<b>0.08%</b>
<b>OPERATION SERVICES</b>	<b>7900</b>						
Insurance & Bond Premiums	320	\$ 62,040.00			\$ 62,040.00	\$ 0.00	0.00%
Repairs & Maintenance	350		\$ 14,910.00	\$	\$ 14,910.00	\$ 14,906.55	99.98%
Rentals	360		\$ 6,900.00	\$	\$ 6,900.00	\$ 6,892.42	99.89%
Public Utilities	381				\$ -	\$ 0.00	
Non Capital Furniture Fixtures & Equipment	642				\$ -	\$ 0.00	
<b>TOTAL APPROPRIATIONS</b>	<b>7900</b>	<b>\$ 62,040.00</b>	<b>\$ 21,810.00</b>	<b>\$</b>	<b>\$ 83,850.00</b>	<b>\$ 21,798.97</b>	
<b>MAINTENANCE OF PLANT</b>	<b>8100</b>						
Repairs & Maintenance	350	\$ 87,000.00			\$ 87,000.00	\$ 49,020.49	56.35%
Other Purchased Services	390		\$ 850.00	\$	\$ 850.00	\$ 850.00	100.00%
Materials & Supplies	500				\$ -	\$ 0.00	
Buildings & Fixed Equipment	630	\$ 80,000.00	\$ (35,070.00)	\$	\$ 44,930.00	\$ 0.00	0.00%
Furniture Fixtures & Fittings	640				\$ -	\$ 0.00	
Non Capitalized Improvements	672		\$ 13,500.00	\$	\$ 13,500.00	\$ 13,500.00	100.00%
Remodeling & Renovations	681		\$ 20,500.00	\$	\$ 20,500.00	\$ 57,200.00	279.02%
Capitalized Remodel and Renovation	682		\$ 220.00	\$	\$ 220.00	\$ 214.79	97.63%
Computer Software	690				\$ -	\$ 0.00	
Redemption of Principal	710				\$ -	\$ 0.00	
<b>TOTAL APPROPRIATIONS</b>	<b>8100</b>	<b>\$ 167,000.00</b>	<b>\$</b>	<b>\$</b>	<b>\$ 167,000.00</b>	<b>\$ 120,785.28</b>	<b>72.33%</b>
<b>ADMINISTRATIVE TECHNOLOGY SERVICES</b>	<b>8200</b>						
Repairs & Maintenance	300				\$ -	\$ 0.00	
Non Capitalized AV Material	622				\$ -	\$ 0.00	
Capitalized Computers	643	\$ 20,000.00	\$ (2,850.00)	\$	\$ 17,150.00	\$ 0.00	0.00%
Remodeling & Renovations	680				\$ -	\$ 0.00	
Computer Software	690	\$ 30,000.00	\$ 29,986.00	\$	\$ 59,986.00	\$ 0.00	0.00%
Administrative Technology	8200	\$ 50,000.00	\$ 27,136.00	\$	\$ 77,136.00	\$ 0.00	0.00%
<b>TOTAL APPROPRIATIONS 7400 TO 9200</b>		<b>\$ 1,233,616.00</b>	<b>\$ 59,972.00</b>	<b>\$</b>	<b>\$ 1,293,588.00</b>	<b>\$ 186,021.52</b>	<b>14.38%</b>
<b>TRANSFERS OUT</b>							
To General Fund	910	\$ 200,000.00	\$ 200,000.00	\$	\$ 200,000.00	\$ 0.00	0.00%
<b>TOTAL TRANSFERS OUT</b>	<b>9700</b>	<b>\$ 200,000.00</b>	<b>\$ 200,000.00</b>	<b>\$</b>	<b>\$ 200,000.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>REVENUES</b>							
<b>STATE SOURCES</b>							
<b>LOTTERY FUNDS</b>							
<b>Fund 392</b>							
Classrooms First	3392	\$ 70,741.00			\$ 70,741.00	\$ 0.00	0.00%
Interest	3431		\$ 60.00	\$	\$ 60.00	\$ 44.16	73.60%
Net Increase (Decrease) in SBA Investments	3433				\$ -	\$ 0.00	
<b>TOTAL STATE</b>		<b>\$ 70,741.00</b>	<b>\$ 60.00</b>	<b>\$</b>	<b>\$ 70,801.00</b>	<b>\$ 44.16</b>	<b>0.06%</b>

JEFFERSON COUNTY SCHOOL SYSTEM 2016/17

11/4/16

		Original Budget	Previously Approved Amendments	Current Budget Amendments Requests	Revised Budget	Incomes and Expenditures Through 10/31/16	Incomes and % of Revised Budget Year to Date
CAPITAL PROJECTS FUNDS	341/360/371 392	2015-16			2016-17		
FACILITIES	7400						
Remodeling & Renovations		680	\$ 70,741.00		\$ 70,741.00	\$0.00	0.00%

# Tab 2



Jefferson County School District  
 Fiscal Year 2016-2017  
 General Operating Fund Revenues and Expenditures at October 31 2016  
 Percent of Year Completed: - 33.33%

	Original Budget	Budget Amendments	Revised Budget	Y-T-D Incomes	% of Budget Received	Projected Year End	Projected Over/(under) Revised Budget
<b>Revenues</b>							
Local Sources	\$3,359,610.00	\$16,315.00	\$3,375,925.00	\$75,801.36	2.25%	\$3,375,925.00	\$0.00
State Sources	\$3,852,004.00	\$0.00	\$3,852,004.00	\$1,122,215.09	29.13%	\$3,852,004.00	\$0.00
Federal Sources	\$134,000.00	\$2,912.00	\$136,912.00	\$31,021.16	22.66%	\$136,912.00	\$0.00
Other Sources	\$200,000.00	\$10.00	\$200,010.00	\$10.00	0.00%	\$200,010.00	\$0.00
<b>Total Revenues</b>	<b>\$7,545,614.00</b>	<b>\$19,237.00</b>	<b>\$7,564,851.00</b>	<b>\$1,229,047.61</b>	<b>16.25%</b>	<b>\$7,564,851.00</b>	<b>\$0.00</b>

	Original Budget	Budget Amendments	Revised Budget	Y-T-D Expenditures	% of Budget Expnded	Projected Year End	Projected Over/(under) Revised Budget
<b>Expenditures</b>							
Instructional	\$3,274,126.72	\$14,972.28	\$3,289,099.00	\$898,013.21	27.30%	\$3,289,099.00	\$0.00
Pupil Services	\$154,918.00	\$52,469.00	\$207,387.00	\$32,497.48	15.67%	\$207,387.00	\$0.00
Instructional Media Services	\$49,035.00	\$3,470.00	\$52,505.00	\$15,348.73	29.23%	\$52,505.00	\$0.00
Instruction & Curriculum Development	\$99,723.00	(\$88,559.00)	\$11,164.00	\$3,311.30	29.66%	\$11,164.00	\$0.00
Instructional Staff Training	\$195,325.00	\$114,261.00	\$309,586.00	\$1,001.18	0.32%	\$309,586.00	\$0.00
Instructional Related Technology	\$674,564.00	\$61.00	\$674,625.00	\$131,983.08	19.56%	\$674,625.00	\$0.00
Board	\$341,350.00	\$3,749.00	\$345,099.00	\$118,077.18	34.22%	\$345,099.00	\$0.00
General Administration	\$396,909.00	\$4,360.00	\$401,269.00	\$138,467.10	34.51%	\$401,269.00	\$0.00
School Administration	\$568,301.00	(\$85,197.00)	\$483,104.00	\$162,964.66	33.73%	\$483,104.00	\$0.00
Facilities Acquisition & Construction	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Fiscal Services	\$222,061.00	\$433.00	\$222,494.00	\$72,235.86	32.47%	\$222,494.00	\$0.00
Food Services	\$0.00	\$165.00	\$165.00	\$164.12		\$165.00	\$0.00
Central Services	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Pupil Transportation Services	\$495,155.00	(\$3,314.00)	\$491,841.00	\$138,720.66	28.20%	\$491,841.00	\$0.00
Operation of Plant	\$615,429.00	\$0.00	\$615,429.00	\$238,728.31	38.79%	\$615,429.00	\$0.00
Maintenance of Plant	\$203,373.00	\$1,884.00	\$205,257.00	\$76,612.49	37.33%	\$205,257.00	\$0.00
Administrative Technology Services	\$136,468.00	\$5,001.00	\$141,469.00	\$86,782.64	61.34%	\$141,469.00	\$0.00
<b>Total Expenditures</b>	<b>\$7,426,737.72</b>	<b>\$23,755.28</b>	<b>\$7,450,493.00</b>	<b>\$2,114,908.00</b>	<b>28.39%</b>	<b>\$7,450,493.00</b>	<b>\$0.00</b>

Budget	Approved Budget	Amendments	Amended Budget	2016-17 Surplus Income	Projected Unassigned Balance
Fund Balance 7-1-16					
Non Spendable	\$36,908.36		\$36,908.36		
Restricted	\$413,447.13	\$172,727.00	\$586,174.13		
Committed					
Assigned	\$77,593.80	-\$77,593.80	\$0.00		
Unassigned Fund Balance	\$87,327.40	-\$74,547.00	\$12,780.40	\$ 114,358.00	\$127,138.40
	\$164,921.20	(\$152,140.80)	\$12,780.40		
	\$615,276.69	\$20,586.20	\$635,862.89		
3% Assigned & Unassigned Balance	\$226,308.42				
5% Assigned & Unassigned Balance	\$377,180.70				

Note  
 External Management Operators have been included in Budget Vote 6400 300

# Tab 3

No materials

Tab 4

Jefferson County School District  
 Fiscal Year 2016-2017  
 General Operating Fund Revenues and Expenditures at October 31 2016  
 Percent of Year Completed: - 33.33%

	Original Budget	Budget Amendments	Revised Budget	Y-T-D Incomes	% of Budget Received	Projected Year End	Projected Over/(under) Revised Budget
<b>Revenues</b>							
Local Sources	\$3,359,610.00	\$16,315.00	\$3,375,925.00	\$75,801.36	2.25%	\$3,375,925.00	\$0.00
State Sources	\$3,852,004.00	\$0.00	\$3,852,004.00	\$1,122,215.09	29.13%	\$3,852,004.00	\$0.00
Federal Sources	\$134,000.00	\$2,912.00	\$136,912.00	\$31,021.16	22.66%	\$136,912.00	\$0.00
Other Sources	\$200,000.00	\$10.00	\$200,010.00	\$10.00	0.00%	\$200,010.00	\$0.00
<b>Total Revenues</b>	<b>\$7,545,614.00</b>	<b>\$19,237.00</b>	<b>\$7,564,851.00</b>	<b>\$1,229,047.61</b>	<b>16.25%</b>	<b>\$7,564,851.00</b>	<b>\$0.00</b>

	Original Budget	Budget Amendments	Revised Budget	Y-T-D Expenditures	% of Budget Expnded	Projected Year End	Projected Over/(under) Revised Budget
<b>Expenditures</b>							
Instructional	\$3,274,126.72	\$14,972.28	\$3,289,099.00	\$898,013.21	27.30%	\$3,289,099.00	\$0.00
Pupil Services	\$154,918.00	\$52,469.00	\$207,387.00	\$32,497.48	15.67%	\$207,387.00	\$0.00
Instructional Media Services	\$49,035.00	\$3,470.00	\$52,505.00	\$15,348.73	29.23%	\$52,505.00	\$0.00
Instruction & Curriculum Development	\$99,723.00	(\$88,559.00)	\$11,164.00	\$3,311.30	29.66%	\$11,164.00	\$0.00
Instructional Staff Training	\$195,325.00	\$114,261.00	\$309,586.00	\$1,001.18	0.32%	\$309,586.00	\$0.00
Instructional Related Technology	\$674,564.00	\$61.00	\$674,625.00	\$131,983.08	19.56%	\$674,625.00	\$0.00
Board	\$341,350.00	\$3,749.00	\$345,099.00	\$118,077.18	34.22%	\$345,099.00	\$0.00
General Administration	\$396,909.00	\$4,360.00	\$401,269.00	\$138,467.10	34.51%	\$401,269.00	\$0.00
School Administration	\$568,301.00	(\$85,197.00)	\$483,104.00	\$162,964.66	33.73%	\$483,104.00	\$0.00
Facilities Acquisition & Construction	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Fiscal Services	\$222,061.00	\$433.00	\$222,494.00	\$72,235.86	32.47%	\$222,494.00	\$0.00
Food Services	\$0.00	\$165.00	\$165.00	\$164.12		\$165.00	\$0.00
Central Services	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Pupil Transportation Services	\$495,155.00	(\$3,314.00)	\$491,841.00	\$138,720.66	28.20%	\$491,841.00	\$0.00
Operation of Plant	\$615,429.00	\$0.00	\$615,429.00	\$238,728.31	38.79%	\$615,429.00	\$0.00
Maintenance of Plant	\$203,373.00	\$1,884.00	\$205,257.00	\$76,612.49	37.33%	\$205,257.00	\$0.00
Administrative Technology Services	\$136,468.00	\$5,001.00	\$141,469.00	\$86,782.64	61.34%	\$141,469.00	\$0.00
<b>Total Expenditures</b>	<b>\$7,426,737.72</b>	<b>\$23,755.28</b>	<b>\$7,450,493.00</b>	<b>\$2,114,908.00</b>	<b>28.39%</b>	<b>\$7,450,493.00</b>	<b>\$0.00</b>

Budget	Approved Budget	Amendments	Amended Budget	2016-17 Surplus Income	Projected Unassigned Balance
Fund Balance 7-1-16					
Non Spendable	\$36,908.36		\$36,908.36		
Restricted	\$413,447.13	\$172,727.00	\$586,174.13		
Committed					
Assigned	\$77,593.80	-\$77,593.80	\$0.00		
Unassigned Fund Balance	\$87,327.40	-\$74,547.00	\$12,780.40	\$ 114,358.00	\$127,138.40
	\$164,921.20	(\$152,140.80)	\$12,780.40		
	\$615,276.69	\$20,586.20	\$635,862.89		
3% Assigned & Unassigned Balance	\$226,308.42				
5% Assigned & Unassigned Balance	\$377,180.70				

Note  
 External Management Operators have been included in Budget Vote 6400 300

# Tab 5

The School Board of Jefferson County  
**Capital Outlay Projects Proposed Budget**  
 For the Fiscal Year Ended June 30, 2017

Revenue	
Classrooms 1st	\$ 70,741.00
C O s & D S Fund	\$ 20,000.00
1.5-Mill (Local Tax) (Tax Base = \$609,094,583) Budgeted @ 96%	\$ 877,096.00
P E C O	\$ 71,888.00
Interest	\$ 500.00
Beginning Fund Balance @ 7/1/16	\$ -

*Total Estimated Funds Available*      \$ 1,040,225.00

Item No.	Project Status	Expenditures
1	Life Safety Projects	Miscellaneous items on firecode violation list and from Safety inspection reports; other items as needed      \$20,000.00
2	Need to determine priorities/costs	Repairs/Upgrades to HVAC systems      \$20,000.00
3	Estimate is pending vendor quote	Replacement Vehicle      \$25,000.00
4	Architect (CRA) estimate needed and bid out	Contribution to New High School      \$458,548.00
5	Architect (CRA) estimate needed and bid out	Various projects to be identified at Elementary School      \$60,000.00
	Fixed Cost - Nondiscretionary	Payment for Xerox Copier Contract      \$45,000.00
	Fixed Cost - Nondiscretionary	Enterprise Software (FOCUS Student), Student Data Services and Gateway      \$30,000.00
	Fixed Cost - Nondiscretionary	Installment Payments (4th) on Buses      \$0.00
	Fixed Cost - Nondiscretionary	Payment for Monitoring, Maintenance - Security System      \$42,000.00
	Fixed Cost - Nondiscretionary	Payment of Property and Casualty Insurance      \$56,618.00
	Fixed Cost - Nondiscretionary	Transfer to General Fund for Maintenance      \$200,000.00

*Total Estimated Project Expenditures*      \$ 957,166.00

Estimated Ending Fund Balance @ 6/30/2017

\$83,059.00

Note      The projects above are not listed in any order of priority

**Classified Ad Receipt**  
**(For Info Only - NOT A BILL)**

**Customer:** JEFFERSON COUNTY SCHOOL BOARD

**Ad No.:** 0001661061

**Address:** 575 S WATER ST  
MONTICELLO FL 32344  
USA

**Pymt Method** Invoice

**Net Amt:** \$115.82

**Tel:** 8503420100

**Run Times:** 1

**No. of Affidavits:** 1

**Run Dates:** 10/18/16

**Text of Ad:**

To: Qualified Contractors

From: Jefferson County School Board  
Board Date: October 13, 2016

Re: Invitation for AC chillers repair

Jefferson County School Board is soliciting an invitation for bids from qualified contractors for the repairs/chiller motors replacements at JCM/HS.

Interest and eligible contractors will assess the individual chillers on site and provide a bid for the scope of work needed to be done.

•Bid proposals will be accepted at the office located at 1490 West Washington St. Monticello Fl. No later than 14 days, following the notice to bid.

•The decision to award the contract will be based on labor and material costs, the ability to perform successfully under the terms and conditions of the proposed procurement.

•Only completed proposal packages will be considered.

•Both successful and unsuccessful will be notified in writing of the results no later than thirty days following the bid closing.

A contractor's conference will be held at the office located at 1490 West Washington St. Monticello Fl. November 28, 2016 at 2:00 pm.

Sealed proposals must be received by 11:00 am on November 17, 2016 and will be read aloud. Only proposals received by this date and time will be considered. Bids received late or incomplete will be returned unopened. Proposals will be opened in the presence of Witnesses in the office located at 1490 West Washington St. Monticello Fl. For further information and site visit contact Alfredie Hightower @ (850) 342-0536 or (850) 728-8422.

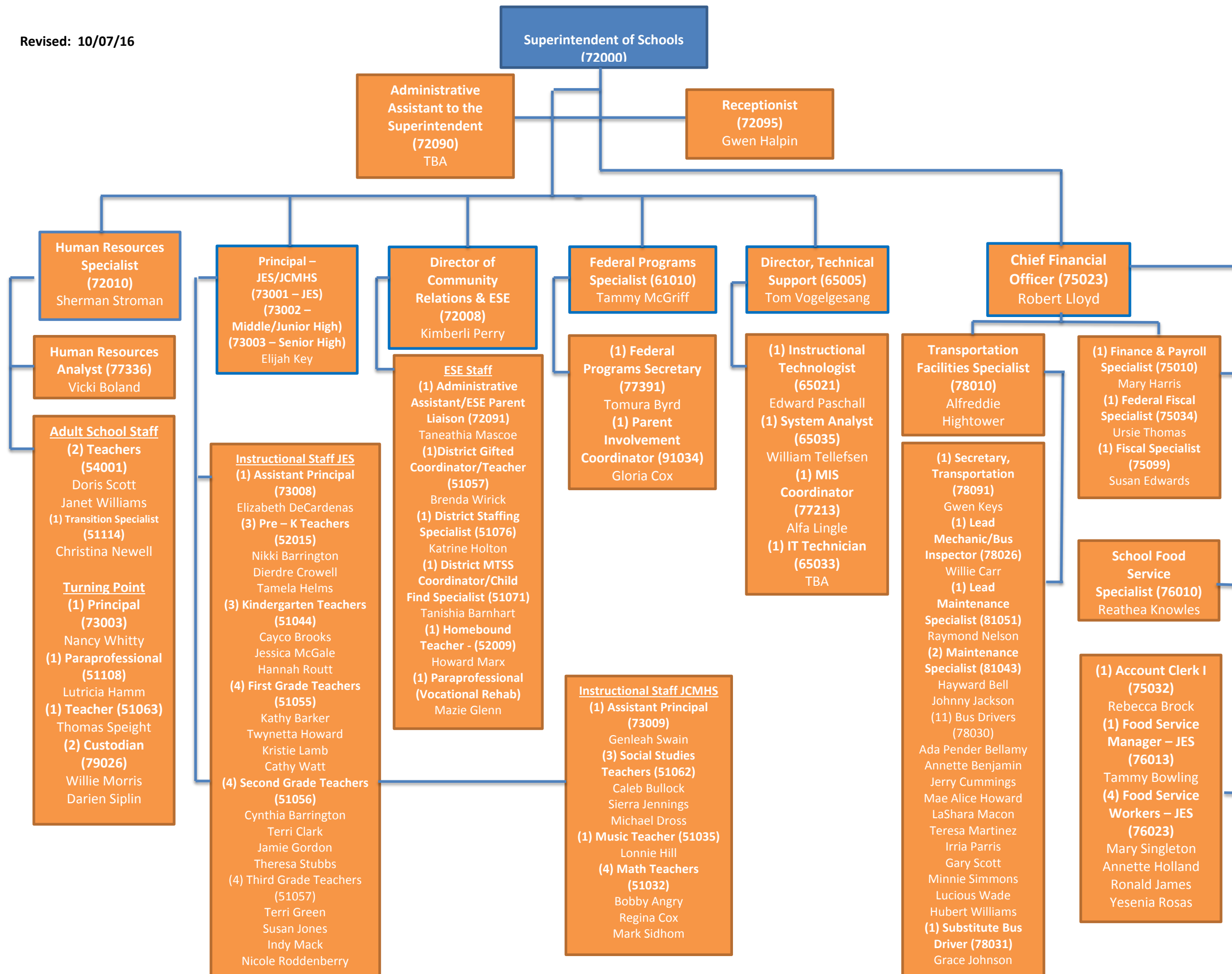
We reserve the right to reject any and all proposals.

PUBLICATION: 10/18/2016

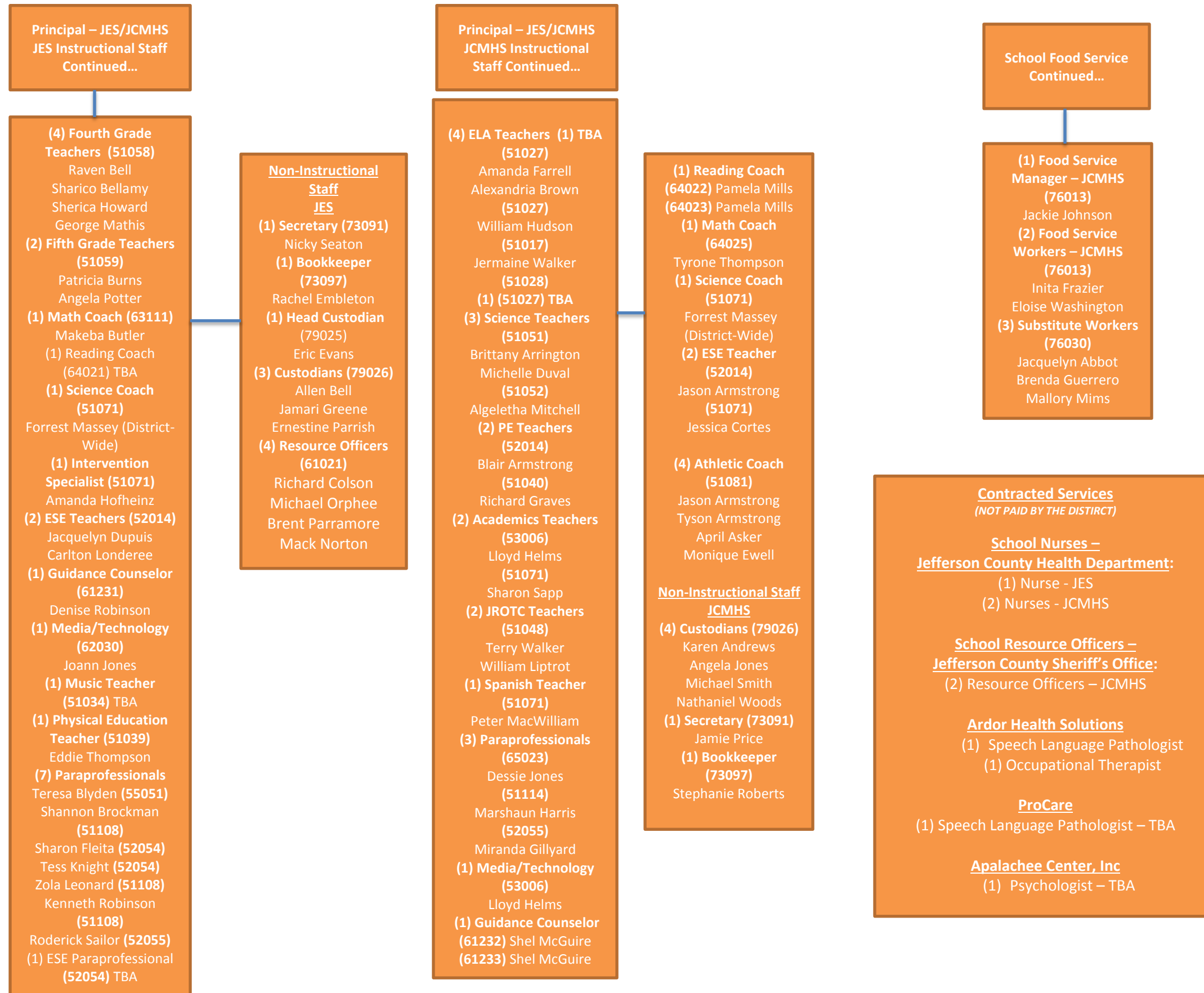
0001661061-01



# Tab 6



2016-2017 ORGANIZATION CHART



2016-2017 ORGANIZATION CHART

**Tab 7**

## Smith, Alricky

---

**From:** Lloyd, Robert <robert.lloyd@jeffersonschooldistrict.org>  
**Sent:** Thursday, October 06, 2016 4:35 PM  
**To:** Smith, Alricky; Al Cooksey; Eggers, Mark  
**Subject:** Re: Salary Spreadsheet/Org Chart - Updated as of 10/04/16

Jason Armstrong is a football coach and an ESE Teacher at the High School, Appointed to ESE position 9.19.16 receiving a supplement not yet Board approved  
Tyson Armstrong is a football coach only receiving a supplement  
April Asker is a Middle School Volleyball Assistant Coach receiving only a supplement  
Karen Andrew is a custodian at the Middle High School not yet been Board approved  
Michael Smith is a custodian at the Middle High School not yet been Board approved  
Darren Siplin was a custodian / grounds maintenance worker suffered a serious fall some 12 months ago awaiting arbitration hearing for disability retirement  
Howard Marx is a Hospital Home Bound teacher  
Mazie Genn is a Vocational Rehab worker dealing with placing ESE students in the workforce

On Thu, Oct 6, 2016 at 12:00 PM, Smith, Alricky <[Alricky.Smith@fldoe.org](mailto:Alricky.Smith@fldoe.org)> wrote:

Mr. Lloyd, Below are a list of names that you agreed to add to the organizational chart and salary info spreadsheet. Thank you!

Jason Armstrong

Tyson Armstrong

April Asker

Karen Andrew

Michael Smith

Darien Siplin

Howard Marx

Mazie Glenn

**From:** Eggers, Mark  
**Sent:** Tuesday, October 04, 2016 1:52 PM

**To:** Smith, Alricky  
**Subject:** FW: Salary Spreadsheet/Org Chart - Updated as of 10/04/16

**From:** [leslie.snyder@jeffersonschooldistrict.org](mailto:leslie.snyder@jeffersonschooldistrict.org) [mailto:[leslie.snyder@jeffersonschooldistrict.org](mailto:leslie.snyder@jeffersonschooldistrict.org)] **On Behalf Of** Cooksey, Al  
**Sent:** Tuesday, October 04, 2016 10:39 AM  
**To:** Lyons, Hershel; Stewart, Pam; Champion, Linda; Eggers, Mark  
**Cc:** Shirley Washington; Sandra Saunders; Larry Halsey; Phil Barker; Charles Boland; [wacissab@embarqmail.com](mailto:wacissab@embarqmail.com); Tommy Reeves; Tammy McGriff  
**Subject:** Salary Spreadsheet/Org Chart - Updated as of 10/04/16

Good Morning!

Please find attached an updated Salary Spreadsheet along with the Organization Chart. All Employees listed on the Organization Chart are also included in the Salary Spreadsheet. If for some reason you see that an employee/position is missing or if you are unable to see all of the documents sent, please let me know.

Thanks,

Al

*Al Cooksey*

Superintendent of Schools

Jefferson County School District

Monticello, FL  
[\(850\) 342-0100](tel:(850)342-0100)

**Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.**

---

**Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.**

---

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### TRANSITION SPECIALIST

#### Transition Specialist for Adult Education Career Pathways System for Transitioning to Postsecondary Education

##### QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two years of study at an institution of higher education; or
3. Associate's or higher degree; or
4. Knowledge and ability to assist in instruction in core subjects as verified by a rigorous state or local assessment.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of basic office procedures and the operation of office machines and equipment. Ability to utilize computer for word processing and other specific programs. Ability to keep records and to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality. Ability to establish and maintain positive working relationships with others.

##### REPORTS TO:

ADULT EDUCATION DIRECTOR/COORDINATOR

##### JOB GOAL

To provide coordination for the Adult Education Career Pathways Program for Transitioning to Postsecondary Education

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

###### Service Delivery

- \*(1) Provide coordination for the Transitioning to Postsecondary Education Program
- \*(2) Track students in all Transitioning to Postsecondary Education Program projects/activities
- \*(3) Provide personal career guidance
- \*(4) Assist students in filling out applications for admissions and registrations
- \*(5) Discuss Transitioning to Postsecondary Education Program goals with students
- \*(6) Enroll every student who wishes to participate into Orientation (Awareness Career Options)
- \*(7) Schedule all speakers and presenters in regards to the Transitioning to Postsecondary Education Program
- \*(8) Offer support services (such as child care and transportation) to students in critical emergency situations
- \*(9) Follow-up on students' successes
- \*(10) Assist students in scheduling the Tutoring of those who have TABE scores at 7-12th grade
- \*(11) Collaborate with postsecondary institutions to complete Career Pathways and Articulations
- \*(12) Complete all invoicing and reporting requirements of the grant
- \*(13) Assist with data entry of enrollment forms, evaluation information, and attendance
- \*(14) Prepare letters and documents for meetings
- \*(15) Operate a copy machine

###### INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY

- \*(16) Prepare information needed for meetings

Revised 7-28-15



**TRANSITION SPECIALIST (Continued)**

- \* (17) Answering the telephone and greeting the public
- \* (18) Interact positively with multi-districts and/or multi-agencies.
- \* (19) Communicate effectively with the public, co-workers, school personnel and administration
- \* (20) Respond to inquiries and concerns in a timely manner
- \* (21) Keep the Director/Coordinator informed of potential problems or unusual events

**EMPLOYEE QUALITIES/RESPONSIBILITIES**

- \* (22) Complete assignments with little or no supervision
- \* (23) Demonstrate initiative in the performance of assigned responsibilities
- \* (24) Model and maintain high ethical standards
- \* (25) Follow attendance, punctuality and proper professional dress protocol
- \* (26) Maintain confidentiality
- \* (27) Demonstrate organizational skills by performing many tasks simultaneously (multi-tasking)
- \* (28) Maintain positive relationships with co-workers, school personnel, parents and the administration.
- \* (29) Participate in workshops and training sessions as required.

**SYSTEM SUPPORT**

- \* (30) Prepare all required reports and maintain all appropriate records.
- \* (31) Follow all School Board policies and individual school policies and procedures.
- \* (32) Exhibit the interpersonal skills necessary as an effective team member.
- \* (33) Demonstrate support for the School District and its goals and priorities.
- \* (34) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**LOCATION:**

District

**LEVEL/GRADE:**

Adult Education

\*Essential Performance Responsibilities

Center	Position Code	Position Title	Employee
0023	51114	Transition Specialist	Christina Newell

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### TEACHER

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Valid Florida teacher certification in appropriate area.
3. Any secondary teacher of Reading will be required to obtain a Reading Endorsement unless certified to teach Reading at the secondary level.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Skill in handling problems, concerns and emotional distress with sensitivity and tact. Skill in oral and written communication with students, parents, and others. Ability to plan, prioritize and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal or Assistant Principal

#### JOB GOAL

To provide an educational experience in which students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

1. Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
2. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
3. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
4. Develop or select instructional activities which foster active involvement in the learning process.
5. Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
6. Assist in assessing changing curricular needs and plans for improvement.

##### Administrative/Management

1. Maintain a positive, organized and safe learning environment.
2. Manage time effectively.
3. Manage materials and equipment effectively.
4. Use effective student behavior management techniques.
5. Enforce school rules, administrative regulations and Board policies.
6. Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.

## TEACHER (Continued)

7. Use technology resources effectively.
8. Instruct and supervise the work of volunteers and aides when assigned.

### Assessment/Evaluation

1. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
2. Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
3. Establish appropriate testing environment and test security.
4. Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
5. Evaluate the effectiveness of instructional units and teaching strategies.

### Intervention/Direct Services

1. Demonstrate knowledge and understanding of subject matter.
2. Communicate high learning expectations for all students.
3. Apply principles of learning and effective teaching in instructional delivery.
4. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
5. Use appropriate material, technology, and other resources to help meet learning needs of all students.
6. Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
7. Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
8. Provide instruction on safety procedures and proper handling of materials and equipment.
9. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
10. Assist students with health and hygiene needs as required.

### Collaboration

1. Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
2. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
3. Collaborate with other professionals and parents after recognizing student distress or abuse.
4. Collaborate with peers and other professionals to enhance student learning.

### Staff Development

1. Engage in a continuing improvement of professional skills and knowledge.
2. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

### Professional Responsibilities

1. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
2. Demonstrate attention to punctuality and regular attendance.
3. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
4. Maintain confidentiality of student and other professional information.
5. Comply with policies, procedures and programs.
6. Exercise appropriate professional judgment.
7. Support school improvement initiatives.
8. Ensure that student growth/performance is continuous and appropriate for age group, subject area and/or student program classification.
9. Perform other duties as assigned.

**TEACHER (Continued)**

**PHYSICAL REQUIREMENTS:**

**Note: Physical Requirements for a teacher may be any of the following depending on the assignment.**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

TEACHER (Continued)

Center	Position Number	Position Title	Employee
0111	52015	Pre-K Teacher	Nikki Barrington
0111	52015	Pre-K Teacher	Dierdre Crowell
0111	52015	Pre-K Teacher	Tamela Helms
0111	51044	Kindergarten Teacher	Cayco Brooks
0111	51044	Kindergarten Teacher	Jessica McGale
0111	51044	Kindergarten Teacher	Hannah Routt
0111	51055	First Grade Teacher	Kathy Barker
0111	51055	First Grade Teacher	Twynetta Howard
0111	51055	First Grade Teacher	Kristie Lamb
0111	51055	First Grade Teacher	Cathy Watt
0111	51056	Second Grade Teacher	Cynthia Barrington
0111	51056	Second Grade Teacher	Terri Clark
0111	51056	Second Grade Teacher	Jamie Gordon
0111	51056	Second Grade Teacher	Theresa Stubbs
0111	51057	Third Grade Teacher	Terri Green
0111	51057	Third Grade Teacher	Susan Jones
0111	51057	Third Grade Teacher	Indy Mack
0111	51057	Third Grade Teacher	Nicole Roddenberry
0111	51058	Fourth Grade Teacher	Raven Bell
0111	51058	Fourth Grade Teacher	Sharico Bellamy
0111	51058	Fourth Grade Teacher	Sherica Howard
0111	51058	Fourth Grade Teacher	George Mathis
0111	51059	Fifth Grade Teacher	Patricia Burns
0111	51059	Fifth Grade Teacher	Angela Potter
0111	51034	Music Teacher	Vacant
0111	51039	Physical Education Teacher	Eddie Thompson
0021	53006	Academics/Media	Lloyd Helms
0021	51071	Academics	Sharon Sapp
0021	51051	Science Teacher	Brittany Arrington
0021	51051	Science Teacher	Michelle Duval
0021	51052	Science Teacher	Algeletha Mitchell
0021	51062	Social Studies Teacher	Caleb Bullock
0021	51062	Social Studies Teacher	Sierra Jennings
0021	51062	Social Studies Teacher	Michael Dross
0021	51032	Math Teacher	Bobby Angry
0021	51032	Math Teacher	Regina Cox
0021	51032	Math Teacher	Mark Sidhom
0021	51017	ELA Teacher	William Hudson
0021	51027	ELA Teacher	Amanda Farrell
0021	51028	ELA Teacher	Jermaine Walker
0021	51027	ELA Teacher	Alexandria Brown

**TEACHER (Continued)**

0021	51027	ELA Teacher	Vacant
0021	51040	Physical Education Teacher	Richard Graves
0021	52014	Physical Education Teacher	Blair Armstrong
0021	51048	JROTC I	William Liptrot
0021	51048	JROTC II	Terry Walker
0021	51035	Music Teacher	Lonnie Hill
0021	51071	Spanish Teacher	Peter MacWilliam
6016	51063	Teacher	Thomas Speight
0023	54001	Adult Education Teacher	Doris Scott
0023	54001	Adult Education Teacher	Janet Williams
9014	51057	District Gifted Coordinator/Teacher	Brenda Wirick

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### TEACHER, SPECIAL ASSIGNMENT

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Valid Florida certification in an appropriate area.
3. Minimum of five (5) years successful experience in education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others. Knowledge and demonstration of Florida Teacher Accomplished Practices and Florida Teacher Competencies.

#### REPORTS TO:

Assigned Administrator

#### JOB GOAL

To provide selected teachers with leadership and professional growth opportunities and to provide assistance in a designated function or service area to the district.

#### SUPERVISES:

Personnel as assigned

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Participate in the planning, implementation, and evaluation of assigned program or service area.
2. Manage the tasks specific to the assignment as provided by immediate supervisor.
3. Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
4. Develop guides and other support materials needed by assigned programs or service area.
5. Develop or assist in the development of grants or proposals related to assignment.
6. Provide oversight to ensure successful implementation of activities.
7. Demonstrate initiative in the performance of assigned responsibilities.

##### Inter/Intra-Agency Communication and Delivery

1. Serve as liaison to outside agencies related to assigned programs or services.
2. Provide technical support and expertise to school and district personnel.
3. Exercise a service orientation when working with others.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.
6. Serve on district committees as assigned or appropriate.
7. Use effective, positive interpersonal communication skills.
8. Work closely with district and school staffs to support school improvement initiatives and processes.

**TEACHER, SPECIAL ASSIGNMENT (Continued)**

**Professional Growth and Improvement**

1. Maintain expertise in assigned areas to fulfill position goals and objectives.
2. Facilitate the development, implementation and evaluation of staff development activities for staff members.
3. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
4. Participate in cross-training activities as required.

**Systemic Functions**

1. Recommend improvements for policies or procedures related to assignment.
2. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
3. Follow federal and state laws, as well as School Board policies.
4. Represent the district in a positive and professional manner.
5. Demonstrate support for the school district and its goals and priorities.
6. Ensure adherence to good safety standards.
7. Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.
8. Perform other duties as assigned.

**Leadership and Strategic Orientation**

1. Participate in cooperative long-range planning with departments and schools.
2. Assist in implementing the district's goals and strategic commitment.
3. Exercise proactive leadership in promoting the vision and mission of the district.
4. Set high standards and expectations and promote professional growth for self and others.
5. Follow attendance, punctuality and other qualities of an appropriate work ethic.
6. Maintain confidentiality regarding school/workplace matters.
7. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.
8. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
9. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9014	51071	District MTSS Coordinator/ Child Find Specialist	Tanishia Barnhart



# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### TEACHER, EXCEPTIONAL STUDENT EDUCATION

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Valid Florida teacher certification in appropriate area.
3. ESE teachers who are teaching reading at a middle or high school will be required to add the reading endorsement to their certificate. The exception is for ESE middle and high school teachers who are teaching reading under a course number that begins with a 78 or 79, excluding Gifted.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and implement an Individual Education Plan (IEP). Knowledge of child development, both typical and atypical, and especially of characteristics of students with disabilities. Knowledge of the prescribed curriculum. Knowledge of current educational research relating to the education and training of children with disabilities. Basic understanding and knowledge of current technology. Skill in using varied teaching and communication methods to address student needs. Ability to communicate orally and in writing. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of the laws, policies and procedures relating to the education of students with handicapping conditions and of the adaptive devices, techniques, therapies, and medical procedures required.

#### REPORTS TO:

Principal or Assistant Principal

#### JOB GOAL

To provide a classroom experience in which each child will develop physically, emotionally, psychologically, and behaviorally.

#### SUPERVISES:

Paraprofessionals as assigned.

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

1. Establish short- and long-range goals based on student needs and district and state curriculum requirements.
2. Select, develop, modify, and/or adapt materials and resources which are developmentally appropriate, support defined learning objectives, and accommodate students' handicapping conditions.
3. Develop activities for parents to promote participation and involvement in classroom and at-home activities for their children.
4. Plan and coordinate work of paraprofessionals, volunteers, and parents to obtain maximum benefit from their efforts.
5. Assist in assessing changing curricular needs and plans for improvement.

##### Administrative/Management

1. Provide a classroom environment that is enriching, nurturing, and structured, yet flexible within limits.
2. Maintain a positive, organized and safe learning environment.
3. Manage time effectively.
4. Store and maintain orthopedic, classroom, and playground equipment efficiently and safely.
5. Instruct and supervise the work of volunteers and paraprofessionals when assigned.

## **TEACHER, EXCEPTIONAL STUDENT EDUCATION (Continued)**

6. Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
7. Use effective student behavior management techniques.
8. Assist in enforcement of school rules, administrative regulations and Board policies.
9. Use technology resources effectively.

### **Assessment/Evaluation**

1. Assess each child and write an appropriate Individual Education Plan (IEP) for each child annually.
2. Develop effective assessment strategies to assist the continuous development of students.
3. Collect, record and interpret data for diagnosis, instructional planning and program evaluation.
4. Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.

### **Intervention/Direct Services**

1. Provide differentiated learning experiences based on each student's IEP goals and present materials at the appropriate level for each student.
2. Provide individual and small group instruction to meet individual needs in self-care.
3. Provide daily hands-on activities to enable students to achieve goals included on their IEPs.
4. Arrange for doctor-ordered procedures for students such as administration of medication, tube feeding, and suctioning.
5. Provide for assisting students in daily living needs, such as toileting, feeding and personal hygiene.
6. Provide appropriate instructional accommodations and modifications for students with special needs.
7. Provide inclusion experiences as appropriate in other classrooms.
8. Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
9. Provide instruction on safety procedures and proper handling of materials and equipment.
10. Use appropriate materials, technology and resources to help meet learning needs of all students.

### **Collaboration**

1. Work as a team member with occupational, physical, and speech/language therapists and other professionals to implement recommendations for positioning, weight-bearing, brace wear and other adaptive devices and therapies necessary for optimal student development.
2. Communicate regularly with parents through conferences, home visits, phone calls, and notes home to help them follow their child's progress and understand the school program better.
3. Communicate effectively, both orally and in writing, with other professionals, students, parents and the community.
4. Collaborate with other professionals and parents after recognizing student distress or abuse.
5. Collaborate with general education teachers, mental health providers and behavior analysts in developing and implementing individualized educational plans for students.

### **Staff Development**

1. Assist others in acquiring skills and knowledge in a specific area of responsibility.
2. Engage in continuing improvement of professional skills and knowledge.
3. Develop and implement a Professional Development Plan annually in accordance with state and district requirements.

### **Professional Responsibilities**

1. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
2. Demonstrate attention to attendance and punctuality.
3. Prepare all required reports and maintain all appropriate records.
4. Maintain confidentiality of student and other professional information.
5. Comply with policies, procedures, and programs, and exercise appropriate professional judgment.
6. Support school improvement initiatives.
7. Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
8. Perform other duties as assigned.

**TEACHER, EXCEPTIONAL STUDENT EDUCATION (Continued)**

**PHYSICAL REQUIREMENTS:**

**Note: Physical Requirements for a teacher may be any of the following depending on the assignment.**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	52014	ESE Teacher	Jacquelyn Dupuis
0111	52014	ESE Teacher	Carlton Londeree
0021	51071	ESE Teacher	Jessica Cortes
0021	51071	ESE Teacher	Vacant

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SYSTEMS ANALYST

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Certification from a recognized computer technician program; or,
3. Minimum of five (5) years experience in technology equipment repair.
4. Technical training and/or experience in computer LAN/WAN Networking.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Technical skills in maintaining information regarding the maintenance and troubleshooting of hardware and software including networks. Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to establish and maintain effective working relationships with staff and vendors. Ability to diagnose and correct problems in hardware. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Director of Technical Support Services

#### JOB GOAL

To be responsible for the maintenance and operation of computer hardware and networking systems for the District.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Assist in the testing, installation and repair of computer systems and associated infrastructure and hardware.
2. Perform maintenance and updates on software programs.
3. Analyze, diagnose and repair cabling systems for networks and ITV system.
4. Administer, maintain and trouble-shoot local area networks, workstations, hardware.
5. Assist in procuring networking equipment.
6. Ensure that all networking hardware purchased meets District guidelines and standards.
7. Evaluate software for compatibility with network operating system.
8. Confer with vendors to resolve issues with network maintenance.
9. Assist with purchase, installation, and maintenance of communication systems.

##### Inter / Intra-agency Communication and Delivery

1. Communicate effectively with staff and administration.
2. Keep supervisor informed of potential problems or unusual events.
3. Respond to inquiries and concerns in a timely manner.

##### Employee Qualities / Responsibilities

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.

**SYSTEMS ANALYST (Continued)**

5. Maintain confidentiality regarding school matters.
6. Maintain positive relationships with staff.
7. Participate in workshops and training sessions as required.

**System Support**

1. Prepare all required reports and maintain all appropriate records.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the School District and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9009	65035	Systems Analyst	William Tellefsen

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### STAFFING SPECIALIST

#### QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Minimum of three (3) years teaching experience in one or more areas of Exceptional Education.
3. Valid Florida Teaching Certificate covering at least one area in Exceptional Education.
4. Ability to work cooperatively with individuals and groups.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development and management of instructional programs. Knowledge of statutory and regulatory requirements in exceptional student education. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to balance several job functions at one time and work under a heavy workload. Good interpersonal and communication skills.

#### REPORTS TO:

Assistant Superintendent, Teaching and Learning

#### JOB GOAL

To plan, facilitate, and implement the district's Exceptional Student Education (ESE) program objectives and activities and provide technical assistance to schools regarding federal, state, and district guidelines and procedures..

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Direct Services

1. Establish long and short range plans designed specifically to support the district Exceptional Education Plan.
2. Establish priorities and schedules for services and programs.
3. Participate in planning and developing programs and/or service to students.
4. Assist in preparing for changing curriculum and service needs.
5. Coordinate the provision of special services to exceptional students.
6. Prepare and maintain thorough and accurate records.
7. Review and approve Individual Education Plans (IEP), ESE referral packets, and staffing folders to assure completeness and accuracy.
8. Assure that parents have been appropriately informed of recommended assignment and their due process rights.
9. Assist in reviewing recommendations of evaluation specialists in determining students' eligibility for special programs.
10. Enter data in automated student information system for ESE students.
11. Serve as Alternate Assessment Coordinator.

## **STAFFING SPECIALIST (Continued)**

12. Serve as McKay scholarship contact, communicate with parents, and maintain records.
13. Serve on Response to Intervention (RTI) school committees, review recommendations, and take appropriate action based on the recommendations.
14. Explain eligibility criteria to parents and school personnel.
15. Participate in evaluation of the effectiveness of programs and services.
16. Assist with the educational assessment of students with learning problems.
17. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
18. Serve as designee for IEP conferences, eligibility and placement staffings, and reassignments of dismissal staffings.
19. Provide technical assistance to teachers, guidance counselors, and administrators on ESE procedures, programs and services, including information and interpretation of state, federal, and district guidelines, rules and laws.
20. Assist in recommending interventions strategies for ESE students upon request.
21. Assist teachers in the development/revisions/implementation of IEP plans for exceptional students.
22. Assist ESE teachers with curriculum, methods and techniques, and selection of appropriate materials and equipment.
23. Help ensure parent's understanding of decisions, procedures, and meetings affecting their children.
24. Interpret educational policies, programs, and procedures related to ESE.

### **Inter / Intra-agency Communication and Delivery**

1. Serve as a resource person to teachers in regard to developing and scheduling individualized educational plans for students.
2. Provide information and/or in-service to teachers, administrators, and other school staff.
3. Act on referrals from principals, guidance counselors, ESE teachers, Coordinator of ESE, or staffing committee when medical care, counseling or other community services are needed by the exceptional student.
4. Communicate effectively with public, co-workers, school personnel and administration.
5. Respond to inquires and concerns in a timely manner.
6. Keep supervisor informed of potential problems or unusual events.

### **Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain professional and high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality of student's records at all times.
5. Demonstrate effective consultative behaviors.
6. Maintain updated knowledge of both the federal, state, and district requirements regarding procedures, forms, protocol and technical aspects of Exceptional Student Education.
7. Conduct a personal assessment periodically to determine professional development and needs.
8. Demonstrate organizational skills by performing many tasks simultaneously.
9. Maintain positive relationships with co-workers, school personnel, parents and administration.
10. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
11. Complete assignments with little or no supervision.

### **System Support**

1. Assist schools and other departments as assigned.
2. Follow all School Board policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**STAFFING SPECIALIST (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9014	51076	District Staffing Specialist	Katrine Holton



# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SECRETARY, FACILITIES & TRANSPORTATION

#### QUALIFICATIONS:

1. High School Diploma or equivalent with business / clerical training.
2. Minimum of three (3) years successful secretarial experience.
3. Must be computer proficient and familiar with the operation of office equipment.
4. Operation of multi-channel communications network proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws and federal regulations, Florida Statutes and State Board rules applicable to school transportation. Working knowledge of basic office procedures and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence and accounting. Ability to utilize computer for word processing and other specific programs. Skills in verbal communication and proper radio procedures. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Skill in organization and time management. Ability to promote a harmonious atmosphere and smooth flow of business, to maintain confidentiality and to establish and maintain positive working relationships with others.

#### REPORTS TO:

Facilities & Transportation Specialist

#### JOB GOAL

To perform a variety of duties and functions requiring considerable knowledge of the responsibilities and jurisdiction of the department in an effort to promote overall efficiency District-wide.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Answer telephone inquiries relative to aspects of transportation routes, scheduling and operations.
2. Assist with the coordination of scheduling field trips and providing cost data for planning.
3. Compile payroll reports, prepare personnel action requests and maintain files.
4. Maintain employee training support files and driver's license reports.
5. Coordinate the collection and input of transportation (bus and student) data required for state reporting.
6. Tabulate, analyze, and monitor Florida Department of Education Student Transportation data reporting for required surveys.
7. Maintain student record data for audits.
8. Coordinate the physical requirements for drivers including purchase orders, contracts, scheduling appointments, and maintaining records.
9. Obtain substitutes for bus drivers and bus aides.
10. Maintain records of maintenance performed on buses and vehicles.
11. Assist with the purchasing process of new buses.
12. Enter data online to report accidents as required.

**SECRETARY, FACILITIES & TRANSPORTATION (Continued)**

13. Maintain calendar for scheduling appointments, interviews, deadlines and arrangements for meetings and department responsibilities as needed.
14. Maintain personnel records concerning employment, sick leave, annual leave, travel and other related areas.
15. Prepare payroll for all employees.
16. Maintain inventory, order, process and distribute supplies to custodial and maintenance staff.
17. Assist in bid process and prepare contracts.
18. Maintain maintenance records and files as required.

**Inter / Intra-agency Communication and Delivery**

1. Act as liaison between bus drivers, schools and district, communicating change of routine caused by crisis, road problems and student needs.
2. Assist with coordinating Emergency Drills for Severe Weather.
3. Distribute all incoming and outgoing mail.
4. Receive and route incoming calls.
5. Post notices of importance/interest to personnel.
6. Answer the telephone in a courteous and professional manner.
7. Communicate effectively with public, co-workers, school personnel and administration.
8. Respond to inquiries and concerns in a timely manner.
9. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Complete assignments with little or no supervision.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions as required.

**System Support**

1. Assume responsibility for routine/non-routine matters with minimum direction.
2. Perform data entry as necessary for FTE and ESE and other data tied to student funding.
3. Prepare all required reports and maintain all appropriate records.
4. Follow all School Board policies and procedures.
5. Exhibit the interpersonal skills necessary as an effective team member.
6. Demonstrate support for the school district and its goals and priorities.
7. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Center	Position Number	Position Title	Employee
9002	78091	Secretary, Transportation/Maintenance	Gwen Keys

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCIENCE COACH

#### QUALIFICATIONS:

1. Bachelor's degree required. Master's degree preferred.
2. Minimum of five (5) years of teaching experience.
3. Demonstrated science expertise and teaching experience.
4. Strong leadership and technology skills with successful experience in providing in-service training activities.
5. Florida elementary or secondary certification required.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school district science plan. Knowledge of science curricula. Knowledge of scientifically based science research programs and materials. Knowledge of current technology as it relates to science programs, materials and assessments. Knowledge of learning styles, instructional strategies and varied teaching methods. Knowledge of current trends, scientifically-based science research, and best practices related to science instruction. Ability to communicate orally and in writing with adults and students. Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement. Ability to plan, establish priorities, implement and conduct staff development activities for maximum effectiveness based on differentiated teacher needs.

#### REPORTS TO:

Principal and Assistant Superintendent of Teaching and Learning

#### JOB GOAL

To provide leadership and technical support to administration and staff in order to improve student achievement in science through the planning, development, and implementation of high quality science programs and services in the district, meeting all local, state, and federal requirements.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Create or select short- and long-range plans for the science program based on district and state curriculum requirements, student profiles and instructional priorities.
2. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
3. Identify, select and modify scientifically based science research materials to meet the needs of students with varying backgrounds, learning styles and special needs.
4. Assist in assessing changing curricular needs and plans for improvement based on research.
5. Monitor the collection, interpretation, and analysis of science assessment data.
6. Provide training for teachers related to science and data analysis.
7. Provide demonstration/modeling of lessons.
8. Coach and mentor teachers to ensure high quality implementation of researched based science programs.

## **SCIENCE COACH (Continued)**

### **Administrative/Management**

1. Use time effectively and efficiently.
2. Manage materials and equipment effectively.
3. Use effective interaction management techniques.
4. Enforce school rules, administrative regulations and Board policies.
5. Establish and maintain effective and efficient record keeping procedures.
6. Use technology resources effectively.
7. Assist the school in the compilation of data to evaluate effectiveness of science programs and assist in identifying appropriate strategies.
8. Coordinate and monitor the work of volunteers and educational paraprofessionals when assigned.

### **Assessment/Evaluation**

1. Develop and use district assessment strategies to assist the continuous development of students.
2. Coordinate the administration of district science assessments.
3. Interpret data (including but not limited to state required, standardized, and other test results) for screening, diagnosis, instructional planning, progress monitoring, and program evaluation.
4. Communicate, in understandable terms, individual student progress to professional colleagues who need access to the information.

### **Intervention/Direct Services**

1. Work with and support the classroom teacher in providing a balanced science program.
2. Assist in implementing and monitoring of the science curriculum.
3. Assist in science curriculum revision and development based on analyzed data for effectiveness.
4. Assist with the selection of appropriate research based science resources related to identified needs at the school site.
5. Demonstrate knowledge and understanding of subject matter.
6. Make presentations and model instructional strategies for staff.
7. Communicate high learning expectations for all students.
8. Apply principles of learning and effective teaching in instructional delivery.
9. Use a variety of instructional strategies, appropriate for teaching students from diverse backgrounds with different learning styles and special needs, that enhance the application of critical, creative and evaluative thinking capabilities.
10. Use appropriate material, technology, and other resources to help meet learning needs of all students and discard those that have been found ineffective.

### **Collaboration**

1. Facilitate collaboration among teachers and grade levels at school.
2. Work closely with district staff to assist in the development and delivery of training.
3. Enlist the support of the School Advisory Committee, business partners, volunteers and other groups for the sciences initiative.
4. Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
5. Collaborate with peers and other professionals to enhance student learning.
6. Collaborate with school staff regarding trends in science education.

### **Staff Development**

1. Engage in a continuing improvement of professional skills and knowledge.
2. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
3. Coach teachers in the latest techniques for preventing and remediating science problems.
4. Model effective teaching strategies and techniques.
5. Assist teachers with instructional strategies to improve science.
6. Present and coordinate staff development activities to assist teachers in helping students improve sciences skills.
7. Identify professional materials related to science.

**SCIENCE COACH (Continued)**

**Professional Responsibilities**

1. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
2. Demonstrate attention to punctuality and regular attendance.
3. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
4. Maintain confidentiality of student and other professional information.
5. Comply with policies, procedures and programs.
6. Exercise appropriate professional judgment.
7. Support school improvement initiatives.
8. Ensure that student growth/performance in science is continuous and appropriate for age group and/or student program classification.
9. Perform other tasks or duties as assigned.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9011	51071	Science Coach	Forrest Massey

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL SECRETARY II

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years related progressively responsible experience.
3. Experience with word processing and other software programs.
4. Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressful situations.

#### REPORTS TO:

Principal

#### JOB GOAL

To assure the smooth and efficient operation of the high school office so there will be a maximum positive impact on the students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Perform a variety of administrative support duties for the high school principal.
2. Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
3. Perform office routines and practices associated with a busy, productive and smoothly-run office.
4. Assist the school bookkeeper by receiving monies, maintaining various accounts, preparing of requisitions and financial reports.
5. Obtain substitute teachers.
6. Maintain school records and files.
7. Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and school activities as directed by supervisor.
8. Assist with payroll reports, prepare personnel action requests and maintain files.
9. Coordinate telephone/receptionist coverage.
10. Maintain lesson plan files.
11. Assist with graduation—orders of diplomas, program, gowns, etc.
12. Assist with textbook payments.
13. Arrange for teachers/administrator use of county vehicles.
14. Manage leave forms.
15. Arrange bus requests for field trips.

**SCHOOL SECRETARY II (Continued)**

**Inter / Intra-agency Communication and Delivery**

1. Answer the telephone in a courteous and professional manner.
2. Distribute all incoming and outgoing mail.
3. Receive and route incoming calls.
4. Answer inquiries and compose routine correspondence independently.
5. Post notices of importance/interest to school personnel, students and public.
6. Communicate effectively with students, parents, staff and administration.
7. Respond to inquiries and concerns in a timely manner.
8. Maintain emergency information on staff as required.
9. Work with nurse to maintain student emergency information.
10. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Carry out assignments to completion with little or no supervision.
2. Maintain a courteous and professional manner.
3. Model and maintain high ethical standards.
4. Maintain confidentiality.
5. Use positive, effective interpersonal communication skills.
6. Adhere to high standards of punctuality, regular attendance and appropriate dress.
7. Participate in workshops and training to update skills.

**System Support**

1. Coordinate the clerical work of the administrative office of the school as directed by the Principal.
2. Provide clerical service for the staff as directed by the Principal.
3. Prepare all required reports and maintain all appropriate records.
4. Follow all School Board policies and procedures.
5. Exhibit the interpersonal skills necessary as an effective team member.
6. Demonstrate support for the goals and priorities of the school district and school.
7. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0021	73091	School Secretary II	Jamie Price

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL SECRETARY I

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years related progressively responsible experience.
3. Knowledge of word processing and other software programs.
4. Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Knowledge of the operation and programs of the school system. Extensive knowledge of the operation and programs of the school. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressful situations.

#### REPORTS TO:

Principal

#### JOB GOAL

To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
2. Perform office routines and practices associated with a busy, productive and smoothly-run office.
3. Obtain substitute teachers.
4. Maintain school records and files.
5. Input personnel data into the computer as required.
6. Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and school activities as directed by supervisor.
7. Prepare personnel action requests, leave forms, and maintain files.
8. Supervise students on an as needed basis.
9. Assist with registering new students.
10. Arrange administrative transportation requests through the district office.

##### Inter / Intra-agency Communication and Delivery

1. Answer the telephone in a courteous and professional manner.
2. Distribute all incoming and outgoing mail.
3. Receive and route incoming calls.
4. Post notices of importance/interest to school personnel, students and public.
5. Communicate effectively with students, parents, staff and administration.
6. Respond to inquiries and concerns in a timely manner.



**SCHOOL SECRETARY I (Continued)**

7. Maintain emergency information on students and staff as required.
8. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Complete assignments with little or no supervision.
2. Maintain a courteous and professional manner.
3. Maintain confidentiality.
4. Model and maintain high ethical standards.
5. Use positive, effective interpersonal communication skills.
6. Adhere to high standards of punctuality, regular attendance and appropriate dress.
7. Participate in workshops and training to update skills.

