

MEMORANDUM

January 26, 2010

TO: MEMBERS OF THE PINELLAS COUNTY SCHOOL BOARD

FROM: JULIE M. JANSSEN, Ed.D., SUPERINTENDENT

SUBJECT: Recommendation of Superintendent on Personnel – 2009/2010

The following personnel matters are submitted to you for your approval: Page

<http://www.pinellas.k12.fl.us/hr/JobDescriptions.html>Administrative

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Instructional

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AP = Advanced Placement

CRISS = Creating Independence Through Student Owned Strategies

CTAE = Career, Technical and Adult Education

DIBELS = Dynamic Indicators of Basic Early Literacy Skills (TM)

DROP = Deferred Retirement Option Program

ESOL = English for Speakers of Other Languages

FCAT = Florida Comprehensive Assessment Test

FMLA = Family Medical Leave Act

GOALS = Graduation Options & Alternatives to Leaving School

HTML = Hyper Text Markup Language

IMAST = Interdisciplinary Math and Science with Technology

MEGSSS = Mathematics Education for Gifted Secondary School Students

MGIC = Middle Grades Integrated Curriculum

MSAP = Middle School Achievement Program

PLS = Performance Learning Systems

ROTC = Reserve Officer Training Corps

SIP = School Improvement Plan

SLC = Smaller Learning Communities

TDE = Temporary Duty Elsewhere

RECOMMENDATION OF SUPERINTENDENT
ON ADMINISTRATIVE PERSONNEL

2009/2010

January 26, 2010

ADMINISTRATIVE APPOINTMENTS

NAME	POSITION	BEGINNING DATE
Gayzagian-Baitinger, Paige (W)	Supervisor, Human Resources, Professional Development	January 22, 2010
Pay grade C07; 12 months; \$64,659 annually		
Keiper, Tammy W. (W)	Assistant Principal, Plumb Elementary	January 4, 2010
Salary: Pay grade C07; 10.5 months; \$49,023 annually		
Underhill, James R. (W)	Planning Specialist, Student Assignment	March 1, 2010 Rehire after DROP Through June 30, 2010
Salary: Pay grade C05; 12 months; \$61,835 annually		

CHANGE IN ADMINISTRATIVE ASSIGNMENT

NAME	TO	FROM	EFFECTIVE DATE
Becker, Suzanne P. (W)	Assistant Principal, Clearwater Intermediate	Assistant Principal, Lynch Elementary	December 17, 2009
	Pay grade C07; 11 months; \$52,862 annually	Pay Grade C07; 10.5 months; \$49,952 annually	

RECOMMENDATION OF SUPERINTENDENT ON
INSTRUCTIONAL PERSONNEL

2009/2010

January 26, 2010

TEACHER APPOINTMENTS

NAME OF TEACHER	COST CENTER	GRADE/SUBJECT	BEGINNING DATE
Billiris, Beverley G. (W)	Tarpon Springs Elementary	Elementary	12/17/09
Dunn, Jonathan J. (W)	Pinellas Park High	Mathematics	01/04/10
Gregor, Michelle L. (W)	Elementary School Varying Exceptionalities	Educational Diagnostician	01/07/10
Manczur, Andra (H)	Thurgood Marshall Fundamental Middle	Mathematics	12/10/09
Manion, Susan M. (W)	Oldsmar Elementary	Kindergarten	01/04/10
Marn, Kristina E. (W)	Seminole Middle	Language Arts	01/04/10
Soto, Jessica L. (W)	Seminole Elementary	Elementary	12/14/09
Trill, Kelly M. (H)	East Lake High	Language Arts	01/04/10

TEACHER REAPPOINTMENTS

NAME OF TEACHER	COST CENTER	GRADE/SUBJECT	BEGINNING DATE
Clark, Ellen M. (W) *	Leila Davis Elementary	Speech Correction	01/01/10

* DROP Extension for the remaining 2009-2010 school year.

TEACHER REAPPOINTMENTS

(Continued)

NAME OF TEACHER	COST CENTER	GRADE/SUBJECT	BEGINNING DATE
Hooper, Margaret E. (W) *	Safety Harbor Elementary	English for Speakers of Other Languages	12/17/09
Icenogle, Zorina W. (W) *	Safety Harbor Elementary	Elementary	12/17/09
Lester, Rebekah R. (W)	Perkins Elementary	Music	08/17/09

* DROP Extension for the remaining 2009-2010 school year.

TEACHER TRANSFERS

NAME OF TEACHER	TO COST CENTER	FROM COST CENTER	BEGINNING DATE
Bern, Adina B. (W)	Pinellas Central Elementary	Communication Disorders	12/18/09
Marquez-Arroyo, Cynthia (H)	Secondary Mathematics	Palm Harbor University High	12/14/09
Zeigler, Amanda M. (W)	Pre K-12 Curriculum & Applications	Seminole Middle	01/04/10

CHANGE OF CONTRACT STATUS

NAME OF TEACHER	COST CENTER	TO	FROM	EFFECTIVE DATE
Kornell, Steven L.	School Social Work/Full Service Schools	Job Share	Full Time	01/04/10

TEACHERS REQUESTING LEAVE OF ABSENCE

NAME OF TEACHER	COST CENTER	DATES	REASON
Brisson, Shelley R.	New Heights Elementary	01/04/10-06/10/10	Illness/FMLA
Evanz, Kylie A.	New Heights Elementary	01/04/10-06/10/10	Illness/FMLA
Johnson, Brian L.	PTEC/St. Petersburg	10/20/09-12/11/09	Illness/FMLA
Lamb, Sherry R.	PTEC/St. Petersburg	01/28/10-06/30/10	Personal
Light, Robert	Pinellas Park High	12/15/09-03/31/10	Illness/FMLA
McCarthy, Thomas R.	Seminole High	01/04/10-06/10/10	Military
Mercer, Kristen B.	Carwise Middle	01/04/10-03/26/10	Maternity/FMLA
Walsh, Christy L.	Carwise Middle	04/05/10-06/10/10	Maternity/FMLA
Willey, Dawn	School Social Work/Full Service Schools	01/04/10-06/10/10	Illness/FMLA

TERMINATIONS

NAME OF TEACHER	COST CENTER	DATE	REASON
<u>Resignations</u>			
Adshade, Cynthia R. (W)	OT-PT/Medicaid	12/31/09	Personal
Carney, Emily (W)	Fitzgerald Middle	11/30/09	Health
Fabrizio, Ann M. (W)	Seventy-Fourth Street Elementary	12/04/09	Moving
Lucio, Robert (W)	School Social Work/Full Service Schools	01/22/10	To accept another position
Nadzan, Danielle R. (W)	Campbell Park Elementary	01/22/10	Moving

TERMINATIONS
 (Continued)

NAME OF TEACHER	COST CENTER	DATE	REASON
<u>Retirements</u>			
Bloomer, Nancy C. (W)	Human Resources	12/31/09	Disability – non job related
Farnum, Peter E. (W)	Hospital/Homebound	02/02/10	Retirement from DROP
Hopp, Nancy P. (W)	Clearwater Adult Education Center	01/19/10	Retirement from DROP
Kearney, Harriet H. (W)	Countryside High	12/31/09	Retirement from DROP
Latimore Jr., Herbert (B)	Northwest Elementary	01/08/10	Retirement from FRS Investment Plan
Mosley, Linda S. (W)	Sexton Elementary	12/31/09	Normal Retirement
Rowe, Linda J. (B)	Northeast High	12/31/09	Disability – non job related
Springer, Darcy L. (W)	Westgate Elementary	12/07/09	Disability – non job related
Stewart, Billie J. (W)	PTEC/St. Petersburg	02/01/10	Retirement from DROP
Stull, Audrey T. (W)	Northeast High	01/05/10	Normal Retirement
Vance, Janice F. (W)	Blanton Elementary	01/22/10	Retirement from DROP
Wilson, Dennis W. (W)	Bay Point Middle	01/04/10	Retirement from DROP
Wooten, Elaine B. (W)	Bay Point Elementary	01/22/10	Retirement from FRS Investment Plan

ADJUSTMENTS

NAME OF TEACHER	COST CENTER	ADJUSTMENT
Dolhancryk, Michael D.	Tyrone Middle	Adjustment to the November 10, 2009 Board Agenda, Set A; Teachers Requesting Leaves of Absence: Change ending date to 02/05/10 from 12/18/09.
Gibson, Frances M.	Oldsmar Elementary	Adjustment to the October 27, 2009 Board Agenda, Set A; Teachers Requesting Leaves of Absence: Change ending date to 06/10/10 from 12/07/09.
Gullick, Brenda	Osceola High	Adjustment to the October 13, 2009 Board Agenda, Set A; Teachers Requesting Leaves of Absence: Change ending date to 06/10/10 from 12/18/09.
Hill, Carolyn H.	Sutherland Elementary	Adjustment to the December 8, 2009 Board Agenda, Set A; Teachers Requesting Leaves of Absence: Change ending date to 01/22/10 from 12/09/09.
Holt, Angela D.	Osceola High	Adjustment to the January 12, 2010 Board Agenda, Set A; Teachers Requesting Leaves of Absence: Change starting date to 01/11/10 from 01/16/10.

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

Funding Source: Band
LAKEWOOD HIGH

Auxiliary staff working with our drill team and dancers.
 MACK, JENNIFER D 11/03/09 - 04/27/10 \$1,001.00

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: Choral

OSCEOLA HIGH

Vocal tutoring for students.

LEONAVICIUS, SONIA L

10/20/09 - 12/18/09

\$1,512.00

Funding Source: Cultural Competency Plan

OFFICE OF EQUAL OPPORTUNITY

Facilitate a training - "Success for Black Male students".

LIGHTFOOT, RANDOLPH

01/06/10 - 01/06/10

\$500.00

Funding Source: English Language Acquisition - Title III

PRE K-12 WORLD LANGUAGES/ESOL

Instruct Adult ESOL Classes to the parents of limited ESOL students including planning lessons plans and handouts.

HARTNETT, SANDRA G

11/16/09 - 5/24/10

\$1,320.00

ROCHE, CELESTE M

10/13/09 - 5/27/10

\$2,200.00

Funding Source: Internal School Funds

DUNEDIN HIGH

Assist wrestling coach - running practice, supervising students, monitoring uniforms and other various duties.

CARDWELL, MICHAEL JASON

10/26/09 - 03/01/10

\$1,292.46

KING, JOHN J

10/26/09 - 03/01/10

\$1,292.46

Funding Source: Midtown Journalism Program

LAKEWOOD HIGH

Develop curriculum for beginning, intermediate and advanced journalism classes for the new Journalism Program at Lakewood High School. Developing instruction that will focus on facilitating published student works.

TOBIN, KATHLEEN O

08/03/09 - 06/30/10

\$11,700.00

Funding Source: Referendum Music (Performing Arts – Referendum)

PINELLAS PARK ELEMENTARY

Play piano accompaniment for the December 16, 2009 concert.

BLANKENSHIP, BERNIE R

12/16/09 - 12/16/09

\$100.00

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: Referendum Secondary Reading
SECONDARY LANGUAGE ARTS & READING

Competency 6 instructor.

MASON, MARIBETH C	09/12/09 - 10/30/09	\$1,417.00
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WOODLAWN ELEMENTARY

Participate in school improvement activities, as required
by differentiated accountability and No Child Left Behind.

RAFFAELE, JENNIFER J	10/05/09 - 03/05/10	\$968.40
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Funding Source: TITLE I School Improvement

LAKEWOOD ELEMENTARY

Participate in school improvement activities, as required
by differentiated accountabilities and No Child Left Behind.

CLARK, HELEN P	10/05/09 - 03/05/10	\$472.92
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MCCABE, MARGARET A	10/05/09 - 03/05/10	\$345.00
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LEALMAN AVENUE ELEMENTARY

Participate in school improvement activities, as required
by differentiated accountability and No Child Left Behind.

