

# Nassau County School Board

## Human Resources Department

<i>Personnel</i>	<i>Phone</i>	<i>Areas of Responsibility</i>
Mr. Scott D. Hodges Director of Human Resources <a href="mailto:hodgessc@nassau.k12.fl.us">hodgessc@nassau.k12.fl.us</a>	491-9874	<ul style="list-style-type: none"> <li>• Retirement/DROP</li> <li>• Bereavement and Domestic/Sexual Violence Leaves</li> <li>• Bargaining (Instructional &amp; Non-Instructional)</li> <li>• Out-Of-Field Designations</li> <li>• Evaluation Systems</li> <li>• National Board Certification</li> <li>• Public Record Requests</li> <li>• Fingerprinting and Refingerprinting</li> </ul>
Mrs. Laurie Robert/Ms. Jennifer Frederick Instructional Personnel Specialists <a href="mailto:robertla@nassau.k12.fl.us">robertla@nassau.k12.fl.us</a> <a href="mailto:frederickje1@nassau.k12.fl.us">frederickje1@nassau.k12.fl.us</a>	491-9877 Ext.1237	<ul style="list-style-type: none"> <li>• Instructional &amp; Administrative Hires</li> <li>• Contractors</li> <li>• Issuance of Teacher Numbers</li> <li>• Instructional Reappointments</li> <li>• Instructional Supplements</li> <li>• Instructional Employee Leaves</li> <li>• Teacher Certifications/Re-certifications &amp; Out-Of-Field Designations</li> <li>• Forms &amp; Templates</li> <li>• Non-Instructional Hires</li> <li>• Non-Instructional Reappointments</li> <li>• Non-Instructional Supplements</li> <li>• Non-Instructional Employee Leaves</li> <li>• Non-Instructional Evaluations</li> <li>• Vacation Accrual for 12-Month Employees</li> <li>• Drug Test Results for Transportation Employees</li> <li>• Insurance &amp; Benefits for Active &amp; Retired Employees</li> <li>• Employee Leaves</li> <li>• Worker's Compensation</li> </ul>
Mrs. Garvin Nelson/Mrs. Jenine McKenna Non-Instructional Personnel Specialists <a href="mailto:nelsonga@nassau.k12.fl.us">nelsonga@nassau.k12.fl.us</a> <a href="mailto:mckennaje1@nassau.k12.fl.us">mckennaje1@nassau.k12.fl.us</a>	491-9875 Ext. 1235 491-9940 Ext. 1279	<ul style="list-style-type: none"> <li>• Employment Verifications</li> <li>• Loan Forgiveness Programs</li> <li>• Substitutes</li> <li>• Long Term Substitutes</li> <li>• Athletic Coaches</li> <li>• Fingerprinting and Refingerprinting</li> </ul>
Mrs. Leanne Peacock Benefits Specialist <a href="mailto:peacockle@nassau.k12.fl.us">peacockle@nassau.k12.fl.us</a>	491-9876 Ext. 1236	<ul style="list-style-type: none"> <li>• General Information</li> <li>• Online Application/Absence Management</li> <li>• Special Projects</li> <li>• Instructional Evaluations and iObservation</li> <li>• School Board Human Resources Agendas/Addendums</li> <li>• Job Descriptions &amp; Vacancy Postings</li> <li>• Forms &amp; Templates</li> <li>• Human Resources Website</li> </ul>
Mrs. Kimberly Mack Non-Instructional Personnel Specialist <a href="mailto:mackki@nassau.k12.fl.us">mackki@nassau.k12.fl.us</a>	491-9879 Ext. 1239	<ul style="list-style-type: none"> <li>• Records Management</li> <li>• Public Record Requests</li> </ul>
Mrs. Judith Meredith Instructional Personnel Specialist <a href="mailto:meredithju@nassau.k12.fl.us">meredithju@nassau.k12.fl.us</a>	491-9874 Ext. 1234	
Mrs. Robyn Potter Supervisor's Secretary <a href="mailto:potterro@nassau.k12.fl.us">potterro@nassau.k12.fl.us</a>	277-9050 Ext. 1350	