**System Support**

1. Coordinate the clerical work of the administrative office of the school as directed by the Principal.
2. Provide clerical service for the staff as directed by the Principal.
3. Prepare all required reports and maintain all appropriate records.
4. Follow all School Board policies and procedures.
5. Exhibit the interpersonal skills necessary as an effective team member.
6. Demonstrate support for the school district and its goals and priorities.
7. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	73091	School Secretary I	Nicky Seaton

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL RESOURCE OFFICER

#### QUALIFICATIONS:

1. Currently employed law enforcement officer.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interact with students from a variety of cultural and economic backgrounds. Knowledge of community and juvenile justice agencies. Knowledge of federal and state laws and district policies regarding student procedures, rules, regulations and laws. Ability to organize and conduct meetings to provide conflict resolutions and to plan and disseminate information. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to counsel and assist students, parents and school personnel in the resolution of student problems as appropriate.

#### REPORTS TO:

High School Principal and Sheriff

#### JOB GOAL

To serve as a full time liaison between the school and law enforcement to prevent delinquency and increase understanding of the legal and judicial system.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Provide law enforcement resource assistance to school personnel, parents and students.
2. Present information to students on various crime prevention subjects.
3. Identify and counsel selected students in an effort to divert youth from the juvenile justice system.
4. Assist in providing substance abuse education to students.
5. Assist students, parents and educators in developing a better understanding of the role of the law enforcement officer and create a more positive concept of the legal and judicial system.

##### Inter / Intra-agency Communication and Delivery

1. Interact appropriately and effectively with students, staff and parents.
2. Refer students, as appropriate, to social service personnel in the school system or other agencies in the community.
3. Work with students, parents and the school to resolve conflict.
4. Serve as a liaison between law enforcement and the school.
5. Maintain a high level of visibility on campus and at school functions.
6. Keep the Principal informed of potential problems or unusual events.

##### Professional Growth and Improvement

1. Assist school personnel in understanding the School Resource Officer program and the role of the law enforcement officer in our community/society.
2. Attend in-service and training activities to update knowledge and skills.

**SCHOOL RESOURCE OFFICER (Continued)**

**Systemic Functions**

1. Maintain confidentiality of student data and other school related information.
2. Prepare all required reports and maintain all appropriate records.
3. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
4. Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

1. Assist in evaluating the School Resource Officer program and services and make recommendations for improvement.
2. Model and maintain high standards of professional conduct.
3. Demonstrate initiative in recognizing problems, needs or potential for improvement and take appropriate action.
4. Provide leadership in working with others to accomplish tasks.
5. Facilitate problem solving by individuals or groups.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	61021	School Resource Officer	Richard Colson
0111	61021	School Resource Officer	Michael Orphee
0111	61021	School Resource Officer	Brent Parramore
0111	61021	School Resource Officer	Mack Norton

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL FOOD SERVICE WORKER

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Good physical health.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to operate food service equipment. Ability to work harmoniously with school staff, students and fellow workers and provide friendly food service to participants. Ability to understand and follow written and verbal instructions and demonstrate skill in cleanup and serving food. Ability to work at a fast pace and to stand for long periods of time.

#### REPORTS TO:

School Food Service Manager/Food Service Specialist

#### JOB GOAL

To perform routine manual work necessary for preparation and serving of nutritious and attractive meals in accordance with federal, state and local regulations.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Be responsible for performance of duties assigned by the Manager.
2. Be responsible for preparation and serving of food and cleaning duties assigned by the Manager.
3. Assist with receiving and storing food and other supplies.
4. Serve in any capacity which may be necessary.
5. Take proper care of equipment and facilities.
6. Demonstrate proper health and sanitation practices.
7. Serve on cafeteria line as assigned.

##### Inter / Intra-agency Communication and Delivery

1. Communicate well with Manager.
2. Communicate effectively with students, staff and administration.
3. Observe all safety rules and report any accident to the Manager.

##### Employee Qualities / Responsibilities

1. Participate in ongoing inservice programs.
2. Work independently or as a team member.
3. Work cooperatively with other workers.
4. Display a pleasant attitude toward students.
5. Report to work punctually and regularly.
6. Follow all school and food service policies.
7. Follow attendance, punctuality and proper dress rules.

**SCHOOL FOOD SERVICE WORKER (Continued)**

**System Support**

1. Represent the School Board in a positive manner.
2. Keep records as specified by the Manager.
3. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9006	76023	School Food Service Worker	Mary Singleton
9006	76023	School Food Service Worker	Annette Holland
9006	76023	School Food Service Worker	Ronald James
9006	76023	School Food Service Worker	Yesenia Rosas
9006	76013	School Food Service Worker	Inita Frazier
9006	76013	School Food Service Worker	Eloise Washington
9020	76030	Substitute School Food Service Worker	Jacquelyn Abbot
9020	76030	Substitute School Food Service Worker	Brenda Guerrero
9020	76030	Substitute School Food Service Worker	Mallory Mims

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL FOOD SERVICE MANAGER

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Three (3) years experience as School Food Service Worker or related work.
3. Completion of all required School Food Service courses and other requirements established by departmental regulations.
4. Comparable amount of training and experience may be substituted for minimum requirements with School Board approval in individual circumstances.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of quantity food preparation. Knowledge of use of a wide variety of food service equipment. Extensive knowledge of planning, preparation and service of a large variety of foods. Knowledge of health, safety and sanitary practices in the food service operation. Ability to train and supervise food service personnel. Ability to maintain effective working relationships. Considerable knowledge of nutrition and food value. Ability to work at a fast pace. Basic English, accounting and computer skills. Ability to requisition food and supplies and maintain an inventory.

#### REPORTS TO:

Food Service Specialist

#### JOB GOAL

To administer the Food Service Program at the school level in an efficient and effective manner to meet nutritional needs and program acceptability for students and staff in accordance with federal, state and local requirements.

#### SUPERVISES:

School Food Service Worker  
School Food Service Student Worker  
School Food Service Substitute

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Manage the entire school meal service operation to ensure compliance with federal, state and local regulations.
2. Supervise and evaluate school food service personnel jointly with the Food Service Specialist.
3. Prepare work schedules and specific duties for school food service personnel.
4. Assume responsibility for accurate meal counts, cash collections and deposits.
5. Maintain records and submit reports as required.
6. Supervise all food and non-food orders from district and outside vendors.
7. Maintain accurate inventory of food and non-food items.
8. Maintain high standards of safety, security and sanitation.
9. Exercise managerial skills to control food, labor and non-labor costs.
10. Requisition needed repair and maintenance work.
11. Recommend the purchase of equipment.
12. Prepare and serve high quality, nutritional and attractive meals.

**SCHOOL FOOD SERVICE MANAGER (Continued)**

13. Assist the Food Service Specialist with employment, re-employment, transfers and resignations.
14. Cooperate with school, parents and physicians on meeting special dietary needs of children.
15. Assume duties of absentee school food service employees as necessary.
16. Supervise the operation and care of equipment.
17. Work with Principal and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.

**Inter / Intra-agency Communication and Delivery**

1. Interact appropriately with students, parents and school personnel.
2. Communicate well with co-workers, school personnel and the Principal.
3. Cooperate with community organizations utilizing lunchroom facilities.
4. Report any accidents to the Food Service Specialist.

**Employee Qualities / Responsibilities**

1. Work as a team leader.
2. Report to work punctually and regularly.
3. Display an appropriate work ethic.
4. Follow all school and food service policies and guidelines.
5. Continue to improve knowledge and competence relative to position.

**System Support**

1. Prepare all required reports and maintain all appropriate records.
2. Provide ongoing in service training for food service personnel.
3. Maintain a positive relationship with outside vendors.
4. Represent the School Board in an appropriate manner.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9006	76013	School Food Service Manager	Tammy Bowling
9006	76013	School Food Service Manager	Jackie Johnson

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL BOOKKEEPER II

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years experience as a bookkeeper or accounting clerk.
3. Word Processing and other software experience.
4. Computer and peripheral skills.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of personal computers. Skill in the use of office equipment. Knowledge of rules and regulations controlling budgetary, internal record keeping activities and contract procedures. Ability to work independently and carry out assignments to completion. Ability to organize and prioritize. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships with other employees.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide responsible, independent bookkeeping procedures in maintaining all accounting records of the assigned school.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Perform bookkeeping functions of internal accounts, school budget, and accounts payable.
2. Prepare, process and follow up on all purchase orders as authorized.
3. Assist with receiving and distributing merchandise resulting from purchase orders.
4. Receive and disburse monies from various accounts within the school's internal accounts and maintain appropriate documentation.
5. Prepare, process and record all bank deposits and withdrawals.
6. Prepare school payroll as required.
7. Prepare appropriate materials and items for athletic events and/or other school activities as required.
8. Prepare and submit budget adjustments and amendments as needed.
9. Report injuries of staff (Worker's Comp claims).
10. Manage facility use.
11. Serve as communication equipment contact.
12. Serve as "Keeper of the Keys."
13. Perform receptionist/secretary duties on an as needed basis.
14. Complete other office duties as assigned.
15. Assist other office personnel with tasks as needed.



**SCHOOL BOOKKEEPER II (Continued)**

**Inter / Intra-agency Communication and Delivery**

1. Communicate effectively with students, staff, parents, community, and vendors.
2. Keep supervisor informed of potential problems or unusual events.
3. Respond to inquiries and concerns in a timely manner.
4. Work closely with staff to ensure accurate and timely handling of district and internal accounts.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality regarding school matters.
6. Maintain positive relationships with students, parents, staff and vendors.
7. Participate in workshops and training sessions as required.

**System Support**

1. Compile data and prepare reports as necessary throughout the fiscal year.
2. Maintain all appropriate records needed for auditing purposes and provide assistance to auditors as needed.
3. Follow all School Board policies and procedures.
4. Exhibit interpersonal skills to work as an effective team member.
5. Demonstrate support for the school district and its goals and objectives.
6. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0021	73097	School Bookkeeper II	Stephanie Roberts

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### SCHOOL BOOKKEEPER I

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of two (2) years experience as a bookkeeper or accounting clerk.
3. Computer skills with word processing and other software experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of office equipment. Knowledge of rules and regulations controlling budgetary, internal record keeping activities and contract procedures. Ability to work independently and carry out assignments to completion. Ability to organize and prioritize. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships with other employees.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide responsible, independent bookkeeping procedures in maintaining all accounting records of the assigned school.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Perform bookkeeping functions of internal accounts and accounts payable.
2. Receive and disburse monies from various accounts within the school's internal accounts and maintain appropriate documentation.
3. Prepare, process and follow up on all purchase orders as authorized.
4. Receive and distribute merchandise resulting from purchase orders.
5. Prepare, process and record all bank deposits and withdrawals.
6. Prepare school payroll as required.
7. Prepare appropriate materials and items for athletic events and/or other school activities as required.
8. Prepare payroll including managing employee attendance records.
9. Process worker's compensation information at the school level.
10. Serve as "Keeper of the Keys."
11. Assist with parents and students as needed.
12. Order office supplies and request maintenance on all electronic equipment.
13. Maintain the stamp machine.
14. Distribute supplies/orders to staff.
15. Serve as the receptionist/secretary as needed.
16. Produce documents and assist with distribution of these as needed.
17. Complete other office duties as assigned.
18. Assist other office personnel with tasks as needed.

**SCHOOL BOOKKEEPER I (Continued)**

**Inter / Intra-agency Communication and Delivery**

1. Communicate effectively with students, parents, community, staff and vendors.
2. Keep supervisor informed of potential problems or unusual events.
3. Respond to inquiries and concerns in a timely manner.
4. Work closely with staff to ensure accurate and timely handling of district and internal accounts.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality regarding school matters.
6. Participate in workshops and training sessions as required.

**System Support**

1. Compile data and prepare reports as necessary throughout the fiscal year.
2. Maintain all appropriate records needed for auditing purposes and provide assistance to auditors as needed.
3. Follow all School Board policies and procedures.
4. Exhibit interpersonal skills to work as an effective team member.
5. Demonstrate support for the school district and its goals and objectives.
6. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	73097	School Bookkeeper I	Rachel Embleton

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### RECEPTIONIST/SECRETARY

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Reasonable degree of proficiency in bookkeeping, computer skills, typing and filing.
3. Two (2) years successful receptionist/clerical experience preferred.
4. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Good oral and written communication skills. Effective use of business math. Ability to perform responsible secretarial duties. Knowledge of grammar, spelling and business correspondence. Broad knowledge of the organization, operation and goals of the workplace. Knowledge and use of computer software, office equipment, office practices and procedures. Ability to absorb and apply knowledge of organizational rules, regulations, procedures, functions and personnel and to deal with non-routine matters with a minimum of instruction. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality and to establish and maintain positive working relationships with others.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To facilitate the smooth, orderly and efficient operation of the workplace by performing both specialized and routine receptionist / secretarial assignments.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Serve as office receptionist.
2. Operate the telephone system (relay incoming, outgoing and interoffice calls).
3. Greet all visitors courteously, determine their needs, check appointments and direct persons to proper person/location.
4. Answer questions of callers according to policy, take messages for staff members and locate authorized personnel.
5. Perform clerical duties required by activities and functions of the workplace, including preparing and sending correspondence, receiving and routing incoming/outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
6. Prepare materials for dissemination to schools, district staff, parents and the community.
7. Oversee the operation and maintenance of office equipment, reporting malfunctions for necessary repairs.

**RECEPTIONIST/SECRETARY (Continued)**

8. Maintain and/or process leave forms in an alphabetical or chronological system.
9. Prepare payroll as required.
10. Order office supplies.
11. Arrange and coordinate facilities usage for meetings and conferences.
12. Collect insurance premiums from retirees.
13. Oversee the keeping and distribution, as directed by supervisor, of extra keys to facilities as requested by employees.
14. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
15. Perform additional duties specific to the district office.

**Inter / Intra-agency Communication and Delivery**

1. Sort and distribute mail and other memoranda.
2. Assist public by answering routine questions, scheduling appointments and completing forms.
3. Answer the telephone in a courteous and professional manner.
4. Answer inquiries about the school district, forwarding to the appropriate personnel.
5. Communicate effectively with the public, co-workers and administration.
6. Respond to inquiries and concerns in a timely manner.
7. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Maintain positive relationships with co-workers, school personnel, parents and administration.
6. Participate in workshops and training sessions as required.

**System Support**

1. Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
2. Perform data entry as necessary.
3. Prepare all required reports and maintain all appropriate records.
4. Follow all School Board policies and procedures.
5. Exhibit the interpersonal skills necessary as an effective team member.
6. Demonstrate support for the school district and its goals and priorities.
7. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	72095	Receptionist	Gwen Halpin

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### READING COACH

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Three (3) years successful teaching experience.
3. Experience teaching reading.
4. Experience in presenting educational training programs, especially in teaching reading.
5. Valid Florida teacher certification.
6. K-12 reading certification or endorsement preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school district reading plan. Knowledge of reading curricula. Knowledge of scientifically based reading research programs and materials. Knowledge of current technology as it relates to reading programs, materials and assessments. Knowledge of learning styles, instructional strategies and varied teaching methods. Knowledge of current trends, scientifically-based reading research, and best practices related to reading instruction. Ability to communicate orally and in writing with adults and students. Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement. Ability to plan, establish priorities, implement and conduct staff development activities for maximum effectiveness based on differentiated teacher needs.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide leadership and technical support to administration and staff in order to improve student achievement in reading through the planning, development, and implementation of high-quality reading programs and services in the district meeting all local, state, and federal requirements.

SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Create or select short- and long-range plans for the reading program based on district and state curriculum requirements, student profiles and instructional priorities.
2. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
3. Identify, select and modify scientifically based reading research materials to meet the needs of students with varying backgrounds, learning styles and special needs.
4. Assist in assessing changing curricular needs and plans for improvement based on research.
5. Monitor the collection, interpretation, and analysis of reading assessment data.
6. Provide training for teachers related to math and data analysis.
7. Provide demonstration/model of lessons.
8. Coach and mentor teachers to ensure high quality implementation of researched based reading programs.

##### Administrative/Management

1. Use time effectively and efficiently.
2. Manage materials and equipment effectively.
3. Use effective interaction management techniques.
4. Enforce school rules, administrative regulations and Board policies.

## **READING COACH (Continued)**

5. Establish and maintain effective and efficient record keeping procedures.
6. Use technology resources effectively.
7. Assist the school in the compilation of data to evaluate effectiveness of reading programs and assist in identifying appropriate strategies.
8. Coordinate and monitor the work of volunteers and educational paraprofessionals when assigned.

### **Assessment/Evaluation**

1. Develop and use district assessment strategies to assist the continuous development of students.
2. Coordinate the administration of district reading assessments.
3. Interpret data (including but not limited to state required, standardized, and other test results) for screening, diagnosis, instructional planning, progress monitoring, and program evaluation.
4. Communicate, in understandable terms, individual student progress to professional colleagues who need access to the information.

### **Intervention/Direct Services**

1. Work with and support the classroom teacher in providing a balanced reading program.
2. Assist in implementing and monitoring of the reading curriculum.
3. Assist in reading curriculum revision and development based on analyzed data for effectiveness.
4. Assist with the selection of appropriate research based reading resources related to identified needs at the school site.
5. Demonstrate knowledge and understanding of subject matter.
6. Make presentations and model instructional strategies for staff.
7. Communicate high learning expectations for all students.
8. Apply principles of learning and effective teaching in instructional delivery.
9. Use a variety of instructional strategies, appropriate for teaching students from diverse backgrounds with different learning styles and special needs, that enhance the application of critical, creative and evaluative thinking capabilities.
10. Use appropriate material, technology, and other resources to help meet learning needs of all students and discard those that have been found ineffective.

### **Collaboration**

1. Facilitate collaboration among teachers and grade levels at school.
2. Work closely with district staff to assist in the development and delivery of training.
3. Enlist the support of the School Advisory Committee, business partners, volunteers and other groups for the reading initiative.
4. Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
5. Collaborate with peers and other professionals to enhance student learning.
6. Collaborate with school staff regarding trends in reading education.

### **Staff Development**

1. Engage in a continuing improvement of professional skills and knowledge.
2. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
3. Coach teachers in the latest techniques for preventing and remediating reading problems.
4. Model effective teaching strategies and techniques.
5. Assist teachers with instructional strategies to improve reading.
6. Present and coordinate staff development activities to assist teachers in helping students improve reading skills.
7. Identify professional materials related to reading.

### **Professional Responsibilities**

1. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
2. Demonstrate attention to punctuality and regular attendance.
3. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
4. Maintain confidentiality of student and other professional information.
5. Comply with policies, procedures and programs.
6. Exercise appropriate professional judgment.
7. Support school improvement initiatives.

**READING COACH (Continued)**

8. Ensure that student growth/performance in reading is continuous and appropriate for age group and/or student program classification.
9. Comply with all requirements of the Just Read, Florida! reading coach model.
10. Perform other tasks or duties as assigned.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	64021	Reading Coach	Vacant
0021	64022 – Middle 64023 – High	Reading Coach	Pamela Mills



# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### PRINCIPAL, HIGH SCHOOL

#### QUALIFICATIONS:

1. Master's Degree from an accredited institution in Educational Leadership, Administration or Administration and Supervision.
2. Certification as School Principal by the state of Florida.
3. Minimum of three (3) years successful teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, regulations and policies governing education. Knowledge of curriculum and instructional programs and practices for appropriate level. Knowledge of budgetary and supervisory responsibilities. Knowledge of athletics/scheduling and supervision. Ability to communicate effectively, orally and in writing. Ability to work with people in a positive, effective manner. Ability to use effective public speaking skills, interaction skills and problem-solving skills. Ability to analyze and use data. Ability to organize, prioritize and manage time effectively. Ability to prepare and manage budget and allocate resources. In-depth understanding of teaching and learning research, theory and best practices. Understanding of curriculum development, program planning, and management of instructional programs. Knowledge of current research on school improvement and student achievement. Knowledge of national, state and district educational goals and standards. Knowledge of Next Generation Sunshine State Standards. Knowledge of effective schools concepts and principles. Knowledge of child development. Knowledge of principles and processes of continuous quality improvement in education. Knowledge of statutory and regulatory requirements of instructional programs and school operations. Knowledge of human resources processes and best practices. Ability to plan and present information to the public. Good interpersonal and communication skills. Ability to effectively interview, select, supervise and evaluate personnel. Ability to represent the district.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide the leadership and vision necessary to develop and administer programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

#### SUPERVISES:

Instruction, Support, Administrative, and Service personnel at assigned school.

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Provide leadership for the development, implementation and assessment of the instructional program at the assigned school.
2. Use current research, performance data and feedback from students, teachers, parents and community to make decisions related to improvement of instruction and student performance.
3. Provide leadership in the school improvement process and the implementation of the School Improvement Plan.

## **PRINCIPAL, HIGH SCHOOL (Continued)**

4. Promote high student achievement.
5. Coordinate with district instructional staff in program planning.
6. Align school initiatives with district, state and school goals.
7. Establish and coordinate procedures for student, teacher, parent and community evaluation of curriculum.
8. Coordinate the development of the master schedule and assign teachers according to identified needs.
9. Facilitate the coordination and articulation of curriculum within the school and within the feeder system.
10. Establish and coordinate procedures for a viable testing program at the school

### **Personnel Action Services**

1. Interview and select qualified personnel to be recommended for employment.
2. Conduct performance appraisals and make reappointment recommendations for school personnel.
3. Facilitate personnel development through individual professional development plans, training, inservice and other developmental activities linked to student achievement and assess the results as related to expectations of improved student performance.
4. Implement and administer negotiated employee contracts at the school site.
5. Assign and supervise school personnel to special projects for the enhancement of the school.
6. Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.

### **School Operations/Delivery System**

1. Manage the operation and all activities and functions which occur at the assigned school.
2. Develop positive school/community relations and act as liaison between the school and community.
3. Access, analyze, interpret and use data in decision-making.
4. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
5. Participate in developing the district strategic plan, district school calendar, district staffing plan and manpower plans. Manage and administer school functions relating to these items.
6. Identify long- and short-range facility needs at the assigned school.
7. Coordinate facility and support service requirements.
8. Coordinate plant safety and facility inspections at the assigned school.
9. Coordinate all maintenance functions at the assigned school.
10. Coordinate and supervise transportation services at the assigned school.
11. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
12. Establish and manage student accounting and attendance procedures at the assigned school.
13. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
14. Direct the establishment of adequate property inventory records and ensure the security of school property.
15. Implement School Board policy, state statutes and federal regulations as they pertain to the assigned school.
16. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
17. Use effective interpersonal communication skills.
18. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.

### **Student Support Services**

1. Establish procedures to be used in the event of school crises and/or civil disobedience and provide leadership in the event of such happenings.
2. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
3. Coordinate the supervision of all extracurricular programs at the assigned schools.
4. Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities and maintain a calendar of all school events.
5. Maintain visibility and accessibility on the school campus.
6. Attend school-related activities and events.
7. Supervise guidance functions provided by the school.
8. Interact with government and service agencies relative to student welfare.

## **PRINCIPAL, HIGH SCHOOL (Continued)**

### **Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

### **Personal/Professional Employee Qualities / Responsibilities**

1. Provide training opportunities and feedback to personnel at the assigned school, develop individual professional development plans for instructional staff and self linked to student achievement, provide training opportunities, and assess the effects of training on student achievement.
2. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
3. Maintain and model high standards of professional conduct.
4. Demonstrate initiative in recognizing needs or potential for improvement and provide leadership in pursuing them.
5. Interact with students, staff, parents and community in an appropriate and professional manner.
6. Demonstrate understanding of and support for the vision, mission, goals and priorities of the school.
7. Communicate effectively both orally and in writing with parents, students, teachers and the community.
8. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.

### **Leadership**

1. Establish a vision and mission for the school in collaboration with stakeholders.
2. Set high goals and standards for self, others and organization.
3. Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.
4. Delegate responsibilities to appropriate staff members.
5. Establish procedures to monitor processes, activities and responsibilities and respond to feedback.
6. Demonstrate readiness and confidence to make or share decisions in a timely fashion.
7. Prioritize time and strategic initiatives to focus and increase impact as a leader.
8. Define strategic direction, promote systems thinking and build a compelling and engaging picture of the future.
9. Communicate with and lead employees to understand how strategies impact them.
10. Create the environment that will sustain leadership and promote state, local and national educational initiatives.

### **System Support**

1. Establish and maintain a positive collaborative relationship with students' families to increase student achievement.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Serve on the Superintendent's Leadership Team.
6. Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**PRINCIPAL, HIGH SCHOOL (Continued)**

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0021	73002 – Middle/Jr High 73003 – Senior High	Principal	Elijah Key (Interim)
6016	73003	Principal	Nancy Whitty

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### PRINCIPAL, ELEMENTARY SCHOOL

#### QUALIFICATIONS:

1. Master's Degree from an accredited institution in Educational Leadership, Administration or Administration and Supervision.
2. Certification as School Principal by the state of Florida.
3. Minimum of three (3) years successful teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, regulations and policies governing education. Knowledge of curriculum and instructional programs and practices for appropriate level. Knowledge of budgetary and supervisory responsibilities. Knowledge of scheduling, after school programs, and supervision. Ability to communicate effectively, orally and in writing. Ability to work with people in a collaborative, effective manner. Ability to use effective public speaking skills, interaction skills and problem-solving skills. Ability to analyze and use data (data driven decision making). Ability to use performance measurement instruments effectively. Ability to use technology to communicate, monitor, share, and analyze information. Ability to organize, prioritize and manage time effectively. Ability to prepare and manage budget and allocate resources. In-depth understanding of teaching and learning research, theory and best practices. Understanding of curriculum development, program planning, and management of instructional programs. Knowledge of current research on school improvement and student achievement.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide the visionary leadership necessary to develop and implement educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment that is conducive to learning.

#### SUPERVISES:

Instruction, Support, Administrative, and Service personnel at assigned school.

#### PERFORMANCE RESPONSIBILITIES:

##### Instructional Leadership/Development

1. Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school, consistent with the district's goals and priorities.
2. Provide leadership in the school improvement process, involvement with the SAC Committee, development and implementation of the School Improvement Plan.
3. Use current research, performance data, and feedback from students, teachers, parents, community, and Department of Education to make decisions related to improvement of instruction and student performance.
4. Collaborate with school and district personnel to plan and implement district initiatives.
5. Facilitate the coordination and articulation of curriculum within the school and within the feeder system.
6. Lead the selection and acquisition of instructional materials and equipment.
7. Lead the administration of the testing program for the school.

## **PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

8. Promote high student achievement.
9. Align school initiatives with district, state, federal, and school goals.
10. Utilize resources that lead to learning gains based on data driven decision-making.
11. Coordinate the development of the master schedule and assign teachers according to identified needs.
12. Facilitate the articulation of curriculum within the school, as well as between the school and the district feeder system.

### **Personnel Action Services**

1. Interview and select qualified personnel to be recommended for employment.
2. Demonstrate ability to effectively and fairly use performance measurement instruments.
3. Conduct performance appraisals and make reappointment recommendations for school personnel.
4. Facilitate personnel development through individual professional development plans, training, in-service and other developmental activities linked to student achievement and assess the results as related to expectations of improved student performance.
5. Implement and administer negotiated employee contracts at the school site.
6. Assign and supervise school personnel to specific duties for the enhancement of the school.
7. Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.

### **School Operations/Delivery Systems**

1. Manage the operation and all activities and functions which occur at the assigned school.
2. Develop collaborative school/community relations and act as liaison between the school and community.
3. Access, analyze, interpret and use data in decision-making.
4. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
5. Participate in developing the district strategic plan, district school calendar, and district staffing plan. Manage and administer school functions relating to these items.
6. Identify long- and short-range facility needs at the assigned school.
7. Coordinate facility and support service requirements, plant safety and facility inspections, and all maintenance functions at the assigned school.
8. Coordinate and supervise transportation services at the assigned school.
9. Manage and supervise the school's financial resources and internal accounts.
10. Establish and manage student accounting and attendance procedures at the assigned school.
11. Coordinate collection of lunch applications.
12. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
13. Direct the establishment of adequate property inventory records and ensure the security of school property.
14. Implement School Board policy, state statutes and federal regulations as they pertain to the assigned school.
15. Supervise and monitor the accurate and timely completion of data collection and reporting requirements ensuring that the data reported meets all local, state, and federal funding and program requirements.
16. Use effective interpersonal communication skills.
17. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.

### **Student Support Services**

1. Establish procedures to be used in the event of school crises and/or civil disobedience and provide leadership in the event of such happenings.
2. Coordinate the supervision of all extracurricular programs at the assigned schools.
3. Serve as contact for after school programs.
4. Maintain visibility and accessibility on the school campus.
5. Attend school-related activities and events.
6. Supervise guidance functions provided by the school.
7. Interact with government and service agencies relative to student welfare.

## **PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

### **Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

### **Personal/Professional Employee Qualities / Responsibilities**

1. Provide training opportunities and feedback to personnel at the assigned school, develop individual professional development plans for instructional staff and self linked to student achievement, provide training opportunities, and assess the effects of training on student achievement.
2. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
3. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
4. Maintain and model high ethical standards of professional conduct.
5. Demonstrate initiative in recognizing needs or potential for improvement and provide leadership in pursuing them.
6. Interact with students, staff, parents, volunteers, stakeholders, and community in an appropriate and professional manner.
7. Demonstrate understanding of and support for the vision, mission, goals and priorities of the school.
8. Communicate, using proper protocol, to keep the Superintendent informed of impending problems or events of unusual nature.
9. Demonstrate initiative in the performance of assigned responsibilities.
10. Follow attendance, punctuality and proper dress rules.
11. Demonstrate organizational skills by performing many tasks simultaneously.
12. Complete assignments with little or no supervision.
13. Maintain positive relationships with co-workers, school personnel, parents and administration.

### **Leadership**

1. Establish a vision and mission for the school in collaboration with stakeholders.
2. Set high goals and standards for self, others and organization.
3. Establish and maintain a collaborative relationship with students' families to increase student achievement.
4. Use appropriate interpersonal styles and methods to guide individuals or groups to accomplish a task.
5. Delegate responsibilities to appropriate staff members.
6. Establish procedures to monitor processes, activities and responsibilities and respond to feedback.
7. Demonstrate readiness and confidence to make or share decisions in a timely fashion.
8. Prioritize time and strategic initiatives to focus and increase impact as a leader.
9. Communicate with and lead employees to understand how strategies and data impact them.
10. Create the environment that will sustain leadership and promote state, local and federal educational initiatives.