ANASTASIO, TERI L	10/05/09 - 03/05/10	\$702.09
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BROWN, LINDA S	10/05/09 - 03/05/10	\$1,115.92
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CHAMBERS, STACEY M	10/05/09 - 03/05/10	\$688.75
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GAYMORE, JOSEPH T	10/05/09 - 03/05/10	\$617.28
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GRAHAM, GABRIEL HARRY	10/05/09 - 03/05/10	\$688.75
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JENKINS, LINDA J	10/05/09 - 03/05/10	\$776.62
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LAY-MCCORMICK, NANCY ANN	10/05/09 - 03/05/10	\$836.36
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LEE, MARGARIT M	10/50/09 - 03/05/10	\$752.84
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NIMPHIUS, KIMBERLY D	10/05/09 - 03/05/10	\$702.09
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PANAGIOTACOS, FAITH R	10/05/09 - 03/05/10	\$702.09
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RANKIN, KATHLEEN S	10/05/09 - 03/05/10	\$665.26
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SCOTT, KARA E	10/05/09 - 03/05/10	\$688.75
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STRYKER, DEANNA L	10/05/09 - 03/05/10	\$659.46
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VOGEL, MELISSA J	10/05/09 - 03/05/10	\$659.46
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WHITE, COLEEN D	10/05/09 - 03/05/10	\$776.04
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: TITLE I School Improvement (Continued)

LEALMAN AVENUE ELEMENTARY (Continued)

Participate in school improvement activities, as required
by differentiated accountability and No Child Left Behind.

WILLIAMS, REVA J	10/05/09 - 03/05/10	\$824.47
WILSON, CLAUDE F	10/05/09 - 03/05/10	\$659.46

LYNCH ELEMENTARY

Participate in school improvement activities, as required
by differentiated accountabilities and No Child Left Behind.

BIGLER, JENNIFER B	10/05/09 - 03/05/10	\$977.82
DIAMOND, CYNTHIA L	10/05/09 - 03/05/10	\$1,665.39
MINKLE, DEBORAH J	10/05/09 - 03/05/10	\$1,111.55
QUINLIVAN, KRISTINA H	10/05/09 - 03/05/10	\$1,088.33

NEW HEIGHTS ELEMENTARY

Participate in school improvement activities, as required
by differentiated accountability and No Child Left Behind.

BUCK, MARTHA W	10/05/09 - 03/05/10	\$783.75
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PONCE DE LEON ELEMENTARY

Participate in school improvement activities, as required
by differentiated accountabilities and No Child Left Behind.

BARNUM, JODY E	10/05/09 - 03/05/10	\$1,161.90
BOSSO, KAREN D	10/05/09 - 03/05/10	\$1,588.02
COLSON, DEBRA A	10/05/09 - 03/05/10	\$1,437.96
DUNHAM, LORA D	10/05/09 - 03/05/10	\$846.30
GAUDREAU, LORI K	10/05/09 - 03/05/10	\$1,312.92
GUTIERREZ, NATALIE C	10/05/09 - 03/05/10	\$688.20
HACKETT, LYNN A	10/05/09 - 03/05/10	\$815.10
HAMPSON, SHARON L	10/05/09 - 03/05/10	\$697.20
HUTTON, CARROL S	10/05/09 - 03/05/10	\$1,218.08
KU, CHRISTEN M	10/05/09 - 03/05/10	\$734.70
LAUGHLIN, KAREN E	10/05/09 - 03/05/10	\$858.90

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: TITLE I School Improvement (Continued)

PONCE DE LEON ELEMENTARY (Continued)

Participate in school improvement activities, as required
 by differentiated accountabilities and No Child Left Behind.

NABLE, BETH R	10/05/09 - 03/05/10	\$1,124.76
OWENS, AMY S	10/05/09 - 03/05/10	\$291.48
PARKER, HEIDI L	10/05/09 - 03/05/10	\$682.20
STALEY, TRACY ANNE	10/05/09 - 03/05/10	\$272.88
WOLFE, ELIZABETH A	10/05/09 - 03/05/10	\$1,616.16
ZAJAC, MICHELLE V	10/05/09 - 03/05/10	\$682.20

SEVENTY-FOURTH STREET ELEMENTARY

Participate in school improvement activities, as required
 by differentiated accountability and No Child Left Behind.

ANDERSON, DAWN M	10/05/09 - 03/05/10	\$500.16
BANKEMPER, SHANNON M	10/05/09 - 03/05/10	\$545.76
BARNES, KERRI L	10/05/09 - 03/05/10	\$563.52
BRINSON, BRITTANY N	10/05/09 - 03/05/10	\$285.36
CLIFFORD, SHARON M	10/05/09 - 03/05/10	\$275.28
CUMBERBATCH, JENNIFER A	10/05/09 - 03/05/10	\$582.96
DEAL, FRANCHESKA R	10/05/09 - 03/05/10	\$585.84
DUGGINS, SHAUNTE S	10/05/09 - 03/05/10	\$372.48
DURALDE, JIL L	10/05/09 - 03/05/10	\$428.48
FERGUSON, DEANA L	10/05/09 - 03/05/10	\$570.72
FOLEY, KATHERINE M	10/05/09 - 03/05/10	\$476.64
GIST, TIFFANY R	10/05/09 - 03/05/10	\$557.76
GLASZ, PETER A	10/05/09 - 03/05/10	\$272.88
HALL, NATASHA D	10/05/09 - 03/05/10	\$545.76
KILLINGER, BARBARA A	10/05/09 - 03/05/10	\$443.20
MAYHEW, GEORGINA J	10/05/09 - 03/05/10	\$816.64
MILLER, JAY T	10/05/09 - 03/05/10	\$371.84
MOORE, MELANIE S	10/05/09 - 03/05/10	\$593.04
MOSES, TEKOA H	10/05/09 - 03/05/10	\$545.76

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: TITLE I School Improvement (Continued)

SEVENTY-FOURTH STREET ELEMENTARY (Continued)

Participate in school improvement activities, as required
 by differentiated accountability and No Child Left Behind.

PATTERSON, ANNA T	10/05/09 - 03/05/10	\$481.28
POPKE, KRISTEN N	10/05/09 - 03/05/10	\$582.96
POSTORINO, AIMEE L	10/05/09 - 03/05/10	\$617.28
REESE, SEABRON R	10/05/09 - 03/05/10	\$395.36
REYNOLDS, TIMOTHY L	10/05/09 - 03/05/10	\$408.37
ROBINSON, DANA L	10/05/09 - 03/05/10	\$300.36
SHIRK, SUZANNE M	10/05/09 - 03/05/10	\$309.00
SKELTON, VICKIE L	10/05/09 - 03/05/10	\$585.84
YATES, JEB S	10/05/09 - 03/05/10	\$545.76

SEXTON ELEMENTARY

Participate in school improvement activities, as required
 by differentiated accountability and No Child Left Behind.

MEEKS, BEVERLY P	11/17/09 - 2/11/10	\$688.00
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WOODLAWN ELEMENTARY

Participate in school improvement activities, as required
 by differentiated accountability and No Child Left Behind.

APPLEGARTH, DOLORES L	10/05/09 - 03/05/10	\$458.80
BECK, ERIN MARIE	10/05/09 - 03/05/10	\$971.60
BELL, PATRICIA S	10/05/09 - 03/05/10	\$758.80
BOULANGER, ALLISON J	10/05/09 - 03/05/10	\$496.60
CHASE, SAMANTHA L	10/05/09 - 03/05/10	\$454.80
HEFTY, JOYCE M	10/05/09 - 03/05/10	\$579.00
HOLMES, NANCY J	10/05/09 - 03/05/10	\$504.40
KEARNEY, BLUSH A	10/05/09 - 03/05/10	\$464.80
MAY, LISA M	10/05/09 - 03/05/10	\$464.80
MCMILLAN, LANNETTE Y	10/05/09 - 03/05/10	\$454.80
NGUYEN, PHI T	10/05/09 - 03/05/10	\$988.40

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: TITLE I School Improvement (Continued)

WOODLAWN ELEMENTARY (Continued)

Participate in school improvement activities, as required
by differentiated accountability and No Child Left Behind.

PASTORIUS, LISA M	10/05/09 - 03/05/10	\$494.20
SCHOTTLER, JOAN E	10/05/09 - 03/05/10	\$788.20
SMITH, HEIKE A	10/05/09 - 03/05/10	\$515.00
WHITE, DENISE B	10/05/09 - 03/05/10	\$1,092.00

SUBSTITUTE APPOINTMENTS

It is recommended that the persons named on this list be appointed as substitute teachers. Their names are submitted with the understanding that they will comply with all regulations of the State Department of Education and the School Board of Pinellas County, Florida, pertaining to substitute teachers.

NAME	NAME	NAME
ALLBRITTON, JENNIFER E	ARADAS, STRATI J	AUSTIN, MICHAEL D
BOSWELL, ALEXA B	BOURKE, GRACIELA R	CAMPBELL, LISA P
CHRISTENA, SARAH M	HEIDENREICH, CARL H	JACOBSON, ASHLEY L
KAIMALA, BEVERLY C	KLAWITTER, AMY M	KUBUS, JESSIKA L
LARSON, STEPHANIE R	LENZ, KATHLEEN M	MONTANTE, SHEILA P
OLSEN, CURTIS W	RONEY, CHRISTINE A	SHEEHAN, JUSTIN C
SMITH, BRADLEY J	STALAS, EVELYN	VAN DAELE, MATTHEW M

ADDITIONAL DUTY

The following persons are recommended for additional duty, at their regular daily rate of pay, payable only for the days/hours worked prior to June 30, 2010.

NAME	COST CENTER	DAYS REQUESTED
<u>Teachers</u>		
ABRAMS, SHIRLEY A	DROPOUT PREVENTION	06
ALBERS, BRYAN L	DROPOUT PREVENTION	06
BARKSDALE, FRED D	DROPOUT PREVENTION	06
COOK, CHERYL F	DROPOUT PREVENTION	02
DASCHER, DAWN L	DROPOUT PREVENTION	06
DAVIS, ROBERT W	DROPOUT PREVENTION	01
DEITCHMAN, TANYA K	DROPOUT PREVENTION	03
DUNN, EDWARD E	DROPOUT PREVENTION	06
FAHEY, CATHERINE L	DROPOUT PREVENTION	06
FATE, ROBIN L	DROPOUT PREVENTION	06
FROST, TIMOTHY A	DROPOUT PREVENTION	05
HUEPENBECKER, MARC S	DROPOUT PREVENTION	03
HUNTER, BRENDA A	DROPOUT PREVENTION	06
KOPPEL, MARSHALL A	DROPOUT PREVENTION	06
MCMICHAEL, SHANE A	DROPOUT PREVENTION	08
MOORE, LUCINDA C	DROPOUT PREVENTION	06
MYERS, WHITNEY R	DROPOUT PREVENTION	08
NORTON, CAROL J	DROPOUT PREVENTION	04
PETTEE, CLAUDIA F	DROPOUT PREVENTION	05
RANKIN, DAVID A	DROPOUT PREVENTION	08
WRIGHT, LAURA G	DROPOUT PREVENTION	03
<u>Social Worker</u>		
CLAYTON, DONITA R	SCHL SOC WK/FULL SERVICE SCHLS	02

EXTENDED LEARNING PROGRAM APPOINTMENTS

This program is in effect for 2009/2010 and is payable only for the days and hours worked prior to June 30, 2010.

NAME	COST CENTER
ASKIN, JENNIFER P	DOUG JAMERSON ELEMENTARY
BURNS, LAVANA G	BAUDER ELEMENTARY
CATHEL, BRENDA J	SHORE ACRES ELEMENTARY
CHASE, EMILY M	SAFETY HARBOR ELEMENTARY
CORY, ROBERT J	K-12 GUIDANCE
FOSS, PAMELA T	BAUDER ELEMENTARY
HAYNES, RACHEL B	PLUMB ELEMENTARY
HICKMAN, KATHLEEN N	STARKEY ELEMENTARY
ISAACS, ERIN M	DOUG JAMERSON ELEMENTARY
KRUGER, JENNY S	NORTHEAST HIGH
MCCARTHY, DEE E	TARPON SPRINGS ELEMENTARY
MCLEAN, DEANE M	CURLEW CREEK ELEMENTARY
MILLS, CARLISA A	DOUG JAMERSON ELEMENTARY
O'HANLON, JEANNE V	AZALEA ELEMENTARY
PACKARD, MARIANNA E	PLUMB ELEMENTARY
PETERS, LINDSEY A	SAFETY HARBOR ELEMENTARY
PHILLIPS, LINDA M	LEALMAN INTERMEDIATE
PITCHFORD, ROBIN R	PLUMB ELEMENTARY
RODERICK, GAYLE L	PLUMB ELEMENTARY
SAARI, MICHELLE A	PLUMB ELEMENTARY
SHEPHERD, STEPHEN A	CLEARWATER FUNDAMENTAL MIDDLE
SMITH, JEANNE A	GIBBS HIGH
TERANTINO, RACHAEL L	STARKEY ELEMENTARY
WALKER, PATRICIA M	CLEARWATER FUNDAMENTAL MIDDLE
WINANT, NANCY J	SEMINOLE HIGH
WINTERS, VICTORIA	NORTHEAST HIGH
YOCUM, ALLISON T	SAFETY HARBOR ELEMENTARY

APPOINTMENT OF PART-TIME INSTRUCTIONAL PERSONNEL

NAME	COST CENTER
FRYER, CHRISTINA L	PLUMB ELEMENTARY
GROSS, JENNIFER A	CURLEW CREEK ELEMENTARY
HEINTZ, VICTOIRE H	TOMLINSON ADULT LEARNING CTR
HOFFMAN, NANCY K	CROSS BAYOU ELEMENTARY
JONES, HAYLEY M	SKYCREST ELEMENTARY
KEELEY, LESLIE C	SKYVIEW ELEMENTARY
KEIRN, RANDY T	PTEC/ST PETERSBURG
KOCER, TIMOTHY J	PALM HARBOR COMMUNITY
PETRINO, RITA D	FAMILY & CONSUMER SCIENCES
POWERS, KERA A	CROSS BAYOU ELEMENTARY
RUGG, RACHAEL A	NEW HEIGHTS ELEMENTARY

TEACHERS OUT-OF-FIELD

The following teachers are teaching one or more courses not covered by Florida teaching certificates. School Board approval is necessary in order that teachers may be considered as "qualified instructional personnel" under State Board Rule 6A-1.0503, which reads in part as follows: "A qualified instructional staff member who holds a valid Florida educator's certificate with coverage other than that deemed appropriate by subsection (1), and has been approved by the School Board to teach out-of-field."

COST CENTER	TEACHER	SUBJECT
Azalea Middle	Clark, Pasha	ESOL
Bauder Elementary	Hilmar-Samon, Kati M.	ESOL
Forest Lakes Elementary	Alex, Colette M.	ESOL
	Kypriotakis, Susan	ESOL
	Sontheimer, Janet L.	ESOL
High Point Elementary	Lopez, Daniel V.	ESOL
Lealman Intermediate	Green, Ella B.	ESOL
Lynch Elementary	Graham, Jennifer B.	ESOL

TEACHERS OUT-OF-FIELD

(Continued)

The following teachers are teaching one or more courses not covered by Florida teaching certificates. School Board approval is necessary in order that teachers may be considered as "qualified instructional personnel" under State Board Rule 6A-1.0503, which reads in part as follows: "A qualified instructional staff member who holds a valid Florida educator's certificate with coverage other than that deemed appropriate by subsection (1), and has been approved by the School Board to teach out-of-field."

COST CENTER	TEACHER	SUBJECT
Seminole Elementary	Dupre', Catherine A.	ESOL
	Moon, Sabina W.	ESOL
	Tripp, Rosa V.	ESOL
Sexton Elementary	Deakyne, Lois C.	ESOL
Shore Acres Elementary	Marmash, Telsha H.	ESOL
Southern Oak Elementary	Bondio, Christine V.	ESOL
	Stewart, Jennifer M.	ESOL

APPROVED: _____
Julie M. Janssen, Ed.D.
Superintendent of Schools

*

Set B

MEMORANDUM

January 26, 2010

TO: MEMBERS OF THE PINELLAS COUNTY SCHOOL BOARD

FROM: JULIE M. JANSSEN, Ed.D., SUPERINTENDENT

SUBJECT: Recommendation of Superintendent on Personnel – 2009/2010

The following personnel matters are submitted to you for your approval:

Page

<http://www.pinellas.k12.fl.us/hr/JobDescriptions.html>

Supporting Services

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DROP = Deferred Retirement Option Program

ESE = Exceptional Student Education

ESOL = English for Speakers of Other Languages

FS = Food Services

FT = Full Time

IDEA B = Individuals with Disabilities Education Act

PT = Part Time

RECOMMENDATION OF SUPERINTENDENT
ON SUPPORTING SERVICES

2009/2010

January 26, 2010

SUPPORTING SERVICES APPOINTMENTS

NAME	COST CENTER	POSITION	START DATE
Daniels, Bobby (B)*	Gibbs High	Plant Operator	01/04/10
Holmes, Tamala A. (B)*	Tarpon Springs Fund Elementary	Plant Operator	12/14/09
Lashbrook, Heather D. (W)*	Skycrest Elementary	ESE Associate	12/10/09
Nichols, Lisa K. (W)*	School Health Services	Registered Nurse	12/10/09
Pazourek, Cynthia J. (W)*	Rawlings Elementary	ESE Associate	01/04/10

* On probation until released by administration.

SUPPORTING SERVICES PART-TIME APPOINTMENTS

NAME	COST CENTER	POSITION	START DATE
Bingel, Brenda (W)*	Starkey Elementary	ESE Associate	01/04/10
Herbert, Knicole T. (B)*	Exceptional Student Education/Sandy Lane Elementary	ESE Associate	01/04/10
McCants, Cynthia L. (B)*	Garrison-Jones Elementary	Cafeteria Attendant	12/10/09
Toft, Pamela A. (I)*	Exceptional Student Education/Largo High	ESE Associate	01/04/10
Vega, Jeanette J. (W)*	Ponce De Leon Elementary	Cafeteria Attendant	01/04/10

* On probation until released by administration.

SUPPORTING SERVICES SUBSTITUTE APPOINTMENTS

NAME	NAME	NAME
<u>Countywide Food Service Assistants</u>		
Applegate, Tara M.	Charris, Emilia	Dauti, Lindurije
Estrada, Josefina	Frangos, Maria	Hovermale, Jessica N.
Hubbard, Carolyn D.	Pratt, Mary J.	Rancan, Diane M.
Sickafus, Mary E.	Staggs, Grace E.	Trappman, Lorraine A.
Washington II, Joseph T.	Wedemeier, Frances J.	
<u>Countywide Instructional/Clerical</u>		
Khusial, Irene		
<u>Countywide Plant Operators</u>		
Agostini, David R.		

SUPPORTING SERVICES STATUS CHANGES

NAME OF EMPLOYEE	TO POSITION/COST CENTER	FROM POSITION/COST CENTER	DATE
Alvarez, Diane M.	Cafeteria Attendant Nina Harris Ex. Student Education Center	Plant Operator Fuguitt Elementary	01/04/10
Blevins, Elizabeth T.	ESE Associate FT Gulfport Elementary	Classroom Assistant Substitute Human Resources	12/07/09
Cook, Christine A.	Paraprofessional Title I Part D ARRA Funds/ Dropout Prevention	ESE Associate John Hopkins Middle	12/07/09
Daniels, David R.	ESE Associate FT Azalea Middle	Classroom Assistant Substitute Human Resources	12/07/09

SUPPORTING SERVICES STATUS CHANGES
 (Continued)

NAME OF EMPLOYEE	TO POSITION/COST CENTER	FROM POSITION/COST CENTER	DATE
Ellwood, Bruce R.	Plant Operator FT Largo High	Plant Operator Substitute Human Resources	01/18/10
Galus, Danuta	Food Service Assistant Substitute Food Services	Food Service Assistant PT Safety Harbor Middle	12/07/09
Halkett, Kyle J.	ESE Associate Exceptional Student Education/Anona Elementary	Teacher Substitute Human Resources	01/04/10
Hardy, Richard D.	Plant Operator FT Stephens Ex Student Education Center	Plant Operator Substitute Human Resources	01/04/10
Johnson, David L.	Plant Operator FT Tyrone Middle	Plant Operator PT Tyrone Middle	01/04/10
Lang III, Frank E.	ESE Associate FT Calvin Hunsinger	Alternative Staff Dunedin High	12/07/09
Long, Scott T.	Plant Operator Seventy-Fourth St. Elementary	Head Plant Operator II Fairmount Park Elementary	12/09/09
Lutjens, Wayne C.	ITV Broadcast Maint. Specialist Pre K-12 Library Media	Plant Operator Administration Building	12/14/09
Mannino, Linda M.	ESE Associate FT Plumb Elementary	Food Service Assistant Substitute Food Services	01/04/10
Melton, Kelly H.	ESE Associate FT Seventy-Fourth St. Elementary	Cafeteria Attendant PT Seventy-Fourth St. Elementary	01/04/10

SUPPORTING SERVICES STATUS CHANGES
(Continued)

NAME OF EMPLOYEE	TO POSITION/COST CENTER	FROM POSITION/COST CENTER	DATE
Nilsson, Roberta J.	Registered Nurse Substitute Exceptional Student Education/School Health Services	Registered Nurse Temp School Health Services	11/02/09
Prendi, Mrika	Plant Operator FT Dunedin High	Plant Operator Substitute Human Resources	12/14/09
Rodriguez-Gonzalez, Luz M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Northwest Elementary	12/07/09
Romain, Susan C.	Vision Auditory Screening Assistant Adolescent Health Project/ School Health Services	Plant Operator Tarpon Springs Fund Elementary	12/07/09
Skonecki, Dorothy J.	Head Plant Operator I Anona Elementary	Night Foreman II Blanton Elementary	01/03/10
Tsataros, Steve C.	ESE Associate Exceptional Student Education/Palm Harbor Middle	Pending Placement Employee Human Resources	12/08/09
Turner, Deborah L.	ESE Associate FT Pinellas Park Middle	Classroom Assistant Substitute Human Resources	01/04/10
Wieland, Joseph K.	Night Foreman II Woodlawn Elementary	Plant Operator Nina Harris Ex Student Education Center	01/11/10

SUPPORTING SERVICES JOB CHANGES ONLY

NAME OF EMPLOYEE	TO	FROM	DATE
Edwards, Lynn M.	ESE Associate	School Office Clerk I	01/04/10
Forster, Deborah F.	Real Estate Leasing Analyst	Clerk Specialist II	12/09/09
Hayes, Brenda K.	Secretary III	Secretary II	12/07/09
Marks, Mary J.	Child Development Associate	ESE Associate	12/14/09
Pannill, Virginia F.	Real Estate Analyst	Secretary III	12/09/09
Zihala, Joseph J.	Manager, Warehouse	Supervisor, Warehouse	12/09/09

SUPPORTING SERVICES COST CENTER CHANGES ONLY

NAME OF EMPLOYEE	TO	FROM	DATE
Cantero Soto, Manuel	Administration Building	Dunedin High	12/14/09
Hall, Sharon L.	Exceptional Student Education/Azalea Middle	Azalea Middle	10/12/09
Pickard, Dale J.	Exceptional Student Education/Azalea Middle	Azalea Middle	10/12/09
Rivers, Masie L.	Azalea Middle	Exceptional Student Education/Azalea Middle	10/12/09
Smith, Layanya T.	Azalea Middle	Exceptional Student Education/Azalea Middle	10/12/09

TERMINATIONS

NAME OF EMPLOYEE	COST CENTER	DATE	REASON
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Resignations

Baker, Catherine D. (B)	Food Services	11/30/09	Personal
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TERMINATIONS
(Continued)

NAME OF EMPLOYEE	COST CENTER	DATE	REASON
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Resignations
(Continued)

Barber, George W. (B)	Mildred Helms Elementary	01/08/10	Personal
Brooks, Misti M. (W)	Walsingham Elementary	01/01/10	To accept another job
Conti, Veronica R. (W)	Bardmoor Elementary	12/03/09	Personal
Craft, Melinda A. (H)	Pinellas Park Elementary	12/07/09	Health
Gescheidle, Bruce (W)	Risk Management And Insurance	11/25/09	Resigning from leave
Hayes, Donna J. (W)	Food Services	10/28/09	Personal
Kyro, Elaine M. (W)	Doug Jamerson Elementary	01/03/10	Moving
Lanier, Margaret K. (W)	Ponce de Leon Elementary	11/30/09	Family responsibilities
Maksymyuk, Vitaliy (W)	Largo High	01/15/10	Military service
McCarthy, Cynthia (W)	Title I ARRA Funds/Lealman Ave Elementary	12/18/09	To accept another job
Monteagudo, Karen (H)	Highland Lakes Elementary	01/08/10	Moving
Moore-Fuller, Laskeisha D. (B)	Bear Creek Elementary	12/18/09	To accept another job
Rivers, Nathaniel (B)	Transportation	12/08/09	Personal
Sarkisyan, Elina R. (W)	Exceptional Student Education/ Woodlawn Elementary	12/16/09	Family responsibilities

Retirements

Arnold, Mable L. (B)	Transportation	12/31/09	Retirement from DROP
Dean, Timothy S. (W)	Transportation	12/31/09	Normal Retirement

TERMINATIONS
(Continued)

NAME OF EMPLOYEE	COST CENTER	DATE	REASON
<u>Retirements</u> <u>(Continued)</u>			
Gibbons, Lorna J. (W)	Warehousing	12/31/09	Retirement from DROP
Haberkorn, Mark L. (W)	Transportation	12/31/09	Retirement from Investment Plan
Jensen, Paul A. (W)	Maintenance	12/18/09	Early Retirement
Laycox, Linda J. (W)	Osceola Middle	12/18/09	Normal Retirement
LeBlanc, Normand (W)	Business Management	12/31/09	Normal Retirement
Martin, James E. (B)	Maximo Elementary	12/31/09	Normal Retirement
McNorton, Evelyn (B)	Exceptional Student Education/ Hamilton Disston	11/06/09	Early Retirement
Mytnick, Vicky J. (W)	Marjorie Kinnan Rawlings Elementary	12/11/09	Early Retirement
Parks, Marsha M. (W)	School Social Worker/Full Service Schools	01/29/10	Retirement from DROP
Reilly, Mary K. (W)	Career Technical & Adult Education	12/31/09	Retirement from DROP
Smith, Alan L. (W)	Maintenance	01/08/10	Early Retirement
Tafreshi, Faramarz (A)	Transportation	01/05/10	Retirement from DROP
Thomas, Mary Ann (W)	Gibbs High	01/29/10	Normal Retirement
Turbee, Joann D. (W)	Title I/Fairmount Park Elementary	12/07/09	Retirement from DROP
Waters, Ann M. (W)	Exceptional Student Education/ Elementary School VE	12/18/09	Normal Retirement

CHANGE IN MINIMUM QUALIFICATIONS
FOR AN EXISTING NON-EXEMPT JOB CLASSIFICATION

Effective January 27, 2010

The following has been reviewed by appropriate management and is being recommended to the Board for approval:

TO JOB TITLE	FROM JOB TITLE
ESE Associate No Change	ESE Associate Non-Exempt, Pay Grade: D06 \$10.33 -15.02/hr. Annual: \$17,891.56 - \$20,607.44 (10 mos. - 7.0 hrs.)

Minimum Qualifications:

MINIMUM QUALIFICATIONS:

An Associate's Degree or sixty (60) credit hours from an accredited college or university or graduation from high school or possession of a GED, and a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements ~~plus one (1) year of clerical experience.~~ Previous training or a willingness to participate in training related to meeting the needs of students with disabilities. ESE Associates who work in an instructional capacity must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics or, as appropriate, reading readiness, writing readiness, and mathematics readiness.

PREFERRED:

One (1) year of experience working with exceptional students.

~~Strikethrough~~ denotes deletions

Underline denotes additions

Remarks:

Minimum Qualifications are modified to comply with NCLB federal requirements.

Funding Source:

Operating and Federal Funds

Positions: 1,186

Change in minimum qualifications. No change in pay grade or title.

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7357
7360 (ESY)
Pay Grade: D06

FLSA: Non-Exempt

ESE ASSOCIATE

MAJOR FUNCTION:

Classroom

Provides instructional support for students with disabilities under the direction of one or more Exceptional Student Education (ESE) teachers. May also work with students with disabilities in general education classes under the direction of one or more general education teachers. May accompany ESE students on school system buses, if students' IEPs require a teacher associate on the bus. Work is reviewed in progress and upon completion.

Occupational/Physical Therapy

Assists in the practice of occupational and/or physical therapy and works under the direct on-site supervision of a person licensed to practice physical or occupational therapy. Work activities require an understanding of occupational or physical therapy, but do not require professional or advanced training in the anatomical, biological, psychological, and social sciences involved in the practice of occupational or physical therapy. Only specific tasks which are neither evaluative, assessive, nor recommending in nature may be delegated by a licensed therapist, and only after ensuring appropriate training for the performance of the task. The licensed therapist is responsible for the planning and assigned activities performed by the individual functioning in the position.

DUTIES AND RESPONSIBILITIES:

Classroom

- Implements teacher lessons with individual, small group or total class, as directed by supervising teacher(s)
- Assists with collection of student performance data, as directed by supervising teacher(s)
- Assists with implementation of individual Behavior Improvement Plans and/or classroom management systems, as directed by supervising teacher(s)
- May assist students with Independent Living Skills, e.g., feeding, toileting, dressing, and hygienic care. Care may include preparation of special foods and changing and laundering of student attire
- May administer medications as described in the Pinellas County School Board Policy Manual
- May assist with student needs specific to disabilities, e.g., physical care, lifting, positioning, sign language, etc
- Assists with clerical tasks, e.g., preparing instructional materials, checking student work, maintaining supplies and equipment for classroom use, typing, filing, and operating office equipment
- Assists with clean up following activities
- May accompany ESE students on school system buses, if students' IEPs require a teacher associate on the bus
- Demonstrates respect for students, parents, and school staff. Works collaboratively with others.
- Assists the teacher(s) in maintaining a classroom and student climate of mutual respect
- Participates in training opportunities to further develop skills
- Attends meetings as requested
- Performs related work as required

ESE ASSOCIATE

DUTIES AND RESPONSIBILITIES (Continued):

Occupational/Physical Therapy

- Assists with basic, non-invasive treatment activities for exceptional students, under the guidance of a licensed Occupational or Physical Therapist
- Prepares planned instructional materials, maintains supplies and equipment, and cleans up after activities
- Monitors students' behavior and intervenes where necessary; assists in behavior modification programs
- Assists in activities of daily living such as dressing/undressing, feeding, toileting, hygienic cares, cleans up after feeding and/or toileting accidents where applicable
- ~~Administers medications as described in the Pinellas County School Board Policy Manual.~~
- ~~Assists in the preparation of special foods and the changing and laundering of soiled garments as needed~~
- Lifts, carries, and positions students in equipment where applicable
- May utilize basic sign language or sighted-guide techniques
- Escorts students to and from classes as needed for student participation on OT/PT activities
- Carries out clerical duties related to therapy, e.g., attendance reports and filing reports
- Attends scheduled meetings and workshops for professional growth and staff development
- Performs related work as required

MINIMUM QUALIFICATIONS:

An Associate's Degree or sixty (60) credit hours from an accredited college or university or graduation from high school or possession of a GED, and a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements plus one (1) year of clerical experience. Previous training or a willingness to participate in training related to meeting the needs of students with disabilities. ESE Associates who work in an instructional capacity must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics or, as appropriate, reading readiness, writing readiness, and mathematics readiness.

PREFERRED:

One (1) year of experience working with exceptional students.

ISSUED: COMBINED TCHR ASST ESE I & II SEE HISTORY IN HR DEPT. 10/06 AK; BOARD APPROVED: 10/24/06; MQ'S REVISED: 9/09 RAS; BOARD APPROVED: 10/27/09; D&R, MQ'S and WORKING CONDITIONS REVISED: 1/10 RAS; BOARD APPROVED:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ESE ASSOCIATE

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds	X			X	
4. Lift objects weighing more than 100 pounds	X			X	
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds	X			X	
8. Carry objects weighing 100 pounds or more	X			X	
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

CHANGE IN MINIMUM QUALIFICATIONS
FOR AN EXISTING NON-EXEMPT JOB CLASSIFICATION

Effective January 27, 2010

The following has been reviewed by appropriate management and is being recommended to the Board for approval:

TO JOB TITLE	FROM JOB TITLE
Teacher Assistant No Change	Teacher Assistant Non-Exempt, Pay Grade: D05 \$9.39-13.65/hr. Annual: \$12,883.08 - \$18,727.80 (10 mos. - 7.0 hrs.)

Minimum Qualifications:

An Associate's Degree or sixty (60) credit hours from an accredited college or university or graduation from high school or possession of a GED, and a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements ~~plus one (1) year of clerical experience. Teacher Assistants hired after January 8, 2002, that work in an instructional capacity at a Title I school must meet a rigorous standard of quality and be able to demonstrate through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness). By January 8, 2006, all Teacher Assistants under Title I must meet the above requirement.~~

~~Strikethrough~~ denotes deletions

Underline denotes additions

Remarks:

Minimum Qualifications are modified to comply with NCLB federal requirements.

Funding Source:

Operating and Federal Funds

Positions: 168

Change in minimum qualifications. No change in pay grade or title.

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7355
Pay Grade: D05

FLSA: Non-Exempt

TEACHER ASSISTANT

MAJOR FUNCTION:

Performs instructional support work assisting the classroom teacher in general clerical and administrative tasks as well as in certain daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under close supervision of a certified teacher and is reviewed in progress and upon completion.

DUTIES AND RESPONSIBILITIES:

- Carries out clerical duties related to classroom teaching; prepares planned instructional materials, attendance reports, class reports; collects and accounts for monies; checks objective tests papers; maintains supplies and equipment for classroom use.
- Requisitions and operates audiovisual equipment for classroom use; monitors classes; files records and materials; types from rough drafts or final copy.
- Escorts children to classes or specialized functions.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

An Associate's Degree or sixty (60) credit hours from an accredited college or university or graduation from high school or possession of a GED, and a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements plus one (1) year of clerical experience. Teacher Assistants hired after January 8, 2002, that work in an instructional capacity at a Title I school must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness). ~~By January 8, 2006, all Teacher Assistants under Title I must meet the above requirement.~~

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 12/11/91; MQ's REVISED: 5/03 AK; BOARD APPROVED: 06/17/03; REVISED FORMAT & WC 8/04 LMCK; MQ'S REVISED: 1/10 RAS; BOARD APPROVED

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TEACHER ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher Assistant – PESPA

APPROVED: _____

Julie M. Janssen, Ed. D.
Superintendent of Schools