



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: June 8, 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 June 7, 2021.

The following job description is being presented for approval:
Fringe Benefit Assistant

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: June 7, 2021

Todd A. Jaeger, J.D., Superintendent

6/8/2021

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Altemara-Arnold	Sara	Teacher - Physics	CT	CDO High School	Reassignment		N/A	*
Ambrosio	Trish	Teacher - Mathematics	CT	Ironwood Ridge High	Reassignment		N/A	*
Belt	Mattie	Special Education Facilitator	CT	Amphi Middle School	Reassignment	CTNT-MA	<-\$1,050.00>	*
Di Vetta	Trista	Teacher - Language Arts	CT	Amphi Academy Online	Reassignment		N/A	*
Dignum	Brandi	Teacher - Music	CT	CDO High School	Increase FTE			*
DiMillio	Donna	Teacher - Cross Categorical Clas	CT	Ironwood Ridge High	Transfer		N/A	*
Ferre	Leslie	Teacher - Computer Programming	CT	La Cima Middle School	Additional Position	CTT-MA		*
Fox	Erica	Teacher - Mathematics	CT	CDO High School	Decrease FTE			*
Hartman	Eric	Teacher - Environmental Science	CT	Ironwood Ridge High	Transfer		N/A	*
Kautz	Douglas	Teacher - Mathematics	CT	Ironwood Ridge High	Added Duty			\$2,557.95
Kautz	Douglas	Teacher - Mathematics	CT	Ironwood Ridge High	Added Duty			\$2,842.17
Keene	Bonnie	Teacher - Mathematics	CT	Amphi Academy Online	Reassignment		N/A	*
Levy	Stephanie	JTED Counselor	CT	Ironwood Ridge High	Transfer		N/A	*
Olszewski	Cynthia	Teacher - CHOICES Classroom	CT	Mesa Verde Elementary	Transfer		N/A	*
Olszewski	Cynthia	Teacher - Cross Categorical Clas	CT	Mesa Verde Elementary	Salary Level Change	CTT-MA+		*
Oros	Lourdes	Teacher - ELL/SEI	CT	Amphi Academy Online	Transfer		N/A	*
Pechuzal	Caroline	Teacher - Biology	CT	CDO High School	Decrease FTE			*
Rawn	Melissa	Teacher - P. E.	CT	Painted Sky Elementary	Promotion	CTT-MA	0 years	*
Rawn	Melissa	Teacher - P. E.	CT	Painted Sky Elementary	Promotion	CTT-MA	0 years	*
Gregg	Bethani	Clerk II	CL	Federal/State Programs	Transfer		N/A	*

*	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)		
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Sommerville	Tina	Secretary I	CL	Amphi High School	Promotion	E	+\$0.49	*
Valenzuela	Loretta	Fringe Benefit Assistant	CL	Wetmore Center	Promotion	G	+\$0.49	
Vea	Lourdes	Custodian I	CL	Keeling Elementary	Transfer	D	N/A	
Vega	Ana	Registrar - Middle School	CL	Amphi Middle School	Transfer	D	N/A	
Wulff	Tom	Crossing Guard	CL	Prince Elementary	Increase FTE	A	N/A	*
Abney	Matthew	ADDN - Summer School Leader	ADCT	Donaldson Elementary	Addendum			\$4,240.00
Adams	Elizabeth	ADDN - Curriculum Development	ADCT	CDO High School	Addendum			\$25.00 per hour
Altemara-Arnold	Sara	ADDN - Curriculum Development	ADCT	CDO High School	Addendum			\$25.00 per hour
Alvarez	Kristen	ADDN - Summer School Leader	ADCT	Nash Elementary	Addendum			\$3,200.00
Andersen	Donaca	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum			\$30.00 per hour
Ayers	Brenda	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum			\$20.00 per hour
Ayers	Nathan	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Bennett	John	ADDN - Summer School Teacher	ADCT	Amphi Middle School	Addendum			\$1,485.00
Bennett	John	ADDN - Summer School Teacher	ADCT	Amphi Middle School	Addendum			\$1,860.00
Blayda	Meghan	ADDN - Summer School Teacher	ADCT	Keeling Elementary	Addendum			\$1,890.00
Blount	Denita	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum			\$20.00 per hour
Busby	Devon	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum			\$20.00 per hour
Busby	Devon	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum			\$1,890.00
Cameron Hooper	Cheresa	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Campbell	Ondrea	ADDN - Summer School Teacher	ADCT	Amphi Middle School	Addendum			\$1,485.00
Campbell	Ondrea	ADDN - Summer School Teacher	ADCT	Amphi Middle School	Addendum			\$1,860.00
Cannon	Robert	ADDN - Curriculum Development	ADCT	CDO High School	Addendum			\$25.00 per hour

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Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
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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
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Celaya	Luis	Coach - 4th Q. Interscholastic Sup	ADCT	Cross Middle School	Addendum		\$500.00	
Celaya	Luis	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$3,345.00	
Christman	Jill	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Clevenger	Courtney	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Cliff	Mary	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Cochran	James	ADDN - Summer School Teacher	ADCT	Coronado K-8 School	Addendum		\$3,930.00	
Coleman	Kathleen	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$1,860.00	
Coleman	Kathleen	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Crist	Gary	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
deBoucher	Adrienne	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$1,860.00	
Demetriou	Harriet	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Demetriou	Harriet	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Dominguez	Lynette	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Duran	Junita	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Earlenbaugh	Kimberly	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Correction		\$2,040.00 Session I only	
Edwards	Cassidy	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Eljerdi	Samah	ADDN - Summer School Teacher	ADCT	Coronado K-8 School	Addendum		\$3,345.00	
Emans	Deborah	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$1,890.00	
Emans	Deborah	ADDN - Summer School Teacher	ADCT	Walker Elementary	Addendum		\$2,040.00	
Escalante	Ana	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$1,860.00	
Escalante	Ana	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Ewy	Danny	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	

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Fengler	Katrina	ADDN - Summer School Teacher	ADCT	Copper Creek Elementary	Addendum		\$3,930.00	
Frederiksen	Rowdy	ADDN - Summer School Leader	ADCT	Holaway Elementary	Addendum		\$720.00	
Fulks	Neal	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$4,845.00	
Fyock	Andrea	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Fyock	Andrea	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Gahn	Courtney	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Gerik	Morgan	ADDN - Summer School Teacher	ADCT	Amphi High School	Addendum		corrected amount \$2,445.00	
Glor	Daniel	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Golden	Brande	Teacher - Special Education Resc	ADCT	CDO High School	Added Duty		\$1,693.94	
Golden	Brande	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Gowen	Jean	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Green	Jonathan	ADDN - Summer School Leader	ADCT	Painted Sky Elementary	Addendum		\$4,240.00	
Greenberg	Elyse	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Greenberg	Elyse	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Greenberg	Elyse	ADDN - Summer School Teacher	ADCT	Donaldson Elementary	Addendum		\$1,890.00	
Greenway	Mike	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$4,845.00	
Grimes	Elizabeth	ADDN - Summer School Teacher	ADCT	CDO High School	Addendum		\$4,845.00	
Hawk	Amy	ADDN - Curriculum Development	ADCT	Donaldson Elementary	Addendum		\$25.00 per hour	
Hicken	Leslie	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Hodge	Mark	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Holder	Kayla	ADDN - Summer School Leader	ADCT	Walker Elementary	Addendum		\$1,920.00	
Holt	Kris	ADDN - Summer School Leader	ADCT	Prince Elementary	Addendum		\$960.00	

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Howell	Luke	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Humphreys	Anita	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Humphreys	Anita	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Irwin-Stazenski	Emily	ADDN - Summer School Teacher	ADCT	Copper Creek Elementary	Addendum		\$2,040.00	
Johnson	Danielle	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$2,040.00	
Johnson Bivens	Adria	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$30.00 per hour	
King	Brenda	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
King	Nicole	Special Education Facilitator	ADCT	Coronado K-8 School	Addendum		\$1,200.00	
Krater	Caroline	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Lang	William	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Langley	Brooke	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Langley	Shannon	ADDN - Extra Days	ADCT	Federal/State Programs	Addendum		*\$30.96 per hour	
Langley	Shannon	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Laughter	Marlana	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Le	Thanhliem	ADDN - Summer School Teacher	ADCT	Wilson K-8 School	Addendum		\$3,345.00	
Lee	Andrew	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Lee	Kristina	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Leider	Sydney	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$4,845.00	
Mapes	Darin	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Meitner	Nickolas	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Mendez	Melisa	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Mercilllott	Christopher	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	

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Morabito	Rachel	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$3,930.00	
Murugesan	Ashreetha	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Nelson	Katherine	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$4,845.00	
Nelson	Katherine	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Nelson	Tatum	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Obregon	Marisa	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Ochoa	Joy	ADDN - Summer School Teacher	ADCT	Coronado K-8 School	Addendum		\$3,345.00	
Okonya	Elizabeth	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$30.00 per hour	
Oros	Lourdes	ADDN - Summer School Teacher	ADCT	Coronado K-8 School	Addendum		\$2,040.00	
Patton	Tara	ADDN - Summer School Teacher	ADCT	Copper Creek Elementary	Addendum		\$1,890.00	
Peace	Dustin	Coach - Summer Weight Prog HS	ADCT	CDO High School	Stipend		\$510.71	
Pham	Phi	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Pincus	Mark	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$4,845.00	
Pinon	Marleyna	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Post	Trina	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum		\$1,890.00	
Powers	Brianne	ADDN - Summer School Leader	ADCT	Harelson Elementary	Addendum		\$720.00	
Powers	Brianne	ADDN - Summer School Teacher	ADCT	Harelson Elementary	Addendum		\$3,180.00	
Prentis	Peggy	ADDN - Summer School Teacher	ADCT	Coronado K-8 School	Addendum		\$3,345.00	
Queiruga	Jennifer	ADDN - School Support Team	ADCT	Amphi Academy Online	Addendum		\$20.00 per hour	
Quigley	Erin	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Reis	Cary	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Reynolds	Leighann	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	

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Roche	Christine	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$1,860.00	
Roe	Tori	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$1,860.00	
Rohrer	Christopher	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$4,845.00	
Ronstadt	Joshua	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Roseman	Ronny	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Rudd	Amy	ADDN - Summer School Leader	ADCT	Holaway Elementary	Addendum		\$3,200.00	
Shiba	Robert	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$3,345.00	
Shugert	Carmen	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Singer	Sharon	ADDN - Summer School Teacher	ADCT	Ironwood Ridge High	Addendum		\$2,640.00	
Sjoquist	Mary	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Smith	Raymond	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Smith	Raymond	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Spencer	Dawna	ADDN - Summer School Teacher	ADCT	Mesa Verde Elementary	Addendum		\$3,930.00	
Sypherd	Tanner	ADDN - Summer School Teacher	ADCT	Innovation Academy	Addendum		\$3,930.00	
Taouil	Sarah	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Tarbet	Jeremy	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Urrea	Tianna	ADDN - Summer School Teacher	ADCT	Keeling Elementary	Addendum		\$2,040.00	
Vaughn	Alexandria	ADDN - Summer School Teacher	ADCT	Cross Middle School	Addendum		\$1,860.00	
Vaughn	Michelle	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Wasilow	Andrew	ADDN - Summer School Teacher	ADCT	Amphi Middle School	Addendum		\$1,860.00	
Wasilow	Andrew	ADDN - Summer School Teacher	ADCT	Amphi Middle School	Addendum		\$1,485.00	
Watson	Amy	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum		\$1,890.00	

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Wong	Marina	ADDN - School Support Team	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Yawitz	Dennis	ADDN - Summer School Teacher	ADCT	Copper Creek Elementary	Addendum		\$2,040.00	
Aguilar	Isabel	ADDN - Summer School SpEd TA	ADCL	Prince Elementary	Addendum		\$12.15 per hour	
Aldama	Ana	Transportation Attendant	ADCL	Transportation	Added Duty		\$12.24 per hour	
Allen	M. Michelle	ADDN - Summer School Health A	ADCL	Harelsion Elementary	Addendum		\$12.15 per hour	
Astacio	Jesus	ADDN - Summer School Health A	ADCL	Donaldson Elementary	Addendum		\$13.46 per hour	
Baldenegro	Mireya	Bus Driver	ADCL	Transportation	Added Duty		\$14.99 per hour	
Ball	Kori	ADDN - Summer School SpEd TA	ADCL	Mesa Verde Elementary	Addendum		\$12.15 per hour	
Beanne	Nibigira	Translator/Interpreter	ADCL	Federal/State Programs	Added Duty		\$12.24 per hour	
Blauser	Devonne	Bus Driver	ADCL	Transportation	Added Duty		\$17.66 per hour	
Boyan	Beth	ADDN - Summer School SpEd TA	ADCL	Donaldson Elementary	Addendum		\$12.50 per hour	
Cabrera	Jesse	ADDN - Summer School SpEd TA	ADCL	Keeling Elementary	Addendum		\$12.24 per hour	
Campbell	Tammy	Bus Driver	ADCL	Transportation	Added Duty		\$18.00 per hour	
Cervantes Cortez	Jorge	ADDN - Summer School Health A	ADCL	Rio Vista Elementary	Addendum		\$12.15 per hour	
Clark	Kandi	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$15.31 per hour	
Cochiolo	Nancy	ADDN - Summer School SpEd TA	ADCL	Mesa Verde Elementary	Addendum		\$12.24 per hour	
Colvert	Cathryn	Bus Driver	ADCL	Transportation	Added Duty		\$14.72 per hour	
Contreras	Elsa	ADDN - Summer School Campus	ADCL	Cross Middle School	Addendum		\$12.15 per hour	
Contreras	Maria	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$13.33 per hour	
Cruz	Kristy	ADDN - Summer School SpEd TA	ADCL	Holaway Elementary	Addendum		\$12.24 per hour	
Cuestas	Daniel	ADDN - Summer School Computer	ADCL	Ironwood Ridge High	Addendum		\$14.79 per hour	

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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)		
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GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Dees	Farrell	ADDN - Summer School Campus	ADCL	Ironwood Ridge High	Addendum			\$12.24 per hour
Dees	Farrell	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum			\$12.24 per hour
Dowell	Jessica	ADDN - Summer School SpEd T/	ADCL	Mesa Verde Elementary	Addendum			\$12.15 per hour
Fogle	Tommy	ADDN - Summer School Campus	ADCL	Coronado K-8 School	Addendum			\$12.24 per hour
Fogltance	Debra	ADDN - Summer School Campus	ADCL	Cross Middle School	Addendum			\$12.15 per hour
Fogltance	Debra	ADDN - Summer School SpEd T/	ADCL	Cross Middle School	Addendum			\$15.92 per hour
Frank	Thomas	ADDN - Summer School Comput	ADCL	Amphi High School	Addendum			\$16.36 per hour
Freney	Nicholas	ADDN - Summer School SpEd T/	ADCL	Amphi High School	Addendum			\$12.24 per hour
Glen	Laurie	Bus Driver	ADCL	Transportation	Added Duty			\$16.07 per hour
Gratien	Jerome	Bus Driver	ADCL	Transportation	Added Duty			\$16.07 per hour
Graves	Martha	ADDN - Summer School SpEd T/	ADCL	Copper Creek Elementary	Addendum			\$12.24 per hour
Gregg	Bethani	ADDN - Summer School Administ	ADCL	Copper Creek Elementary	Addendum			\$13.22 per hour
Hagin	Lea	ADDN - Summer School Health A	ADCL	Coronado K-8 School	Addendum			\$12.64 per hour
Harnick	Maria	Transportation Attendant	ADCL	Transportation	Added Duty			\$13.06 per hour
Hernandez	Lisa	ADDN - Summer School Administ	ADCL	Harelson Elementary	Addendum			\$13.65 per hour
Hernandez	Whitney	ADDN - Summer School SpEd T/	ADCL	Amphi High School	Addendum			\$12.98 per hour
Honomichi	Erika	ADDN - Summer School SpEd T/	ADCL	Mesa Verde Elementary	Addendum			\$12.24 per hour
Horger	Alexis	ADDN - Summer School SpEd T/	ADCL	Wilson K-8 School	Addendum			\$12.24 per hour
Horger	Mechele	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum			\$12.24 per hour
Hyatt	Kristy	Transportation Attendant	ADCL	Transportation	Added Duty			\$12.24 per hour
Kamrar	Stephanie	Bus Driver	ADCL	Transportation	Added Duty			\$14.40 per hour
Klier	Vanessa	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum			\$16.31 per hour

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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
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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Lewis	Jilliane	ADDN - Summer School SpEd TA	ADCL	La Cima Middle School	Addendum		\$12.24 per hour	
Linares	Maria	ADDN - Summer School SpEd TA	ADCL	Holaway Elementary	Addendum		\$12.24 per hour	
Lopez	Rebecca	ADDN - Summer School SpEd TA	ADCL	Donaldson Elementary	Addendum		\$13.87 per hour	
Marquez	Nicole	Clerk I	ADCL	Food Service Admin	Added Duty		\$12.15 per hour	
McGann	Bonnie	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$15.06 per hour	
Medina	Hubert	Bus Driver	ADCL	Transportation	Added Duty		\$14.72 per hour	
Meneses	Annemarie	Transportation Attendant	ADCL	Transportation	Added Duty		\$12.24 per hour	
Miller	Mitchell	ADDN - Summer School IT Spec	ADCL	Amphi Middle School	Addendum		\$12.24 per hour	
Ochoa	Adelina	Bus Driver	ADCL	Transportation	Added Duty		\$14.72 per hour	
Ochoa	Jose	Bus Driver	ADCL	Transportation	Added Duty		\$14.40 per hour	
Olson	Lisa	ADDN - Summer School SpEd TA	ADCL	Mesa Verde Elementary	Addendum		\$12.24 per hour	
Pacheco	Isha	Food Service Courier	ADCL	Food Service Admin	Added Duty		\$12.24 per hour	
Peterson	Matthew	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$14.11 per hour	
Peterson	Matthew	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$14.11 per hour	
Pham	Khanh	ADDN - Summer School SpEd TA	ADCL	Wilson K-8 School	Addendum		\$12.15 per hour	
Priest	Shannon	ADDN - Summer School SpEd TA	ADCL	Mesa Verde Elementary	Addendum		\$12.24 per hour	
Ratliff	Sandra	Bus Driver	ADCL	Transportation	Added Duty		\$16.07 per hour	
Ravenell	Aaron	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Ruiz	Rebecca	ADDN - Summer School Administ	ADCL	Nash Elementary	Addendum		\$14.12 per hour	
Salvas	Paul	Bus Driver	ADCL	Transportation	Added Duty		\$14.97 per hour	
Sanchez	Ana	Transportation Attendant	ADCL	Transportation	Added Duty		\$12.37 per hour	
Sanchez	Jennifer	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty		\$12.50 per hour	

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Additional Position	Employee working an additional position	CT-AD	Certified Administrative
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Sattler	Laura	ADDN - Summer School Crossing	ADCL	Prince Elementary	Addendum		\$12.24 per hour	
Scardaville	Anthony	Bus Driver	ADCL	Transportation	Added Duty		\$14.99 per hour	
Schoene	Richard	Bus Driver	ADCL	Transportation	Added Duty		\$16.59 per hour	
Seeley	Lisa	ADDN - Summer School Health A	ADCL	Wilson K-8 School	Correction		\$12.64 per hour	correction to hourly rate
Suarez	Ana	ADDN - Summer School SpEd T	ADCL	Wilson K-8 School	Addendum		\$12.74 per hour	
Toothman	Luke	ADDN - Summer School SpEd T	ADCL	Amphi Middle School	Addendum		\$12.24 per hour	
Topar	Robin	Bus Driver	ADCL	Transportation	Added Duty		\$16.07 per hour	
Torres	Mariana	ADDN - Summer School SpEd T	ADCL	Prince Elementary	Addendum		\$12.15 per hour	
Torres	Mariana	Bilingual Clerk	ADCL	Federal/State Programs	Added Duty		\$12.24 per hour	
Variance	Thaddeus	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$12.24 per hour	
Vegas	Stephanie	ADDN - Summer School SpEd T	ADCL	Wilson K-8 School	Addendum		\$12.24 per hour	
Vincent	Shelley	ADDN - Summer School Health A	ADCL	Cross Middle School	Addendum		\$12.63 per hour	
Williams	Daniel	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$12.24 per hour	
Wilson	Hermon	Bus Driver	ADCL	Transportation	Added Duty		\$14.40 per hour	
Wilson	Simon	ADDN - Extra Hours	ADCL	Keeling Elementary	Addendum		\$12.15 per hour	

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Job Code 03H
Level G
Revise April 2021

FRINGE BENEFITS ASSISTANT

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Minimum of two years of previous general office experience
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel.
- Previous experience working with computer software, including word-processing, spreadsheet and database applications

B. DESIRED

- Prior experience working in an office environment

SUMMARY

Performs technical clerical duties of moderate variety in support of the Benefits department.

Reports to: District Benefits Manager

ESSENTIAL FUNCTIONS

- Assists the Benefits Specialist with the administration of insurance benefit plans
- Tracks new hires/newly eligible employees and follows up to ensure benefit enrollment is completed in a timely manner.
- Follows up with employees to ensure accounts are created for Arizona State Retirement System
- Processes payroll reconciliations for flexible spending accounts, health savings accounts, and tax sheltered annuity contributions.
- Responsible for process and issuance of ID Badges to include taking pictures, storing pictures, and return of ID Badges for terminated employees
- Processes United Way donations on an annual basis
- Processes checks for employees owing money on benefits and handles correspondence and follow-up to ensure monies are received
- Processes short-term disability and long-term disability claims, follow-up with the employees and providers, assists with requests for Waiver of Premium, and works with payroll to complete short-term disability paperwork and ensure employees are paid correctly once short-term disability begins
- Processes salary reduction files for tax-sheltered annuities
- Informs and assists employees on benefits issues
- May assist with the orientation of District employees, regarding insurance and other benefits programs
- Assists with the preparation of reports, budget estimates and related items
- Conducts periodic audits of various benefits programs

- Assists with maintaining contact with outside agencies
- Maintains strict confidentiality at all times to safeguard employee privacy
- Performs all duties with patience, courtesy and tact
- 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 assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to clearly communicate, both orally and in writing
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity