**Nassau County School Board**

**Human Resources Department**

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| ***Personnel*** | ***Phone*** | ***Areas of Responsibility*** |
| Mr. Scott D. HodgesDirector of Human Resources **hodgessc@nassau.k12.fl.us** | 491-9874 | * Retirement/DROP
* Bereavement and Domestic/Sexual Violence Leaves
* Bargaining (Instructional & Non-Instructional)
* Out-Of-Field Designations
* Evaluation Systems
* National Board Certification
* Public Record Requests
* Fingerprinting and Refingerprinting
 |
| Mrs. Laurie RobertInstructional Personnel Specialist**robertla@nassau.k12.fl.us** | 491-9877Ext.1237 | * Instructional & Administrative Hires
* Contractors
* Issuance of Teacher Numbers
* Instructional Reappointments
* Instructional Supplements
* Instructional Employee Leaves
* Teacher Certifications/Re-certifications &

Out-Of-Field Designations * Forms & Templates
 |
| Mrs. Garvin NelsonNon-Instructional Personnel Specialist**nelsonga@nassau.k12.fl.us** | 491-9875Ext. 1235 | * Non-Instructional Hires
* Non-Instructional Reappointments
* Non-Instructional Supplements
* Non-Instructional Employee Leaves
* Non-Instructional Evaluations
* Vacation Accrual for 12-Month Employees
* Drug Test Results for Transportation Employees
 |
| Mrs. Leanne PeacockBenefits Specialist**peacockle@nassau.k12.fl.us** | 491-9876Ext. 1236 | * Insurance & Benefits for Active & Retired Employees
* Employee Leaves
* Worker’s Compensation
 |
| Mrs. Kimberly Mack Supervisor’s Secretary**mackki@nassau.k12.fl.us** | 491-9879Ext. 1239 | * Employment Verifications
* Loan Forgiveness Programs
* Substitutes
* Long Term Substitutes
* Athletic Coaches
* Fingerprinting and Refingerprinting
 |
| Ms. Julie McDonaldSupervisor’s Secretary**mcdonaldju1@nassau.k12.fl.us**  | 491-9874Ext. 1234 | * General Information
* Online Application/Recruiting Program Management
* Special Projects
* Instructional Evaluations
* School Board Human Resources Agendas/Addendums
* Job Descriptions & Vacancy Postings
* Forms & Templates
* Human Resources Website

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| Mrs. Judith MeredithSupervisor’s Secretary **meredithju@nassau.k12.fl.us** | 277-9050Ext. 1350 | * Records Management
* Public Record Requests
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