### **System Support**

1. Serve as a member of the Superintendent's Leadership Team.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	73001	Principal, Elementary	Elijah Key



# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### PARENT INVOLVEMENT COORDINATOR

#### QUALIFICATIONS:

1. High School Diploma or its equivalent.
2. Training above high school level preferred.
3. Experience in greeting and interacting with the public preferred.
4. Documented prior involvement with the schools preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operations and care of computers and related software and other peripherals. Knowledge of computer applications with respect to developing and maintaining a database. Knowledge of applicable laws, rules and policies. Ability to collect data, to maintain records and files and to generate reports. Ability to work effectively with people of diverse backgrounds. Ability to plan and organize. Ability to communicate effectively orally and in writing.

#### REPORTS TO:

Federal Program Specialist in conjunction with the principals of each respective school.

#### JOB GOAL

To coordinate parental involvement/mentor/volunteer activities at the assigned school in order to help young people successfully learn, stay in school, and prepare for life..

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Coordinate parent involvement/mentor/volunteer programs at the assigned schools, including record keeping, providing materials, report writing, compilation of data/statistics, and providing public relations.
2. Coordinate and market the Title I District Parent Involvement Committee, including monthly meetings and District Parent Involvement Plan.
3. Facilitate training sessions for parents including Safe and Drug Free activities.
4. Facilitate the distribution, collection, and compilation of the annual Title I parent surveys.
5. Coordinate and market the Title I Parent Involvement Plan.
6. Develop and maintain the computerized mentor volunteer database.
7. Recruit mentors by targeting the business community (Jefferson Coalition), churches, civic organizations (Rotary, Kiwanis, Altrusa), law enforcement, attorneys, ministerial organizations, local and state organizations, retiree groups, and parents.

##### Inter / Intra-agency Communication and Delivery

1. Promote public relations between parents, schools, public agencies, and the community with respect to parental involvement and mentoring.
2. Communicate effectively with public, co-workers, school personnel and administration.
3. Respond to inquiries and concerns in a timely manner.
4. Keep supervisor informed of potential problems or unusual events.

**PARENT INVOLVEMENT COORDINATOR (Continued)**

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Model and maintain high standards of professional conduct.
6. Demonstrate organizational skills by performing many tasks simultaneously.
7. Maintain positive relationships with co-workers, school personnel, parents, community, and administration.
8. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
9. Complete assignments with little or no supervision.

**Professional growth and improvement**

1. Keep abreast of trends and best practices related to parental involvement programs and services.
2. Assist others in knowledge of and understanding the basics of mentoring/volunteering.
3. Attend meetings, workshops and conferences to enhance skills and knowledge.
4. Develop and maintain knowledge of federal, state, local and other applicable regulations and guidelines.

**System Support**

1. Demonstrate support for the school district and its goals and priorities.
2. Prepare and submit timely and accurate reports as required.
3. Maintain all appropriate records.
4. Facilitate the maintenance/repair of assigned equipment.
5. Keep immediate supervisor and other appropriate school level persons informed about potential problems, unusual events, or opportunities for improvement.
6. Assist schools and other departments as assigned.
7. Follow all School Board policies and school policies and procedures.
8. Exhibit the interpersonal skills necessary as an effective team member.
9. Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

1. Assist in evaluating the parental involvement program and services.
2. Acquire the resources needed to operate the program either by purchase or free of charge.
3. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
4. Provide leadership in working with others to accomplish tasks.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

***THIS IS A GRANT FUNDED POSITION.***

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
0111	91034	Parent Involvement Coordinator	Gloria Cox
0021	91034	Parent Involvement Coordinator	Gloria Cox
9016	91034	Parent Involvement Coordinator	Gloria Cox

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### PARAPROFESSIONAL--BASIC, ESE, ESOL

#### QUALIFICATIONS:

1. High school diploma or equivalent.
2. If assigned to a Title I school, also meet the requirements for the No Child Left Behind Act:
  - a. Two years of study at an institution of higher education; or
  - b. Associate's or higher degree; or
  - c. Knowledge and ability to assist in instruction in core subjects as verified by a rigorous state or local assessment.
3. If assigned to ESOL students, preference will be given to bilingual applicants.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the techniques and procedures used in working with targeted student population. Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to plan and/or implement instructional activities. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team. Physical ability to lift student if required by job assignment. Ability to provide translation services if assigned to ESOL student.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide instructional, technical, and/or translation support work to meet the specialized needs of students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

1. Assist the teacher(s) in preparing materials, teaching aids, bulletin boards and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities planned by the teacher.
2. Organize space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs and activity areas as directed by the teacher.
3. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4. Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
5. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

##### Administrative/Management

1. Manage time efficiently.
2. Provide student supervision before, during, and after school while they are loading, riding, and unloading buses, on the playground, in the cafeteria, in a learning or practice situation, following appropriate training, as assigned.
3. Assist in maintaining the security of records, materials, and equipment.
4. Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.

## PARAPROFESSIONAL--BASIC, ESE, ESOL (Continued)

5. Maintain a clean and orderly environment for students.
6. Check objective tests and mark errors but not assign a grade.
7. Escort or transport students to and from classrooms, clinic, and cafeteria as required.
8. Provide interpretation/translation services for students, teachers and parents (ESOL Paraprofessional only).

### Assessment/Evaluation

1. Assist in assessing student progress as directed, including proctoring the administration of tests, marking papers, and maintaining confidential records.
2. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
3. Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
4. Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.

### Intervention/Direct Services

1. Provide instructional assistance as planned or coordinated by the teacher or administrator.
2. Use classroom management techniques conducive to an effective classroom environment.
3. Perform assigned clerical and bookkeeping duties.
4. Assist students with personal hygiene, health and safety issues, or grooming if required.
5. Prepare and maintain requested/required reports and records.

### Collaboration

1. Work closely with teacher(s) or other professionals to create a quality instructional environment.
2. Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgment.
3. Exercise service orientation when working with others.
4. Exhibit interpersonal skills to work as an effective team member.

### Staff Development

1. Maintain expertise in assigned area to fulfill position goals and objectives.
2. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Professional Responsibilities

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Follow attendance, punctuality and other qualities of an appropriate work ethic.
3. Ensure adherence to good safety standards.
4. Model and maintain high ethical standards.
5. Keep supervisor informed of potential problems or unusual events.
6. Use effective, positive interpersonal communication skills.
7. Respond to inquiries and concerns in a timely manner.
8. Serve on school/district committees as required or appropriate.
9. Follow federal and state laws as well as School Board policies, rules and regulations.
10. Demonstrate support for the school district and its goals and priorities.
11. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
12. Demonstrate initiative in identifying potential problems or opportunities for improvement.
13. Maintain confidentiality regarding student information and school/workplace matters.
14. Participate in cross-training activities as required.
15. Perform other duties as assigned.

### PHYSICAL REQUIREMENTS:

**Note: Could be heavy depending on particular assignment.**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**PARAPROFESSIONAL--BASIC, ESE, ESOL (Continued)**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	51108	Paraprofessional	Shannon Brockman
0111	52054	Paraprofessional	Tess Knight
0111	51108	Paraprofessional	Kenneth Robinson
0111	52055	Paraprofessional – ESE	Roderick Sailor
0111	52054	Paraprofessional - ESE	Vacant
0021	65023	Paraprofessional	Dessie Jones
0021	51114	Paraprofessional	Marshaun Harris
0021	52055	Paraprofessional – ESE	Miranda Gillyard

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### PARAPROFESSIONAL—PRE-KINDERGARTEN

#### QUALIFICATIONS:

1. High school diploma or equivalent.
2. CDA credential or willingness to obtain CDA accreditation.
3. First Aid and CPR certification preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the developmental characteristics of infants and young children. Ability to plan and conduct activities for young children. Ability to maintain appropriate care and supervision so that children have a safe and orderly environment. Ability to maintain records. Ability to provide a positive and nurturing environment for young children.

#### REPORTS TO:

Principal or Assistant Principal

#### JOB GOAL

To provide care and supervision for young children while promoting their cognitive, social and motor development.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Assist in providing appropriate care and supervision for young children.
2. Assist in planning and providing cognitive, social and motor development opportunities for young children.
3. Assist with housekeeping duties in the center.
4. Assist in meeting the personal hygiene and physical needs of the children.
5. Perform clerical tasks and maintain documentation as assigned.
6. Demonstrate initiative in the performance of assigned responsibilities.

##### Employee Qualities/Responsibilities

1. Meet and deal effectively with staff members, parents, administrators and other contact persons using tact and good judgment.
2. Follow attendance, punctuality and other qualities of an appropriate work ethic.
3. Ensure adherence to good safety standards.
4. Maintain confidentiality regarding school/workplace matters.
5. Model and maintain high ethical standards.
6. Maintain expertise in assigned areas to fulfill project goals and objectives.
7. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

##### Inter/Intra-Agency Communication and Delivery

1. Exercise service orientation when working with others.
2. Keep supervisor informed of potential problems or unusual events.
3. Use effective, positive interpersonal communication skills.
4. Respond to inquiries and concerns in a timely manner.
5. Serve on school/district committees as required or appropriate.

**PARAPROFESSIONAL – PRE-KINDERGARTEN (Continued)**

**System Support**

1. Exhibit interpersonal skills to work as an effective team member.
2. Follow federal and state laws as well as School Board policies, rules and regulations.
3. Demonstrate support for the school district and its goals and priorities.
4. Demonstrate initiative in identifying potential problems or opportunities for improvement.
5. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
6. Participate in cross-training activities as required.
7. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	55051	Paraprofessional - PreK	Teresa Blyden
0111	52054	Paraprofessional – PreK	Sharon Fleita
0111	51108	Paraprofessional – PreK	Zola Leonard

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### MANAGEMENT INFORMATION SYSTEMS (MIS) SENIOR OPERATOR

#### QUALIFICATIONS:

1. High School Diploma from an accredited educational institution or equivalent.
2. Minimum of five (5) years experience in the operation of computers and data entry.
3. Business/clerical training
4. Proficient in word processing skills.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer and peripheral equipment operations. Ability to organize and execute logical work sequences. Ability to enter, edit, and correct data. Knowledge of FTE processing and submission of data to Department of Education. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Possess good interpersonal and communication skills. Knowledge of the internet and access to state databases. Knowledge of student database system. Knowledge of word processing programs. Ability to present data and finds in a logical and understandable format.

#### REPORTS TO:

Director of Technical Support Services

#### JOB GOAL

To manage the reporting of student data as required by the Florida Department of Education (FLDOE), and provide technical assistance and back-up support necessary to facilitate the local operation of the Automated Student Information System and Management Information System functions.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Serve as the contact for school/district database users.
2. Provide telephone and on-site training to student system users.
3. Monitor school operations of data entry and make recommendations to improve performance and efficiency.
4. Enter data as needed to assist schools/district in meeting local, state, and federal automated reporting requirements.
5. Process report cards and other grade reports for each grading period.
6. Post and receive F.A.S.T.E.R. requests.
7. Run programs to monitor school/district-level data entry activities.
8. Submit FTE records for each survey including all amendments.
9. Run edits and reports and assist in correction to database as required by FLDOE guidelines.
10. Assist schools with student scheduling.
11. Run jobs/programs for data analysis by the district staff.
12. Meet all state defined reporting deadlines.
13. Monitor classroom/teacher data as it pertains to class size reporting.



**MANAGEMENT INFORMATION SYSTEMS (MIS) SENIOR OPERATOR (Continued)**

- 14. Report state defined student scholarship and award information
- 15. Manage leave forms and submit payroll for MIS department.

**Inter / Intra-agency Communication and Delivery**

- 1. Visit, periodically, school sites to explain system modifications and data entry procedures.
- 2. Prepare manuals, guides, memoranda, and instructions involving automated student information system.
- 3. Serve as contact/liason for the Student Data System.
- 4. Maintain the Student System bulletin board and keep a file of announcements that are posted.
- 5. Communicate effectively with local staff, state personnel, Student System contacts, and other MIS contacts.
- 6. Keep supervisor informed of potential problems or unusual events.
- 7. Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- 1. Demonstrate initiative in the performance of assigned responsibilities with minimal supervision.
- 2. Maintain a safe and secure workplace.
- 3. Model and maintain high ethical standards.
- 4. Follow attendance, punctuality and proper dress rules.
- 5. Maintain confidentiality and support the security efforts of the MIS department.
- 6. Maintain positive communications/relationships with staff.
- 7. Participate in workshops and training sessions as required.
- 8. Provide periodic training to school data entry personnel on changes in data reporting requirements.

**System Support**

- 1. Prepare all required reports and maintain all appropriate records.
- 2. Assist in maintaining the records storage procedures.
- 3. Respond quickly to emergency situations.
- 4. Perform other incidental tasks consistent with the goals and objectives of the district and this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9009	77213	MIS Coordinator	Alfa Lingle

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### MEDIA SPECIALIST

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Valid Florida certification as Educational Media Specialist.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of computers, educational software, library management software and electronic information resources. Ability to read, interpret and follow State Board rules, Code of Ethics, School Board policies and appropriate state and federal statutes. Ability to communicate orally and in writing. Ability to use skills necessary in curriculum design and alignment, planning, organizing and analyzing data, supervision, problem-solving and public relations. Ability to select, organize, administer and utilize instructional media, equipment and technology. Ability to integrate the resources and services of the library media program with the ongoing instructional program. Ability to assist students and school personnel in the effective use of media. Ability to use group dynamic skills in the context of cultural diversity. Knowledge of subject content, teaching theories, methods and practice, current research and trends. Knowledge of the unique needs, growth patterns and characteristics of students served. Ability to prioritize and multi-task. Ability to train and supervise the work of Media Assistants and volunteers.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To ensure that students and staff are effective users of ideas and information by providing instruction to foster competence and by working with other educators to design learning strategies to meet the needs of individual students.

#### SUPERVISES:

Assigned Support Staff

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

1. Identify, select or develop short- and long-range goals and objectives for the media program based on student, faculty and curriculum needs.
2. Plan with teachers and instructional leaders for the integration of media/information skills into the school program.
3. Develop schedules and organize resources to allow easy access to information and services.
4. Review the School Improvement Plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.

##### Administrative/Management

1. Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
2. Administer the media center budget based on program goals and objectives.
3. Maintain complete and accurate records as required by law, district policy and administrative regulations.
4. Assign, instruct and supervise support staff and volunteers.
5. Coordinate the selection and acquisition process for media resources and equipment.

## **MEDIA SPECIALIST (Continued)**

6. Provide for use of current technologies.
7. Facilitate the use, maintenance, repair and inventory of all media center materials and equipment.
8. Create an inviting atmosphere that encourages student, staff and parent use and interaction.

### **Assessment/Evaluation**

1. Solicit ongoing feedback from members of the school staff regarding the availability, use and impact of media materials.
2. Establish a system of records which will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
3. Assist with responsibilities for the school testing program.

### **Intervention/Direct Services**

1. Teach library media skills in collaboration with teachers to support classroom instruction.
2. Instruct staff and students in the use of resources, services and equipment.
3. Provide reference assistance.
4. Use appropriate materials, technology and resources to help meet the learning needs of all students.
5. Apply principles of learning and effective teaching in instructional delivery.
6. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.

### **Collaboration**

1. Collaborate with teachers to support instructional goals and objectives.
2. Participate in overall school curriculum planning and development.
3. Provide leadership in the integration of technology into all areas of the curriculum and instructional program.
4. Implement an effective public relations program to promote reading and the use of media resources and programs.
5. Maintain contact with other library, education and information agencies.

### **Staff Development**

1. Establish, maintain and promote a collection of current professional resources for administrators and teachers.
2. Train faculty in the use of media resources, equipment, technology and the application of copyright laws and policies.
3. Update professional skills and knowledge and keep abreast of recent developments in education, technology and media.
4. Conduct a staff assessment periodically to determine professional growth needs.

### **Professional Responsibilities**

1. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
2. Complete all required reports and maintain all appropriate records.
3. Set high standards and expectations for self, others and school.
4. Support and participate in school improvement initiatives, services and programs.
5. Contribute to the overall mission of the school by supporting school committees, programs and services.
6. Provide appropriate educational opportunities to students for meeting their unique needs, talents, interests and abilities.
7. Conduct a media services program in a manner which ensures that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
8. Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**MEDIA SPECIALIST (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	62030	Media/Technology	JoAnn Jones
0021	53006	Media	Lloyd Helms

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### MATH COACH

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Three (3) years successful teaching experience.
3. Experience teaching mathematics.
4. Experience in presenting educational training programs, especially in teaching mathematics.
5. Valid Florida teacher certification.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school district mathematics plan. Knowledge of mathematics curricula. Knowledge of scientifically based mathematics research programs and materials. Knowledge of current technology as it relates to math programs, materials and assessments. Knowledge of learning styles, instructional strategies and varied teaching methods. Knowledge of current trends, scientifically-based math research, and best practices related to mathematics instruction. Ability to communicate orally and in writing with adults and students. Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement. Ability to plan, establish priorities, implement and conduct staff development activities for maximum effectiveness based on differentiated teacher needs.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide leadership and technical support to administration and staff in order to improve student achievement in mathematics through the planning, development, and implementation of high-quality mathematics programs and services in the district meeting all local, state, and federal requirements.

SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Create or select short- and long-range plans for the mathematics program based on district and state curriculum requirements, student profiles and instructional priorities.
2. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
3. Identify, select and modify scientifically based mathematics research materials to meet the needs of students with varying backgrounds, learning styles and special needs.
4. Assist in assessing changing curricular needs and plans for improvement based on research.
5. Monitor the collection, interpretation, and analysis of mathematics assessment data.
6. Provide training for teachers related to math and data analysis.
7. Provide demonstration/modeling of lessons.
8. Coach and mentor teachers to ensure high quality implementation of researched based mathematics programs.

##### Administrative/Management

1. Use time effectively and efficiently.
2. Manage materials and equipment effectively.
3. Use effective interaction management techniques.
4. Enforce school rules, administrative regulations and Board policies.

## **MATH COACH (Continued)**

5. Establish and maintain effective and efficient record keeping procedures.
6. Use technology resources effectively.
7. Assist the school in the compilation of data to evaluate effectiveness of mathematics programs and assist in identifying appropriate strategies.
8. Coordinate and monitor the work of volunteers and educational paraprofessionals when assigned.

### **Assessment/Evaluation**

1. Develop and use district assessment strategies to assist the continuous development of students.
2. Coordinate the administration of district mathematics assessments.
3. Interpret data (including but not limited to state required, standardized, and other test results) for screening, diagnosis, instructional planning, progress monitoring, and program evaluation.
4. Communicate, in understandable terms, individual student progress to professional colleagues who need access to the information.

### **Intervention/Direct Services**

1. Work with and support the classroom teacher in providing a balanced mathematics program.
2. Assist in implementing and monitoring of the mathematics curriculum.
3. Assist in mathematics curriculum revision and development based on analyzed data for effectiveness.
4. Assist with the selection of appropriate research based mathematics resources related to identified needs at the school site.
5. Demonstrate knowledge and understanding of subject matter.
6. Make presentations and model instructional strategies for staff.
7. Communicate high learning expectations for all students.
8. Apply principles of learning and effective teaching in instructional delivery.
9. Use a variety of instructional strategies, appropriate for teaching students from diverse backgrounds with different learning styles and special needs, that enhance the application of critical, creative and evaluative thinking capabilities.
10. Use appropriate material, technology, and other resources to help meet learning needs of all students and discard those that have been found ineffective.

### **Collaboration**

1. Facilitate collaboration among teachers and grade levels at school.
2. Work closely with district staff to assist in the development and delivery of training.
3. Enlist the support of the School Advisory Committee, business partners, volunteers and other groups for the mathematics initiative.
4. Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
5. Collaborate with peers and other professionals to enhance student learning.
6. Collaborate with school staff regarding trends in mathematics education.

### **Staff Development**

1. Engage in a continuing improvement of professional skills and knowledge.
2. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
3. Coach teachers in the latest techniques for preventing and remediating mathematics problems.
4. Model effective teaching strategies and techniques.
5. Assist teachers with instructional strategies to improve mathematics.
6. Present and coordinate staff development activities to assist teachers in helping students improve mathematics skills.
7. Identify professional materials related to mathematics.

### **Professional Responsibilities**

1. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
2. Demonstrate attention to punctuality and regular attendance.
3. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
4. Maintain confidentiality of student and other professional information.
5. Comply with policies, procedures and programs.
6. Exercise appropriate professional judgment.
7. Support school improvement initiatives.

**MATH COACH (Continued)**

- 8. Ensure that student growth/performance in mathematics is continuous and appropriate for age group and/or student program classification.
- 9. Perform other tasks or duties as assigned.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	63111	Math Coach	Makeba Butler
0021	64025	Math Coach	Tyrone Thompson

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### MAINTENANCE SPECIALIST I

#### QUALIFICATIONS:

1. High School Diploma or equivalent or satisfactory completion of a trade or technical school.
2. Minimum of two (2) years experience in several craft areas.
3. Possess a valid Florida Driver's License.
4. A comparable amount of training and experience may be substituted for the minimum requirements with School Board approval in individual circumstances.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use standard tools, materials, methods and practices of several building and mechanical trades. Knowledge of the occupational hazards and safety precautions of the crafts. Ability to understand and follow written and oral instructions. Ability to perform maintenance and repair work in several trade areas.

#### REPORTS TO:

Facilities and Transportation Specialist

#### JOB GOAL

To assist in maintaining schools and other facilities in such a manner that students and staff can work in a healthy and safe environment.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Perform all tasks related to maintenance and repair in the areas of plumbing, carpentry, masonry, painting, grounds-keeping, and other related work.
2. Install, maintain and repair certain types of equipment as assigned.
3. Perform bench work in the shop as required.
4. Perform carpentry work, such as make shelves, repair wooden fixtures, install doors, replace window ropes and others.
5. Perform plumbing repairs, including but not limited to, replace washers, unclog drains and replace toilet facilities and valves.
6. Perform electrical repair work, including but not limited to, replace wall switches, baseboard plugs, extension wires and broken parts.
7. Stain, paint and varnish walls, signs and equipment.
8. Perform electric and gas welding on equipment.
9. Perform sheet metal work, replace kick plates, cover holes and other metals.
10. Cut and install glass and plastic windows and frames.
11. Perform preventive maintenance and minor repairs to air conditioning units, fans and heaters.
12. Provide emergency repair service as directed.
13. Assist other maintenance personnel with tasks as needed or directed.
14. Participate in casualty prevention tests and inspections as required.
15. Load and drive maintenance vehicle to assigned site as required.



**MAINTENANCE SPECIALIST I (Continued)**

**Inter / Intra-agency Communication and Delivery**

1. Communicate effectively with department and school personnel.
2. Keep supervisor informed of potential problems or unusual events.
3. Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality regarding school matters.
6. Maintain positive relationships with staff and vendors.
7. Participate in workshops and training sessions as required.

**System Support**

1. Prepare all required reports and maintain all appropriate records.
2. Follow all School Board policies, rules and regulations
3. Exhibit interpersonal skills to work as an effective team member.
4. Demonstrate support for the School District and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9003	81043	Maintenance Specialist I	Hayward Bell
9003	81043	Maintenance Specialist I	Johnny Jackson

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### LEAD MECHANIC

#### QUALIFICATIONS:

1. Graduation from an accredited high school or possession of an acceptable equivalency diploma.
2. Mechanic training with four (4) years of mechanical experience.
3. Comparable amount of training and experience may be substituted for the minimum requirements with School Board approval in individual circumstances.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methods, practices, tools and equipment of the mechanic craft. Knowledge of the operating principles and mechanics of internal combustion engines. Knowledge of the occupational hazards and safety precautions of the craft. Ability to lead skilled and semi-skilled mechanics in the craft. Ability to understand and follow oral and written instructions. Ability to diagnose defects of motors. Ability to detect by inspection any work, broken part, or wrongly adjusted part or assembly. Skill in application of supervisory skills and methods and techniques used in the mechanic craft. Knowledge of federal, state and local regulations affecting maintenance standards for vehicles.

#### REPORTS TO:

Facilities & Transportation Specialist

#### JOB GOAL

To maintain a safe and economical fleet of vehicles in a cost-effective and efficient manner.

#### SUPERVISES:

Mechanic II  
Mechanic Helpers

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Act as lead worker for mechanics and mechanic helpers and perform skilled mechanic work.
2. Perform general major and minor repair work on buses, automobiles, trucks and construction equipment.
3. Inspect, adjust and repair necessary units and related parts.
4. Assume responsibility for inspection of buses and other vehicles as required by law.
5. Maintain records on inspection and repair of vehicles.
6. Provide all reports as required.
7. Follow prescribed procedures for bidding, acquisition, inventory and storage of fuel, parts, supplies, materials and equipment.
8. Facilitate repair work on vehicles beyond the capacity of the Facilities and Transportation Department.
9. Respond appropriately to all emergency situations.
10. Assist supervisor with plan to phase out vehicles no longer serviceable.

**LEAD MECHANIC (Continued)**

**Inter / Intra-agency Communication and Delivery**

1. Report to supervisor on problems and status of work.
2. Supervise and interact with mechanics, mechanic helpers and other personnel.
3. Interface effectively with outside agencies.
4. Communicate well with Facilities & Transportation Specialist.

**Employee Qualities / Responsibilities**

1. Participate in training and assist in providing training for other personnel.
2. Report to work punctually and regularly.
3. Model and maintain high ethical standards.
4. Maintain confidentiality regarding all matters related to assignment.
5. Follow attendance and proper dress rules as required.
6. Display an appropriate work ethic and set an example for other employees.

**System Support**

1. Follow department policies and procedures, all state and federal laws and regulations and School Board policies.
2. Assist in seeing that the quality and workmanship produced are of the highest standards.
3. Respond to matters that need immediate attention in the absence of the supervisor.
4. Maintain positive relationships with outside agencies.
5. Represent the school district in an appropriate manner.
6. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9003	78026	Lead Mechanic/Bus Inspector	Willie Carr

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### LEAD MAINTENANCE SPECIALIST

#### QUALIFICATIONS:

1. High School Diploma from an accredited institution or equivalent.
2. Six (6) years experience in a craft area.
3. Possess a valid state of Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements as it relates to this position. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas. Possess advanced interpersonal skills. Ability to use a computer and applicable software programs. Ability to work cooperatively as a member of a team.

#### REPORTS TO:

Facilities and Transportation Specialist

#### JOB GOAL

To ensure the maintenance of schools and facilities in such a manner that students and staff can work in a healthy and safe environment..

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Plan and schedule the work of all assigned personnel in maintenance and construction operations.
2. Direct crews engaged in the maintenance of equipment, schools, facilities, and buildings.
3. Follow up on work assigned to other maintenance specialists.
4. View job sites and assure that work meets standards in specifications.
5. Revise work schedules to meet emergency situations as needed at district facilities.
6. Read and interpret blueprints, diagrams, and sketches that may accompany assignments.
7. Inspect equipment periodically to locate and correct defects.
8. Prepare all required reports and maintain all appropriate records.
9. Make routine purchases at the best available price as required.
10. Serve as a technical resource for the maintenance staff.
11. Perform general maintenance and specific skill related tasks as required.

##### Inter / Intra-agency Communication and Delivery

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

##### Employee Qualities / Responsibilities

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.

**LEAD MAINTENANCE SPECIALIST (Continued)**

3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
8. Complete assignments with little or no supervision.

**System Support**

1. Follow all School Board policies and school policies and procedures.
2. Exhibit the interpersonal skills necessary as an effective team member.
3. Demonstrate support for the school district and its goals and priorities.
4. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9003	81051	Lead Maintenance Specialist	Raymond Nelson

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### INFORMATION TECHNOLOGY (IT) TECHNICIAN

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Certification from a recognized electronic technician program, or
3. Experience with computer repairs.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Technical skills in the area of installation, maintenance, troubleshooting, and repair of technological hardware and installation of software. Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to establish and maintain effective working relationship with staff and vendors. Ability to diagnose and correct problems in hardware. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Director of Technical Support Services

#### JOB GOAL

To be responsible for the maintenance and operation of computer hardware and related equipment for the District.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Assist in the testing, installation and repair of all technology related equipment and software.
2. Perform maintenance and enhancements on existing programs.
3. Perform repairs on hardware as required.
4. Assist with the diagnosis, repair, and installation of cabling systems for network and ITV system.
5. Maintain and trouble-shoot hardware and software.
6. Assist with the evaluation of software for compatibility with network operating system.
7. Confer with vendors to resolve issues with hardware and software maintenance.

##### Inter / Intra-agency Communication and Delivery.

1. Communicate effectively with staff and administration.
2. Respond to inquiries and concerns in a timely manner.
3. Keep supervisor informed of potential problems or unusual events.

##### Employee Qualities / Responsibilities

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality regarding school matters.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
8. Complete assignments with little or no supervision.

**INFORMATION TECHNOLOGY (IT) TECHNICIAN (Continued)**

**System Support**

1. Prepare all required reports and maintain all appropriate records.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the School District and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9009	65033	IT Technician	Vacant

**JEFFERSON COUNTY  
SCHOOL DISTRICT**  
**Job Description**



**Instructional Technologist**

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited college or university.
2. Certifications or documented experience in educational software and classroom hardware
3. Minimum of three (3) years experience in digital classroom integration

**KNOWLEDGE, SKILLS AND ABILITIES:**

Technical skills in maintaining information regarding the maintenance and troubleshooting of hardware and software including networks. Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to establish and maintain effective working relationships with staff and vendors. Knowledge of current software application, programming and hardware. Ability to diagnose and correct problems in hardware. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Director of Technical Support Services

**JOB GOAL**

To be responsible for the planning, training and integration of technology in the classroom for the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

1. Establish and maintain technology resources appropriate for classroom use.
2. Assist in planning, coordinating and implementing instructional technology applications consistent with established project objectives and activities.
3. Maintain catalogs and informational sources for all technologies, and closely monitor prices, vendors, and equipment to ensure the quality and value of the technology so that it meets the user's demands.
4. Provide the necessary support for network hardware and software, including installation, maintenance, troubleshooting, updates and expansion capabilities.
5. Troubleshoot faulty technology and maintain operating technologies.

**Inter / Intra-agency Communication and Delivery**

6. Cooperate with the District staff in the total effort to bring about quality education for students through the use of instructional technology.
7. Use effective communications strategies to interact with a variety of audiences.
8. Respond to inquiries and concerns in a timely manner.
9. Provide computer and software evaluation/demonstration training opportunities in the district.
10. Keep Director of Technical Support Services informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.

New Description: October 2015

Date of Board Approval: October 12, 2015



**Instructional Technologist (Continued)**

2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality regarding school matters.
6. Maintain positive relationships with staff.
7. Participate in workshops and training sessions as required.

