



Jackie Pons, Superintendent  
1490 W. Washington St. | Monticello, Florida 32344  
Phone 850.342.0100 | JeffersonSchools.net

## 2025-2026 NOTICE OF APPOINTMENT FOR NON-INSTRUCTIONAL PERSONNEL OF JEFFERSON COUNTY SCHOOLS

Dear

This letter is to inform you that you were appointed by the SCHOOL BOARD OF JEFFERSON COUNTY on \_\_\_\_\_ to the position of \_\_\_\_\_ for the 2025-2026 school year. The effective dates of employment are from \_\_\_\_\_ to \_\_\_\_\_, ( days) with the start date of \_\_\_\_\_, and you shall be paid a salary of \_\_\_\_\_ with a daily/ hourly rate of \_\_\_\_\_.

This notice of appointment shall be deemed amended to comply with all laws, all lawful rules of the State Board of Education, and all lawful rules of and actions of the School Board.

If you accept this appointment, please sign the acceptance statement below on this original copy and return to the Human Resources Department within 10 days from the above date.

Sincerely,

Jackie Pons  
Superintendent

**I accept the appointment as stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

