

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
April 10, 2018

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge ..... Jerry Taylor, Chairman
- 9:02 a.m. Project Search Update ..... Toni Greenberg
- 9:30 a.m. Student Services Department Update .....Debbie Land
- SP&P Document
  - Attendance Procedure
- 10:30 a.m. Human Resources Department Update..... Walter Boatright
- Personnel (**pgs. 2-19**)
- 10:45 a.m. Career, Technical, and Adult Education..... Mary Keen  
Department Update
- Personnel
- 11:00 a.m. Policy Updates .....Bill Brothers
- 11:30 a.m. Superintendent Update..... Ted Roush
- 12:00 p.m. Adjourn

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related field from an accredited educational institution.
- (2) Three (3) years experience in education including experience in an administrative or supervisory capacity.
- (3) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
- (4) Knowledge of school safety and law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs, and emergency management operations.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and produce manuals. Ability to effectively present information and respond to questions from top management, public groups, and/or school board members. Ability to define problems, collect data, establish facts, and draw valid conclusions. Knowledge of Federal Laws, Florida Statutes and School Law. Ability to coordinate and work with diverse representatives of the community. Knowledge of current trends and issues in educational equity, access and civil rights and anti-discrimination laws. Ability to research, develop, and apply/implement educational equity policies and procedures. Ability to design, develop and present effective training and educational programs to a variety of audiences on the full range of equal educational opportunity and diversity topics. Ability to design, market and evaluate the effectiveness of programs, methods and strategies geared towards narrowing minority/non-minority educational achievement gaps. Ability to appropriately handle and resolve discrimination and related complaints through formal and informal processes through counseling, fact finding, investigation, or mediation. Knowledge of equitable recruiting, hiring and retention policies, procedures and practices. Ability to facilitate a variety of group discussions, including focus group and brainstorming sessions. Ability to provide leadership and education to promote a climate conducive to the expansion of diversity. Knowledge of, and ability to work with, a variety of office units, federal and state agencies and other organizations. Knowledge of how to organize and edit material and reports for publication and dissemination. Knowledge and skills to reach out to various community members, associations and businesses using a variety of approaches. Knowledge of, and insight into, the issues involved in fostering an environment that promotes equal access and opportunity for achievement among all members of the campus or school district community.

#### REPORTS TO:

Assistant Superintendent of Administration

**DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES**

(Continued)

**JOB GOAL**

To ensure a safe, secure school environment that is free from harassment or discrimination to support student learning and success.

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Serve as the district school safety specialist and Title IX Coordinator.
- \* (2) Determine and communicate security policies and procedures by studying organization operations, establishes internal controls, and report potential hazards to supervisor.
- \* (3) Coordinate the development and implementation of procedures and procedural manuals/documentation to ensure a safe school environment.
- \* (4) Provide assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.
- \* (5) Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Safety and Security.
- \* (6) Serve as a liaison on issues involving local law enforcement, emergency management agencies, public safety communication officials, fire departments, and the appropriate state agencies.
- \* (7) Work with local law enforcement to coordinate the School Resource Officer and Coach Aaron Feis Guardian programs for the district.
- \* (8) Conduct a school security risk assessment at each public school using the school security risk assessment tool developed by the Office of Safe Schools.
- \* (9) Timely report safety assessment findings and any school board action(s) to the Office of Safe Schools
- \* (10) Provide and monitor training opportunities for employees relative to District safety and security.
- \* (11) Plan and implement policies, procedures, training programs, drills, assessments, community partnerships and parent involvement.
- \* (12) Ensure staff and students are trained to mitigate, prevent and recover from disasters.
- \* (13) Establish and monitor progress toward program goals and objectives.
- \* (14) Develop and administer program budgets; monitor and approve program expenditures and prepare related reports.
- \* (15) Coordinate facilities security alarm and communication systems.
- \* (16) Seek, secure, administer or assist in administering grants for program and project funding.
- \* (17) Work with athletic directors and principals to monitor program compliance with applicable state and federal regulations.

**DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES**

(Continued)

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

- \* (18) Prepare the Florida Safe Schools Assessment (FSSA) and Office of Equity and Access (OEA) reports.
- \* (19) Administer emergency preparedness, Emergency Operations Center coordination, disaster recovery, FEMA engagement including responsibilities for District implementations, reporting including storm shelter operations and National Incident Management System (NIMS) compliance.
- \* (20) Collaborate with outside agencies to ensure proper response in emergency situations; serve as liaison to FEMA in recovery efforts as needed; respond to and assist in emergency situations as appropriate.
- \* (21) Coordinate safety and security for approved special events.
- \* (22) Participate in the review of construction plans and specifications to ensure that safety and security needs are addressed.
- \* (23) Oversee district communication and alert systems.

**Professional Growth and Development**

- \* (24) Assist Safe and Drug Free Schools in the implementation of programs.
- \* (25) Promote and support the professional growth of self and others.
- \* (26) Keep well informed about current trends in assigned areas. .
- (27) Assist in the development, implementation, and evaluation of staff development activities.
- (28) Promote and support professional development for self and others.
- (29) Attend meetings and conferences which promote professional growth and will benefit the District.

**Systemic Functions**

- \* (30) Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, preparing mail, ordering supplies.
- \* (31) Gather information and data or news releases and special publications relating to school/district activities and community health/safety concerns as directed.
- \* (32) Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
- \* (33) Provide periodic reports to the Superintendent and Leadership Team on matters pertaining to equity, school safety and alternative placements.
- \* (34) Appear before the School Board as needed.

**Leadership and Strategic Orientation**

- \* (35) Provide leadership and coordination for the planning, development, implementation, and evaluation of equity, safety & security programs and services.
- \* (36) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

**DIRECTOR OF SCHOOL SAFETY AND OTHER ADMINISTRATIVE SERVICES**

(Continued)

- \* (37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (38) Model and maintain high standards of professional conduct.
- \* (39) Contribute to District planning activities, including setting goals and objectives and use of resources.
- \* (40) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (41) Shall assume additional responsibilities as assigned by the Superintendent.

**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.

\*Essential Performance Responsibilities

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### COUNSELOR-MENTAL HEALTH SUPPORT

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Certified as a Guidance Counselor by the State of Florida.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

The Counselor-Mental Health Support position will work closely with the building administrative team as well as the building counseling team to coordinate, facilitate, and implement mental health support services. The Counselor-Mental Health Support position will also work with a district-level administrative team and lead/coordinator position to coordinate consistent support services across the District. The Counselor-Mental Health Support position will provide emotional support and foster a safe and successful learning environment for students. The primary focus will be on building student's capacity for academic success and positive social and emotional well-being.

#### REPORTS TO:

Director of Student Services

#### JOB GOAL

To provide guidance and counseling services to students, parents, and teachers so that students are able to reach their greatest physical, emotional, psychological and behavioral potential.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Provide individual mental health counseling.
- \*(2) Address bullying and harassment.
- \*(3) Provide education, prevention, and awareness classes on topics such as stress management, anger management and cyber safety.
- \*(4) Develop youth leadership and empowerment.
- \*(5) Conduct universal screenings for behavioral and mental health issues.
- \*(6) Implement ways to identify early risk factors which lead to mental health concerns.
- \*(7) Conduct training for school staff and parents on risk factors that lead to mental health concerns.
- \*(8) Improve school climate and ensure a process for students to report potentially harmful behaviors.
- \*(9) Conduct threat assessments of students who are in danger of harming themselves or others.
- \*(10) Provide social skills training.

**COUNSELOR-MENTAL HEALTH SUPPORT (Continued)**

- \* (11) Implement evidenced-based practices to improve student engagement.
- \* (12) Support school-wide positive behavior.
- \* (13) Evaluate students who may need specialized instruction as a result of behavioral and mental health concerns.
- \* (14) Link those students and families who may need further support of community agencies.

**Classroom Management**

- \* (15) Facilitate restorative justice and conflict resolution.
- \* (16) Provide crisis assistance, i.e. family death.
- \* (17) Provide truancy intervention.
- \* (18) Provide mental health resources.

