

Richmond Cty Board of Ed
New Hire Data Form
Pay Assignments Active on: 10/27/2022

EID _____
SSN _____
First Name CAUREY
Middle VERLON
Last Name ROLLINS
Address 1 _____
Address 2 _____
City AUGUSTA
State GA
Zip _____
Race BLACK
Sex MALE
Telephone _____
Date of Birth 02/15/1997
New Hire Date 08/11/2022
Location GLENN HILLS ELEMENTARY
Position PARAPRO, GENERAL
Contract Mo.s 10 MONTH (AUG-JUL)
Pay Code
base (actual) / index
Username
Email
Office 365 Login
Initial Password

Recruitment Method : Richmond County Website

Signature : Caurey Rollins

Previous County /District : _____

RCSS Re-Hire

<input type="checkbox"/> Transfer	<input type="checkbox"/> TRS
<input type="checkbox"/> SHBP	<input type="checkbox"/> PSERS

**RICHMOND COUNTY SCHOOL SYSTEM (RCSS)
JOB DESCRIPTION**

OFFICIAL TITLE: PARAPROFESSIONAL (General Education)
SUPERVISOR: School Principal
SALARY RANGE: In accordance with RCBOE Salary Schedules
TERMS OF EMPLOYMENT: Work Year - 10 months

SUMMARY DESCRIPTION:

Assist teacher in classroom with instruction

PERFORMANCE RESPONSIBILITIES: (Asterisk for essential job duties.)

1. Serves as an assistant in an identified instructional program observing the same hours as the classroom teacher's; being prompt, dependable and regular in attendance.(*)
2. Attends all school staff meetings.
3. Participates in professional development pertinent to duties assigned by the principal, lead teacher, and classroom teacher.
4. Works cooperatively with teachers, administrators, and school stakeholders.(*)
5. Assist with the supervision of students while promoting activities to enhance the social, emotional, intellectual and physical development of students.(*)
6. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher to achieve program continuity.(*)
7. Maintains the same high level of ethical behavior and confidentiality of information about students as expected of the teacher.(*)
8. Uses correct grammar when communicating orally and/or in writing.(*)
9. Gives the teacher an additional source of feedback and of ideas concerning class activities while working with an individual or small group of students to reinforce learning of material or skills initially introduced by the teacher.(*)
10. Utilizes special skills and talents within the total school program.
11. Performs tasks assigned by the principal, lead teacher or classroom teacher.(*)
12. Operates and cares for equipment used in the classroom for instructional purposes.
13. Actively participates in school improvement by serving on school-based committees as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Able to effectively use school technology to include light typing and e-mailing.

EDUCATION, TRAINING, AND EXPERIENCE:

- An Associate Degree or higher (from an accredited college)

Cawug Rollins

RICHMOND COUNTY



BOARD OF EDUCATION

864 Broad Street – 4th Floor
Augusta, Georgia 30901-1215
(706) 826-1124 – Fax: (706) 826-4613

MR. CHARLIE J. HANNAH
President

KENNETH BRADSHAW, Ed.D.
Superintendent of Schools

CECIL S. CLARK, II, Ed.D.
Chief Human Resources Officer

January 17, 2023

Caurey Rollins
Augusta, GA

 **COPY**

Re: Administrative Leave Without Pay

Dear Mr. Rollins,

The Human Resources Department was informed of an incident that occurred. As a result, we will investigate this matter as soon as possible.

Therefore, we are placing you on administrative leave beginning January 17, 2023, without pay, for an undetermined number of days, for the purpose of allowing school officials time to thoroughly interview witnesses, weigh the findings and come to a decision as to whether discipline, change in employment status or other possible personnel action is warranted.

While you are on administrative leave, you are asked to cooperate with the investigators, and you shall not interfere in any way with the investigation. You are further instructed to refrain from contacting students or entering onto the school campus.

Once the investigation is complete, you will be notified of the results and returned to your position if there is no cause for discipline or change in employment status.

Sincerely,

Dr. Melissa Shepard
Director of Human Resources

cc: Dr. Shontier Barnes, Assistant Superintendent
Fletcher, Harley, & Fletcher, Legal Advisors
Permanent Personnel File

C Rollins 1/17/23

Morris, Tonya

From: Clark, Cecil
Sent: Monday, February 13, 2023 8:37 AM
To: Morris, Tonya
Cc: Cason, Shannon; Mays, Curlisha
Subject: Fw: Resign

see resignation below..

Dr. Cecil S. Clark, II
Chief Human Resources Officer
Richmond County School System
Central Office. 864 Broad Street- Suite 209
Augusta, Georgia 30901-1215
Office (706) 826-1000 ext.5527 fax (706) 826-4627
email: clarkce@boe.richmond.k12.ga.us

From: Caurey Rollins
Sent: Saturday, February 11, 2023 9:42 PM
To: Shepard, Melissa <shepame@BOE.richmond.k12.ga.us>
Subject: Re: Resign

CAUTION: This email originated from outside of the Richmond County School System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening,

This is Caurey Rollins from Glenn Hills Elementary. I would like to resign from my position as the P.E. Paraprofessional because of the situation at hand. I appreciate everything you have done for me so far, but it is in my best interest to step down from the Board of Education and seek other employment.

On Thursday, January 19, 2023, Caurey Rollins <crollin33@gmail.com> wrote:
You are welcome and okay, I hope you both enjoy!

On Thursday, January 19, 2023, Shepard, Melissa <shepame@boe.richmond.k12.ga.us> wrote:
Thank you. I am out of town at a conference. I am sharing with Dr. Clark, Chief of Human Resources.

Get Outlook for iOS

From: Caurey Rollins <
Sent: Thursday, January 19, 2023 2:30:50 PM
To: Shepard, Melissa <shepame@BOE.richmond.k12.ga.us>

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MR. CHARLIE B. WALKER, JR.
President

KENNETH BRADSHAW, Ed.D.
Superintendent of Schools

MRS. SHAWNDA S. GRIFFIN
Vice-President

February 11, 2023

Mr. Caurey Rollins

 **COPY**

Re: Resignation Acceptance

Dear Mr. Rollins,

On February 11, 2023 you submitted correspondence in which you indicated your resignation of your position as an employee of the Richmond County Board of Education. The district accepts your resignation as an employee of the Richmond County Board of Education effective February 11, 2023.

Respectfully,

A handwritten signature in black ink, appearing to read "Dr. Cecil S. Clark, II".

Dr. Cecil S. Clark, II
Chief Human Resources Officer

Cc: Dr. Shontier Barnes, Assistant Superintendent
Dr. Alfreda Howard, Principal, Glenn Hills Elementary School
Fletcher, Harley, and Fletcher, Legal Advisors
Permanent Personnel File
Benefits