



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 13, 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 April 12, 2021.

The following job descriptions are being presented for approval:

- Administrative Assistant I – Bilingual Communication
- Summer Elementary School Administrative 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: April 12, 2021

Todd A. Jaeger, J.D., Superintendent

4/13/2021

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Marries	Jennifer	Counselor	CT-PR	Amphi Academy Online	Increase FTE		N/A	
Cyrus	Thomas	Teacher - Orchestra	CT	Keeling Elementary	Decrease FTE		N/A	
Delgado	Selah	Occupational Therapist	CL-PR	Wetmore Center	Increase FTE		N/A	
Colvert	Cathryn	Crossing Guard	CL	Harelson Elementary	Additional Position	A	N/A	
Cuestas	Daniel	Computer Repair Technician	CL	Ironwood Ridge High	Promotion	K	+\$2.55	
Dalton-Aragon	Jaron	Instructional Technology Specialist	CL	La Cima Middle School	Promotion	E	+\$0.49	
Embrich	Nancy	Bilingual Instructional Assistant	CL	La Cima Middle School	Additional Position	D	N/A	
Embrich	Nancy	Bilingual Clerk	CL	La Cima Middle School	Decrease FTE		N/A	
Escarriga Castro	M Frania	Cook II	CL	Amphi High School	Promotion	C	+\$0.49	
Hardin	Kristy	Special Education Teaching Assis	CL	Painted Sky Elementary	Promotion	E	+\$0.49	
Morales	Manuel	Security Officer	CL	Amphi Middle School	Transfer	D	<\$1.97>	
Sheesley	Cynthia	Parent Educator	CL	Federal/State Programs	Decrease FTE		N/A	
Walsh	Robert	Groundskeeper I	CL	Facilities Support	Transfer	D	N/A	
Ambrosio	Trish	ADDN - R.I.S.E. (CT Admin. Desi)	ADCT	Ironwood Ridge High	Addendum			\$400.00
Ambrosio	Trish	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum			\$1,800.00
Arredondo	Mateo	Coach - Track Head MS	ADCT	Amphi Middle School	Addendum			\$1,700.00
Bernal	Yemen	ADDN - Enrichment Tutor - ACHIE	ADCT	Prince Elementary	Addendum			\$25.00 per hour
Bonar	Ann	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum			\$1,800.00
Bonar	Ann	ADDN - R.I.S.E. (CT Admin. Desi)	ADCT	CDO High School	Addendum			\$200.00
Bravard	Tabitha	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum			\$1,800.00
Cook	Julie	ADDN - Certified Tutor	ADCT	Rio Vista Elementary	Addendum			\$30.00 per hour
Cordell	Mandi	ADDN - Administrative Designee	ADCT	Innovation Academy	Addendum			\$2,000.00

*	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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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Davis	Rachel	Coach - Volleyball Assistant MS	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Davis	Shelby	ADDN - Certified Tutor	ADCT	Rio Vista Elementary	Addendum		\$30.00 per hour	
Dodds	Kathryn	Coach - Track Head MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Donahue	Brian	Coach - Volleyball Head MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Duran	Juanita	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Edwards	Cassidy	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Estrella	Crystal	ADDN - Certified Tutor	ADCT	Rio Vista Elementary	Addendum		\$30.00 per hour	
Ferris	Rachelle	ADDN - Vex Robotics	ADCT	Innovation Academy	Addendum		\$1,200.00	
Ferris	Rachelle	ADDN - Academic Assistant EL	ADCT	Innovation Academy	Addendum		\$700.00	
Floyd	Scott	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Fulks	Neal	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum		\$1,800.00	
Fulks	Neal	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Gallagher	Emily	ADDN - Certified Tutor	ADCT	Rio Vista Elementary	Addendum		\$30.00 per hour	
Gingrich	Elisabeth	ADDN - Academic Assistant EL	ADCT	Innovation Academy	Addendum		\$700.00	
Godlewski	Fabienna	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum		\$1,800.00	
Godlewski	Fabienna	ADDN - R.I.S.E. (CT Admin. Desi)	ADCT	CDO High School	Addendum		\$200.00	
Habinek	Daniel	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Hartman	Eric	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum		\$1,800.00	
Hayes	Jeremy	Coach - Volleyball Head MS	ADCT	Coronado K-8 School	Addendum		\$1,700.00	
Hayes	Shana	ADDN - Academic Assistant EL	ADCT	Mesa Verde Elementary	Addendum		\$700.00	
Kautz	Douglas	Coach - Baseball Head MS	ADCT	Coronado K-8 School	Addendum		\$1,700.00	
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	
McGill	Gena	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum		\$1,800.00	

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Novinski	Garrett	Coach - Track Assistant MS	ADCT	Wilson K-8 School	Addendum		\$1,400.00	
Ochoa	Joy	Coach - 4th Q. Extracurricular Act	ADCT	Coronado K-8 School	Addendum		\$2,000.00	
Panneck	Jeffrey	Coach - 4th Q. Interscholastic Sup	ADCT	La Cima Middle School	Addendum		\$500.00	
Piancino	Hailey	ADDN - Homebound	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Pincus	Mark	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Addendum		\$1,800.00	
Post	Brian	Coach - Track Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Powell	Lisa	Coach - Volleyball Head MS	ADCT	Amphi Middle School	Addendum		\$1,700.00	
Quigley	Erin	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Rayleigh	Kaylea	ADDN - Academic Assistant EL	ADCT	Mesa Verde Elementary	Addendum		\$700.00	
Reynolds	Leighann	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Rivas	Bianca	ADDN - Certified Tutor	ADCT	Rio Vista Elementary	Addendum		\$30.00 per hour	
Rivera	Mabel	ADDN - Technology Coach EL	ADCT	Innovation Academy	Addendum		\$1,550.00	
Schiffman	Sandra	ADDN - Homebound	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Sears	Sydney	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Shiba	Robert	Coach - Volleyball Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Smith	Alexander	Coach - 4th Q. Extracurricular Act	ADCT	Wilson K-8 School	Addendum		\$2,000.00	
Smith	Shawn	Coach - Baseball Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Sparlin	Erika	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Sutton	Kyle	Coach - Track Head MS	ADCT	Wilson K-8 School	Addendum		\$1,700.00	
Taylor	Lisa	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum		\$25.00 per hour	
Taylor	Sean	ADDN - Certified Tutor	ADCT	Rio Vista Elementary	Addendum		\$30.00 per hour	
Thacker	Lynn	ADDN - Academic Assistant EL	ADCT	Mesa Verde Elementary	Addendum		\$700.00	
Tilicki	Nicole	ADDN - Student Council EL	ADCT	Innovation Academy	Addendum		\$950.00	
Tilicki	Nicole	ADDN - Academic Assistant EL	ADCT	Innovation Academy	Addendum		\$700.00	

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Todd	Cary	Coach - Baseball Head MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Vaughn	Alexandria	Coach - Track Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Watson	Forrest	Coach - 4th Q. Interscholastic Sup	ADCT	Amphi Middle School	Addendum		\$500.00	
Welsh	Brian	Coach - Baseball Assistant MS	ADCT	La Cima Middle School	Addendum		\$1,400.00	
Wojdyla	Cheryl	Coach - Volleyball Head MS	ADCT	Wilson K-8 School	Addendum		\$1,700.00	
Wolfson	Mia	ADDN - Curriculum Development	ADCT	Prince Elementary	Addendum		\$25.00 per hour	
Woodard	Nicholas	Coach - 4th Q. Extracurricular Act	ADCT	La Cima Middle School	Addendum		\$2,000.00	
Yetman	Christopher	ADDN - R.I.S.E. (Teacher)	ADCT	CDO High School	Addendum		\$1,800.00	
Barrera	Laura	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$12.15 per hour	
Carreon	Ricardo	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty		\$12.15 per hour	
Contreras	Maria	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$13.30 per hour	
Corral	Rosa	ADDN - Extra Hours	ADCL	Keeling Elementary	Added Duty		\$12.15 per hour	
Houston	Juanita	ADDN - Extra Hours	ADCL	Nash Elementary	Added Duty		\$12.24 per hour	
Jaeger	Todd	ADDN - Performance Stipend	ADCL	Wetmore Center	Addendum		\$5,000.00	
Lopez	Sahara	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$13.59 per hour	
Lopez De Celaya	Brenda	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$12.15 per hour	
Perez	Richard	ADDN - Extra Hours	ADCL	Wetmore Center	Added Duty		\$15.51 per hour	
Peterson	Matthew	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$14.11 per hour	
Spivey	Austin	ADDN - Extra Hours	ADCL	Wetmore Center	Added Duty		\$12.15 per hour	

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Level K
April 2021

ADMINISTRATIVE ASSISTANT I – BILINGUAL COMMUNICATION

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework
- Three years working experience in administrative support positions; demonstrated skill in and knowledge of administrative practices and procedures
- Fluency in speaking, reading, writing and translating the Spanish language
- Passing score on bilingual skills test
- Equivalent combination of education/training/experience
- Demonstrated high skills in secretarial practices with the ability to obtain a passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Good working knowledge of computer applications, including word processing, databases and spreadsheet packages

B. DESIRED

- Course work in business administration or related field
- Previous experience in a school district or university
- Proficiency in Access highly desired

SUMMARY

This position provides administrative services of a specialized and/or complex nature on behalf of a senior staff administrator. Relieves the supervisor of considerable administrative detail by interpreting and executing policy as assigned. Provides translation services for the assigned department as well as the Superintendent's office, Legal Services department including student discipline cases, and the District (when available and appropriate) by interpreting, reading, writing, and translating the Spanish language.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS:

- Serves as an intermediary between supervisor and other officials, students, businesses or the general public
- Functions in a line or staff capacity relative to analyzing, planning, supervising, establishing and maintaining effective working relations with others
- Gathers data, supplies information, explains policy and procedure, and assists in solving complex problems at the procedural level
- Advises supervisor of pertinent developments, the need for policy statements or executive action and may assist in developing or recommending procedures
- Supervises or coordinates an administrative function, prepares and/or reviews a variety of management reports and assists various sections in budget preparations

- Provides technical assistance to line and staff officials, represents the agency at meetings and conferences pertinent to area of responsibility, and coordinates activities with other staff members
- May be delegated authority to administer specific types of budget expenditures
- Takes minutes of meetings of the governing board of education, superintendent's cabinet and other meetings as requested
- Uses Spanish language skills, such as interpreting, reading, writing and translating the language for the District to include, but not limited to: long-term suspension and expulsion hearings; Governing Board Executive Sessions involving student discipline; reports and letters to parents, as well as calls and visits from parents
- Prepares translated material for use by District staff, such as documents, policy memoranda, booklets, letters, or verbal communication transcriptions
- Provides verbal interpreting services at meetings, hearings, conferences, and other forums
- Proofreads material in English and Spanish for accuracy and correct grammatical content
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to apply strong statistical and analytical skills for documents and data
- Ability to concentrate for extended periods of time
- Ability to meet deadlines with time constraints
- Ability to communicate with district personnel at all levels
- Temperament to sustain extended work hours and problem situations
- Ability to understand and carry out complicated written and oral instructions
- Ability to process complicated mathematical computations
- Ability to work alone and as part of a team
- Ability to work on several tasks at the same time
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to sit for extended periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to occasionally lift up to 20 pounds
- Ability to operate digital office equipment

Non-exempt/Addn
Level H
April 2021

SUMMER ELEMENTARY SCHOOL ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Three years of progressive clerical experience
- Working knowledge of word processing, database and spreadsheet applications
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word and Microsoft Excel
- Must be able to become certified in First Aid prior to or after hire

B. DESIRED

- An Associate's degree or secretarial certificate from an accredited community college or vocational program
- Prior secretarial experience in a school setting

SUMMARY

The School Administrative Assistant performs a wide variety of duties, including confidential responsibilities to overseeing the work of others, with minimal supervision from the principal. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Summer School Leader

ESSENTIAL FUNCTIONS

- Serves as the sole office staff member for summer school related program(s) at the school site to include all aspects of administrative and clerical assistance
- Serves as an intermediary between the principal and the community, faculty, staff, parents, and students
- Responsible for regular office functions, including training staff in operation and maintenance of office equipment, coordinating the work of the building, office aides and other clerical support staff, and coordinating schedules
- Serves as the sole office staff member for summer school related program(s) at the school site to include all aspects of clerical assistance/office support
- Advises the principal of pertinent developments and the need for executive action and may assist in developing procedures that result
- Maintains inventory control and prepares purchase orders
- Responsible for handling payroll data, which includes timesheets and absence reports of classified and certified personnel
- Provides bookkeeping services to maintain and balance student activity, auxiliary and site budget accounts
- Maintains student registration records and student withdrawals, and submits accurate monthly reports to the district office
- Maintains attendance registers, absence and attendance records, and prepares statistical reports for the State

- Assists the principal in compiling and coordinating information for reports, correspondence and memoranda. Prepares and types the documents
- In the absence of the school nurse/health assistant, serves as nurse's aide in caring for sick and injured students, counseling students and parents, and dispensing medication
- Maintains the principal's appointment schedule and the school-wide calendar
- Occasionally performs cafeteria and/or playground duty
- 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 concentrate and remain seated for extended periods of time
- Ability to multi-task and coordinate activities in an office setting
- Ability to effectively communicate, both orally and in writing
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity