



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: November 17, 2020

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 November 16, 2020.

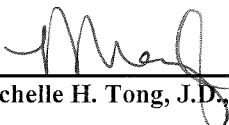
The following job descriptions are being presented for approval:

Community Technology Support Specialist
Gear Up Academic Tutor – Certified
Gear Up Academic Tutor – Classified
Inventory Control Clerk


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: November 16, 2020


Todd A. Jaeger, J.D., Superintendent

11/17/2020

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Vance	Sarah	Teacher - Music	CT-301	Copper Creek Elementary	301 Payment			\$480.00
Aguilera Ramirez	Maria	Teacher - ELL/SEI	CT	Amphi Academy Online	Increase FTE		N/A	
Faniel	Kia	Teacher - American Sign Language	CT	Ironwood Ridge High	Promotion	CTT-MA	0 years	
Floyd	Scott	Teacher - Career Exploration & Tr	CT	Coronado K-8 School	Additional Position		N/A	\$7,460.32
Green	Rebecca	Teacher - Advisory	CT	Coronado K-8 School	Additional Position		N/A	\$7,681.18
Mansour	Ghada	Teacher - Grade 5	CT	Prince Elementary	Promotion	CTT-MA	0 years	
Porteous	M C	Teacher - Band	CT	Coronado K-8 School	Additional Position		N/A	\$8,902.56
Watson	David	Teacher - Adaptive P.E.	CT	Amphi Middle School	Additional Position		N/A	\$9,270.37
Wilson	Sara	Teacher - Art	CT	Cross Middle School	Increase FTE		N/A	
Wilson	Sara	Teacher - Art	CT	Cross Middle School	Transfer		N/A	
Arent	Patrick	Supervisor of Food Service	CL	Donaldson Elementary	Promotion	J	+\$1.01	
Arent	Patrick	Supervisor of Food Service	CL	Walker Elementary	Promotion	J	+\$1.01	
Belisle	Steven	Shipping/Receiving Clerk	CL	Warehouse	Transfer	D	N/A	
Bronson	Cheryl	Campus Monitor	CL	Prince Elementary	Increase FTE		N/A	
Canham	Chase	Auto Mechanic I	CL	Transportation	Promotion	J	+ \$2.12	
Daigle	Seleste	Instructional Technology Specialist	CL	Keeling Elementary	Additional Position	E	N/A	
Dragland	Cynthia	Custodian I	CL	Donaldson Elementary	Additional Position	D	N/A	
Frost	Lindsay	Special Education Teaching Assis	CL	Rillito Center	Additional Position	E	N/A	
Frost	Lindsay	Special Education Teaching Assis	CL	Walker Elementary	Increase FTE		N/A	
Funk	Emily	Special Education Teaching Assis	CL	Painted Sky Elementary	Increase FTE		N/A	

*	2019-2020 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		
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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Harmon	Abbey	Campus Monitor	CL	Prince Elementary	Additional Position	A	N/A	
Hernandez	Iris	Custodian I	CL	Keeling Elementary	Additional Position	D	N/A	
Johnson	Pamela	Assistant to Audiologist	CL	Wetmore Center	Transfer	B	N/A	
Lizarraga	Dorys	Bus Driver	CL	Transportation	Decrease FTE		N/A	
Mele	Christina	School Administrative Assistant	CL	Coronado K-8 School	Promotion	H	+\$1.13	
Nottingham	Clair	Food Service Attendant III - Lead	CL	Mesa Verde Elementary	Promotion	H	+\$1.13	
Shank	Michael	Shipping/Receiving Clerk	CL	Warehouse	Transfer	D	N/A	
Bartz	Hannah	ADDN - Certified Tutor	ADCT	Keeling Elementary	Addendum			\$30.00 per hour
Bermudez	Monica	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Colaianne	Nina	ADDN - Section 504	ADCT	Painted Sky Elementary	Addendum			\$234.15
Daigle	Joyce	ADDN - Academic Assistant EL	ADCT	Keeling Elementary	Addendum			\$529.27
Ferre	Leslie	ADDN - Certified Tutor	ADCT	La Cima Middle School	Addendum			\$30.00 per hour
Gabriel	Christopher	Teacher - Biology	ADCT	Amphi Academy Online	Added Duty			\$7,384.71
Hatfield	Lori	ADDN - Technology Coach EL	ADCT	Painted Sky Elementary	Addendum			\$1,209.76
Holt	Kris	ADDN - Certified Staff Trainer	ADCT	Prince Elementary	Addendum			\$30.00 per hour
Mcdoie	Kimberly	ADDN - Administrative Designee	ADCT	Keeling Elementary	Addendum			\$1,512.20
Mcgann	Madelaine	Special Events Worker	ADCT	Ironwood Ridge High	Addendum			\$12.00 per hour
Miller	Vanessa	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Padilla	Manuel	Coach - 2nd Q. Extracurricular Ac	ADCT	Amphi Middle School	Addendum			\$2,000.00
Padilla	Manuel	Coach - 3rd Q. Extracurricular Act	ADCT	Amphi Middle School	Addendum			\$2,000.00
Padilla	Manuel	Coach - 4th Q. Extracurricular Act	ADCT	Amphi Middle School	Addendum			\$2,000.00
Peace	Dustin	Coach - Football Head HS	ADCT	CDO High School	Addendum			\$3,800.00

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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Radtke	Heidi	ADDN - Technology Coach EL	ADCT	Painted Sky Elementary	Correction		\$340.24	
Radtke	Heidi	ADDN - Section 504	ADCT	Painted Sky Elementary	Correction		\$65.85	
Shaheen	John	ADDN - Flags Coach HS	ADCT	Ironwood Ridge High	Addendum		\$1,250.00	
Smith	Alexander	ADDN - Extra Curric. Activ. Direct	ADCT	Wilson K-8 School	Addendum		\$2,000.00	
Taylor	Lisa	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Wilson	Amy	ADDN - Academic Assistant EL	ADCT	Keeling Elementary	Addendum		\$529.27	
Woodard	Nicholas	ADDN - Extra Curric. Activ. Direct	ADCT	Ironwood Ridge High	Addendum		\$2,000.00	
Alvarado	Elsa	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Clark	Kandi	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Colby	Kimberly	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty		\$12.24 per hour	
Cuestas	Daniel	ADDN - Extra Hours	ADCL	La Cima Middle School	Added Duty		\$12.24 per hour	
Dees	Farrell	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Ellerd	Rhonda	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Fowler	Tracey	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Grammer	Angela	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$12.60 per hour	
Horger	Mechele	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Ibarra De Cortes	Marcela	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Johnson	Karri	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Martinez	Susanna	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Mcgann	Bonny	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Neisius	Penelope	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Nelson	Marjorie	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	

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Palmer	Marcus	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Peplinski	Therese	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Peterson	Matthew	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$14.11 per hour	
Rodriguez-Crespo	Sandra	ADDN - Extra Hours	ADCL	Amphi Academy Online	Added Duty		\$14.40 per hour	
Rubio	Andre	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Strang	Alecia	Special Events Worker	ADCL	CDO High School	Addendum		\$12.00 per hour	
Variance	Thaddeus	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Variance	Thaddeus	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$12.24 per hour	
Wade	Shelly	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	
Williams	Daniel	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.00 per hour	

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Level I
November 2020

COMMUNITY TECHNOLOGY SUPPORT SPECIALIST

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Associate's degree or two years of college in computer science or related field with one year of experience in the operation of computer systems and applications; or two years of experience in the operation of computer systems and applications
- Experience with Microsoft Windows 10 or above and MS Office 2019 or above
- Strong working knowledge of computer systems and current software applications
- Possession of current Arizona driver's license at the time of hire
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience using computer technology in the classroom
- Previous experience providing technology training to adults and children
- Previous experience troubleshooting technology issues on various devices
- Experience working with managing software applications in large settings

SUMMARY

Provides end-user technology assistance to students, families, and staff members. Promotes continued expansion of the use of technology as an instructional tool. Serves a help desk liaison to students, parents, staff, and other community members. Assist school level Instructional Technology Specialists. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Director of Instructional Technology

ESSENTIAL FUNCTIONS

- Provide first-response technical support, including testing and troubleshooting PCs, workstations, laptops, printers, Smart Boards and other peripherals
- Serves as the District's help desk by addressing hardware/software and performance problems
- Provides technical assistance/support to staff, students, parents, and other community members with the use of computers, software programs, printers, and other peripherals
- Advances the District's professionalism by maintaining effective and open communication with staff, students, parents, and other community members
- Assists students and families in with identifying needed technology related resources

- Assists parents with technology issues related to online learning
- Uses problem-solving techniques to tactfully address and resolve questions/concerns
- Supports community participation in school-sponsored activities that enhance student learning
- Develops procedures that promote the proper use and care of technology resources (e.g. consent forms, maintenance, storage, etc.)
- Makes home visits, as needed, to families to assist with technology needs and to provide training
- Assists in the setup of new technology equipment
- Assist in the management of apps and extensions in the Google admin console
- Assists in the management of Apple devices district-wide
- Sets up and maintains all technology equipment
- Ensures equipment is in good running order; coordinates necessary repairs as needed
- Maintains technology device inventory at Wetmore Center
- Works with various Wetmore departments on technology needs
- Assists with the setup of technology for student assessments in conjunction with the data department
- Catalogues and maintains appropriate software licenses at the district level
- Assists in the scheduling and operation of computer carts
- Provides in-service and training
- Prepares user guides and training materials for commonly used software, platforms, and technology devices
- Keeps up to date with regard to tech advances
- Assists staff with Microsoft Office questions
- Maintains computer carts, labs, lock boxes and other technology equipment
- Assists with other curriculum based software programs
- Attends required meetings
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in the use of technology
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate orally and in writing
- Ability to perform functions requiring manual dexterity
- Ability to perform functions from written and oral instructions
- Ability to sit and/or stand for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend information
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to reach, stoop and carry up to 30 pounds
- Ability to operate digital office and classroom equipment

Non-exempt/Addn
\$30.00/hour
October 2020

GEAR UP ACADEMIC TUTOR - CERTIFIED

QUALIFICATIONS

A. REQUIRED

- Valid Arizona teaching certificate in Mathematics
- Experience with computer hardware and software, audio-visual and other instructional equipment

B. DESIRED

- Prior tutoring experience
- Spanish proficiency preferred
- Passing grade/score(s) in Algebra I and Geometry (as evidenced by high school and/or college transcripts)
- 3.0 college/university GPA

SUMMARY

Under the supervision of the GEAR UP Coach, and assigned teachers, the GEAR UP Academic Tutor performs instructional related services; works directly with students and carries out assigned functions given by the assigned coach or teacher.

Reports to: School Principal or designee

ESSENTIAL FUNCTIONS

- Provides the support services required in implementing the instructional plan as prescribed by the curriculum teacher or Department Chairperson
- Provides tutorial assistance to individual students or small groups of students as requested by the teacher or Department Chairperson
- Assists with administering and recording test results
- Maintains individual student folders and student records; collect data on student performance
- Assists teacher with room and instructional materials preparation
- Types, copies, and distributes instructional materials as requested by the teacher.
- Ensures proper student usage of computer, audio-visual and other instructional equipment as needed in the program
- Maintains and submits service logs according to instructions
- Serves as a role model, inspiring and motivating students to excel academically and pursue postsecondary education
- Exhibit patience, courtesy and tact when dealing with others
- Promote and support District-wide educational advancement in 21st Century Skills

- Integrate knowledge and skills that are relevant to the 21st Century.
- Perform related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to effectively demonstrate both oral and written communication skills
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and occasionally carry up to 20 pounds
- Ability to operate digital office and classroom equipment
- Ability to use mature judgment, initiative and creativity
- Ability to work cooperatively with teachers

Non-exempt/Addn
Minimum Wage
October 2020

GEAR UP ACADEMIC TUTOR - CLASSIFIED

QUALIFICATIONS

A. REQUIRED

- High School diploma or GED
- Currently enrolled in college
- Passing grade/score(s) in Algebra I and Geometry (as evidenced by high school and/or college transcripts)
- Six months of general clerical or service work experience
- Good command of the English language
- Experience with computer hardware and software, audio-visual and other instructional equipment

B. DESIRED

- Prior tutoring experience
- Spanish proficiency preferred
- Strong Math and English background as evidenced by college transcript
- 3.0 college/university GPA

SUMMARY

Under the supervision of the GEAR UP Coach, and assigned teachers, the GEAR UP Academic Tutor performs instructional related services; works directly with students and carries out assigned functions given by the assigned coach or teacher.

Reports to: School Principal or designee

ESSENTIAL FUNCTIONS

- Provides the support services required in implementing the instructional plan as prescribed by the curriculum teacher or Department Chairperson
- Provides tutorial assistance to individual students or small groups of students as requested by the teacher or Department Chairperson
- Assists with administering and recording test results
- Maintains individual student folders and student records; collect data on student performance
- Assists teacher with room and instructional materials preparation
- Types, copies, and distributes instructional materials as requested by the teacher.
- Ensures proper student usage of computer, audio-visual and other instructional equipment as needed in the program
- Maintains and submits service logs according to instructions

- Serves as a role model, inspiring and motivating students to excel academically and pursue postsecondary education
- Exhibit patience, courtesy and tact when dealing with others
- Promote and support District-wide educational advancement in 21st Century Skills
- Integrate knowledge and skills that are relevant to the 21st Century.
- Perform related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to effectively demonstrate both oral and written communication skills
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and occasionally carry up to 20 pounds
- Ability to operate digital office and classroom equipment
- Ability to use mature judgment, initiative and creativity
- Ability to work cooperatively with teachers

Job Code 11G
Level G
Revised November 2020

INVENTORY CONTROL CLERK

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Minimum of two years of related work experience
- Demonstrated knowledge of word-processing, spreadsheets and data entry procedures
- Must possess and maintain a current Arizona driver's license

B. DESIRED

- Previous work experience in a school district

SUMMARY

Under general supervision, performs clerical duties of a moderately varied or complex nature in the specialized area of inventory control and assists Shipping/Receiving personnel with the physical inventory of district equipment. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Purchasing Manager

ESSENTIAL FUNCTIONS

- Assists with answering district warehouse telephones and with filling the District's supply orders
- Establishes and maintains filing systems requiring the coordination and control of district equipment and supplies, including maintenance of transfer files for school equipment
- Assists with checking, posting and costing out supplies received by the District's warehouse
- Tags school equipment and furniture as it passes through the warehouse; records tag numbers on property control forms
- Locates, identifies and tags school equipment, district-wide
- Runs daily sales register and sales analysis report
- Enters and maintains computer files on district property
- Posts invoices for in-house bookkeeping
- May be required to assist in unloading equipment and supplies received by the warehouse, requiring the ability to learn to safely operate a fork-lift and pallet jack
- Uses calculators, typewriters and the computer to perform daily functions
- 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 assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate effectively, both orally and in writing
- Ability to perform functions from written, graphic and oral instructions
- Ability to evaluate written materials and perform mathematical calculations
- Ability to bend, stoop, twist, squat and kneel
- Ability to sort, separate and file documents and forms
- Ability to occasionally lift or move objects weighing less than 20 pounds