



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 _____.

Pursuant to Section 1012.40(2), Florida Statutes, and School Board policy, the first 180 workdays of your employment will consist of a probationary period in which you may be discharged or reassigned without cause.

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



Joy "Beth" Frisby | District 1 Willie Ann Dickey | District 2 Brenda Wirick | District 3
Bill Brumfield | District 4 Magdalen "Mags" Flynt | District 5