**Assessment/Evaluation**

- \* (19) Liaison to/for community resources; next steps involving short term and/or long term therapy or intervention; advocacy.
- \* (20) Provide small group mental health counseling.
- \* (21) Address mental health and mental illness.
- \* (22) Address risky behaviors, i.e. alcohol/drug use.
- \* (23) Address depression and anxiety, i.e. suicide ideation.
- \* (24) Address abuse, i.e. physical, emotional, and sexual.

**Intervention/Direct Services**

- \* (25) Maintain and track documentation of mental health support for students.
- \* (26) May provide some academic counseling duties and other duties specific to building needs, if time permits.
- \* (27) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \* (28) Provide crisis intervention services, including follow-up services as appropriate.
- \* (29) Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- \* (30) Provide interventions for at-risk students and those with special learning and behavioral needs.
- \* (31) Provide students with programs for career awareness and development of work/study skills.
- \* (32) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of postsecondary opportunities, criteria for scholarships, and financial aid information.

**Technology**

- \* (33) Use technology resources effectively.
- \* (34) Use technology to establish an atmosphere of active learning.
- \* (35) Provide students with opportunities to use technology to gather and share information.
- \* (36) Facilitate student access to the use of electronic resources.
- \* (37) Explore and evaluate new technologies and their educational impact.
- \* (38) Use technology to review student assessment data.
- \* (39) Use technology for administrative tasks.

## COUNSELOR-MENTAL HEALTH SUPPORT (Continued)

**Collaboration**

- \*(40) Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
- \*(41) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- \*(42) Work effectively with parents.
- \*(43) Participate in the Child Study Team to help meet needs of identified students.
- \*(44) Serve as an advocate for students.
- \*(45) Develop a communications link and rapport with outside services and make appropriate referrals for psychological, social work, health, or community services.

**Staff Development**

- \*(46) Provide information and/or inservice to teachers, administrators, and other school staff.
- \*(47) Keep abreast of current trends in counseling and guidance.
- \*(48) Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.
- \*(49) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.
- \*(50) Manage within an organizational context a personal professional development program by setting specific goals and time tables.
- \*(51) Participate in district sponsored staff development programs.
- \*(52) Participate in school data collection of constructional input on principal's assessment program.

**Professional Responsibilities**

- \*(53) Maintain professional and ethical standards as outlined by the American School Counselor Association and the Code of Ethics and Principles of Conduct of the Education Profession in Florida.
- \*(54) Keep updated on student/school legal issues and follow established procedures.
- \*(55) Perform and fulfill professional responsibilities.
- \*(56) Contribute to the overall school mission by supporting various school committees and services such as APT, School Advisory committee, text book selection, curriculum development, student activities, and accreditation.
- \*(57) Share experience and new learnings by mentoring new colleagues.
- \*(58) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(59) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(60) Appear before the School Board as needed.
- \*(61) Shall assume additional responsibilities as assigned by the Superintendent.



**COUNSELOR-MENTAL HEALTH SUPPORT (Continued)****Student Growth and Achievement**

- \*(62) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \*(63) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly 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.

**SCHOOL DISTRICT OF SUWANNEE COUNTY**  
**COORDINATOR OF SECONDARY OPPORTUNITY SCHOOLS**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution, preferred.
- (2) Certified by the State of Florida in Educational Leadership.
- (3) Minimum of ten (3) years successful education experience.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The purpose of this position is to provide leadership necessary to design, develop, implement, and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring, and enriching environment to promote student success.

**REPORTS TO:**

Director of Student Services

**JOB GOAL**

To provide expertise and support in the planning, implementation, and evaluation of assigned curriculum, program, or service area in accordance with District philosophy, goals, and objectives.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Planning/Preparations**

- \* (1) Provide leadership in the development and implementation of the Secondary Opportunity School Program.
- \* (2) Provide instructional leadership and supervision for student achievement and social skill development.
- \* (3) Implement policies to support the academic and behavioral needs of expelled students.
- \* (4) Coordinate program planning with District instructional staff.
- \* (5) Manage, direct, and maintain program records.
- \* (6) Manage equipment and resources.
- \* (7) Manage and administer testing.

**Administrative/Management**

- \* (8) Supervise personnel and maintain professional development plans.
- \* (9) Identify staff training needs.
- \* (10) Facilitate student schedules with guidance counselor.
- \* (11) Meet weekly with faculty.
- \* (12) Maintain and model high standards of professional conduct.

## COORDINATOR OF SECONDARY OPPORTUNITY SCHOOLS (Continued)

- \* (13) Model effective listening and positive interaction skills.
- \* (14) Participate in entry and exit staffings to and from the program.
- \* (15) Conduct re-entry assessments for students.

**Assessment/Evaluation**

- \* (16) Implement all local, state, and federal requirements.
- \* (17) Provide all staff with required textbooks and materials.
- \* (18) Organize, oversee, and provide support to the various services, supplies, materials, and equipment.
- \* (19) Supervise and manage the operation of the program.
- \* (20) Supervise the orderly movement and transportation of students.
- \* (21) Monitor student attendance.
- \* (22) Conduct staff meetings to ensure adherence to District rules and clear communication.
- \* (23) Communicate with the Superintendent's office when necessary.

**Intervention/Direct Services**

- \* (24) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- \* (25) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \* (26) Maintain visibility and accessibility on the school campus.
- \* (27) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- \* (28) Assist with summer school enrollment, instruction, and evaluation.

**Collaboration**

- \* (29) Communicate effectively, both orally and in writing, with parents, students, and teachers.
- \* (30) Collaborate with the Department of Juvenile Justice regarding students receiving DJJ services.
- \* (31) Model effective listening and positive interaction skills.
- \* (32) Maintain and model high standards of professional conduct.

**Staff Development**

- \* (33) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (34) Use appropriate interpersonal styles and methods to guide individuals and groups to take accomplishment.
- \* (35) Provide recognition and celebration for staff, student, and school accomplishments.

**Professional Responsibilities**

- \* (36) Anticipate problems and difficult situations and plan appropriately to handle them.
- \* (37) Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- \* (38) Demonstrate attention to punctuality, attendance, records, and reports.
- \* (39) Maintain confidentiality of student and other professional information.

## COORDINATOR OF SECONDARY OPPORTUNITY SCHOOLS (Continued)

- \* (40) Comply with policies, procedures, and programs.
- \* (41) Support school improvement initiatives by active participation in school activities, services, and programs.
- \* (42) Perform other tasks consistent with the goals and objectives of this position.
- \* (43) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (44) Appear before the School Board as needed.
- \* (45) Shall assume additional responsibilities as assigned by the Superintendent.

**Student Growth and Achievement**

- \* (46) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \* (47) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly 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.

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### FINANCIAL AID SPECIALIST

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution preferred, or equivalent.
- (2) Or other certificates/licenses required by the District.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and district rules, regulations and policies as they relate to job functions, including Veteran's benefits. Knowledge of School Board policies and practices as they relate to job function. Knowledge of office practices and procedures. Knowledge of district accounting and financial aid practices. Skill in reading, interpreting and applying information in technical manuals and other documents. Skill in the use of business mathematics. Skill in handling constituents problems and concerns with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to analyze, interpret and use data in decision making. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to prepare and maintain accurate financial records and reports. Ability to operate a computer and utilize software applications, word processing, databases and spreadsheets. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, and parents.

#### REPORTS TO:

Principal

#### JOB GOAL

To assist qualified students in obtaining financial assistance for continuing their education.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist students in applying for Financial Aid.
- \* (2) Counsel students in the Financial Aid process.
- \* (3) Develop and write Institutional Financial Aid Policies and Procedures Manual.
- \* (4) Develop and write Student Financial Aid Handbook.
- \* (5) Maintain current knowledge of state and federal financial aid regulations and Veteran's Affairs regulations.
- \* (6) Maintain auditable records of students receiving State and Federal Financial Aid.

**FINANCIAL AID SPECIALIST (Continued)**

- \* (7) Maintain auditable records of students receiving Veteran's benefits.
- \* (8) Maintain eligibility requirements and Title IV reimbursements for ineligible students.
- \* (9) Revise and update financial forms and system procedures on a continuing basis.
- \* (10) Provide assistance and information for auditors, as required.
- \* (11) Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
- \* (12) Serve as contact for federal Financial Aid reports.
- \* (13) Assist with IPEDs reporting.

**Employee Qualities/Responsibilities**

- \* (14) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (15) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- \* (16) Ensure adherence to good safety standards.
- \* (17) Maintain confidentiality regarding school/workplace matters.
- \* (18) Model and maintain high ethical standards.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

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

- \* (22) Communicate effectively with students, parents, staff and administrators.
- \* (23) Keep supervisor informed of potential problems or unusual events.
- \* (24) Respond to inquiries and concerns in a timely manner.
- \* (25) Serve on school/District committees as required or appropriate.

**System Support**

- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (28) Demonstrate support for the School District and its goals and priorities.
- \* (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (30) Prepare all required reports and maintain all appropriate records.
- \* (31) Participate in cross-training activities as required.
- (32) Perform other tasks consistent with the goals and objectives of this position.
- (33) Appear before the School Board as needed.
- (34) Shall assume additional responsibilities as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

**FINANCIAL AID SPECIALIST (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.

\*Essential Performance Responsibilities

**SALARY SCHEDULE 2017-2018**

**PRINCIPALS AND ADMINISTRATORS**

**REGULAR DUTY HOURS 8:00 AM - 4:30 PM**

Years. Exp. in  
Comparable

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Position	0	1	2	3	4	5	6	7	8	9	10	11
10	37972	39944	41912	43882	45847	47819	49787	50596	53474	54866	55738	56552
9	48511	49989	51463	52944	54418	55897	57373	58850	60327	61856	62837	63754
8	58279	60237	62192	64152	66111	68068	70022	71544	73063	74845	76029	77144
7	61690	62690	63690	64690	65690	66690	67690	68690	69690	70690	71690	72690
6	69690	70690	71690	72690	73690	74690	75690	76690	77690	78690	79690	80690
5	62079	64662	67245	69829	72414	74997	77581	79365	81151	83094	84408	85647
4	70690	71690	72690	73690	74690	75690	76690	77690	78690	79690	80690	81690
3	73690	74690	75690	76690	77690	78690	79690	80690	81690	82690	83690	84690
2	71669	74413	77156	79903	82641	85389	88132	90285	92434	94606	96105	97509

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**CLASSIFICATION OF POSITION**

- 10 Supervisor Food Service, Asst. IT Director, Assistant Chief Financial Officer, Assistant Director of Human Resources, Assistant Director of Transportation, Assistant Director of Facilities
  - 9
  - 8 Coordinator of Health Services and Attendance, Principal Suwannee Virtual School, Lead School Psychologist/Multi-Tiered System of Support (MTSS) Facilitator
  - 7
  - 6 Principals Elementary Schools, Principal Suwannee Middle School
  - 5 Director of Food Service, Director of Transportation, IT Director, Director of Student Assessment/Curriculum Specialist, Director of Elementary Ed, Director Human Resources, Director of ESE, Director of Federal Programs, Director of Special Programs, Director of Student Services/School Psychologist, Director of Facilities, Director of School Safety and Other Administrative Services
  - 4 Principal Branford High School, Principal RIVEROAK Technical College/Director of Career, Technical and Adult Education
  - 3 Principal Suwannee High School
  - 2 Assistant Superintendent of Administration/Instructional, Chief Financial Officer
- 

Employee will be placed in appropriate step of classification level based on years of experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation, and is effective in accordance with new certification.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Principals and Administrators



Salary Adjustments and or supplements will be made in accordance with 1012.22 f.s.  
for:

Master's Degree add \$2,310 to Bachelors  
Specialist Degree add \$2,835 to Bachelors  
Doctorate Degree add \$3,750 to Bachelors

PERFORMANCE SALARY SCHEDULE

School administrators hired on or after July 1, 2014, or those who choose to move from the grandfathered salary schedule to the performance salary schedule shall be placed on a performance schedule using the years of service of the grandfathered schedule for placement purposes. School administrators appointed for the first time to a position of school administrator shall be placed on the performance salary schedule.

A salary adjustment to the performance schedule will be made following the annual evaluation unless the rating is other than highly effective or effective. School administrators rated as highly effective will receive at least \$1,001. The adjustment for an employee rated as effective must be 50%-75% of that amount.

Effective July 1, 2017-June 30, 2018

Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent

**SALARY SCHEDULE 2017-2018**

**ASSISTANT PRINCIPALS, CURRICULUM, AND OTHER PROGRAM  
COORDINATORS\***

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

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YEARS	BACHELOR
0	59690
1	60690
2	61690
3	62690
4	63690
5	64690
6	65690
7	66690
8	67690
9	68690
10	69690
11	70690
12	71690
13	72690

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\*The Program Coordinators are: Coordinator of Data, Assessment, and Accountability; Coordinator of School Improvement/Title I; Coordinator of Exceptional Student Education; Coordinator of District K-12 Math; Coordinator of District Professional Development and K-12 Reading/Title II; Coordinator of District K-12 Technology; Coordinator of Career and Technical Education Student and Community Affairs; and Coordinator of Secondary Opportunity Schools

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Assistant Principals

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:  
Master's Degree add \$2,310 to Bachelors  
Specialist Degree add \$2,835 to Bachelors  
Doctorate Degree add \$3,750 to Bachelors

Effective July 1, 2018-June 30, 2019

Adopted \_\_\_\_\_ by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent

**SALARY SCHEDULE CONFIDENTIAL EMPLOYEES 2017-2018**  
**SECRETARIAL AND OTHER PERSONNEL**

**REGULAR DUTY HOURS 8:00 AM - 4:30 PM**

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
5	23726	24064	24669	25434	26182	26936	27686	28447	29199	29953	30937	31888	32390	32867	33344
4	25198	25954	26425	27184	27932	28693	29446	30202	30956	31712	32734	33721	34256	34758	35260
3	26743	27220	27687	28448	29198	29957	30501	31463	32224	32979	34032	35046	35599	36121	36643
2	28502	28975	29447	30202	30956	31714	32465	33181	33957	34732	35828	36879	37461	38011	38561
1B	29811	30237	30724	31480	32243	33037	33778	34557	35315	36073	37203	38280	38886	39452	40018
1A	30997	31429	31907	32671	33436	34229	34965	35743	36482	37265	38420	39525	40149	40739	41329
1AA	32258	32734	33220	33975	34698	35499	36258	37018	37779	38540	40927	42083	42751	43373	43995
1C	40443	41549	42658	43770	44878	45990	47097	48208	49313	50424	52087	53529	54378	55173	55968
1D	35807	36284	36769	37527	38248	39046	39810	40569	41330	42091	44478	45702	46427	47107	47787
1E	36695	37169	37659	38412	39134	39936	40697	41455	42212	42975	45367	46608	47345	48040	48735
1	33763	34240	34727	35485	36205	37007	37766	38526	39287	40047	42472	43659	44350	44999	45648

**CLASSIFICATION LEVEL**

- 5 General Secretary
- 4 District Level Secretary, District Secretary (Custodian of Records)
- 3 Administrative School Secretary/Confidential, Administrative Secretary IT
- 2 Administrative Secretary II
- 1B Administrative Secretary I, School Bookkeeper, Operations Manager  
Transportation
- 1A Personnel Specialist, Accounts Payable Specialist
- 1AA Assistant Superintendents' Secretary, Asst. Textbook and Certification,  
Secretary for Administration, Employee Benefits Specialist, Financial Aid  
Specialist
- 1C IT Specialist, Network Specialist, Software Specialist, Facilities Technology  
Technician, Supervisor/Payroll, Assistant Coordinator of Food Service,  
Attendance Assistant
- 1D
- 1E
- 1 Secretary to the Superintendent, Administrative Support Specialist – Food  
Service/Federal Programs

Normally upon appointment to a position, employee will be placed in step "0"; however, the Superintendent, upon consideration of pertinent factors, (educational backgrounds, prior experience, see job description), may approve placement into any of the succeeding steps. Thereafter, employee will progress to the succeeding step on July 1 of each year, provided he has performed satisfactorily for a minimum period of nine (9) months as of June 30.

All salaries are based on 12 months. Where employee is on less than 12 months, salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

Effective July 1, 2017-June 30, 2018 Adopted \_\_\_\_\_ by the  
**SUWANNEE COUNTY SCHOOL BOARD**  
 1729 Walker Avenue, SW, Suite 200  
 Live Oak, Florida 32064  
 386/647-4600  
 Ted L. Roush, Superintendent