



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: May 25, 2021

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of May 24, 2021.

The following job descriptions are being presented for approval:

Principal – Amphi Academy Online K-12
Registrar – Amphi Academy Online K-12

RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:

Michelle H. Tong, J.D., Associate to the Superintendent

Date: May 24, 2021

Todd A. Jaeger, J.D., Superintendent

5/25/2021

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Anderson	Carly	Teacher - Grade 3	CT	Painted Sky Elementary	Transfer		N/A	*
Anderson	Mallory	Teacher - Grade 3	CT	Walker Elementary	Salary Level Change	CTT-MA		*
De La Rocha	Natalia	Teacher - Grade 3	CT	Walker Elementary	Transfer		N/A	*
Eliopoulos-Halofiti	Helen	Teacher - Grade 3	CT	Wilson K-8 School	Transfer		N/A	*
Garcia Salcido	Jose	Teacher - Physics	CT	Amphi High School	Reassignment		N/A	*
Hering	Mandi	Teacher - Economics	CT	Ironwood Ridge High	Decrease FTE		N/A	*
La Joy	Elisa	Teacher - Grade 4	CT	Wilson K-8 School	Transfer		N/A	*
Luciano	Susan	Teacher - Grade 3	CT	Walker Elementary	Transfer		N/A	*
Ortiz	Phillip	Teacher - Grade 3	CT	Amphi Academy Online	Transfer		N/A	*
Ratliff	Katherine	Teacher - Grade 1	CT	Amphi Academy Online	Transfer		N/A	*
Schiffman	Sandra	Teacher - Grade 4	CT	Amphi Academy Online	Transfer		N/A	*
Shoopman	Susan	Teacher - Grade 2	CT	Wilson K-8 School	Salary Level Change	CTT-MA		*
Smith	Kathryn	Teacher - Grade 5	CT	Amphi Academy Online	Transfer		N/A	*
Watson	Forrest	Teacher - CTE	CT	Amphi High School	Reassignment		N/A	*
Ahumada	Deborah	HR Specialist	CL	Wetmore Center	Promotion	I	+\$1.53	
Badr	Carolyn	Clerk II	CL	Innovation Academy	Additional Position	C	N/A	
Drake	Stephanie	Custodian I	CL	Harelson Elementary	Additional Position	D	N/A	
Hearld	Edythe	Administrative Assistant I - Bilingual	CL	Wetmore Center	Promotion	K	+\$2.11	
Adams	Elizabeth	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum			\$1,750.00
Altemara-Arnold	Sara	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum			\$750.00

*	2021-2022 School Year						ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend						ADCL	Addendum Classified
Added Duty	Employee working additional hours or days						ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position						CT-AD	Certified Administrative
Correction	Correction to contract						CT	Certified
Decrease FTE	Decrease in hours						CL-AD	Classified Administrative
Demotion	Voluntary demotion						CL	Classified
Extension	End date being extended						PR	Professional
Increase FTE	Increase in hours/contract						EL	Elementary
Promotion	Employee receiving a promotion to another position						MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration						HS	High School
Status Change	Employee changing status (i.e. short term to career)							
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

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Alvarado	Alicia	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$1,890.00	
Anderson	Carly	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Anderson	Carly	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$1,890.00	
Anderson	Mallory	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$2,040.00	
Arispe	Brooke	ADDN - Summer School Teacher	ADCT	Holaway Elementary	Addendum		\$3,930.00	
Avila	Paul	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Berhow	Kira	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Berry-Kelley	Monique	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$2,040.00	
Bishop	Jordan	ADDN - Summer School Teacher	ADCT	Harelson Elementary	Addendum		\$3,930.00	
Blake	Courtney	ADDN - Summer School Teacher	ADCT	Holaway Elementary	Addendum		\$3,930.00	
Blount	Denita	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum		\$1,890.00	
Bobb-Matzdorff	Kerri	ADDN - Summer School Teacher	ADCT	Holaway Elementary	Addendum		\$3,930.00	
Bobb-Matzdorff	Kerri	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Boe	Bradley	ADDN - CTSO Stipend	HS ADCT	Ironwood Ridge High	Addendum		\$750.00	
Bonar	Ann	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Brunswick	Samantha	ADDN - Summer School Teacher	ADCT	Holaway Elementary	Addendum		\$3,930.00	
Brunswick	Samantha	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Busby	Devon	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum		\$2,040.00	
Cannon	Robert	ADDN - CTSO Stipend	HS ADCT	CDO High School	Addendum		\$3,500.00	
Carlson	Joanne	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$1,890.00	
Champie	Christina	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$3,930.00	
Chouinard	Joseph	ADDN - CTSO Stipend	HS ADCT	Amphi High School	Addendum		\$750.00	

