



Don Lewis Lynn, Jr.  
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## ACTION AGENDA

June 26, 2014

### MEMORANDUM

**TO:** Mr. Tim Wyrosdick, Superintendent of Schools  
**FROM:** Lewis Lynn, Assistant Superintendent for Human Resources  
**RE:** Human Resource Items for Action Agenda of School Board

The following personnel items are submitted for your recommendation and the approval of the School Board of Santa Rosa County:

**I. ADMINISTRATIVE APPOINTMENTS**  
NONE

**II. DISCIPLINARY ACTIONS**

**A. UNAPPROVED LEAVES**

**B. OTHER DISCIPLINARY ACTIONS**

**III. JOB DESCRIPTIONS**

**Administrative**

1. Coordinator of Continuous Improvement (Revised/Reformatted)

**Educational Support**

1. Assistant Food Service Manager (Revised)
2. Network Systems Engineer (Revised)
3. Personnel Assistant I (Reformatted)
4. Personnel Assistant II (Reformatted)
5. Personnel Assistant III (Reformatted)
6. Printer Assistant I (Reformatted)
7. Printer Assistant II (Revised)
8. Professional Development Center Support Manager (Revised)
9. School Helper (Revised)
10. Secretary Administrative (Reformatted)
11. Secretary I (Reformatted)
12. Secretary II (Reformatted)
13. Secretary III (Reformatted)
14. Senior Network Analyst I (Revised/Reformatted)
15. Senior Network Analyst II (Revised/Reformatted)
16. Sign Language Interpreter I (Revised/Reformatted)
17. Sign Language Provisional Interpreter II (Revised/Reformatted)
18. Sign Language Advanced Interpreter III (Revised/Reformatted)
19. Systems Analyst (Revised/Reformatted)

DISTRICT 1  
Diane Scott

DISTRICT 2  
Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden

**Instructional**

1. Adult Education Facilitator (TSA) (Revised/Reformatted)
2. Coordinator of Social Studies (Half Time) (Revised/Reformatted)
3. Teacher on Special Assignment for Locally Developed Assessments – Elementary (New)
4. Teacher on Special Assignment for Locally Developed Assessments – Secondary (New)

**IV. DISTRICT LEADER/ADMINISTRATOR EVALUATION SYSTEM (New)**

**V. PAY FOR PERFORMANCE SALARY SCHEDULES**