

GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 12, 2022

TITLE: Approval of Personnel Changes

BACKGROUND:

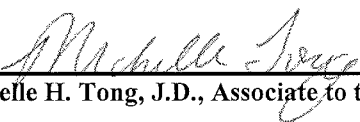
Administration presents this agenda item for the Governing Board to consider and approve the proposed changes in employment status for the employees identified on the attached chart. These changes are current as of April 11, 2022.

In addition, Administration presents the attached "Early Childhood Education Director" job description for consideration and approval by the Governing Board.

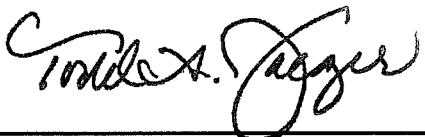
RECOMMENDATION:

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: April 11, 2022


Todd A. Jaeger, J.D., Superintendent

4/12/2022

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Langley	Shannon	ELL District Coordinator	CT-PR	Federal/State Programs	Promotion	PR EX	+\$9,382.66	
Spencer	Brent	Assistant Principal	CT-AD	CDO High School	Reassignment	HSA	<\$3,388.29>	*
Campbell	Laurel	Teacher - English	CT	CDO High School	Transfer			*
Hill	Vanessa	Teacher - REACH	CT	Rio Vista Elementary	Decrease FTE			*<0.6 FTE>
Hill	Vanessa	Gifted Education Coordinator	CT	Wetmore Center	Increase FTE			*+0.5 FTE
Kasen	Jamie	Teacher - Pandemic Intervention	CT	Walker Elementary	Transfer			*
Lawrence	Mia	Teacher - REACH	CT	Copper Creek Elementary	Decrease FTE			* <0.4 FTE>
Oros	Lourdes	Teacher - ELL/SEI	CT	Amphi Academy Online	Added Duty			\$2,161.80
Pieroway	Karl	Teacher - Mathematics	CT	Wilson K-8 School	Decrease FTE			*<0.1667 FTE>
Ratliff	Katherine	Teacher - Grade 1	CT	Walker Elementary	Transfer			*
Yawitz	Dennis	Teacher - ED (SPED) Classroom	CT	Harelson Elementary	Transfer			*
Martinez	Gene	Social Worker	CL-PR	Walker Elementary	Transfer			*
Martinez	Gene	Social Worker	CL-PR	La Cima Middle School	Transfer			*
Christensen	Christine	Classroom Aide/Caregiver	CL	Painted Sky Elementary	Promotion		+\$0.10	
Flores-Coronado	Angelina	Food Service Attendant	CL	Donaldson Elementary	Transfer			
Francisco	Diana	Secretary III	CL	Food Service Admin	Promotion	5	+\$0.64	
Garcia	Brenda	Registrar - High School	CL	CDO High School	Promotion	4	+\$0.53	
Hughes Borquez	Amber	Classroom Aide/Caregiver	CL	Amphi High School	Transfer			
Moncada	Maria	Food Service Attendant	CL	Holaway Elementary	Increase FTE			+0.3750 FTE
Salaz II Smith	Yvonne	Security Officer	CL	Ironwood Ridge High	Promotion		+\$0.52	
Sallee	Katherine	Teacher - Special Education Resc	CL	Keeling Elementary	Transfer			*
Stamos-Avila	Irene	Food Service Attendant	CL	Ironwood Ridge High	Transfer			

*	2022-2023 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
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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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Stamos-Avila	Irene	Food Service Attendant	CL	Ironwood Ridge High	Transfer			
Anderson	Benjamin	ADDN - Musical Assistant Directo	ADCT	Ironwood Ridge High	Addendum		\$1,696.00	
Arredondo	Mateo	Coach - Track Head MS	ADCT	Amphi Middle School	Addendum		\$1,700.00	
Bishop	Jordan	Associate Coach	ADCT	Ironwood Ridge High	Addendum		\$600.00	
Bucciarelli-Fay	Tiffany	ADDN - Added Duty	ADCT	CDO High School	Addendum		\$1,381.58	
Bucciarelli-Fay	Tiffany	ADDN - Added Duty	ADCT	Amphi High School	Addendum		\$1,381.58	
Caldwell	Theresa	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Celaya	Luis	Coach - 4th Q. Interscholastic Suj	ADCT	Cross Middle School	Addendum		\$500.00	
Cook	Meagan	Coach - Track Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Davis	Rachel	Coach - Volleyball Head Spring M	ADCT	Coronado K-8 School	Addendum		\$1,700.00	
Engel	Katherine	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Faulkner	Violet	Teacher - Math Intervention	ADCT	Amphi High School	Added Duty		\$2,208.52	
Fulks	Neal	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.80 per hour	
Fulks	Neal	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum		\$42.00 per hour	
Garcia	Carla	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Godlewski	Fabienna	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum		\$42.00 per hour	
Hardy	James	Coach - Weight Training HS	ADCT	Ironwood Ridge High	Addendum		\$2,600.00	
Hartman	Eric	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum		\$42.00 per hour	
Hayes	Jeremy	Coach - Volleyball Assistant Sprin	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Heagle	Denise	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum		\$25.00 per hour	
Holst	Lydia	Coach - Track Assistant MS	ADCT	Amphi Middle School	Addendum		\$1,400.00	
Keene	Bonnie	ADDN - Section 504	ADCT	Wetmore Center	Addendum		\$500.00	
Larson	Lisa	Coach - Volleyball Assistant MS	ADCT	Wilson K-8 School	Addendum		\$1,400.00	
Lopez	Lindsay	Coach - 4th Q. Extracurricular Act	ADCT	Cross Middle School	Addendum		\$2,000.00	

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Murrell	Marley	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Murrell	Marley	Teacher - Math Intervention	ADCT	Amphi High School	Added Duty		\$1,679.12	
Newsom	Christopher	ADDN - Certified Tutor	ADCT	La Cima Middle School	Addendum		\$42.00 per hour	
Ochoa	Joy	ADDN - Extra Curric. Activ. Direct	ADCT	Coronado K-8 School	Addendum		\$2000.00	
Post	Brian	Coach - Track Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Pye	Andragayle	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Robles	Erin	ADDN - Interscholastic Superviso	ADCT	Coronado K-8 School	Addendum		\$500.00	
Rodgers	H. Morgan	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Rouille	Doreen	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum		\$42.00 per hour	
Scheel	Christopher	Teacher - Math Intervention	ADCT	Amphi High School	Added Duty		\$ 2,392.49	
Shiba	Robert	Coach - Volleyball Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Silvas	Sharon	Coach - Track Head MS	ADCT	Wilson K-8 School	Addendum		\$1,700.00	
Smith	Lucas	Teacher - Pandemic Intervention	ADCT	Amphi High School	Added Duty		\$1,734.23	
Sparlin	Erika	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Sutton	Kyle	Coach - Track Assistant MS	ADCT	Wilson K-8 School	Addendum		\$1,400.00	
Taylor	Ethnee	Coach - Track Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Tom	Victoria	Teacher - Preschool Director	ADCT	Walker Elementary	Added Duty		*\$8,054.60	
Van Varenberg	Tineke	ADDN - Certified Tutor	ADCT	La Cima Middle School	Addendum		\$42.00 per hour	
Van Wert	Ryan	Teacher - Pandemic Intervention	ADCT	Amphi High School	Added Duty		\$1,650.21	
Vasquez	Rey	ADDN - Interscholastic Superviso	ADCT	Wilson K-8 School	Addendum		\$500.00	
Wentworth	Ann	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum		\$42.00 per hour	
Wojdyla	Cheryl	Coach - Volleyball Head MS	ADCT	Wilson K-8 School	Addendum		\$1,700.00	
Zelov	Marc	Teacher - Pandemic Intervention	ADCT	Amphi High School	Added Duty		\$2,258.76	
Arandules-Kishba	Myrna	ADDN - Extra Hours	ADCL	CDO High School	Addendum		\$13.17 per hour	

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Garcia	Brenda	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$13.71 per hour
Grammer	Angela	ADDN - Added Duty	ADCL	Ironwood Ridge High	Added Duty			\$12.90 per hour
Peterson	Matthew	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty			\$15.07 per hour
Soto	Rosemary	ADDN - Extra Hours	ADCL	CDO High School	Addendum			\$13.07 per hour
Toothman	Victoria	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$13.27 per hour
Zavala	Olivia	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$12.80 per hour

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QUALIFICATIONS

A. REQUIRED

- Bachelor's Degree in early childhood, child development, elementary education, or a closely related field
- Arizona Elementary teaching certification
- At least three years of child care experience
- Current training in First Aid and CPR as required by R9-5-403(E)
- Must be 21 years of age or older required per R9-5-401

B. DESIRED

- Early childhood endorsement
- Administrative experience and/or certification

SUMMARY

Supervises and coordinates Imagine Preschools in the Amphitheater School District. Ensures that Imagine Preschool is a quality preschool which allows children to grow and develop socially, physically, intellectually, and creatively in a caring and nurturing environment.

Reports to: Associate Superintendent for Elementary Education

ESSENTIAL FUNCTIONS

- Clearly and accurately articulates the philosophy and goals of the preschool program to parents, community, and financial partners
- Ensures that staff duties and responsibilities are performed and completed
- Maintains accurate records as required for licensure of the facility by the Arizona Department of Health Services and any other regulatory agencies
- Oversees and is responsible for the daily on-site operations of the preschool facility and programs
- Oversees and is responsible for Parent as Teachers program
- Ensures that Parent as Teachers operate and implement play groups, home visitations and screenings
- Manages data, organizes data, and prepares information for District personnel to assist in decision making
- Participates in staff interviews, hiring, evaluation, and discipline of all employees of the preschools
- Provides purpose and direction for program development and improvement
- Provides instruction and guidance to preschool staff
- Plans and prepares curriculum and activities for preschool program
- Creates and Implements strategies for enrollment, accreditation, staffing, curriculum, and finances
- Plans and collaborates with the Associate Superintendent for Elementary Education and site Principals to implement appropriate early childhood curriculum and assessment and makes adjustments as needed



Early Childhood Education Director

- Identifies professional development needs of teachers and staff and assists in planning and organizing training to fill those needs
- Conducts required training of new staff members as delineated in R9-5-403
- Monitors staff to ensure compliance with any regulatory agency
- Monitors program budget
- Ensures compliance with staff-to-children ratios as required by R9-5-404
- Ensures that staffing at the facility each day meets state requirements
- Prepares required reports to meet District, state and federal requirements as needed
- Maintains on-going communication with staff, parents, school staff, and the Associate Superintendent for Elementary Education
- Develops and distributes a newsletter to families and staff each month
- Documents all communications, written correspondence, and parental requests and concerns, and takes appropriate action as needed to resolve issues
- Maintains a professional work environment that fosters collaboration and trust
- Shows respect and sensitivity for cultural differences and demonstrates their belief in the value of diversity
- Conducts routine safety audits and trains all staff on appropriate procedures during an emergency.
- Controls the access to the facilities and the children to ensure student and staff safety
- Reports accidents, injuries, etc. as required by policy and state law
- Reports necessary repairs to the facility or equipment to the School Principal
- Adheres to all school District policies and procedures
- Completes any task determined appropriate and needed by Associate Superintendent for Elementary Education and site Principals
- Partners with department heads concerning Imagine Preschools

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle confidential information and records
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to meet deadlines
- Maintain consistent and punctual attendance
- Ability to work alone and as part of a team
- Ability to multi-task in a preschool setting
- Ability to exhibit patience with young children
- Ability to pull, stoop, bend, twist, turn, and sit for long periods of time
- Ability to operate computer, digital equipment, and phone
- Ability to utilize word processing, spreadsheet, and basic publishing software