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Addendum	Employee receiving extra-curricular position or stipend					ADCT		Addendum Certified
Added Duty	Employee working additional hours or days					ADCL		Addendum Classified
Additional Position	Employee working an additional position					ADACS		Addendum Amphi Community Schools
Correction	Correction to contract					CT-AD		Certified Administrative
Decrease FTE	Decrease in hours					CT		Certified
Demotion	Voluntary demotion					CL-AD		Classified Administrative
Extension	End date being extended					CL		Classified
Increase FTE	Increase in hours/contract					PR		Professional
Promotion	Employee receiving a promotion to another position					EL		Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS		Middle School
Status Change	Employee changing status (i.e. short term to career)					HS		High School
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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Cliff	Mary	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum		\$2,040.00	
Colaianne	Nina	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum		\$3,930.00	
Cordell	Mandi	ADDN - Summer School Leader	ADCT	Innovation Academy	Addendum		\$3,200.00	
Crist	Gary	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$1,750.00	
Cruz	Cynthia	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$1,890.00	
Daigle	Kristine	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Davis	Shelby	ADDN - Summer School Teacher	ADCT	Rio Vista Elementary	Addendum		\$3,930.00	
De La Rocha	Natalia	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum		\$2,040.00	
Dickson	Mary	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$1,750.00	
Dorroh	Meredith	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Dudley	Anne	ADDN - Extra Days	ADCT	La Cima Middle School	Added Duty		\$356.72 per day	
Earlenbaugh	Kimberly	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum		\$3,930.00	
Edwards	Cassidy	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,250.00	
Engel	Katherine	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Ernsky	Steven	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum		\$3,930.00	
Estrella	Crystal	ADDN - Summer School Teacher	ADCT	Rio Vista Elementary	Addendum		\$2,040.00	
Faulkner	Julie	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Fleckenstein	Emily	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$3,930.00	
Frederiksen	Megan	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$1,890.00	
Fritton	Teresa	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$3,345.00	
Fyock	Andrea	ADDN - Summer School Leader	ADCT	Donaldson Elementary	Addendum		\$3,200.00	
Gallagher	Emily	ADDN - Summer School Teacher	ADCT	Rio Vista Elementary	Addendum		\$2,040.00	

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Gibson-Sinclair	Jill	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Glor	Daniel	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Godlewski	Fabienna	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Golden	Brande	Teacher - Early Childhood Educat	ADCT	CDO High School	Added Duty		\$1,693.94	
Golden	Brande	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Golden	Brande	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Gowen	Jean	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$1,750.00	
Green	Jonathan	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum		\$2,040.00	
Habinek	Angela	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Hamrick	Stephanie	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Harding	Kevin	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Harper	Ellis	ADDN - Summer School Teacher	ADCT	Amphi High School	Addendum		\$4,845.00	
Harper	Lisa	ADDN - Extra Hours	ADCT	La Cima Middle School	Added Duty		\$21.45 per hour	
Havard	Jaycie	ADDN - Summer School Teacher	ADCT	Holaway Elementary	Addendum		\$2,040.00	
Heagle	Denise	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Hernandez	Eva	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Hodge	Mark	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$1,250.00	
Holder	Kayla	ADDN - Summer School Leader	ADCT	Walker Elementary	Addendum		\$4,240.00	
Hooton	Rose	ADDN - Summer School Teacher	ADCT	La Cima Middle School	Addendum		\$1,725.00	
Howell	Luke	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$750.00	
Hudson	Kylee	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum		\$2,040.00	
Inglett	Lindsay	ADDN - Summer School Leader	ADCT	Mesa Verde Elementary	Addendum		\$4,240.00	

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Knepper	Damon	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$750.00	
Knight	Alison	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Krater	Caroline	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$750.00	
Kuhn	Dianna	ADDN - Summer School Leader	ADCT	Rio Vista Elementary	Addendum		\$3,920.00	
Lang	William	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$1,250.00	
Larson	Lisa	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Lee	Kristina	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum		\$3,930.00	
Lima	Natalie	ADDN - Summer School Teacher	ADCT	La Cima Middle School	Addendum		\$3,345.00	
Lipich	Brandi	ADDN - Summer School Teacher	ADCT	Holaway Elementary	Addendum		\$1,890.00	
Lopez	Analia	ADDN - Summer School Teacher	ADCT	Keeling Elementary	Addendum		\$3,930.00	
Martinez	Jennifer	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Martinez	Jennifer	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$1,890.00	
McConnell	Marisa	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$1,890.00	
Meitner	Nickolas	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Mendivil	Jorge	Coach - Summer Weight Prog HS	ADCT	Amphi High School	Addendum		\$900.00	
Mendivil	Jorge	Coach - Summer Weight Prog HS	ADCT	Amphi High School	Addendum		\$1,012.50	
Menzies	Sophia	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum		\$3,930.00	
Merendo	Erin	Coach - Softball Assistant HS	ADCT	Ironwood Ridge High	Addendum		\$2,400.00	
Morabito	Rachel	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$3,930.00	
Moreno	Kristin	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$3,345.00	
Murrell	Marley	ADDN - Summer School Teacher	ADCT	Amphi High School	Addendum		\$4,845.00	
Nelson	Katherine	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$750.00	

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Nelson	Tatum	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum		\$2,040.00	
Pakkala	Sara	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$2,040.00	
Pincus	Mark	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$750.00	
Pinon	Marleyna	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$750.00	
Powell	Matthew	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Powers	Jennifer	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$2,040.00	
Pratt	Megan	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Quezada	Esther	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum		\$2,040.00	
Quezada	Jessica	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum		\$2,040.00	
Quigley	Erin	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Rawn	Melissa	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum		\$1,890.00	
Rivas	Bianca	ADDN - Summer School Teacher	ADCT	Rio Vista Elementary	Addendum		\$3,930.00	
Rondeau	Caroline	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$2,040.00	
Ronstadt	Joshua	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$3,500.00	
Ronstadt	Joshua	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Roseman	Ronny	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Royer	Jennifer	ADDN - Summer School Leader	ADCT	Prince Elementary	Addendum		\$4,240.00	
Ruiz	Judith	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Shoopman	Susan	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$2,040.00	
Shugert	Carmen	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$750.00	
Smith	Kimberly	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Smith	Lucas	ADDN - Summer School Teacher	ADCT	Amphi High School	Addendum		\$4,845.00	

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Smith	Raymond	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Street	Lee	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Tarbet	Jeremy	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Tarbet	Jeremy	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Taylor	Lisa	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Taylor	Lisa	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Taylor	Sean	ADDN - Summer School Teacher	ADCT	Rio Vista Elementary	Addendum		\$1,890.00	
Thacker	Lynn	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$1,890.00	
Valencia	Brian	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Varma	Donna	ADDN - Summer School Teacher	ADCT	Rio Vista Elementary	Addendum		\$2,040.00	
Walker	Jennifer	ADDN - Summer School Teacher	ADCT	Amphi High School	Addendum		\$4,845.00	
Watson	Forrest	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Wick	Elizabeth	ADDN - Curriculum Development	ADCT	Holaway Elementary	Addendum		\$25.00 per hour	
Williams	Catherine	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$3,930.00	
Wilson	Patricia	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$3,930.00	
Bustamante	Felix Claudia	ADDN - Summer School Health A	ADCL	Innovation Academy	Addendum		\$13.24 per hour	
Cannon	Danielle	ADDN - Summer School Health A	ADCL	Mesa Verde Elementary	Addendum		\$14.45 per hour	
Feltes	Laura	ADDN - Summer School Administ	ADCL	Painted Sky Elementary	Addendum		\$14.59 per hour	
Galligan	Maricella	ADDN - Summer School Health A	ADCL	Walker Elementary	Addendum		\$13.24 per hour	
Klinetop	Norman	ADDN - Summer School IT Speci	ADCL	Wilson K-8 School	Addendum		\$12.50 per hour	
Lee	Linda	ADDN - Summer School Administ	ADCL	Walker Elementary	Addendum		\$14.43 per hour	
Lopez	Melissa	ADDN - Summer School Administ	ADCL	Donaldson Elementary	Addendum		\$15.63 per hour	

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McCollum	Dahlia	ADDN - Summer School Administ	ADCL	Rio Vista Elementary	Addendum			\$14.85 per hour
Milne	Kristy	Coach - 4th Q. Interscholastic Sup	ADCL	Coronado K-8 School	Addendum			\$500.00
Oldaker	Rachel	ADDN - Summer School Administ	ADCL	Mesa Verde Elementary	Addendum			\$13.46 per hour
Pearcy	Cynthia	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty			\$12.24 per hour
Pike	Dache	ADDN - Summer School Administ	ADCL	Mesa Verde Elementary	Addendum			\$13.66 per hour
Ramirez	Vanessa	ADDN - Summer School Administ	ADCL	Holaway Elementary	Addendum			\$13.31 per hour
Rudolph	Kathryn	ADDN - Summer School Health A	ADCL	Holaway Elementary	Addendum			\$19.95 per hour
Santillan	Mary Beth	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty			*\$28.69 per hour
Santillan	Mary Beth	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty			\$28.69 per hour
Seeley	Lisa	ADDN - Summer School Health A	ADCL	Wilson K-8 School	Addendum			\$12.15 per hour
Shipton	Jody	ADDN - Summer School Health A	ADCL	Painted Sky Elementary	Addendum			\$14.51 per hour
Thomas	William	ADDN - Summer School Campus	ADCL	Wilson K-8 School	Addendum			\$12.15 per hour
Utley	Lourdes	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty			\$12.15 per hour
Utley	Lourdes	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty			*\$12.33 per hour

*	2021-2022 School Year							
Addendum	Employee receiving extra-curricular position or stipend					ADCT		Addendum Certified
Added Duty	Employee working additional hours or days					ADCL		Addendum Classified
Additional Position	Employee working an additional position					ADACS		Addendum Amphi Community Schools
Correction	Correction to contract					CT-AD		Certified Administrative
Decrease FTE	Decrease in hours					CT		Certified
Demotion	Voluntary demotion					CL-AD		Classified Administrative
Extension	End date being extended					CL		Classified
Increase FTE	Increase in hours/contract					PR		Professional
Promotion	Employee receiving a promotion to another position					EL		Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS		Middle School
Status Change	Employee changing status (i.e. short term to career)					HS		High School
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

ADD Exempt
May 2021

PRINCIPAL – AMPHI ACADEMY ONLINE K-12

QUALIFICATIONS

A. REQUIRED

- Master's degree from an accredited college or university
- Training in school management and administration
- Three or more years of experience in classroom teaching in public schools
- Possession of a valid Arizona principal's certificate
- Experience with online instructional programs
- Equivalent combination of education/training/experience

SUMMARY

In accordance with policies and regulations of the District, the Amphi Academy Online K-12 principal is the leader directly responsible for the administration, supervision, and evaluation in matters pertaining to the management of the online school: instruction, personnel, students, curriculum, monitoring of required instructional minutes, budget, technology access, school organization, professional development, and community information.

Reports to: Associate Superintendents for Elementary and Secondary Education

ESSENTIAL FUNCTIONS

- Directly responsible for the administration, supervision, and evaluation of all areas related to the management of the school
- Organizes, coordinates, supervises, evaluates, and interprets the total online instructional program
- Responsible for the overall safety and welfare of the school personnel, as well as, public information and contact with the school community
- Ensures parents and students maintain documentation of time spent on instruction and assignments as required by Arizona AOI guidelines
- Promotes and supports district-wide educational advancement in 21st Century skills toward the accomplishment of the district's Portrait of the Graduate
- Integrates knowledge and skills that are relevant to the 21st Century
- Perform other related duties as assigned

A. CURRICULUM

- Develops the instructional program consistent with the needs of the students, the mandates of the state, and the initiatives of the District and the Superintendent
- Visits classrooms to maintain an ongoing knowledge of classroom procedures for teaching and learning at the site and assure modifications to the instructional program based on District initiatives
- Organizes and supervises the faculty and staff to maintain balanced assignments of curricular and co-curricular duties
- Assists the staff with the selection of software, textbooks, equipment, and teaching materials consistent with district guidelines
- Provides proper administration and supervision for all state and district testing

B. STAFF PERSONNEL

- Completes and forwards to the superintendent or designee two (2) annual written performance evaluations of all probationary and one (1) annual written performance evaluation of all tenured personnel
- Makes recommendations to the Superintendent or designee regarding leaves of absence, suspensions, dismissals, probationary status, and tenure status of all teachers, assistant principals, and other personnel for whom the principal is responsible
- Assists in the implementation of professional development programs for the staff
- Develop and operate the administrative procedures, supervise the work of classified employees assigned to the school, and make evaluations required for supervisory and salary purposes
- Survey staff needs and make recommendations to the superintendent
- Work with the Human Resources department in recruiting and interviewing teachers to make recommendations concerning initial employment of staff personnel in accordance with district policy
- Plan and implement student teacher assignments
- Schedule faculty meetings and organize professional collaborative groups
- Hear first level of the grievance procedure for members of the elementary school staff
- Have input into the supervision of all special services programs.
- Organize a system of reporting to parents, recording such reports, and maintaining follow-up procedures
- Review all psychological referrals and provide follow-up with the cooperation of appropriate personnel
- Organize and supervise a system of attendance, discipline, activities, scheduling, and welfare for all students
- Organize, coordinate, and implement all student activities and exercise control of activity funds in accordance with approved accounting procedures
- Organize and conduct meetings to discuss student problems
- Approve all student and staff fund drives
- The principal shall attend all multi-disciplinary conferences when children are being considered for possible special education placement

C. BUDGET AND BUILDING

- Work with the school district business office to arrange procedures for accounting operations
- Administer the approved school budget by seeing that expenditures are within the approved budgetary allotment
- Communicate all budgetary needs and submit budget requests to the Associate Superintendent
- Anticipate instructional program needs, capital needs, and technology needs in such a manner as to prepare the budget in accordance with district requests
- See that the attendance reporting and record keeping functions are performed within the procedures required by the Arizona Department of Education and State statutes for AOI schools
- Keep informed of the changing role of the elementary principal
- Attend administrative staff, assigned committee, and governing board meetings
- Interpret the educational program of the school to the community

- Develop and maintain a positive communication system with the community, teaching staff, administrators, and governing board. This calls for an open door policy to insure all staff members feel welcome to discuss policies and problems
- Make recommendations to the superintendent regarding revisions of established or construction of new procedures

D. ADMINISTRATIVE ORGANIZATION

- Prepare a calendar of school programs and activities and coordinate the needs of other schools and areas within district plans
- Take inventory of all textbooks, software, and equipment for the instructional program
- Prepare and review school requests with appropriate authorities
- Establish end-of-year check out procedures for faculty and students
- Develop handbooks for students and teachers
- Develop an electronic system of communication with staff

E. STUDENTS

- Prepare a calendar of school programs and activities and coordinate the needs of other schools and areas within district plans
- Establishes expectations for attendance and consistently monitors student online attendance
- Establish effective procedures for controlling pupil behavior during school hours and at all school activities sponsored by the school
- Maintain standards of student discipline designed to encourage respect of students and parents and minimize school program and classroom interruptions
- Establish rules and procedures for online safety of students

F. COMMUNITY-SCHOOL RELATIONS

- Personally participate and encourage staff participation in parent groups and is encouraged to participate in other community groups as a means of strengthening understanding and support for the school system
- Provide opportunities for parent-teacher conferences and participate in conferences with parents and other external agents when appropriate
- Maintain a program of public information designed to keep parents informed of school activities

MENTAL AND PHYSICAL REQUIREMENTS

- Critical/creative thinking ability
- Problem-solving ability
- Temperament to sustain extended work hours and problem situations
- Ability to read, compose and deliver instructions and information
- Ability to sustain extended work hours in an online environment

Classified/Support Staff
Level E
May 2021

REGISTRAR – AMPHI ACADEMY ONLINE K-12

QUALIFICATIONS

A. REQUIRED

- High school graduation or equivalent
- At least two years of progressively responsible clerical experience, with related work experience of one year
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email
- Knowledge of computer applications, including word processing and database packages
- Demonstrated aptitude and ability in clerical skills

B. DESIRED

- One or more years of experience as a school registrar at any grade level (i.e. K-12), university, or community college

SUMMARY

Under general supervision of the Amphi Academy Online K-12 principal, is responsible for the coordination, maintenance, storage and destruction of student registration, attendance and grade records in accordance with district policy.

Reports to: Amphi Academy Online K-12 Principal

ESSENTIAL FUNCTIONS

- Maintains correspondence with other schools by requesting student records/transcripts, and communicates with school personnel to clarify questionable records as needed.
- Enters student transcripts into the District's student information system (SIS) and creates official hard copy transcripts for students.
- Maintains permanent records of student registration, withdrawal, transcripts, credits earned, honor rolls and report cards.
- Maintains cumulative scholastic averages for all students.
- Counsels students and parents on routine matters relating to credits earned, cumulative scholastic average, and other such matters.
- Registers new pupils and consults with parents as needed.
- Develops schedules for new students and maintains class lists.
- Answers inquiries of a purely routine nature, obtaining necessary information for office records.
- Maintains confidentiality of student records.
- Upon request, transmits official certified copies of student records for students who have transferred.
- Prepares and transmits official transcripts for college bound students.
- Type letters and miscellaneous reports.
- Exhibits patience, courtesy and tact when dealing with others.

- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, twist, bend and carry up to 20 pounds
- Ability to operate office equipment