**System Support**

1. Support the efforts, activities, and duties of the Technology Department.
2. Prepare all required reports and maintain all appropriate records.
3. Follow all School Board policies and school policies and procedures.
4. Exhibit the interpersonal skills necessary as an effective team member.
5. Demonstrate support for the School District and its goals and priorities.
6. Perform other incidental tasks consistent with the goals and objectives of this position the District.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9009	65021	Instructional Technologist	Edward Paschal

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### HUMAN RESOURCES ANALYST

#### QUALIFICATIONS:

1. High School Diploma or its equivalent.
2. Three (3) years of experience in a secretarial position.
3. Experience with word processing, and other computer applications.
4. Experience with public relations.
5. Knowledge of the operation of office machines.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with employees and the public. Ability to efficiently and effectively manage multiple tasks in stressful situations.

#### REPORTS TO:

Assistant Superintendent, Teaching & Learning  
Human Resources and Special Programs Specialist

#### JOB GOAL

To ensure the smooth and efficient operation of the human resource system while performing secretarial and administrative duties and responsibilities.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Distribute, receive and maintain instructional and non-instructional applications.
2. Ensure compliance with local, state, and federal regulations regarding all phases of employment.
3. Anticipate and respond to prospective employee questions and answers.
4. Prepare and compile new teacher orientation information.
5. Coordinate Florida School Related Employee of the Year and Teacher of the Year recognitions.
6. Assist with certification process as requested by the Human Resources Specialist including providing available information to employees and retirees as necessary, distributing forms for completion by the district Human Resources designee, or submitting data to DOE.
7. Coordinate potential new employee fingerprinting. Obtain local background checks for volunteers.
8. Coordinate updates and resubmissions of background checks of all employees.
9. Coordinate potential employee drug testing.
10. Assist with preparation of applications for retirement of employees.
11. Serve as a notary public for the district.
12. Assist in creating and updating personnel forms and coordinate the duplication and distribution of forms.
13. Maintain job vacancy announcements and communicate needs to schools, departments, and other districts.
14. Process Personnel Action Forms and Personnel Recommendation Forms for School Board meetings.
15. Finalize personnel actions taken by the Board and notify involved persons of action taken.

**HUMAN RESOURCE ANALYST (Continued)**

- 16. Update, distribute, and maintain substitute teacher and custodian lists.
- 17. Coordinate reservation of county vehicles by school employees for local and out of town use.
- 18. Process incoming mail and correspondence for administrators as needed.
- 19. Enter approved employee information on database for payroll processing.
- 20. Enter and maintain job vacancy notices on PAEC website.
- 21. Process parent requests for out of district attendance.

**Inter / Intra-agency Communication and Delivery**

- 1. Assist public by answering routine questions, scheduling appointments and completing forms.
- 2. Answer the telephone in a courteous and professional manner.
- 3. Serve as liaison among departments, functions, groups, or schools with the district office.
- 4. Communicate effectively with public, co-workers, school personnel and administration.
- 5. Respond to inquiries and concerns in a timely manner.
- 6. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- 1. Demonstrate initiative in the performance of assigned responsibilities.
- 2. Model and maintain high ethical standards.
- 3. Follow attendance, punctuality and proper dress rules.
- 4. Maintain confidentiality.
- 5. Demonstrate organizational skills by performing many tasks simultaneously.
- 6. Maintain positive relationships with co-workers, school personnel, parents and administration.
- 7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
- 8. Complete assignments with little or no supervision.

**System Support**

- 1. Develop an extensive knowledge of the responsibilities of the Human Resource office.
- 2. Assist schools and other departments as assigned.
- 3. Prepare required reports and maintain all appropriate records.
- 4. Follow all School Board policies and school policies and procedures.
- 5. Exhibit the interpersonal skills necessary as an effective team member.
- 6. Demonstrate support for the school district and its goals and priorities.
- 7. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Center	Position Code	Position Title	Employee
9001	7736	Human Resource Analyst	Vicki Boland

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### HUMAN RESOURCES AND SPECIAL PROGRAMS SPECIALIST

#### QUALIFICATIONS:

1. Master's Degree or higher from an accredited educational institution with certification in Educational Leadership or Educational Administration/Supervision.
2. Certification in Educational Leadership, Administration/Supervision, or School Principal.
3. Minimum of five (5) years of successful teaching and school administration with a minimum of three (3) years experience in administration and/or supervision.
4. Grant writing experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the collective bargaining process, Florida Law, and the Administrative Code as it relates to human resources management. Knowledge of federal rules and regulations governing the employment process. Knowledge of Florida's funding mechanisms and budgeting. Ability to communicate orally and in writing with a variety of audiences. Ability to use high level interpersonal skills in order to maintain effective working relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of the interface activities between the mainframe computer and the division/department data management function. Knowledge of local, state, and national law, rules, and policies that affect vocational, adult and community education. Knowledge of the teaching/learning process in the school setting. Ability to supervise the implementation of programs and budgets.

#### REPORTS TO:

Assistant Superintendent, Teaching and Learning

#### JOB GOAL

To provide effective leadership in developing, coordinating, and maintaining a comprehensive program of human resources for all personnel as required by the district.

#### SUPERVISES:

Human Resources Analyst  
Adult School Personnel  
Opportunity School Personnel  
Other Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Direct the planning, implementation, and evaluation of the district's comprehensive human resources services.
2. Provide leadership for personnel services, including recruitment, induction, and orientation.
3. Direct and coordinate personnel services.
4. Provide leadership and direction for the district's staff development program.
5. Oversee and coordinate retirement services.
6. Coordinate and manage the district staffing plan and wage and salary development.

## HUMAN RESOURCES AND SPECIAL PROGRAMS SPECIALIST (Continued)

7. Coordinate the teacher certification process.
8. Coordinate the staff development and administrative training process in the district.
9. Coordinate substitute teacher training.
10. Supervise the evaluation process of all personnel within the department of human resources as well as overall supervision of the evaluation of all personnel within the school system.
11. Direct and monitor the processing of leave requests in accordance with law, regulations, and School Board policy.
12. Direct and coordinate the development and periodic review of position descriptions to ensure accuracy with applicable statutes, regulations policies, and current practice.
13. Provide oversight and assistance for the district's selection system.
14. Plan, direct, and monitor the application and employment process.
15. Oversee and coordinate the district's performance appraisal system.
16. Direct and monitor, in accordance with agency requirements, programs in unemployment compensation.
17. Serve as a resource to administrators and supervisors concerning human resource issues and grievances.
18. Prepare and administer the department budget.
19. Coordinate the process of collective bargaining - employee relations and serve as the Chief Negotiator.
20. Oversee the district's equity programs and initiatives.
21. Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
22. Supervise the district's orientation program for new teachers.
23. Keep well informed about current trends and best practices in areas of responsibility.
24. Attend meetings and conferences that promote professional growth and for self and those that will benefit the district.
25. Promote and support professional development for self and others.
26. Select, preview, evaluate, and disseminate recent and relevant professional materials.
27. Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel resources.
28. Prepare personnel reports and coordinate record keeping to meet requirements of the school system, and state and federal statutes.
29. Coordinate and monitor the position control system.
30. Direct the unemployment reporting process.
31. Make and share decisions in a timely manner.
32. Review internal personnel procedures frequently and modify procedures when required or when such modifications will result in more efficient management.
33. Prepare all required reports and maintain all appropriate records.
34. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
35. Assist in the preparation of the Board meeting agenda, preparing related action items of routine and priority nature, as well as timely reports.
36. Assist the Superintendent in organizational analysis and development.
37. Plan and direct recruitment programs for certificated and classified employees and monitor critical employee classifications.
38. Prepare policy drafts, rules, and procedures for the Superintendent for Board approval.
39. Coordinate and publish revisions of School Board Rules in a timely manner.
40. Represent the district in relationships with unions.
41. Provide oversight and direction for cooperative planning with other agencies.
42. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
43. Coordinate responses/reports as required by Department of Education (DOE).
44. Direct and coordinate the planning, implementation and evaluation of vocational, adult and community education programs, district-wide.
45. Prepare and coordinate state and federal grants for vocational, adult and community education programs and investigate and report on funding opportunities for these programs.

## **HUMAN RESOURCES AND SPECIAL PROGRAMS SPECIALIST (Continued)**

46. Assist district-level and school-based personnel in the selection of instructional materials and equipment to be used in vocational, adult and community education programs.
47. Assist the Assistant Superintendent, Teaching and Learning in maintaining appropriate coordination between vocational, adult and community education programs, and other education programs in the district.
48. Assist school-based data entry personnel and the district's MIS contact in collecting and reporting data required for vocational, adult and community education programs.
49. Prepare and coordinate the implementation of grants for Department of Juvenile Justice programs in the district and make all required monthly and quarterly reports, pending active program.
50. Serve as the district's GED chief examiner.
51. Develop and implement the district's Adult Literacy Plan and Handicapped Adult Plan.
52. Serve as principal of the alternative school.
53. Coordinate curriculum and concerns in order to meet the educational needs of alternatively placed students.

### **Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Maintain good public relations with parents, business, and community groups to provide information and receive feedback.
5. Maintain communications with other agencies and school districts to share and receive information on effective human resources services.
6. Respond to inquiries and concerns in a timely manner by providing relevant information and data. Serve as district contact for Dropout Prevention.
7. Promote workforce development and economic development through serving on the regional Workforce Development Board and on local Chamber of Commerce Board.
8. Act as liaison between the school, community, parents, and students directly involved in alternative programs, vocational, adult or community education.
9. Serve on councils and committees related to assigned areas of responsibility.
10. Disseminate and interpret information on vocational, adult and community education curriculum and district, state and federal initiatives.
11. Work closely with advisory councils to maintain effective, up-to-date, vocational applied technology programs.
12. Consult with business and community groups on educational and training needs.
13. Serve as district liaison with the Florida Department of Education on matters related to dropout prevention, vocational and adult/community education.
14. Keep supervisor informed of potential problems or unusual events.

### **Leadership Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Respond quickly to school needs, concerns, and emergency situations.
8. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
9. Complete assignments with little or no supervision.

### **Professional Growth and Improvement**

1. Assist in the development, implementation, and evaluation of staff development activities related to dropout prevention, vocational, adult and community education.
2. Keep abreast of current trends and changes in vocational and adult education and other assigned areas, including related laws, rules and policies.
3. Maintain a network of peer contacts through professional organizations.
4. Assist principals and district-level administrators in understanding and keeping abreast of trends and developments in vocational and adult education, dropout prevention, and other assigned areas.

**HUMAN RESOURCES AND SPECIAL PROGRAMS SPECIALIST (Continued)**

- 5. Promote and support professional development for self and others.

**System Support**

- 1. Assist schools and other departments as assigned.
- 2. Follow all School Board policies and school policies and procedures.
- 3. Exhibit the interpersonal skills necessary as an effective team member.
- 4. Exhibit confidence, leadership, and commitment to promoting the vision and mission of the district. Contribute to district planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.
- 5. Demonstrate support for the school district and its goals and priorities.
- 6. Serve on the Superintendent's Leadership Team.
- 7. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	72010	Human Resource Specialist	Sherman Stroman

**JEFFERSON COUNTY  
SCHOOL DISTRICT**  
**Job Description**



**GUIDANCE COUNSELOR**

**QUALIFICATIONS:**

1. Master's degree from an accredited educational institution.
2. Florida certification in Guidance.
3. Previous classroom teaching experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read, interpret, and follow State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Knowledge and understanding of human development and the unique needs and characteristics of students served. Knowledge and understanding of guidance and counseling principles, programs, and services. Knowledge of tests and measurement theory. Knowledge of community resources and services available for student assistance. Knowledge of high school graduation requirements, state scholarship programs, financial aid, military, and career programs. Knowledge of exceptional education procedures. Knowledge of community and state services. Ability to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Ability to administer student assessment and evaluation instruments. Ability to analyze and use data. Ability to verbally communicate and consult with parents, school personnel, and the public. Ability to maintain sensitivity to multicultural issues. Ability to use a computer.

**REPORTS TO:**

Principal or designee

**JOB GOAL**

To provide students with educational, personal, and vocational counseling and to identify and coordinate all available resources to empower students to reach full potential.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Planning/Preparation**

1. Develop guidance program and services based on developmental needs of students, needs assessments, and school and district priorities.
2. Establish short- and long-range plans based on student needs as well as school, district, and state priorities.
3. Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
4. Establish priorities and an implementation schedule for counseling and student service programs.
5. Assist in registration and correct placement of students.

**Administrative/Management**

1. Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
2. Implement, coordinate, and monitor school-wide counseling services and activities.
3. Establish an environment for an effective counseling program.
4. Establish and follow procedures for appropriate intervention in accordance with school, district, and state laws, rules, and policies.
5. Maintain student records according to established guidelines.
6. Use technology resources effectively.



## **GUIDANCE COUNSELOR (Continued)**

### **Assessment/Evaluation**

1. Demonstrate knowledge of theories, techniques, and instruments used for assessments.
2. Administer tests, interpret scores, and communicate results.
3. Serve as school facilitator for district, state and national assessments.
4. Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
5. Exercise confidentiality in the sharing of test results.
6. Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.
7. Evaluate counseling program objectives using feedback from students, parents, and staff through school improvement activities and climate surveys.

### **Intervention/Direct Services**

1. Provide personal/social growth counseling (individual and group) concerning academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
2. Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
3. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
4. Provide crisis intervention services including follow-up services as appropriate.
5. Orient new students and their parents and assist students moving from grade to grade or school to school.
6. Implement programs for career awareness and (at high school level) comprehensive educational/career plans which target high school completion, post-secondary opportunities, scholarships, and financial aid information.
7. Ensure that student growth/development is continuous and appropriate for age group and/or student program classification.

### **Collaboration**

1. Consult with students, parents, teachers, and other school staff to assist in meeting needs of students.
2. Work effectively with parents.
3. Serve as advocate for students.
4. Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, and community services.
5. Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.

### **Staff Development**

1. Develop and implement an annual Professional Development Plan in accordance with district and state requirements.
2. Provide information to and/or in-service for teachers, administrators, and other school staff.
3. Keep abreast of current trends in counseling and guidance.
4. Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.

### **Professional Responsibilities**

1. Maintain professional and ethical standards as outlined by the American School Counselor Association and The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
2. Prepare all required reports and maintain all appropriate records.
3. Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.
4. Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**GUIDANCE COUNSELOR (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	61231	Guidance Counselor	Denise Robinson
0021	61231 – Middle/Jr 61233 – High	Guidance Counselor	Shel McGuire

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### FOOD SERVICES SPECIALIST

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. A minimum of two (2) years experience in school food service or related field.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State Board of Education regulations, state statutes, federal laws, USDA regulations as they relate to food service. Ability to plan and manage a variety of functions. Skill in written and oral communication. Ability to manage the district's food service program. Computer proficiency and knowledge of accounting and software used in financial management. Knowledge of state-of-the-art best practices in areas of responsibility. Ability to understand and interpret Florida Statutes related to school food service curriculum requirements and school operations.

#### REPORTS TO:

Chief Financial Officer

#### JOB GOAL

To provide an excellent nutritious food service program for students, provide leadership in implementing nutrition education programs and instructional/curriculum support to meet all federal, state and district standards.

#### SUPERVISES:

Food Service Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Coordinate and supervise the school food and nutrition service program to ensure that it is operated in accordance with federal laws, State Board of Education regulations and rules of the School Board.
2. Determine commodity needs, request such material from the commodity distribution center and supervise storage, distribution and use.
3. Assist in the development of new school food service facilities and remodeling with review of floor plans and equipment specifications with architects and facilities planning personnel.
4. Interpret and oversee the implementation of sanitation standards and take appropriate action concerning health inspections.
5. Submit recommendations for school operating plans and make recommendations relating to budget needs.
6. Monitor food service operations at each school from both a fiscal as well as a program perspective and evaluate the quality of staff performance.
7. Conduct annual USDA AccuClaim of free and reduced meal applications and kitchen operations.
8. Interpret and promote the food service program goals and activities to the public.
9. Visit schools frequently to observe kitchen operations and address concerns of food service employees.
10. Assist in maintaining a positive public relations program.
11. Confer with principals and managers to address needs of the school and participation standards.
12. Meet periodically with managers to maintain a constructive flow of information.

## **FOOD SERVICES SPECIALIST (Continued)**

13. Plan, promote and organize training programs for personnel at all levels in the food service program.
14. Attend state and federal meetings and keep abreast of legal requirements and proposed changes, and provide advice to supervisor as to their effects on the school system.
15. Supervise all school food service employees including interviewing, recommending for reappointment, transferring and terminating.
16. Prepare or assist in the preparation and monitoring of required district, state and federal reports.
17. Coordinate the development and publication of menus ensuring nutrition and program compliance with the approved meal pattern.
18. Assist school staff, parents and students in promoting good nutrition and sanitation and point out educational opportunities which the school food service program offers.
19. Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food service program.
20. Assist in the establishment of staffing formulas, job classifications and personnel guidelines as necessary.
21. Plan and manage the district's school food service budget.
22. Coordinate the district collection procedures according to federal free and reduced meal application guidelines.
23. Recommend maintenance repairs and renovations necessary in the school food service program.
24. Conduct reviews of school food service programs annually as required by federal regulations.
25. Submit recommendations relating to school food service policies and regulations.
26. Respond immediately to emergency situations.
27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
28. Anticipate potential problems and design processes and procedures to address them.
29. Develop an annual needs assessment for the school food service program.
30. Serve as the liaison for Department of Education "Direct Certification" process.
31. Manage the lunch eligibility determination process and enter eligibility codes into student reporting software.
32. Coordinate reviews of students actively participating in the lunch program with school and district data entry staff.
33. Meet all reporting deadlines for entry of student lunch status.
34. Manage bulk purchasing of paper products for the district. Work with custodial staff and vendors for pricing, ordering, distributing and inventory of chemical and cleaning supplies for the school district.
35. Maintain and distribute Material Safety Data Notebooks for custodial staff as required by OSHA.

### **Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

### **Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
8. Complete assignments with little or no supervision.

**FOOD SERVICES SPECIALIST (Continued)**

**System Support**

1. Assist schools and other departments as assigned.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9006	76010	School Food Service Specialist	Reathea Knowles

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### FISCAL SPECIALIST

#### QUALIFICATIONS:

1. Graduation from an accredited high school; or, possession of an acceptable equivalency diploma, including courses in bookkeeping.
2. Five (5) years of clerical experience, three (3) years of which must have been in the performance of duties involving bookkeeping and/or related work.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize computer applications and peripheral hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

#### REPORTS TO:

Chief Financial Officer

#### JOB GOAL

To provide accounting services in the area of finance to all district schools and departments in the most efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Conduct pre-audits/post-audits by examining, analyzing, verifying invoices, bills, vouchers, receipts and other documentation for batch processing.
2. Maintain accounts payable files for District, pricing invoices, pre-auditing invoices, prepare invoices for payment, create files with appropriate documentation.
3. Prepare and provide information on expenditures by fund for documentation as required by auditor.
4. Answer vendor inquiries.
5. Reconcile bank statements and maintain files.
6. Process transfer checks for district, maintain and post entries for warrant registers, and maintain payroll registers and batch logs.
7. Generate reports for analysis of financial transactions.
8. Perform trend analysis on revenue sources and vendor payments.
9. Assist in other auditing/accounting functions
10. Reconcile and maintain local, state, and federal accounts.
11. Set up files for new projects, revenue, etc.
12. Reconcile and maintain vendor statements and insurance invoices.
13. Run reports as requested by schools and departments.
14. Prepare and maintain expenditure reports for School Board meetings.
15. Research Journal entries and other requests from schools and departments as needed.

**FISCAL SPECIALIST (Continued)**

16. Monitor payment status of purchase orders.
17. Post budget amendments and state funds.
18. Process and research Workman's Compensation invoices for payment.
19. Process stop payment on checks as needed.
20. Maintain accounts payable files for all federal projects, pricing, and preparing invoices for payment.
21. Manage and process purchase orders for the finance department.
22. Audit and process travel reimbursement vouchers.
23. Assist CFO with transfer of funds as needed.
24. Assist administrators in researching grants.
25. Correct errors and changes with the department.
26. Prepare payroll checks for pick up.
27. Process tax-exempt certificate renewals.
28. Process vendor invoices for payment and bids.
29. Keep all accounts receivable files.

**Inter / Intra-agency Communication and Delivery**

1. Provide for positive communication among staff.
2. Serve as a resource to schools and departments in areas of responsibility.
3. Serve as a liaison with other agencies as required.
4. Perform routine duties as required on an as needed basis; i.e., serve as receptionist, compose and send correspondence, answer telephones.

**Employee Qualities / Responsibilities**

1. Maintain confidentiality regarding all matters related to assignment.
2. Participate in workshops and training sessions as required.
3. Maintain work area in a safe and secure manner.
4. Model and maintain high ethical standards.
5. Follow attendance and proper dress rules as required.

**System Support**

1. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
2. Assist and/or direct the investigation of errors and complaints.
3. Assist in training other personnel providing back-up assistance as necessary.
4. Assist the supervisor with required reports.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9012	75099	Fiscal Specialist	Susan Edwards

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### FINANCE AND PAYROLL SPECIALIST

#### QUALIFICATIONS:

1. Graduation from an accredited high school or possession of an acceptable equivalency diploma, supplemented by college-level courses in Accounting and Business.
2. Four (4) years experience in payroll processing.
3. Comparable amount of training and experience may be substituted for the minimum requirements with School Board approval in individual circumstances.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize personal computer, mainframe software and peripherals. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

#### REPORTS TO:

Chief Financial Officer

#### JOB GOAL

To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Plan/supervise all phases of District payroll accounting, i.e. daily bank deposits, petty cash.
2. Supervise/maintain master payroll records.
3. Maintain leave records.
4. Maintain controls to verify data processing reports and salary computations.
5. Assure that payroll deductions are properly authorized and reports submitted to appropriate agencies.
6. Provide information to personnel regarding retirement and the transition, social security, investment plans, leaves, and taxes.
7. Serve as liaison for employee insurance updates and changes.
8. Maintain personnel files, i.e. filing information, creating and maintaining folders.
9. Manage state and federal reporting requirements meeting all deadlines, i.e. IRS reports, monthly retirement reports, Auditor General requests, unemployment reports, worker's compensation.
10. Serve as notary for district.
11. Provide information to the Auditors.
12. Assist supervisor as needed.
13. Assist school personnel with payroll matters including new employee information.

##### Inter / Intra-agency Communication and Delivery

1. Provide for positive communication among staff.
2. Serve as a resource to schools and departments in areas of responsibility.



**FINANCE AND PAYROLL SPECIALIST (Continued)**

3. Serve as a liaison with other agencies as required.
4. Perform routine duties as required; i.e., compose and send correspondence regarding payroll matters, answer telephones on a limited basis.

**Employee Qualities / Responsibilities**

1. Maintain confidentiality regarding all matters related to assignment.
2. Participate in workshops and training sessions as required.
3. Maintain work area in a safe and secure manner.
4. Model and maintain high ethical standards.
5. Follow attendance and proper dress rules as required.

**System Support**

1. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
2. Assist and/or direct the investigation of errors and complaints.
3. Assist in training other personnel providing back-up assistance as necessary.
4. Assist supervisor with required reports.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9012	75010	Finance & Payroll Specialist	Mary Harris

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### FEDERAL FISCAL SPECIALIST

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize computer software and peripherals. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

#### REPORTS TO:

Chief Finance Officer

#### JOB GOAL

To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Work with federal projects administrators on preparation of projects / budgets.
2. Maintain financial control on all federal projects: maintenance of all files, posting journal entries, preparing indirect cost spreadsheets, and adding new projects.
3. Process and verify invoices, bills, and vouchers for payment.
4. Correspond/communicate with vendors regarding invoices/orders, maintain contact information, and prepare 1099 forms.
5. Prepare financial/project reports for state and federal agencies, meeting all deadlines.
6. Receipt money, issue receipt books to schools and departments and maintain file.
7. Prepare Personnel Activity Reporting for federal funded employees.
8. Maintain records of expenditures to accounts.
9. Finalize all purchase orders to vendors for school supplies.
10. Process vendor and retirement checks.
11. Prepare MARSH report annually for PAEC.
12. Close out finance and fixed assets annually.
13. Maintain property records/database for the district and conduct annual inventory of all property.
14. Keep district fuel bids, process payment of invoices and maintain files.
15. Assist with other department jobs such as searching for information, printing reports for administrators, project expenditures/reports and general office duties.

**FEDERAL FISCAL SPECIALIST (Continued)**

**Inter / Intra-agency Communication and Delivery**

1. Serve as a resource to schools and departments in areas of responsibility.
2. Serve as a liaison with other agencies as required.
3. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.
4. Provide for positive communication among staff.

**Employee Qualities / Responsibilities**

1. Maintain confidentiality regarding all matters related to assignment.
2. Participate in workshops and training sessions as required.
3. Maintain work area in a safe and secure manner.
4. Model and maintain high ethical standards.
5. Follow attendance and proper dress rules as required.

**System Support**

1. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
2. Assist and/or direct the investigation of errors and complaints.
3. Assist in training other personnel providing back-up assistance as necessary.
4. Assist supervisor with required reports.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9012	75034	Fed Fiscal Specialist	Ursie Thomas

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### FEDERAL PROGRAMS SPECIALIST

#### QUALIFICATIONS:

1. Master's Degree in related field from an accredited educational institution.
2. Minimum of five (5) years teaching experience.
3. Florida certification Education Leadership, Administration and Supervision, or School Principal.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable laws, rules, policies and procedures. Knowledge of research, current trends, and best practices in assigned areas. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public. Ability to make data driven decisions and recommendations. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, parents, the schools, and the community. Ability to speech clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board policies. Knowledge of the budget process.

#### REPORTS TO:

Assistant Superintendent of Teaching and Learning

#### JOB GOAL

To provide leadership, development, long range planning, supervision, accountability and administration of state and federal programs including student services.

#### SUPERVISES:

Administrative Secretary for Federal Programs  
Parent Involvement Coordinator  
Other Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Provide leadership, oversight and direction for planning, developing, coordinating and implementing federal programs and students services in the district.
2. Monitor and evaluate target schools for compliance with federal and state laws.
3. Coordinate county-wide guidance and counseling services program.
4. Provide leadership, oversight, and direction for federal programs including Title I, Title VI, Title I Supplemental Education Services (SES), Race to the Top; and Migrant and Homeless programs.
5. Coordinate community services with student services within the district, including the Juvenile Justice program.
6. Initiate the development of goals and objectives within the scope of School Board policy, administrative direction, and organizational constraints for federal programs.
7. Serve as district administrator for home education.
8. Coordinate volunteer and mentoring programs for the district.

## **FEDERAL PROGRAMS SPECIALIST (Continued)**

9. Coordinate missing children services with state and local law enforcement.
10. Compile the Code of Student Conduct.
11. Develop, recommend and implement special programs and write grant applications for state and federal programs.
12. Provide assistance to school personnel and staff in complying with all Title I regulations.
13. Develop annual program application and budget for program utilization with input from parents, teachers and principals.
14. Allocate personnel funding sources and funds for personnel and instructional use, classroom materials, equipment and supplies.
15. Supervise utilization of funds within budgetary constraints and compliance.
16. Provide guidance and support to school principals and classroom instructors to assure that program objectives are being met.
17. Monitor program and collect data from each school to document and verify compliance with program guidelines and monitoring criteria.
18. Work collaboratively with schools and district administrators in the development of all Title I Plans, Parent Involvement Plans, the Homeless Plan, and the Migrant Education Plan.
19. Provide support for the improvement of instructional services in the district.
20. Coordinate the Parent Involvement program.
21. Develop, recommend, supervise, and administer the budgets for federal programs, including federal grant funding compliance.
22. Provide training for Safe Schools reporting.
23. Serve as liaison for the "Whole Child" project.
24. Serve as contact and oversee the development of the District Reading Plan.
25. Manage RTI and Positive Behavior Support programs.
26. Serve as contact for scholarships including Bright Futures.
27. Provide leadership for district student services and health services programs.

### **Inter / Intra-agency Communication and Delivery**

1. Develop public information materials and media release pertaining to all federal programs.
2. Maintain a working relationship with all appropriate governmental agencies.
3. Use effective communication strategies to interact with a variety of audiences.
4. Respond to inquiries and concerns in a timely manner.
5. Serve as liaison with the Florida Department of Education in matters related to Title I Programs and Migrant and Homeless Education.
6. Coordinate and interpret district rules/policies and state laws and rules pertaining to Title I Programs and Migrant and Homeless Education, and other areas assigned.
7. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
8. Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

### **Professional Growth and Improvement**

1. Assure the provision of in-service training programs for all Title I personnel.
2. Keep up-to-date and well informed about trends and best practices, including changes in statutes, rules and policies related to all federal Title programs.
3. Maintain a network of peer contacts through professional organizations.
4. Promote and support the professional growth of self and others.
5. Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Title I Programs and Migrant and Homeless Education.

### **Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.

**FEDERAL PROGRAMS SPECIALIST (Continued)**

- 6. Maintain positive relationships with co-workers, school personnel, parents and administration.
- 7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
- 8. Provide professional development as needed for staff and school personnel.
- 9. Coordinate and direct educational strategies to achieve desired outcomes of Title I identified students.
- 10. Provide leadership and direction for the planning, implementation and evaluation of all Title I and other federal programs and services.
- 11. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 12. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- 13. Complete assignments with little or no supervision.

**System Support**

- 1. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 2. Prepare all necessary reports and records pertinent to each program, including collection of all evaluation data.
- 3. Maintain a budget and provide allocations for assigned staff.
- 4. Keep the Superintendent informed about potential problems, unusual events or possible opportunities.
- 5. Assist schools and other departments as assigned.
- 6. Assist in implementing the district's goals and strategic commitments.
- 7. Follow all School Board policies and school policies and procedures.
- 8. Exhibit the interpersonal skills necessary as an effective team member.
- 9. Serve as a member of the Superintendent's Leadership Team.
- 10. Contribute to district planning activities, including setting goals and objectives and use of resources.
- 11. Demonstrate support for the school district and its goals and priorities.
- 12. Serve on the Superintendent's Leadership Team.
- 13. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Center	Position Code	Position Title	Employee
9001	61010	Federal Programs Specialist	Tammy McGriff

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### FACILITIES AND TRANSPORTATION SPECIALIST

#### QUALIFICATIONS:

1. High school diploma from an accredited institution.
2. Advanced degrees/certification/licensure preferred.
3. Six (6) years vehicle maintenance and some experience in school transportation.
4. Five (5) years successful experience in education, business, and/or industry.
5. Possess a valid state of Florida Driver's License..

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively both orally and in writing. Possess advanced interpersonal skills. Ability to read, interpret, and implement federal, state, and local rules, laws, and policies related to assigned areas. Ability to interpret and use data in developing plans, programs, and proposals. Ability to use technology to enhance management of the department. Ability to work cooperatively as a member of a team. Ability to plan and present information to a variety of audiences. Skill in supervision of personnel. Ability to maintain records and make reports. Knowledge of standard tools, techniques, and practices used in specialized craft fields. Ability to manage finances and departmental budget.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide leadership in developing, coordinating, and maintaining comprehensive programs in transportation, facilities, maintenance, and custodial services that will ensure program excellence and safety for students and employees.

#### SUPERVISES:

Bus Operators  
Mechanics  
Secretary Facilities & Transportation  
Maintenance Workers  
Other Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Direct and coordinate the planning, implementation, and evaluation of facilities, maintenance, transportation and other services assigned.
2. Coordinate and direct services to realize maximum value from available resources.
3. Provide oversight and administration for the functions of transportation, facilities, maintenance, and custodial services that will ensure program excellence.
4. Work with appropriate personnel in the planning and modification of educational facilities.
5. Assist with the preparation for and organization of lawsuits.
6. Supervise the development of rules, procedures, and revisions to be recommended to the School Board.
7. Work with principals to determine needs and requirements, investigate cost and impact, and make appropriate recommendations.

## **FACILITIES AND TRANSPORTATION SPECIALIST (Continued)**

8. Oversee the development and implementation of a comprehensive preventive maintenance program in all areas dealing with facilities.
9. Provide information to the Superintendent as to the status of the various programs of the system.
10. Serve as a liaison between the School Board, County Government, and other groups having an interest in schools.
11. Solicit, monitor, and inspect work of vendors.
12. Serve as district liaison for new construction/renovations.
13. Provide oversight for safety and emergency services and coordinate with other agencies as needed.
14. Conduct safety inspections and accident investigations as needed.
15. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
16. Maintain the FISH report as required by Florida Department of Education.
17. Prepare all required reports and maintain all appropriate records.
18. Maintain all records related to inspection, maintenance, and repair of buses and other vehicles.
19. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.
20. Promote cooperative relationships and coordinated efforts among assigned services to facilitate the instructional program.
21. Coordinate the purchase, replacement, inspection, maintenance, and repair of school buses and other vehicles owned by the district.
22. Oversee the purchase and inventory of parts, fuel, and supplies.
23. Develop and oversee the bus routing system.
24. Consider and recommend special services, bus routes, and route extensions.
25. Inspect and monitor conditions at bus stops and school loading zones.
26. Prepare and manage bid specifications as related to areas of responsibility.

### **Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Confer regularly with schools and district administrators on the adequacy of services, safety, and school bus discipline.
6. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.
7. Keep supervisor informed of potential problems or unusual events.

### **Leadership Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Develop a competent workforce through proper screening of all applicants.
7. Anticipate potential problems and design processes and procedures to address them.
8. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
9. Maintain positive relationships with co-workers, school personnel, parents and administration.
10. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
11. Promote and support professional development for self and others.
12. Participate in district management meetings and other activities to enhance professional growth.
13. Assist in the development, implementation, and evaluation of staff development activities and training.
14. Select, preview, evaluate, and disseminate recent and relevant professional materials.
15. Facilitate the School Plant Survey process including inspections, recommendations, and reporting.



**FACILITIES AND TRANSPORTATION SPECIALIST (Continued)**

- 16. Direct or conduct periodic studies for the purpose of improving delivery of maintenance and transportation services.
- 17. Complete assignments with little or no supervision.

**System Support**

- 1. Assist schools and other departments as assigned.
- 2. Assist with district-wide planning to relate the use of financial and human resources to the district goals and objectives.
- 3. Assist with organizational analysis and development.
- 4. Assist in interpreting the philosophy and policies of the district to staff, the community, and other governmental agencies.
- 5. Assist in the development of short- and long-range district plans.
- 6. Respond to emergencies in a timely manner.
- 7. Follow all School Board policies and school policies and procedures.
- 8. Exhibit the interpersonal skills necessary as an effective team member.
- 9. Demonstrate support for the school district and its goals and priorities.
- 10. Serve on the Superintendent’s Leadership Team.
- 11. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9002	78010	Transportation/Maintenance Specialist	Alfredie Hightower

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### DIRECTOR OF COMMUNITY RELATIONS

#### QUALIFICATIONS:

1. Master's Degree with Florida certification in an area of education.
2. Three (3) years of successful teaching experience in the assigned areas.
3. Computer proficiency and other technology (i.e. cameras, projectors, etc.).

#### KNOWLEDGE, SKILLS AND ABILITIES:

Excellent oral and written communication skills. Broad knowledge base of all county programs and departments. Public speaking skills. Ability to work cooperatively with community agencies and organizations. Good organizational skills. Information gathering skills.

#### REPORTS TO:

Superintendent of Schools

#### JOB GOAL

To lead, coordinate and implement activities that will project a positive image of schools and build an effective District-wide relationship with the community.

#### SUPERVISES:

Other personnel as assigned

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Plan and implement the Teacher of the Year program and celebration in conjunction with the Department of Education.
2. Track all student transfers both inside and outside the District through requests to attend school outside the District, OSP and McKay scholarships.
3. Serve as liaison for parents between the schools, community, District, all departments at the County office, and the Florida Department of Education.
4. Assist School Advisory Councils with the development, implementation, and evaluation of parent services as stated in school improvement plans.
5. Coordinate resources and provide technical assistance to all parent committees of schools and specials programs, ensuring that all due caution and procedures for due process have been afforded to parents of students as it relates to an individual program or situation.
6. Prepare monthly and annual reports as required by the Superintendent, and keep appropriate records.
7. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal matters.
8. Provide schools with written communication for parents (Spanish and English versions of District brochures).
9. Form a District parent advisory council to include parent representation from each school/community agencies and special programs.
10. Assist school advisory councils, improvement teams, special programs, and parent-teacher organizations in the planning and co-sponsoring of meetings for parents to provide support, and help parents gain knowledge about educational issues, policies, materials and resources.

**New: 8-11-14**

**Board Approval: 8-11-14**

**DIRECTOR OF COMMUNITY RELATIONS (Continued)**

11. Develop a parent guide for schools that will contain pertinent telephone numbers, contact persons, and other resources.
12. Direct the District virtual instruction program and provide the Superintendent with weekly, monthly and annual reports as requested.

**Inter / Intra-agency Communication and Delivery**

1. Collaborate on and distribute newsletters and brochures to schools and community agencies.
2. Set up community contact workshops for interpreting Sunshine Assessments, EOC's and the like to parents and other interested community entities.
3. Assist schools in communicating with parents through home visits.
4. Collaborate in channeling information throughout the district as it pertains to parents and the community.
5. Keep supervisor informed of potential problems or unusual events.
6. Develop partnership with local business and service groups to advance student learning by involving community members in school volunteer programs.
7. Collaborate with community agencies to provide family support services and adult learning opportunities enabling parents to more fully participate in activities that support education (literacy).

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Keep well informed of current trends in public relations.
8. Provide opportunities for school personnel to increase school/parent communication and involvement.

**System Support**

1. Assist schools and other departments as assigned.
2. Recruit mentors.
3. Follow all School Board policies and school policies and procedures.
4. Exhibit the interpersonal skills necessary as an effective team member.
5. Demonstrate support for the school district and its goals and priorities.
6. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	72008	Director of Community Relations & ESE	Kimberli Perry

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### DIRECTOR, TITLE I

#### QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Certified in Reading, Administration/Supervision or Educational Leadership.
3. Minimum of three (3) years teaching experience at the elementary level.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Title I programs. Knowledge of current trends and research in areas of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting Title I programs on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and district staff on Title I programs including policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to Title I programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the district at state and regional functions. Demonstrate ability to work effectively with teachers, administrators and parents. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the Title I program.

#### REPORTS TO:

Assistant to the Superintendent for Teaching and Learning

#### JOB GOAL

To direct, formulate and manage the Title I/Migrant Program in order to provide a comprehensive plan which benefits all served students.

#### SUPERVISES:

Secretary  
Other Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Coordinate and direct the planning, development, implementation and evaluation of the District-wide Title I Basic and Migrant Program.
2. Monitor and evaluate target schools for compliance with federal and state laws.
3. Provide assistance to school personnel and staff in complying with all Title I regulations.
4. Develop annual program application and budget for program utilization with input from parents, teachers and principals.
5. Allocate personnel funding sources and funds for personnel and instructional use, classroom materials, equipment and supplies.
6. Supervise utilization of funds within budgetary constraints and compliance.

## **DIRECTOR, TITLE I (Continued)**

7. Provide guidance and support to school principals and classroom instructors to assure that program objectives are being met.
8. Monitor program and collect data from each school to document and verify compliance with program guidelines and monitoring criteria.
9. Work collaboratively with schools and district administrators in the development of all School Improvement Plans and the Migrant Education Plan.
10. Provide assistance to district and school personnel in providing Title I parent education.
11. Monitor the articulation of Title I Basic and Migrant Education programs.
12. Coordinate the planning and implementation of the Parent Involvement Plan.
13. Coordinate the mobility of interstate and intrastate migrant students.
14. Coordinate summer programs and services for students.
15. Work collaboratively with identified schools to implement a Program Improvement Plan.
16. Direct and implement the Title I Outreach Parent Center.

### **Inter / Intra-agency Communication and Delivery**

1. Develop public information materials and media release pertaining to all Title I programs.
2. Maintain a working relationship with all appropriate governmental agencies.
3. Use effective communication strategies to interact with a variety of audiences.
4. Respond to inquiries and concerns in a timely manner.
5. Serve as liaison with the Florida Department of Education in matters related to Title I Basic and Migrant Education.
6. Coordinate and interpret district rules/policies and state laws and rules pertaining to Title I Basic and Migrant Education and other areas assigned.
7. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
8. Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

### **Professional Growth and Improvement**

1. Assure the provision of inservice training programs for all Title I personnel.
2. Keep up-to-date and well informed about trends and best practices, including changes in statutes, rules and policies related to all Title I programs.
3. Maintain a network of peer contacts through professional organizations.
4. Promote and support the professional growth of self and others.
5. Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Title I Basic and Migrant Education.

### **Systemic Functions**

1. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
2. Prepare all necessary reports and records pertinent to each program, including collection of all evaluation data.
3. Maintain a budget and provide allocations for assigned staff.
4. Keep the Superintendent informed about potential problems, unusual events or possible opportunities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.
6. Serve on the Superintendent's Leadership Team.

### **Leadership and Strategic Orientation**

1. Coordinate and direct educational strategies to achieve desired outcomes of Title I identified students.
2. Provide leadership and direction for the planning, implementation and evaluation of all Title I programs and services.
3. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.

**DIRECTOR, TITLE I (Continued)**

5. Model and maintain high standards of professional conduct.
6. Contribute to district planning activities, including setting goals and objectives and use of resources.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	61010	Federal Programs Specialist	Tammy McGriff

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### DIRECTOR, TECHNICAL SUPPORT SERVICES

#### QUALIFICATIONS:

1. Master's degree preferred. Bachelor's degree required with a strong preference for five or more years experience in education or technical training and computer technology.
2. In-depth knowledge of both administrative and instructional uses of information technology in a school environment.
3. In-depth knowledge and skills related to information technology, student information systems, systems design, and data bases.
4. Grant writing experience.
5. Supervision and leadership experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Knowledge of FTE and student reporting requirements. Knowledge of the relationship between technology and school improvement efforts. Ability to work cooperatively with various personnel. Ability to interpret and use data in developing plans, programs and proposals. Ability to delegate and monitor. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to make administrative decisions. Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Assistant Superintendent for Teaching and Learning

#### JOB GOAL

To direct and manage district-wide technology and information services consistent with state and local mandates and priorities as established by the Superintendent.

#### SUPERVISES:

IT Technician  
MIS Specialist  
System Analyst  
Other Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Administer and supervise the collection and reporting of student data as required by local, state, and federal guidelines using the Automated Student Information System standards provided by Department of Education.
2. Coordinate the collection of information for the SPAR (School Public Accountability Report).
3. Supervise the collection of all data for FTE processing.
4. Coordinate and maintain all records for automated reporting surveys for student records.
5. Coordinate FTE records between schools, district office and Department of Education (DOE).
6. Serve as Assessment Coordinator including managing and supervising the local and state student assessment program.
7. Assist in the analysis, interpretation and use of district-wide test results.

## **DIRECTOR, TECHNICAL SUPPORT SERVICES (Continued)**

8. Serve as Accountability Coordinator monitoring records used in school grade assignments, dropout rate and graduation rate.
9. Assist with assessments for LEP students.
10. Organize and supervise the timeline for student data entry activities.
11. Assist in seeking funds to enhance technology in the instructional program.
12. Assist schools and all departments with the purchase of technological equipment.
13. Assist schools with compiling reports to parents on school progress.
14. Coordinate the procedures for audits for FTE.
15. Coordinate state reporting criteria requirements with schools and district directors/specialists.
16. Coordinate and monitor communications and software licenses.
17. Prepare, submit, and maintain E-rate documentation.
18. Administer and implement the Florida Virtual Schools programs.
19. Establish, monitor, and maintain security of the databases.

### **Inter / Intra-agency Communication and Delivery**

1. Provide coordination of activities between various department users.
2. Use effective communication activities to interact with a variety of audiences.
3. Respond to inquiries and concerns in a timely manner.
4. Serve as a liaison with agencies providing services to students and keep schools informed.

### **Employee Qualities / Responsibilities**

1. Promote and support the professional growth of self and others.
2. Provide technical assistance to assigned employees as needed.
3. Set high standards and expectations for self and others.
4. Maintain a network of peer contacts through professional organizations.
5. Provide in-service training for staff and school personnel relative to areas of responsibility

### **System Support**

1. Coordinate the procedures for audits for FTE.
2. Assist in the development of policies and procedures for student programs.
3. Coordinate state reporting criteria requirements with schools and District directors.
4. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
5. Prepare all required reports and maintain all appropriate records.
6. Serve on the Superintendent's Leadership Team.
7. Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

1. Assist in the development of short- and long-range plans.
2. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
3. Anticipate potential problems and design processes and procedures to address them.
4. Demonstrate initiative in the performance of assigned responsibilities.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.



**DIRECTOR, TECHNICAL SUPPORT SERVICES (Continued)**

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9009	65005	Director of Technology & Support Services	Tom Vogelgesang

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### CUSTODIAN

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Experience in custodial work or equivalent is preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment and cleaning chemicals. Possess knowledge of OSHA standards relating to assignment. Possess effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide the care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
2. Clean windows, window ledges, furniture and equipment in all assigned areas daily.
3. Sweep or vacuum and mop hard surfaces of assigned rooms and corridors daily.
4. Vacuum and spot clean assigned carpeted rooms and hallways daily.
5. Empty and clean trash cans in all assigned areas daily.
6. Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
7. Assist in the supervision of the physical security of the facility as required.
8. Provide emergency clean up for spills and mishaps throughout the facility.
9. Inspect building lighting fixtures daily.
10. Assist in the operation of the facility HVAC system as required.
11. Assist in setting up facilities for meetings and workshops as required.
12. Perform minor maintenance repairs as assigned.
13. Participate in casualty prevention tests and inspections as required.
14. Patrol facility and grounds to pick up and prevent the accumulation of litter daily.
15. Assist with grounds maintenance as required.

##### Inter / Intra-agency Communication and Delivery

1. Communicate effectively with staff and administration
2. Keep supervisor informed of potential problems or unusual events.
3. Respond to inquiries and concerns in a timely manner.

**CUSTODIAN (Continued)**

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Provide for a safe and secure workplace.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality regarding school matters.
6. Maintain positive relationships with staff.
7. Participate in workshops and training sessions as required.

**System Support**

1. Prepare all required reports and maintain all appropriate records.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit interpersonal skills to work as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	79025	Head Custodian	Eric Evans
0111	79026	Custodian	Allen Bell
0111	79026	Custodian	Jamari Greene
0111	79026	Custodian	Angela Jones
0021	79026	Custodian	Ernestine Parrish
0021	79026	Custodian	Nathaniel Woods
6016	79026	Custodian	Willie Morris

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### CHIEF FINANCIAL OFFICER

#### QUALIFICATIONS:

1. Bachelor's or higher degree from an accredited college in a field related to Business Management.
2. Five (5) years successful experience in Financial Planning and Budgeting.
3. Three (3) years experience in Educational Finance.
4. CPA certification preferred.
5. District-level school finance experience preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting standards, Florida School Law, and State Board of Education regulations. Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments, risk management, and food service. Ability to plan and analyze. Ability to use personal computer/mainframe software and hardware. Knowledge of banking as it relates to investments. Ability to use effective public relations skills. Ability to effectively use problem-solving skills, group dynamics, and communication skills for both oral and written presentations.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide substantial and effective leadership, direction, and oversight in developing, coordinating and maintaining fiscal services and fiscal solvency to facilitate successful educational programs and related support services throughout the district..

#### SUPERVISES:

Food Services Specialist  
Federal Fiscal Specialist  
Finance and Payroll Specialist  
Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Administer the functions of financial services including budgeting, financial accounting, program cost reporting, accounts payable, cash receipts, cash flow, payroll, and federal grants.
2. Understand, analyze, and evaluate the system of internal control comprised of the accounting system structure methods of documentation, operating procedures, and personnel assignments.
3. Supervise the food service program.
4. Administer functions of the employee benefits program.
5. Prepare and/or supervise the maintenance of financial reports and records as required by local, state, and federal agencies.
6. Prepare and submit monthly expenditure reports for all federal grants.
7. Directly administer federal grants, as assigned, including budget development, monitoring expenditures, and reports.
8. Oversee preparation of final reports for federal grants.
9. Manage cash draws for federal grants.

## CHIEF FINANCIAL OFFICER (Continued)

10. Prepare and submit monthly financial statements to the Superintendent and School Board.
11. Prepare and submit monthly fund balance projections for the General Fund to Department of Education.
12. Prepare Annual Cost Report for district.
13. Prepare and submit Medicaid Administrative Claims.
14. Assist in administering agreements resulting from collective bargaining.
15. Assist in preparing for and conducting collection bargaining as applicable
16. Facilitate and oversee the ongoing audit process by other agencies, respond to auditors' concerns and questions during audits, and coordinate the district's formal response to audits.
17. Arrange for and oversee the required audit of internal accounts.
18. Conduct follow-up activities to remedy audit report findings of an adverse nature.
19. Serve as the district's purchasing administrator as assigned, including RFP's, bids and contracts as necessary.
20. Coordinate and manage the acquisition and disposition of property.
21. Maintain project ledgers on construction projects and routinely reconcile to accounting records the project expenditures and architect and contractor billing.
22. Plan for and control the cash flow in order to ensure that adequate funds are available for daily operations.
23. Provide overall supervision of the district's investment program.
24. Prepare the annual financial report.
25. Coordinate application for use of impact funds when applicable.
26. Develop, recommend, and administer the district budget.
27. Coordinate renewal data collection for the property and casualty insurance carrier.
28. Recommend property and casualty coverage to the Superintendent and School Board.
29. Coordinate the bid process, including specifications, bidders, and evaluation for the district's health insurance program.
30. Coordinate and recommend a health insurance vendor to the Superintendent and School Board for approval.
31. Serve as a mediator between employees and the insurance carrier on health insurance matters.
32. Serve as the worker's compensation insurance coordinator for the district.
33. Represent the school district at hearings and in litigation, negotiations, and settlements related to insurance claims.
34. Coordinate the development and revision of the district Crisis Management Plan as well as training on utilization of the plan.
35. Serve as risk manager for the school district.
36. Train site representatives on worker's compensation procedures and changes.
37. Maintain effective community relations and interpret financial matters to the community.
38. Enhance financial services by serving on local committees, visiting schools, and making presentations.
39. Provide assistance to schools and departments in preparing and maintaining budgets.
40. Serve as the PAEC Advisory Committee member for Risk Management and Gateway financial systems.
41. Provide technical assistance to employees as needed.
42. Provide for cross training of personnel within the department.
43. Maintain a network of peer contacts through professional organizations.
44. Promote and support the professional growth of self and others.
45. Provide information to Superintendent on financial status of school system and wise use of its resources.
46. Assist in the preparation of grant applications as applicable.
47. Participate in the process of developing district compensation plans.
48. Post and balance bond register as payments are made and coupons received.
49. Assist with the development of district FTE projections and monitor school and district FTE for survey periods.
50. Coordinate and oversee Management Information Systems and Data Processing functions as assigned.
51. Assist in the development of administrative guidelines and policies.
52. Assist in the preparation of the School Board agenda, preparing finance and business services action items of a routine and priority nature.
53. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

**CHIEF FINANCIAL OFFICER (Continued)**

54. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding impact on the district.
55. Maintain liaison with federal, state, and local agencies regarding operations of the department.
56. Act as legislative liaison to represent the district's financial interests as assigned.
57. Direct and coordinate the planning, implementation, and evaluation of finance and business services necessary for the efficient operation of the school system.
58. Function as the budget control officer with responsibility for yearly development of the school district budget, including all TRIM requirements and administration for all funds.
59. Prepare other reports, as required, for Department of Education.

**Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
3. Model and maintain high ethical standards.
4. Follow attendance, punctuality and proper dress rules.
5. Maintain confidentiality.
6. Demonstrate organizational skills by performing many tasks simultaneously.
7. Provide vision and leadership for implementation of technology in business and financial services.
8. Maintain positive relationships with co-workers, school personnel, parents and administration.
9. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
10. Complete assignments with little or no supervision.

**System Support**

1. Assist schools and other departments as assigned.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
6. Facilitate problem solving by groups for individuals.
7. Assist in district-wide comprehensive planning to relate the use of financial and human resources to district goals and objectives.
8. Serve on the Superintendent's Leadership Team.
9. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Center	Position Code	Position Title	Employee
9012	75023	CFO	Robert Lloyd

**CHIEF FINANCIAL OFFICER (Continued)**

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### BUS OPERATOR

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through Department of Motor Vehicles (DMV).
3. Successful completion of driver's training course as specified by state and federal standards.
4. Must be trained in CPR and First Aid.
5. Certified physically capable by a physical examination as prescribed by state and federal standards and reflex test administered by the district.
6. Minimum age of twenty-three (23).

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routing schedule.

#### REPORTS TO:

Facilities & Transportation Specialist

#### JOB GOAL

To transport students, safely and efficiently, to and from their school sites and/or special events.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Transport students to and from school and on assigned trips safely and efficiently.
2. Comply with all state and local laws relative to bus transportation.
3. Observe all safety regulations for school buses.
4. Maintain discipline of students and report discipline problems to school administrators.
5. Fuel bus according to district transportation guidelines/policies.
6. Keep assigned bus clean according to district/transportation policies.
7. Maintain records that are required for state reporting.
8. Follow assigned route and schedule.
9. Recommend to Supervisor changes in bus routes or bus loads.
10. Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
11. Discharge students only at authorized stops.
12. Transport only authorized students.
13. Ensure no smoking, drinking or eating on bus.
14. Instruct students in safety precautions and practices.
15. Conduct bus evacuations as required.



## **BUS OPERATOR (Continued)**

16. Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading / unloading procedures.

### **Inter / Intra-agency Communication and Delivery**

1. Interact appropriately with children, parents, bus attendants, if applicable, transportation and school personnel.
2. Report all accidents involving a school bus.
3. Communicate well with supervisor, bus attendants if applicable, parents, and schools.

### **Employee Qualities / Responsibilities**

1. Attend in-service training and meetings as required.
2. Continue to work to improve knowledge and competence in relationship to position.
3. Establish rapport with students.
4. Model and maintain high ethical standards.
5. Maintain confidentiality regarding school matters.
6. Display appropriate work ethic.
7. Report to work punctually and regularly
8. Follow proper dress rules

### **System Support**

1. Exercise responsible leadership when on District school trips.
2. Maintain complete and accurate records as required by law, District policy and administrative regulations.
3. Complete and submit all required reports.
4. Assist in upholding and enforcing school rules, District policy and administrative regulations.
5. Follow all transportation policies and procedures.
6. Represent the School Board in a positive manner.
7. Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**BUS OPERATOR (Continued)**

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9002	78030	Bus Driver	Ada Pender Bellamy
9002	78030	Bus Driver	Annette Benjamin
9002	78030	Bus Driver	Jerry Cummings
9002	78030	Bus Driver	Mae Alice Howard
9002	78030	Bus Driver	LaShara Macon
9002	78030	Bus Driver	Teresa Martinez
9002	78030	Bus Driver	Irria Parris
9002	78030	Bus Driver	Gary Scott
9002	78030	Bus Driver	Minnie Simmons
9002	78030	Bus Driver	Lucius Wade
9002	78030	Bus Driver	Hubert Williams
9020	78031	Substitute Bus Driver	Grace Johnson

**JEFFERSON COUNTY  
SCHOOL DISTRICT**  
**Job Description**



**ASSISTANT PRINCIPAL, HIGH SCHOOL**

**QUALIFICATIONS:**

1. Master's degree in Educational Leadership or related educational field from an accredited educational institution.
2. Three (3) years of teaching experience at the high school level preferred.
3. Florida certification in Educational Leadership or School Principal.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to prepare and manage a school budget. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques. Ability to use effective public speaking skills. Ability to use problem-solving skills. Ability to provide instructional leadership based on current educational trends and research. Knowledge of group and cultural dynamics. Ability to communicate orally and in writing. Skill in personnel management, interaction, supervision techniques, coaching, evaluation procedures and conflict resolution. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Knowledge of computer hardware and software applications. Knowledge and understanding of all positions supervised. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

**REPORTS TO:**

Principal

**JOB GOAL**

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to carry out the mission and goals of the school and the district and to meet the educational needs of the students.

**SUPERVISES:**

Instructional, Support and Service Personnel as assigned by the Principal

**PERFORMANCE RESPONSIBILITIES:**

**Instructional Program Leadership/Development**

1. Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
2. Provide recommendations to the principal regarding curriculum improvement.
3. Supervise equipment selection, acquisition and inventory.
4. Assist the principal in the administration of the summer school program and before and after school programs.
5. Assist with the coordination of student field trips.
6. Assist in the administration of the school's testing programs.
7. Assist in the coordination of the school's accreditation program.
8. Assist in administering the Exceptional Student Education and 504 programs.
9. Assist in developing and implementing the schools technology program.
10. Assist in administering the English as a Second Language program.

## **ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)**

11. Develop and implement the school's instructional program with assistance from district personnel and provide for articulation among school personnel as assigned by the principal.
12. Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.

### **Personnel Action Services**

1. Request, orient and assign substitute teachers.
2. Assist with college/university intern assignment and placement.
3. Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
4. Assist in the preparation of the master schedule.
5. Assist with the supervision of personnel including orientation of new employees as assigned.
6. Assist in developing personnel assignments and duty rosters.
7. Assist with the interview and selection of personnel to be recommended for employment as required.
8. Assist in implementing and administering the negotiated employee contracts.
9. Assist in the coordination of the school's in-service program.
10. Assist in the development of individual professional development plans as required.
11. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
12. Provide training programs, assistance and feedback to personnel as required.
13. Develop the master teaching schedule and assign teachers according to identified needs.
14. Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, programs for new teachers and other developmental activities.
15. Supervise department or grade level chairs and conduct meetings as appropriate.
16. Provide feedback and assistance to employees as needed.

### **School Operations/Delivery Systems**

1. Assist the principal with the daily operation of the school.
2. Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
3. Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
4. Assist in developing and monitoring the school budget as assigned.
5. Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
6. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
7. Supervise all facets of the registration process, including but not limited to, the production of the curriculum guide and related materials.
8. Coordinate the production of pre-planning materials including handbooks.
9. Maintain adequate property inventory records, key control and security of school property.
10. Approve school-sponsored activities and maintain a calendar of all school events.
11. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
12. Conduct student orientation programs.
13. Responsible for being available/present during all emergency situations.

### **Student Support Services**

1. Assist with student attendance and discipline as assigned.
2. Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
3. Maintain visibility and accessibility on the school campus.
4. Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
5. Confer with students, parents and teachers to resolve problems and facilitate learning.
6. Assist in interpreting and implementing the Student Progression Plan.
7. Assume responsibility for control and direction of pupils related to suspensions from school, suspensions from the bus and school in accordance with board policies and statutes.
8. Assist in establishing guidelines for proper pupil conduct and effective disciplinary procedures and policies for the school.

**ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)**

9. Interpret and enforce the district's Code of Student Conduct.
10. Participate in the administration of the school's athletic program.
11. Manage and supervise student activity programs including the selection of club sponsors.

**Personal/Professional Employee Qualities**

1. Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
2. Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
3. Model effective listening and positive interaction skills.
4. Model and maintain high standards of professional conduct.
5. Set high goals and standards for self, others and the organization.
6. Keep abreast of trends and changes in educational programs and procedures.
7. Complete all required reports and maintain all appropriate records.
8. Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

**Leadership**

1. Participate in the development of plans to meet long-range facility needs at the assigned school.
2. Participate in the function of financial planning for the school which may include assisting in the preparation of the school budget.
3. Provide leadership in developing and implementing goals and priorities of the district and school.
4. Serve as the administrative head of the school in the absence of the principal as needed.
5. Assist in planning and implementing the school's public relations program.
6. Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
7. Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
8. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
9. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Center	Position Number	Position Title	Employee
0021	73009	Assistant Principal	Genleah Swain

**JEFFERSON COUNTY  
SCHOOL DISTRICT**  
**Job Description**



**ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL**

**QUALIFICATIONS:**

1. Master's degree in Educational Leadership or related educational field from an accredited educational institution.
2. Three (3) years of teaching experience at the elementary level preferred.
3. Certification in Educational Leadership.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the current educational trends, research and best practices related to assignment. Knowledge of human growth and development. Knowledge of group dynamics. Skill in personnel management, interaction, conflict resolution, and supervision techniques. Ability to prepare and manage the school budget. Ability to enforce collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, coaching procedures and evaluation procedures. Ability to use public speaking skills effectively and make presentations to a variety of audiences. Ability to use problem-solving skills. Knowledge of School Board policies and practices related to assignment. Knowledge of the hardware and software applications used throughout the district. Knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

**REPORTS TO:**

Principal

**JOB GOAL**

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to meet the needs of students and to carry out the mission and goals of the school and the district.

**SUPERVISES:**

Instructional, Support and Service Personnel as assigned by the Principal

**PERFORMANCE RESPONSIBILITIES:**

**Instructional Program Leadership/Development**

1. Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
2. Provide recommendations to the principal regarding curriculum improvement.
3. Supervise equipment selection, acquisition and inventory.
4. Assist the principal in the administration of the summer school program and before and after school programs.
5. Assist with the coordination of student field trips.
6. Assist in the administration of the school's testing programs.
7. Assist in the coordination of the school's accreditation program.
8. Assist in developing and implementing the school's technology program.

## **ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

9. Provide leadership and collaboration with the School Advisory Council on the development, implementation, and evaluation of the school improvement plan.
10. Assist in administering the Exceptional Student Education program.
11. Assume responsibility for ESOL documentation, updates and verification on all student files.
12. Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.
13. Monitor all school property and maintain appropriate records.

### **Personnel Action Services**

1. Request, orient and assign substitute teachers.
2. Assist with college/university intern assignment and placement.
3. Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
4. Assist in the preparation of the master schedule.
5. Assist with the supervision of personnel including orientation of new employees as assigned.
6. Assist in developing personnel assignments and duty rosters.
7. Assist with the interview and selection of personnel to be recommended for employment as required.
8. Assist in implementing and administering the negotiated employee contracts.
9. Assist in the coordination of the school's in-service program.
10. Assist in the development of individual professional development plans as required.
11. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
12. Provide training programs, assistance and feedback to personnel as required.

### **School Operations/Delivery Systems**

1. Assist in coordinating and managing transportation services at the assigned school.
2. Assume responsibility for ordering and inventorying instructional materials.
3. Assist the principal with the daily operation of the school.
4. Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
5. Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
6. Assist in developing and monitoring the school budget as assigned.
7. Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
8. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
9. Responsible for being available/present during all emergency situations.

### **Student Support Services**

1. Assist with student attendance and discipline as assigned.
2. Assist with reporting of all student attendance and discipline records as assigned.
3. Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
4. Maintain visibility and accessibility on the school campus.
5. Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
6. Confer with students, parents and teachers to resolve problems and facilitate learning.
7. Assist in interpreting and implementing the Student Progression Plan.

### **Personal/Professional Employee Qualities**

1. Provide assistance for improving classroom management and the instructional skills of teachers.
2. Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
3. Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
4. Model effective listening and positive interaction skills.
5. Model and maintain high standards of professional conduct.
6. Set high goals and standards for self, others and the organization.
7. Keep abreast of trends and changes in educational programs and procedures.
8. Complete all required reports and maintain all appropriate records.

**ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

9. Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

**Leadership**

1. Provide a safe, creative and positive environment for optimum growth of all stakeholders.
2. Support and implement the district strategic plan, district school calendar, and district staffing plan.
3. Facilitate the involvement of staff, parents, and community members in the decision-making process when appropriate.
4. Ensure that all district policies and procedures are followed.
5. Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.
6. Provide leadership in developing and implementing goals and priorities of the district and school.
7. Serve as the administrative head of the school in the absence of the principal as needed.
8. Assist in planning and implementing the school's public relations program.
9. Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
10. Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
11. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
12. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	73008	Assistant Principal	Elizabeth DeCardenas



# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### ADMINISTRATIVE SECRETARY FOR EXCEPTIONAL STUDENT EDUCATION

#### QUALIFICATIONS:

1. High School Diploma or equivalent with business secretarial skills training or equivalent work experience.
2. Minimum of three (3) years related progressively responsible experience and / or training.
3. May substitute an equivalent combination of education and experience for above requirement.
4. Computer proficiency in word processing, page layout programs, spreadsheet and database programs.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of detailed office procedures and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to utilize computer for word processing and other specific programs. Knowledge of the operation and programs of the school district. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to establish and maintain positive working relationships with others. Ability to deal effectively and courteously with the public.

#### REPORTS TO:

Assistant Superintendent for Teaching and Learning

#### JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the state and federal guidelines of the Exceptional Student Education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Answer telephone, route and make calls, record messages, answer questions and provide information.
2. Prepare, type and/or update a wide variety of records, reports, special projects, letters and documents.
3. Perform clerical duties required by activities and functions of the program/department including preparing and sending correspondence, receiving and routing incoming/outgoing mail and workshop preparation.
4. Enter appropriate information into databases according to program and department guidelines.
5. Create and maintain files, reports, forms, grants, records, Board agenda items, guides, manuals and other assigned projects.
6. Maintain current information on all applicable policies and procedures, process routine matters within established policies.
7. Prepare documents such as, but not limited to, project reports and documents pursuant to department guidelines and requirements.

**ADMINISTRATIVE SECRETARY FOR ESE (Continued)**

8. File claims with the Medicaid Certified School Match Program for reimbursement due the district for services provided to Medicaid eligible ESE students.
9. Type purchase orders for ESE department.
10. Maintain and update all student files in the ESE department.
11. Fax copies of information requested by other school districts and state agencies for current and past ESE students.

**Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
8. Complete assignments with little or no supervision.

**System Support**

1. Assist schools and other departments as assigned.
2. Prepare all required reports and maintain all appropriate records.
3. Follow all School Board policies and school policies and procedures.
4. Exhibit the interpersonal skills necessary as an effective team member.
5. Demonstrate support for the School District and its goals and priorities.
6. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	72091	Admin Asst/ESE Parent Liaison	Taneathia Mascoe

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### ADMINISTRATIVE SECRETARY FOR FEDERAL PROGRAMS

#### QUALIFICATIONS:

1. High School Diploma or equivalent with business secretarial skills training or equivalent work experience.
2. Minimum of three (3) years related progressively responsible experience and / or training.
3. May substitute an equivalent combination of education and experience for above requirement.
4. Computer proficiency in word processing, page layout programs, spreadsheet and database programs.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of detailed office procedures and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to utilize computer for word processing and other specific programs. Knowledge of the operation and programs of the School District. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to establish and maintain positive working relationships with others. Ability to deal effectively and courteously with the public.

#### REPORTS TO:

Federal Programs Specialist

#### JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties including considerable knowledge of the responsibilities needed to meet federal, state, and local program requirements.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Answer telephone, route and make calls, record messages, answer questions and provide information.
2. Prepare, type and/or update a wide variety of records, reports, special projects, purchase orders, letters and documents.
3. Perform clerical duties required by activities and functions of the program / department including preparing and sending correspondence, receiving and routing incoming / outgoing mail and workshop preparation.
4. Enter appropriate information into databases according to program and department guidelines.
5. Create and maintain files, handle applications, reports, forms, grants, records, Board agenda items, minutes, guides, manuals and other assigned projects.
6. Maintain calendar for scheduling appointments, interviews, deadlines, arrangements for meetings and program responsibilities as needed.
7. Maintain current information on all applicable policies and procedures, process routine matters within established policies.
8. Prepare documents such as, but not limited to, project reports and documents pursuant to department guidelines and requirements.
9. Maintain all records that meet reporting requirements for federal programs.
10. Assist with volunteer applications as needed.

**ADMINISTRATIVE SECRETARY FOR FEDERAL PROGRAMS (Continued)**

11. Complete and update inventory of “Title” program property.
12. Coordinate communications with SES providers and enroll students, track enrollments, and maintain student account records.
13. Manage home education data as required by Department of Education (DOE).

**Inter / Intra-agency Communication and Delivery**

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
8. Complete assignments with little or no supervision.

**System Support**

1. Act as receptionist when needed.
2. Assist schools and other departments as assigned.
3. Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor.
4. Prepare all required reports and maintain all appropriate records.
5. Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
6. Follow all School Board policies and school policies and procedures.
7. Exhibit the interpersonal skills necessary as an effective team member.
8. Demonstrate support for the School District and its goals and priorities.
9. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	77391	Federal Programs Secretary	Tomura Byrd

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of five (5) years responsible experience in complex secretarial work or a combination of training and experience.
3. Take and transcribe dictation accurately.
4. Word processing skills and electronic equipment experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, operation, program and goals of the district. Knowledge of federal, state and district rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to utilize the computer for word processing and other functions. Ability to schedule time and handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To ensure the smooth and efficient operation of the Superintendent's office while performing secretarial and administrative duties and responsibilities.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Serve as administrative assistant to the Superintendent by planning, initiating and carrying to completion secretarial and administrative activities.
2. Maintain Superintendent's calendar including appointments, travel, deadlines and commitments.
3. Prepare and disseminate agendas and packets for School Board meetings.
4. Prepare and advertise all legal notices pertaining to meetings according to State Statute.
5. Record, compile, transcribe all Board minutes according to State Statutes.
6. Attend all School Board meetings and assist the Superintendent as secretary to the Board in maintaining minutes and other records.
7. Develop materials for Superintendent's use for presentations, conferences and workshops.
8. Compile background data and information on issues and/or topics as requested by the Superintendent.
9. Respond to any correspondence as directed by the Superintendent.
10. Maintain Superintendent's files.
11. Serve as the District's Public Records Liaison Officer
12. Prepare, advertise, disseminate and keep accurate records of approved School Board policies.

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT (Continued)**

13. Be fully aware of, and fluent in all legislative action affecting JCSB rules, policies and procedures.
14. Initiate, prepare and maintain all bonds for Superintendent and Board members.
15. Coordinate responses to public records requests.
16. Manage public record retention schedules according to State Statute and purge/destroy records when applicable.
17. Prepare bid paperwork, advertise bids and manage bid openings for capital outlay projects and fuel products for the District.

**Inter / Intra-agency Communication and Delivery**

1. Communicate with Board members and district and school administrators concerning Board meetings, official functions, meetings and any other pertinent information.
2. Assist Board members as directed by the Superintendent.
3. Interface with others concerning items that are required for Board approval and make required copies of agenda attachments.
4. Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
5. Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.
6. Receive, log and route all mail and electronic communications received by the Superintendent's office
7. Keep the Superintendent informed of potential problems or unusual events.
8. Maintain confidentiality.

**Employee Qualities / Responsibilities**

1. Maintain effective working relationships with Board members, District and school personnel, parents, media representatives and the general public.
2. Assist in training and supervising any District clerical personnel assigned to the Superintendent's office.
3. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
4. Respond to requests from the public as directed by the Superintendent.
5. Maintain confidentiality.

**System Support**

1. Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
2. Prepare required reports and maintain all appropriate records.
3. Follow all School Board policies and procedures.
4. Demonstrate support for the School District and its goals and priorities.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Code</b>	<b>Position Title</b>	<b>Employee</b>
9001	72090	Admin Asst to Supt	Vacant

# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### ACCOUNT CLERK I, FOOD SERVICE

#### QUALIFICATIONS:

1. Graduation from an accredited high school; or, possession of an acceptable equivalency diploma.
2. Clerical experience with one (1) year experience in the performance of duties involving bookkeeping or related work.
3. Comparable amount of training and experience may be substituted for the minimum requirements with School Board approval in individual circumstances.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize electronic equipment and software. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

#### REPORTS TO:

Food Service Specialist

#### JOB GOAL

To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Receive service report from cafeteria managers, check for accuracy of meals served and monies collected, post figures, transmit cumulative report to Department of Education (DOE) and reimburse federal funds.
2. Prepare payroll sheets for food service employees and post leave on ledger sheets; submit to payroll (monthly).
3. Set up computer invoices for ordering food and non-food items; purchase weekly; generate market order form.
4. Interact with vendors regarding products sold, delivery, problems, shortages; order from vendors weekly.
5. Prepare purchase orders, check delivery tickets for accuracy, post and forward to accounts receivable for payment.
6. Order, receive, warehouse, inventory, bill and charge supplies to District departments.
7. Receipt and deposit money from cafeterias daily.
8. Process orders, maintain records, and monitor School Food Service/District Bulk Purchasing activities.
9. Provide forms for office and cafeterias.
10. Assist with ordering, setting up, preparing and serving a meal for special occasion catering or District-wide meals for personnel.
11. Keep records for audit and provide documentation for auditors.

**ACCOUNT CLERK I, FOOD SERVICE (Continued)**

12. Operate accountability machines and serve as substitute food service worker as needed.
13. Deliver supplies to cafeterias.

**Inter / Intra-agency Communication and Delivery**

1. Provide for positive communication among staff.
2. Serve as a resource to schools and departments in areas of responsibility.
3. Serve as a liaison with other agencies as required.
4. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and order materials.

**Employee Qualities / Responsibilities**

1. Maintain confidentiality regarding all matters related to assignment.
2. Participate in workshops and training sessions as required.
3. Maintain work area in a safe and secure manner.
4. Model and maintain high ethical standards.
5. Follow attendance and proper dress rules as required.

**System Support**

1. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
2. Assist and/or direct the investigation of errors and complaints.
3. Assist in training other personnel providing back-up assistance as necessary.
4. Assist the Food Service Specialist with required reports.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
9006	75032	Account Clerk I	Rebecca Brock



# JEFFERSON COUNTY SCHOOL DISTRICT

## Job Description



### ACADEMIC INTERVENTION SPECIALIST

#### QUALIFICATIONS:

1. Bachelor's Degree from an accredited educational institution.
2. Hold a current valid Florida teaching certificate.
3. At least three (3) years experience in elementary classroom instruction.
4. Knowledge of curriculum development and progressing monitoring.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal, listening, and facilitation skills. Effective communication skills (written and oral). Computer skills. Demonstrated proactive orientation. Demonstrated ability to work with school administrators and District personnel as well as students and parents from all socio-economic backgrounds. Ability to function and perform the job with minimum supervision. Ability to read and analyze professional journals, technical procedures, or governmental regulations. Ability to organize, prioritize, and manage time well. Ability to establish and maintain effective working relationships and collaborate with various groups and individuals. Ability to collect, organize and analyze student data for grant reporting purposes. Understanding of basic budgeting and financial procedures. Ability to perform duties with awareness of all district requirements and School Board policies.

#### REPORTS TO:

Principal

#### JOB GOAL

To lead students and teachers in grades K-12 toward the fulfillment of their academic potential in preparation for students' enrollment in college or employment in chosen careers.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Models instruction in assigned class(es) of K-12 students in the locations and at the times designated.
2. Meet and work with school and District administration to elicit projects and programs that need support.
3. Coordinates academic programs and activities designed to meet the needs of all students assigned to grades K-12.
4. Plan and implement staff training and secure curriculum materials as necessary and appropriate.
5. Collect required data and ensure compliance with approved Title I Grant application
6. Provide continuous evaluation of programs informally, as well as, formally on a regular, ongoing basis including the collecting, entering and analysis of student and other program data.
7. Promotes family involvement in education through partnerships between the schools, parents, other organizations, agencies, parent centers, and community-based family partners.
8. Provides information, training, and support for families and educators.
9. Increases educators' awareness of the issues that impact family involvement for at-risk, minority, or hard-to-reach families.
10. Assists with activities related to academic assessment and progress monitoring of students.

New: 8-11-14

Board Approval: 8-11-14

**ACADEMIC INTERVENTION SPECIALIST (Continued)**

11. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal matters.
12. Collaborates with all other professional and support personnel in the delivery of integrated services for teachers and students.

**Inter / Intra-agency Communication and Delivery**

1. Keep supervisor informed of potential problems or unusual events.
2. Maintain positive relationships with co-workers, school personnel, parents and administration.

**Employee Qualities / Responsibilities**

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.

**System Support**

1. Assist schools and other departments as assigned.
2. Follow all School Board policies and school policies and procedures.
3. Exhibit the interpersonal skills necessary as an effective team member.
4. Demonstrate support for the school district and its goals and priorities.
5. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

<b>Center</b>	<b>Position Number</b>	<b>Position Title</b>	<b>Employee</b>
0111	51071	Intervention Specialist	Amanda Hofheinz

# Tab 8

Code	Position Number	Position	Person	Salary
		<b>DISTRICT OFFICE</b>		
<b>9001</b>	<b>72000</b>	<b>Superintendent</b>	<b>Al Cooksey</b>	<b>\$95,576.00</b>
9001	72090	Administrative Assistant	TBA	\$35,535.15
9001	72095	Receptionist	Gwen Halpin	\$27,076.14
<b>9012</b>	<b>75023</b>	<b>CFO</b>	<b>Robert Lloyd</b>	<b>\$80,910.00</b>
9012	75010	Finance & Payroll Specialist	Mary Harris	\$37,760.18
9012	75099	Fiscal Specialist	Susan Edwards	\$28,336.77
9012	75034	Federal Fiscal Specialist	Ursie Thomas	\$27,258.84
<b>9001</b>	<b>72010</b>	<b>Human Resources Specialist</b>	<b>Sherman Stroman</b>	<b>\$59,950.00</b>
9001	77336	Human Resources Analyst	Vicki Boland	\$24,865.47
<b>9009</b>	<b>65005</b>	<b>Director of Technology &amp; Support Services</b>	<b>Tom Vogelgesang</b>	<b>\$59,846.00</b>
9009	65021	Instructional Technologist	Edward Paschal	\$58,059.45
9009	65035	System Analyst	Will Tellefsen	\$25,348.32
9009	65033	IT Technician	TBA	\$21,512.93
9009	77213	MIS Coordinator	Alfa Lingle	\$19,496.70
<b>9001</b>	<b>72008</b>	<b>Director of Community Relations &amp; ESE</b>	<b>Kimberli Perry</b>	<b>\$64,871.00</b>
9001	72091	Administrative Assistant/ESE Parent Liason	Taneathia Mascoe	\$30,086.78
9014	51057	District Gifted Coordinator/Teacher	Brenda Wirick	\$46,800.00
9014	51076	District Staffing Specialist	Katrine Holton	\$36,200.00
9014	51071	District MTSS Coordinator/Child Find Specialist	Tanishia Barnhart	\$41,800.00
9005	52009	Homebound Teacher	Howard Marx	\$24.35 Hourly
9014	91034	Paraprofessional (Vocational Rehab)	Mazie Glenn	\$31,214.18
9001	61010	<b>Federal Programs Specialist</b>	<b>Tammy McGriff</b>	<b>\$75,926.00</b>
9001	77391	Federal Programs Secretary	Tomura Byrd	\$18,196.92
Code		Position	Person	Salary
		<b>District-Wide</b>		
9011	91034	Parent Involvement Coordinator District-Wide	Gloria Cox	\$18,321.68
9011	51071	Science Coach - District-Wide	Forrest Massey	\$41,200.00

Code		Position	Person	Salary
		JES		
111	73001 - JES; 73002 - Middle/Junior High; 73003 - Senior High	Principal	Elijah Key - JES & JCMHS	\$70,860.00
111	73008	Assistant Principal	Elizabeth DeCardenas	\$58,755.00
111	63111	Math Coach	Makeba Butler	\$36,400.00
111	64021	Reading Coach	TBA	\$35,000.00
111	51071	Intervention Specialist	Amanda Hofheinz	\$35,800.00
111	52015	Pre-K Teacher	Nikki Barrington	\$36,200.00
111	52015	Pre-K Teacher	Dierdre Crowell	\$35,800.00
111	52015	Pre-K Teacher	Tamela Helms	\$36,200.00
111	51044	Kindergarten Teacher	Cayco Brooks	\$36,200.00
111	51044	Kindergarten Teacher	Jessica McGale	\$35,800.00
111	51044	Kindergarten Teacher	Hannah Routt	\$34,464.01
111	51055	First Grade Teacher	Kathy Barker	\$55,200.00
111	51055	First Grade Teacher	Twynetta Howard	\$52,400.00
111	51055	First Grade Teacher	Kristie Lamb	\$47,200.00
111	51055	First Grade Teacher	Cathy Watt	\$54,600.00
111	51056	Second Grade Teacher	Cynthia Barrington	\$52,400.00
111	51056	Second Grade Teacher	Terri Clark	\$46,800.00
111	51056	Second Grade Teacher	Jamie Gordon	\$36,600.00
111	51056	Second Grade Teacher	Theresa Stubbs	\$47,200.00
111	51057	Third Grade Teacher	Terri Green	\$35,800.00
111	51057	Third Grade Teacher	Susan Jones	\$51,600.00
111	51057	Third Grade Teacher	Indy Mack	\$52,400.00
111	51057	Third Grade Teacher	Nicole Roddenberry	\$41,800.00
111	51058	Fourth Grade Teacher	Raven Bell	\$35,000.00
111	51058	Fourth Grade Teacher	Sharico Bellamy	\$41,800.00
111	51058	Fourth Grade Teacher	Sherica Howard	\$36,200.00
111	51058	Fourth Grade Teacher	George Mathis	\$35,000.00
111	51059	Fifth Grade Teacher	Patricia Burns	\$41,000.00
111	51059	Fifth Grade Teacher	Angela Potter	\$35,000.00
111	52014	ESE Teacher	Jacquelyn Dupuis	\$41,400.00
111	52014	ESE Teacher	Carlton Londeree	\$41,400.00
111	61231	Guidance Counselor	Denise Robinson	\$36,600.00
111	62030	Media/Technology	JoAnn Jones	\$46,400.00
111	51034	Music Teacher	TBA	\$35,800.00
111	51039	Physical Education Teacher	Eddie Thompson	\$52,400.00
111	55051	Paraprofessional	Teresa Blyden - Pre-K	\$13,446.00
111	51108	Paraprofessional	Shannon Brockman - K - 1st Grade	\$13,446.00
111	52054	Paraprofessional	Sharon Fleita - Pre-K	\$13,446.00
111	52054	Paraprofessional	Tess Knight - 3rd & 4th Grades	\$14,107.50
111	51108	Paraprofessional	Zola Leonard - Pre-K	\$13,446.00
111	51108	Paraprofessional	Kenneth Robinson - PE	\$19,291.50
111	52055	Paraprofessional	Roderick Sailor - ESE 2nd Grade	\$13,446.00
111	52054	Paraprofessional	TBA - ESE	\$13,446.00
111	73091	Secretary	Nicky Seaton	\$19,496.70
111	73097	Bookkeeper	Rachel Embleton	\$20,455.88
111	61021	Resource Officer	Richard Colson (Rotating Shifts)	\$20.20 Hourly
111	61021	Resource Officer	Michael Orphee (Rotating Shifts)	\$20.20 Hourly
111	61021	Resource Officer	Brent Parramore (Rotating Shifts)	\$20.20 Hourly
111	61021	Resource Officer	Mack Norton (Rotating Shifts)	\$20.20 Hourly

Code		Position	Person	Salary
		<b>JCMHS</b>		
<b>21</b>	<b>73009</b>	<b>Assistant Principal</b>	<b>Genleah Swain</b>	<b>\$59,760.00</b>
21	53006	Academics/Media	Lloyd Helms	\$36,200.00
21	51071	Academics	Sharon Sapp	\$35,800.00
21	51051	Science Teacher	Brittany Arrington	\$35,000.00
21	51051	Science Teacher	Michelle Duval	\$35,400.00
21	51052	Science Teacher	Algeletha Mitchell	\$41,800.00
21	51062	Social Studies Teacher	Caleb Bullock	\$35,000.00
21	51062	Social Studies Teacher	Sierra Jennings	\$35,000.00
21	51062	Social Studies Teacher	Michael Dross	\$36,400.00
21	51032	Math Teacher	Bobby Angry	\$36,200.00
21	51032	Math Teacher	Regina Cox	\$41,400.00
21	51032	Math Teacher	Mark Sidhom	\$31,785.46
21	51017	ELA Teacher	William Hudson	\$35,800.00
21	51027	ELA Teacher	Amanda Farrell	\$35,000.00
21	51028	ELA Teacher	Jermaine Walker	\$35,800.00
21	51027	ELA Teacher	Alexandria Brown	\$34,840.46
21	51027	ELA Teacher	TBA	\$35,000.00
21	51040	Physical Education Teacher	Richard Graves	\$38,600.00
21	52014	Physical Education Teacher	Blair Armstrong	\$54,200.00
21	51048	JROTC II	Terry Walker	\$50,256.56
21	51048	JROTC I	William Liptrot	\$57,743.30
21	51035	Music Teacher	Lonnie Hill	\$42,000.00
21	51071	Spanish Teacher	Peter MacWilliam	\$52,000.00
21	65023	Paraprofessional	Dessie Jones	\$23,129.82
21	51114	Paraprofessional	Marshaun Harris	\$13,446.00
21	52055	Paraprofessional	Miranda Gillyard - ESE	\$13,446.00
21	51071	ESE Teacher	Jessica Cortes	\$35,000.00
21	52014	ESE Teacher	Jason Armstrong	\$35,000.00
21	73091	Secretary	Jamie Price	\$20,455.88
21	73097	Bookkeeper	Stephanie Roberts	\$30,458.70
21	61232 - Middle/Jr 61233 - High	Guidance Counselor	Shel McGuire	\$35,000.00
21	64025	Math Coach	Tyrone Thompson	\$36,200.00
21	64022 - Middle 64023 - High	Reading Coach	Pamela Mills	\$41,000.00
21	51081	Athletic Coach	Jason Armstrong	\$2,065.00
21	51081	Athletic Coach	Tyson Armstrong	\$1,500.00
21	51081	Athletic Coach	April Asker	\$884.00
21	51081	Athletic Coach	Monique Ewell	\$1,365.00

Code		Position	Person	Salary
		<b>TURNING POINT</b>		
<b>6016</b>	<b>73003</b>	<b>Principal</b>	<b>Nancy Whitty</b>	<b>\$65,790.00</b>
6016	51063	Teacher	Thomas Speight	\$46,800.00
6016	51108	Paraprofessional	Lutricia Hamm	\$17,091.00
6016	79026	Custodian	Willie Morris	\$15,757.88
6016	79026	Custodian	Darien Siplin	\$15,757.88
Code		Position	Person	Salary
		<b>ADULT SCHOOL</b>		
23	54001	Teacher	Doris Scott	\$24.35 Hourly
23	54001	Teacher	Janet Williams	\$31.97 Hourly
23	51114	Transition Specialist	Christina Newell	\$13,446.00

Code		Position	Person	Salary
		<b>SCHOOL FOOD SERVICE</b>		
<b>9006</b>	<b>76010</b>	<b>School Food Service Specialist</b>	<b>Reathea Knowles</b>	<b>\$35,850.00</b>
9006	75032	Account Clerk I	Rebecca Brock	\$27,405.00
9006	76013	JES - Manager	Tammy Bowling	\$14,889.28
9006	76023	JES - Worker	Mary Singleton	\$10,363.08
9006	76023	JES - Worker	Annette Holland	\$13,322.40
9006	76023	JES - Worker	Ronald James	\$10,420.02
9006	76023	JES - Worker	Yesenia Rosas	\$12,090.26
9006	76013	JCMHS - Manager	Jackie Johnson	\$21,612.64
9006	76013	JCMHS - Worker	Inita Frazier	\$13,322.40
9006	76013	JCMHS - Worker	Eloise Washington	\$13,966.68
9020	76030	Substitute Worker	Jacquelyn Abbot	\$9.49 Hourly
9020	76030	Substitute Worker	Brenda Guerrero	\$9.49 Hourly
9020	76030	Substitute Worker	Mallory Mims	\$9.49 Hourly
Code		Position	Person	Salary
		<b>TRANSPORTATION</b>		
<b>9002</b>	<b>78010</b>	<b>Transportation/Maintenance Specialist</b>	<b>Alfredie Hightower</b>	<b>\$69,549.98</b>
9002	78091	Transportation/Maintenance Secretary	Gwen Keys	\$31,182.98
9002	78026	Lead Mechanic/Bus Inspector	Willie Carr	\$37,407.83
9003	81051	Lead Maintenance	Raymond Nelson	\$24,547.05
9003	81043	Maintenance Specialist	Hayward Bell	\$34,432.43
9003	81043	Maintenance Specialist	Johnny Jackson	\$26,719.88
9002	78030	Bus Driver	Ada Pender Bellamy	\$11,977.20
9002	78030	Bus Driver	Annette Bejamin	\$11,286.00
9002	78030	Bus Driver	Jerry Cummings	\$12,420.00
9002	78030	Bus Driver	Mae Alice Howard	\$14,882.40
9002	78030	Bus Driver	LaShara Macon	\$11,286.00
9002	78030	Bus Driver	Teresa Martinez	\$11,286.00
9002	78030	Bus Driver	Irria Parris	\$14,180.40
9002	78030	Bus Driver	Gary Scott	\$11,286.00
9002	78030	Bus Driver	Minnie Simmons	\$14,007.60
9002	78030	Bus Driver	Lucius Wade	\$11,286.00
9002	78030	Bus Driver	Hubert Williams	\$11,286.00
9020	78031	Sub. Bus Driver	Grace Johnson	\$10.45 Hourly
111	79026	Custodian	Allen Bell	\$15,757.88
111	79025	Head Custodian	Eric Evans	\$16,168.95
111	79026	Custodian	Jamari Greene	\$14,611.96
21	79026	Custodian	Angela Jones	\$14,491.21
111	79026	Custodian	Ernestine Parrish	\$15,757.88
21	79026	Custodian	Nathaniel Woods	\$15,973.20
21	79026	Custodian	Karen Andrews	\$15,757.88
21	79026	Custodian	Michael Smith	\$15,757.88



# Tab 9

**AL COOKSEY**  
Superintendent of Schools  
Phone: 850-342-0100  
Fax: 850-342-0108

*Jefferson County School Board*

**Inspire...Learn...Achieve**

1490 W. Washington Street  
MONTICELLO, FL 32344  
[www.jeffersonschooldistrict.org](http://www.jeffersonschooldistrict.org)



October 13, 2016

Florida Department of Education  
TOP Committee

To Whom It May Concern:

This letter is in regards to your request for information on turn-over percentages for the Jefferson County School District. Please find attached the information that was requested.

If you have any questions or concerns, please contact me at 850-342-0100.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sherman Stroman". The signature is fluid and cursive, with a large, sweeping loop at the end.

Sherman Stroman  
Human Resources Specialist

**BOARD MEMBERS**

*DISTRICT 1*  
**PHIL BARKER**

*DISTRICT 2*  
**SANDRA SAUNDERS**

*DISTRICT 3*  
**SHIRLEY WASHINGTON**

*DISTRICT 4*  
**LARRY HALSEY**

*DISTRICT 5*  
**CHARLES BOLAND**

Jefferson County School District  
Total Percentage Turn-Overs

<b>Jefferson Elementary School</b>			
School Year	Number of Instructional Personnel	Number of Vacancies	Percent of Staff Turn-Over
2013-2014	49	9	18%
2014-2015	39	11	28%
2015-2016	37	11	30%
2016-2017	34	9	27%
<b>Jefferson County Middle/High School</b>			
School Year	Number of Instructional Personnel	Number of Vacancies	Percent of Staff Turn-Over
2013-2014	26	16	61%
2014-2015	39	13	34%
2015-2016	34	15	44%
2016-2017	27	16	59%

# Tab 10

**2016-2017 Teacher Certification Information  
Jefferson Elementary School**

<b>Last Name</b>	<b>First Name</b>	<b>Certification Information</b>
Barker	Kathy	Elementary Education, (Grades 1-6); Primary Education, (Grades K-3)
Barnhart	Tanishia	Elementary Education, (Grades K-6)
Barrington	Cynthia	Professional - Primary Education, (Grades K-3)
Barrington	Nikki	English for Speakers of Other Languages (ESOL), Endorsement; PreKindergarten/Primary Education, (Age 3 - Grade 3); Reading, Endorsement
Bell	Raven	Elementary Education (Grades K-6)
Brooks	Cayco	Elementary Education (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Burns	Patricia	Elementary Education, (Grades K-6)
Butler	Makeba	PreKindergarten/Primary Education, (Age 3-Grade 3); Business Education, (Grades 6-12)
Clark	Terri	Elementary Education, (Grades 1-6)
Crowell	Dierdre	
De Cardenas	Elizabeth	Educational Leadership, (All Levels); Elementary Education (Grades 1-6)
Dupuis	Jacquelyn	Elementary Education, (Grades K-6); Music, (Grades K-12)
Gordon	Jamie	Elementary Education, (Grades K-6)
Green	Terri	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement; Exceptional Student Education, (Grades K-12)
Haselden-Helms	Tamela	PreKindergarten/Primary Education, (Age 3-Grade 3)
Hofheinz	Amanda	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement
Howard	Twynetta	Elementary Education, (Grades 1-6); Primary Education, (Grades K-3); Elementary Education, (Grades 1-6); Primary Education, (Grades K-3)
Jones	JoAnn	Educational Leadership, (All Levels); Educational Media Specialist, (PreKindergarten - Grade 12)
Jones	Susan	PreKindergarten/Primary Education, (Age 3 - Grade 3)
Key	Elijah	Educational Leadership, (All Levels); Social Science, (Grades 6-12)
Lamb	Kristie	Elementary Education, (Grades 1-6)
Londeree	Carlton	Educational Leadership, (All Levels); Elementary Education, (Grades K-6); Exception Student Education, (Grades K-12); Physical Education, (Grades K-12)
Mack	Indy	Primary Education, (Grades K-3)
Massey	Forrest	General Science, (Grades 5-9); Social Science, (Grades 6-12); Exceptional Student Education, (Grades K-12); Biology, (Grades 6-12); Earth-Space Science, (Grades 6-12); English, (Grades 6-12)
Mathis	George	Elementary Education, (Grades K-6)
McGale	Jessica	Elementary Education, (Grades K-6)
Parrish	Sharico	Elementary Education, (Grades 1-6)
Potter	Angela	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Robinson	Denise	Social Science, (Grades 6-12); Finishing up Doctorial Program in Guidance
Roddenberry	Nicole	PreKindergarten/Primary Education, (Age 3-Grade 3)
Rouff	Hannah	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Stubbs	Theresa	Elementary Education, (Grades 1-6)
Thompson	Eddie	Physical Education, (Grades 6-12); Physical Education, (Grades K-8)
Watt	Cathy	Elementary Education, (Grades 1-6)

**2016-2017 Teacher Certification Information  
Jefferson Elementary School**

<b>Last Name</b>	<b>First Name</b>	<b>Certification Information</b>
Barker	Kathy	Elementary Education, (Grades 1-6); Primary Education, (Grades K-3)
Barnhart	Tanishia	Elementary Education, (Grades K-6)
Barrington	Cynthia	Professional - Primary Education, (Grades K-3)
Barrington	Nikki	English for Speakers of Other Languages (ESOL), Endorsement; PreKindergarten/Primary Education, (Age 3 - Grade 3); Reading, Endorsement
Bell	Raven	Elementary Education (Grades K-6)
Brooks	Cayco	Elementary Education (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Burns	Patricia	Elementary Education, (Grades K-6)
Butler	Makeba	PreKindergarten/Primary Education, (Age 3-Grade 3); Business Education, (Grades 6-12)
Clark	Terri	Elementary Education, (Grades 1-6)
Crowell	Dierdre	
De Cardenas	Elizabeth	Educational Leadership, (All Levels); Elementary Education (Grades 1-6)
Dupuis	Jacquelyn	Elementary Education, (Grades K-6); Music, (Grades K-12)
Gordon	Jamie	Elementary Education, (Grades K-6)
Green	Terri	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement; Exceptional Student Education, (Grades K-12)
Haselden-Helms	Tamela	PreKindergarten/Primary Education, (Age 3-Grade 3)
Hofheinz	Amanda	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement
Howard	Twynetta	Elementary Education, (Grades 1-6); Primary Education, (Grades K-3); Elementary Education, (Grades 1-6); Primary Education, (Grades K-3)
Jones	JoAnn	Educational Leadership, (All Levels); Educational Media Specialist, (PreKindergarten - Grade 12)
Jones	Susan	PreKindergarten/Primary Education, (Age 3 - Grade 3)
Key	Elijah	Educational Leadership, (All Levels); Social Science, (Grades 6-12)
Lamb	Kristie	Elementary Education, (Grades 1-6)
Londeree	Carlton	Educational Leadership, (All Levels); Elementary Education, (Grades K-6); Exception Student Education, (Grades K-12); Physical Education, (Grades K-12)
Mack	Indy	Primary Education, (Grades K-3)
Massey	Forrest	General Science, (Grades 5-9); Social Science, (Grades 6-12); Exceptional Student Education, (Grades K-12); Biology, (Grades 6-12); Earth-Space Science, (Grades 6-12); English, (Grades 6-12)
Mathis	George	Elementary Education, (Grades K-6)
McGale	Jessica	Elementary Education, (Grades K-6)
Parrish	Sharico	Elementary Education, (Grades 1-6)
Potter	Angela	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Robinson	Denise	Social Science, (Grades 6-12); Finishing up Doctorial Program in Guidance
Roddenberry	Nicole	PreKindergarten/Primary Education, (Age 3-Grade 3)
Routt	Hannah	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Stubbs	Theresa	Elementary Education, (Grades 1-6)
Thompson	Eddie	Physical Education, (Grades 6-12); Physical Education, (Grades K-8)
Watt	Cathy	Elementary Education, (Grades 1-6)

**2016-2017 Teacher Certification Information  
Jefferson Elementary School**

<b>Last Name</b>	<b>First Name</b>	<b>Certification Information</b>
Barker	Kathy	Elementary Education, (Grades 1-6); Primary Education, (Grades K-3)
Barnhart	Tanishia	Elementary Education, (Grades K-6)
Barrington	Cynthia	Professional - Primary Education, (Grades K-3)
Barrington	Nikki	English for Speakers of Other Languages (ESOL), Endorsement; PreKindergarten/Primary Education, (Age 3 - Grade 3); Reading, Endorsement
Bell	Raven	Elementary Education (Grades K-6)
Brooks	Cayco	Elementary Education (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Burns	Patricia	Elementary Education, (Grades K-6)
Butler	Makeba	PreKindergarten/Primary Education, (Age 3-Grade 3); Business Education, (Grades 6-12)
Clark	Terri	Elementary Education, (Grades 1-6)
Crowell	Dierdre	
De Cardenas	Elizabeth	Educational Leadership, (All Levels); Elementary Education (Grades 1-6)
Dupuis	Jacquelyn	Elementary Education, (Grades K-6); Music, (Grades K-12)
Gordon	Jamie	Elementary Education, (Grades K-6)
Green	Terri	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement; Exceptional Student Education, (Grades K-12)
Haselden-Helms	Tamela	PreKindergarten/Primary Education, (Age 3-Grade 3)
Hofheinz	Amanda	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement
Howard	Twynetta	Elementary Education, (Grades 1-6); Primary Education, (Grades K-3); Elementary Education, (Grades 1-6); Primary Education, (Grades K-3)
Jones	JoAnn	Educational Leadership, (All Levels); Educational Media Specialist, (PreKindergarten - Grade 12)
Jones	Susan	PreKindergarten/Primary Education, (Age 3 - Grade 3)
Key	Elijah	Educational Leadership, (All Levels); Social Science, (Grades 6-12)
Lamb	Kristie	Elementary Education, (Grades 1-6)
Londeree	Carlton	Educational Leadership, (All Levels); Elementary Education, (Grades K-6); Exception Student Education, (Grades K-12); Physical Education, (Grades K-12)
Mack	Indy	Primary Education, (Grades K-3)
Massey	Forrest	General Science, (Grades 5-9); Social Science, (Grades 6-12); Exceptional Student Education, (Grades K-12); Biology, (Grades 6-12); Earth-Space Science, (Grades 6-12); English, (Grades 6-12)
Mathis	George	Elementary Education, (Grades K-6)
McGale	Jessica	Elementary Education, (Grades K-6)
Parrish	Sharico	Elementary Education, (Grades 1-6)
Potter	Angela	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Robinson	Denise	Social Science, (Grades 6-12); Finishing up Doctorial Program in Guidance
Roddenberry	Nicole	PreKindergarten/Primary Education, (Age 3-Grade 3)
Routt	Hannah	Elementary Education, (Grades K-6); English for Speakers of Other Languages (ESOL), Endorsement; Reading, Endorsement
Stubbs	Theresa	Elementary Education, (Grades 1-6)
Thompson	Eddie	Physical Education, (Grades 6-12); Physical Education, (Grades K-8)
Watt	Cathy	Elementary Education, (Grades 1-6)

Tab 11



Florida Department of Education  
 Teacher Value Added Model Classifications  
 2015-16 School Year

Teacher Name	Three Year Three Year Aggregate Classification	9th Grade Algebra Classification	8th Grade Algebra Classification
"GAMBLE,MICHELLE"		Effective <sup>1</sup>	Effective <sup>1</sup>
"WALKER,JERMAINE"	Highly Effective		
"LONDEREE,CARLTON T"	Effective		
"HOLTON,KATRINE"	Unsatisfactory		
"SWAIN,GENLEAH"	Highly Effective		
"DANIELS,PAMELA"	Effective		
"BURNS,TRACY"	Unsatisfactory		
"GERVIN,ANNIE R"	Unsatisfactory		
"WALKER,STANLEY"	Needs Improvement		
"COX,REGINA D"		Effective <sup>1</sup>	
"HUDSON,WILLIAM"	Effective		
"WEIDER,CHRISTOPHER D"	Unsatisfactory		
"SPEIGHT,THOMAS W"	Effective <sup>1</sup>		
"MILLS,PAMELA"	Needs Improvement		
"SCOTT,ANDRE"	Effective		
"GREER.SANDRA"	Effective		
"HOWARD,SHERICA S"	Highly Effective		
"PARRISH,SHARICO N"	Effective		
"ANGRY,BOBBY L."		Effective <sup>1</sup>	Effective <sup>1</sup>
"JIMENEZ,HANNAH"	Unsatisfactory		
"BURNS.PATRICIA"	Effective		
	Effective		
BARRETT,KAYLA	Effective		

<sup>1</sup> The teacher Value Added Model calculation included less than ten student scores.

Tab 12

No materials

# Tab 13

## Smith, Alricky

---

**From:** Champion, Linda  
**Sent:** Thursday, October 13, 2016 5:52 PM  
**To:** Al Cooksey (al.cooksey@jeffersonschooldistrict.org); Robert Lloyd (robert.lloyd@jeffersonschooldistrict.org)  
**Cc:** Lyons, Hershel; Eggers, Mark; Smith, Alricky  
**Subject:** Thursday Conference Call

Superintendent Cooksey – This is a summary of our conference call this afternoon.

In order to be prepared for the next school board meeting, Monday, October 17, the district will need to prepare financial reports and budget amendments with supporting documentation as agenda items. Those budget amendments include:

- adjustments for contracts with both external operators,
- adjustments related to federal audit findings,
- adjustments for the liability resulting from the redistricting litigation, and
- adjustments to bring the amended budget to a positive assigned and unassigned fund balance.

The materials that support these actions and the amended financial report will be provided to the department for review Friday afternoon, October 14, or early Monday morning, October 17.

In addition, the district plans to arrange a line of credit necessary to meet payroll October 31<sup>st</sup> in the amount of \$74,840. This will be an agenda item for Monday's school board meeting. Because this action requires the approval of Commissioner Stewart, the documentation, including a copy of the agreement, will be provided to the department for review tomorrow.

With regard to Mr. Lloyd's question related to federal funds, the district should:

- Revise DOE Form 399 for project 330-2446B-6CEL1 by \$146,032 and adjust the district's cash on hand for this project to reflect the adjusted expenditure balance.
- Revise DOE Form 399 for project 330-2446B- 6CT01 by \$26,696 and adjust the district's cash on hand to reflect the adjusted expenditure balance.

Staff from our controller's office will review and contact the district with additional instructions.

Your prompt attention to these items is appreciated.

*Linda Champion, Deputy Commissioner  
Finance and Operations*

**Jefferson County School District**

Data based on disbursement reports received  
As of 9/30/2016

Prior Year Projects		Project	Program Name	Status	Allocation	Cash Advance	Expenditures	Cash Need	Reimbursement Option	Liquidation Date
330	1616A	6CR01	Carl Perkins Basic Vocational Education	Active	20,421.00	12,006.76	14,026.48	2,019.72	Federal Cash Advance	8/20/2016 12:00:00 AM
330	1616A	6CS01	Carl Perkins Basic Vocational Education	Active	21,193.00	12,749.37	18,416.33	5,666.96	Federal Cash Advance	8/20/2016 12:00:00 AM
330	2126B	6CB01	ESEA Title I Disadvantaged Children	Active	594,206.03	391,564.90	392,074.53	509.63	Federal Cash Advance	8/20/2016 12:00:00 AM
330	2246B	6CT01	Title II Part A Teacher & Princ Training & Recr	Active	199,599.80	83,588.67	83,628.58	39.91	Federal Cash Advance	8/20/2016 12:00:00 AM
<b>330</b>	<b>2446B</b>	<b>6CEL1</b>	<b>IDEA Special Ed Entitlement Grants To States</b>	<b>Active</b>	<b>495,936.00</b>	<b>317,947.91</b>	<b>352,138.65</b>	<b>34,190.74</b>	<b>Federal Cash Advance</b>	<b>8/20/2016 12:00:00 AM</b>
<b>330</b>	<b>2636B</b>	<b>6CB01</b>	<b>Idea- Special Ed Preschool Entitlements Grant</b>	<b>Active</b>	<b>391,668.19</b>	<b>337,056.14</b>	<b>391,624.32</b>	<b>54,568.18</b>	<b>Federal Cash Advance</b>	<b>8/20/2016 12:00:00 AM</b>
									<b>96,995.14</b>	
<b>Current Year Projects</b>										
330	1617A	7CR01	Carl Perkins Basic Vocational Education	Active	19,698.00	-	785.65	785.65	Federal Cash Advance	8/20/2017 12:00:00 AM
330	1617A	7CS01	Carl Perkins Basic Vocational Education	Active	18,896.00	-	-	-	Federal Cash Advance	8/20/2017 12:00:00 AM
330	2127B	7CB01	ESEA Title I Disadvantaged Children	Active	116,107.00	-	91,024.48	91,024.48	Federal Cash Advance	8/20/2017 12:00:00 AM
330	2247B	7CT01	Title II Part A Teacher & Princ Training & Recr	Active	30,751.50	-	10,747.32	10,747.32	Federal Cash Advance	8/20/2017 12:00:00 AM
<b>330</b>	<b>2637B</b>	<b>7CB01</b>	<b>IDEA Special Ed Entitlement Grants To States</b>	<b>Active</b>	<b>80,559.00</b>	<b>-</b>	<b>50,791.81</b>	<b>50,791.81</b>	<b>Federal Cash Advance</b>	<b>8/20/2017 12:00:00 AM</b>
330	2677B	7CP01	Idea- Special Ed Preschool Entitlements Grant	Active	9,169.00	-	8,146.93	8,146.93	Federal Cash Advance	8/20/2017 12:00:00 AM
									<b>161,496.19</b>	
									<b>258,491.33</b>	
										Overall Cash Need

Note: Current Year project allocation for grant 2127B, 2247B, 2637B, and 2677B represent Conditional release of Entitlement Funds. The full allocation has not been issued at this time.

2246B

(A) District/Agency Name Jefferson  
 (B) Program Name Title 2 Teacher Principle Training  
 (C) Effective Approval Date July 1, 2015  
 (D) Termination Date June 30, 2016  
 (E) Total Project Dollars \$199,599.80

**FLORIDA DEPARTMENT OF EDUCATION  
 PROJECT BUDGET SUMMARY  
 AND DISBURSEMENT REPORT**

Budget Interim Report (X) Final Report

(F) Agency Number 330  
 (G) Grant Number 2246B  
 (H) Project Code 6CT01  
 (I) Agency Project Number 2246B  
 (J) Contact Person Sherman Stroman 850 342-0100

(1) Account or Func. No.	(2) Account or Object No.	(3) Name of Account	(4) Budget Amount	(5) Total Disbursed YTD August 20, 2016	(6) Undisbursed Balance	(7) Current Disbursement reported YTD
6300	130	Other Certified Personnel	-	120.26	(120.26)	120.26
6300	200	Benefits	-	417.92	(417.92)	417.92
6300	240	Workers Compensation	-	2.85	(2.85)	2.85
6400	110	Salaries-Administrators	24,000.00	13,803.77	10,196.23	13,803.77
6400	120	Salaries-Teacher	50,000.00	1,577.19	48,322.81	1,577.19
6400	130	Salaries-Other Certified Instructional Person	36,000.00	-	36,000.00	-
6400	150	Salaries-Teacher Aides	4,000.00	-	4,000.00	-
6400	160	Salaries-Other Support Personnel	7,000.00	-	7,000.00	-
6400	200	Benefits	10,225.50	6,373.26	3,852.24	6,373.26
6400	240	Workers Compensation	597.00	589.03	7.97	589.03
6400	250	Unemployment Compensation	597.00	-	597.00	-
6400	310	Purchased Services/Professional & Technical	11,483.80	14,828.16	(3,344.36)	14,828.16
6400	330	Travel	4,520.00	4,582.83	(62.83)	4,582.83
6400	510	Materials & Supplies	3,000.00	1,566.34	1,433.66	1,566.34
6400	730	Dues & Fees	11,000.00	2,976.64	8,023.36	2,976.64
6400	750	Other Personal Service	3,000.00	-	3,000.00	-
<b>ALL PROGRAMS</b>						
<b>FEDERAL PROGRAMS ONLY</b>						
<b>COMPLETE ROWS (9), (10), &amp; (11):</b>						
(9) REIMBURSEMENT PERCENT			-	-	-	-
(10) TOTAL FEDERAL FUNDS			-	-	-	-
(11) FEDERAL PROGRAM INCOME			-	-	-	-

(12) CERTIFICATION: (Complete on last page only)  
 I hereby certify that I have reviewed this budget summary/disbursement report and that all items above are in accordance with applicable law and regulation and have been classified properly according to this district/agency's current chart of accounts. All records necessary to substantiate these items are available for review by state and federal monitoring staff. I further certify that as a disbursement report, all disbursements were obligated for after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, that all inventory items included have been entered properly on the inventory records required by Florida Statutes.

Report Number FA 399 Certified Correct  
 Page 1 of 2  
 Finance Officer or Authorized Representative [Signature] Date: 10/14/16  
 DOE Audited by: [Signature] Date: 10/14/16



(A) District/Agency Name Jefferson  
 (B) Program Name Title 2 Teacher Principle Training  
 (C) Effective Approval Date July 1, 2015  
 (D) Termination Date June 30, 2016  
 (E) Total Project Dollars \$199,599.80

**FLORIDA DEPARTMENT OF EDUCATION  
 PROJECT BUDGET SUMMARY  
 AND DISBURSEMENT REPORT**  
 Budget Interim Report (X) Final Report  
 AMMENDED AMMENDED

(F) Agency Number 330  
 (G) Grant Number 2246B  
 (H) Project Code 6CT01  
 (I) Agency Project Number 2246B  
 (J) Contact Person Sherman Stroman 850 342-0100

(1) Account or Func. No.	(2) Account or Object No.	(3) Name of Account	(4) Budget Amount	(5) Total Disbursed YTD August 20, 2016	(6) Undisbursed Balance	(7) Current Disbursement reported YTD
7200	790	Miscellaneous Expenses	6,550.00	2,894.83	3,655.17	2,894.83
7300	110	Salaries-Administrators	-	2,291.63	(2,291.63)	2,291.63
7300	200	Benefits	-	333.03	(333.03)	333.03
7300	240	Workers Compensation	-	37.67	(37.67)	37.67
7730	330	Travel	14,500.00	6,024.52	8,475.48	6,024.52
7730	730	Dues & fees	13,126.50	1,472.08	11,654.42	1,472.08
I/C YTD FY 16/17 @ 5.07% = \$7,097.18 = \$2,894.83						
<b>ALL PROGRAMS</b>				59,992.01	139,607.79	59,992.01
<b>FEDERAL PROGRAMS ONLY</b>						
<b>COMPLETE ROWS (9), (10), &amp; (11):</b>						
(8) Column TOTALS (Complete on last page only)			199,599.80	59,992.01	139,607.79	59,992.01
(9) REIMBURSEMENT PERCENT						
(10) TOTAL FEDERAL FUNDS			199,599.80	59,992.01	139,607.79	59,992.01
(11) FEDERAL PROGRAM INCOME						

(12) CERTIFICATION: (Complete on last page only)

I hereby certify that I have reviewed this budget summary/disbursement report and that all items above are in accordance with applicable law and regulation and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by state and federal monitoring staff. I further certify that as a disbursement report, all disbursements were obligated for after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, that all inventory items included have been entered properly on the inventory records required by Florida Statutes.

FA 399  
 Rev. 07/97

Report Number \_\_\_\_\_  
 Page 2 of 2

Certified Correct  
 Finance Officer or Authorized Representative

Audited by: \_\_\_\_\_  
 Date: 10/14/16

**2636B**

(A) District/Agency Name Jefferson  
 (B) Program Name IDEA Entitlement  
 (C) Effective Approval Date July 1, 2015  
 (D) Termination Date June 30, 2016  
 (E) Total Project Dollars \$391,668.19

FLORIDA DEPARTMENT OF EDUCATION  
 PROJECT BUDGET SUMMARY  
 AND DISBURSEMENT REPORT

Budget Interim Report  Final Report   
 (F) Agency Number 330  
 (G) Grant Number 2636B  
 (H) Project Code 6CB01  
 (I) Agency Project Number 2636B  
 (J) Contact Person Kimberli Perry 850 342-0100

(1) Account or Func. No.	(2) Account or Object No.	(3) Name of Account	(4) Budget Amount	(5) Total Disbursed YTD June 30, 2016	(6) Undisbursed Balance	(7) Current Disbursement MTD-June 2016
5100	120	Salaries-Teachers	-	6.40	(6.40)	6.40
5100	310	Professional and Technical Services	32,000.00	33,689.61	(1,689.61)	33,689.61
5100	520	Textbooks	1,000.00	-	1,000.00	-
5100	510	Materials and Supplies	84.80	84.80	-	84.80
5200	120	Salaries-Teachers	43,458.00	-	43,458.00	-
5200	150	Salaries-Teacher Aides	37,273.00	26,892.00	10,381.00	26,892.00
5200	200	Benefits	22,122.56	17,524.51	4,598.05	17,524.51
5200	240	Workers Compensation	1,690.00	1,687.20	2.80	1,687.20
5200	310	Professional and Technical Services	114,539.49	34,560.54	79,978.95	34,560.54
5200	330	Travel	40.00	38.18	1.82	38.18
5200	360	Rentals	387.00	387.00	-	387.00
5200	370	Communications	250.00	183.84	66.16	183.84
5200	510	Materials and Supplies	9,650.01	2,986.58	6,663.43	2,986.58
5200	652	Motor Vehicle Other than Bus	22,783.00	22,782.50	0.50	22,782.50
5200	750	Other Personal Services	1,562.00	1,626.10	(64.10)	1,626.10
<b>ALL PROGRAMS</b>			-	-	-	-
<b>FEDERAL PROGRAMS ONLY</b>			-	-	-	-
<b>COMPLETE ROWS (9), (10), &amp; (11):</b>			-	-	-	-
(8) Column TOTALS(Complete on last page only)			-	-	-	-
(9) REIMBURSEMENT PERCENT			-	-	-	-
(10) TOTAL FEDERAL FUNDS			-	-	-	-
(11) FEDERAL PROGRAM INCOME			-	-	-	-

(12) CERTIFICATION: (Complete on last page only)  
 I hereby certify that I have reviewed this budget summary/disbursement report and that all items above are in accordance with applicable law and regulation and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by state and federal monitoring staff. I further certify that as a disbursement report, all disbursements: were obligated for after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, that all inventory items included have been entered properly on the inventory records required by Florida Statutes.

Report Number 10/14/16 Date 10/14/16  
 Finance Officer or Authorized Representative [Signature]  
 Certified Correct  
 FA 399 Rev. 07/97

(A) District/Agency Name Jefferson  
 (B) Program Name IDEA Entitlement  
 (C) Effective Approval Date July 1, 2015  
 (D) Termination Date June 30, 2016  
 (E) Total Project Dollars \$391,668.19

**FLORIDA DEPARTMENT OF EDUCATION**  
**PROJECT BUDGET SUMMARY**  
**AND DISBURSEMENT REPORT**

Budget Interim Report  Final Report  
 AMENDED AMENDED

(F) Agency Number 330  
 (G) Grant Number 2636B  
 (H) Project Code 6CB01  
 (I) Agency Project Number 2636B  
 (J) Contact Person Kimberli Perry 850.342-0100

(1) Account or Func. No.	(2) Account or Object No.	(3) Name of Account	(4) Budget Amount	(5) Total Disbursed YTD June 30, 2016	(6) Undisbursed Balance	(7) Current Disbursement MTD-June 2016
6150	160	Other Support Personnel	-	5.67	(5.67)	5.67
6150	310	Professional Services	3,500.00	3,500.00	-	3,500.00
6300	130	Other Certified Instructional Services	21,827.00	23,568.68	(1,741.68)	23,568.68
6300	160	Other Support Personnel	21,297.60	23,427.36	(2,129.76)	23,427.36
6300	200	Benefits	10,951.64	12,010.70	(1,059.06)	12,010.70
6300	240	Workers Compensation	655.00	654.31	0.69	654.31
6400	310	Professional Services	1,870.00	1,870.00	-	1,870.00
6400	330	Travel	1,658.00	1,607.01	50.99	1,607.01
6400	360	Rentals	525.00	525.00	-	525.00
7200	390	Other Purchased Services	4,700.00	4,700.00	-	4,700.00
7200	790	Miscellaneous Expenses	18,899.38	10,751.51	8,147.87	10,751.51
7800	160	Other Support Personnel	10,260.00	11,286.00	(1,026.00)	11,286.00
			-	-	-	-
			-	-	-	-
			-	-	-	-
<b>ALL PROGRAMS</b>						
			(8) Column TOTALS(Complete on last page only)			
<b>FEDERAL PROGRAMS ONLY</b>						
			(9) REIMBURSEMENT PERCENT			
			(10) TOTAL FEDERAL FUNDS			
			(11) FEDERAL PROGRAM INCOME			
<b>COMPLETE ROWS (9), (10), &amp; (11):</b>						

(12) CERTIFICATION: (Complete on last page only)  
 I hereby certify that I have reviewed this budget summary/disbursement report and that all items above are in accordance with applicable law and regulation and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by state and federal monitoring staff. I further certify that as a disbursement report, all disbursements were obligated for after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, that all inventory items included have been entered properly on the inventory records required by Florida Statutes.

Report Number \_\_\_\_\_ Certified Correct \_\_\_\_\_  
 Page 2 of 3 Finance Officer or Authorized Representative \_\_\_\_\_  
 Date: 12/14/16

DOE Audited by: \_\_\_\_\_  
 USE Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





State Board of Education

Marva Johnson, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
Gary Chartrand  
Tom Grady  
Rebecca Fishman Lipsey  
Michael Olenick  
Andy Tuck

Pam Stewart  
Commissioner of Education

July 11, 2016

Mr. Al Cooksey, Superintendent  
Jefferson County School District  
1490 West Washington Street  
Monticello, Florida 32344

RE: Jefferson County District School Board - Financial, Operational, and Federal Single Audit  
Reports, Auditor General Report Numbers **2012-168**, **2013-154** and **2016-169**

Dear Superintendent Cooksey:

The Department of Education (department) made several requests of the Jefferson County School District (district) to provide documentation relative to the findings noted in the above referenced single audit reports. To date, the district has failed to respond to the department's repeated requests. Accordingly, the department has determined that the findings are sustained and, as a corrective measure is requiring that questioned costs be restored to the federal project funds as follows:

- **AG Report No. 2012-168, Federal Awards Finding No. 3.** The district did not provide appropriate documentation to evidence services were provided to program eligible students. The district must restore questioned costs in the amount of \$56,606 to the Special Education Federal Project (330-2636B-6CB01) by revising the district's final FA-399.
- **AG Report No. 2013-154, Federal Awards Finding No. 2 and AG Report No. 2016-169, Federal Awards Finding No. 2015-001.** The district did not meet the required maintenance of effort threshold. As part of the resolution, the district must restore questioned costs in the amount of \$89,423 to the Special Education Federal Project (330-2636B-6CB01) by revising the district's final FA-399.
- **AG Report No. 2016-169, Federal Awards Findings No. 2015-002.** The district did not provide appropriate documentation to ensure that allowable costs were charged to the Improving Teachers Quality Grant. The district must restore questioned costs in the amount of \$26,698 to the Improving Teacher Quality Federal Program (330-2246B-6CT01) by revising the district's final FA-399.

Linda Champion  
Deputy Commissioner, Finance and Operations

Mr. Al Cooksey, Superintendent  
July 11, 2016  
Page Two

The documentation specified above as indicated by the FA-399s must be submitted to Alricky Smith, Director of Audit Resolution and Monitoring, by August 22, 2016. For questions concerning this letter or information related to the award, please contact Alricky Smith at 850-245-9875 or [Alricky.Smith@fldoe.org](mailto:Alricky.Smith@fldoe.org).

Sincerely,



Linda Champion  
Deputy Commissioner  
Finance and Operations

LC/as

cc: Robert Lloyd, Chief Finance Officer, Jefferson County District Schools  
Matt Kirkland, Comptroller, Department of Education  
Debbie Evans, Assistant Comptroller, Department of Education  
Don Crumbliss, OMC Manager, Department of Education