



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

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**DATE OF MEETING:**      **March 24, 2020**

**TITLE:**            **Approval of Personnel Changes**

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**BACKGROUND:**

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of March 23, 2020.

The following GEAR UP associated job descriptions are being presented:

GEAR UP Coach  
GEAR UP Assistant

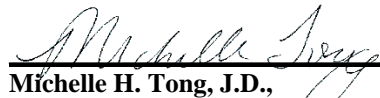
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**RECOMMENDATION:**


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

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**INITIATED BY:**

  
Michelle H. Tong, J.D.,  
Associate to the Superintendent and Legal Counsel

Date: March 23, 2020

  
Todd A. Jaeger, J.D., Superintendent

3/24/2020

GOVERNING BOARD MEETING  
PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Harding	Kevin	Teacher - CTE	CT	Amphi High School	Transfer	CTT-BA	1 year	
Lopez	Ann	Custodian I	CL	Coronado K-8 School	Transfer	D	N/A	
Toothman	Luke	Special Education Teaching Ass	CL	Amphi Middle School	Rehire	E	N/A	
Amedeo	Keri	ADDN - AZELLA Testing	ADCT	Federal/State Programs	Addendum			\$30.00 per hour
Arredondo	Mateo	Coach - Track Head MS	ADCT	Amphi Middle School	Addendum			\$1700.00
Beuthin	Kevin	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Chavez	Jose	Coach - 4th Q. Extracurricular A	ADCT	Amphi Middle School	Addendum			\$2000.00
Coleman	Kathleen	Coach - 4th Q. Interscholastic S	ADCT	Amphi Middle School	Addendum			\$500.00
Floyd	Katherine	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Gerik	Morgan	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Guymon	Kate	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Haskell	Joseph	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Haskins	Shannon	ADDN - Academic Assistant EL	ADCT	Mesa Verde Elementary	Addendum			\$700.00
Kipley	Kayla	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Kuhn	Brandon	Coach - Baseball Head HS	ADCT	Amphi High School	Addendum			\$3000.00
Lange	Brockton	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Lange	Brockton	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Lange	Brockton	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Lawrence	Mia	ADDN - Essential Recruit Stipen	ADCT	Mesa Verde Elementary	Addendum			\$1030.24
Lortie	Sarah	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour

*	2020-2021 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		

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

**EXHIBIT - 2**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
McDole	Kimberly	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Mercilliot	Melissa	Teacher - Art	ADCT	Amphi Middle School	Correction	CTT-BA	N/A	\$3927.59
Millerd	Lisa	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Murrell	Marley	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Parker	Amber	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Pearsall	Zakary	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Pincus	Mark	Coach - HS Winter Interscholast	ADCT	Ironwood Ridge High	Addendum			\$2850.00
Powell	Lisa	Coach - Volleyball Head MS	ADCT	Amphi Middle School	Addendum			\$1700.00
Pye	Andragayle	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Queiruga	Jennifer	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Ramsey	Julie	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Ramsey	Julie	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Roodvoets	Jessica	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Rossi	Eric	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Schleicher	Katrina	ADDN - Academic Assistant EL	ADCT	Mesa Verde Elementary	Addendum			\$700.00
Smith	Shawn	Coach - Baseball Assistant HS	ADCT	Amphi High School	Addendum			\$2400.00
Smith	Alexander	Coach - 4th Q. Extracurricular A	ADCT	Wilson K-8 School	Addendum			\$2000.00
Spillane	Mamie	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Tarbet	Jeremy	Teacher - CTE	ADCT	CDO High School	Addendum			\$29.27 per hour
Thornburg	Ryan	Coach - Tennis Head HS	ADCT	Amphi High School	Addendum			\$2600.00
Vasquez	Rey	Coach - 4th Q. Interscholastic S	ADCT	Wilson K-8 School	Addendum			\$500.00
Walker	Jennifer	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour

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Watson	Laura	Coach - Softball Head HS	ADCT	Amphi High School	Addendum			\$3000.00
Watson	Forrest	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Williams	Susan Kelley	Coach - Tennis Assistant HS	ADCT	Ironwood Ridge High	Addendum			\$2400.00
Wolf	Robert	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Wolf	Amber	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Young	Robert	ADDN - Curriculum Developmer	ADCT	Amphi High School	Addendum			\$25.00 per hour
Lundy	Bonny	Library Media Technician I	ADCL	Ironwood Ridge High	Added Duty			\$12.00 per hour
Trent	Starr Angel	Library Media Technician I	ADCL	Ironwood Ridge High	Added Duty			\$14.70 per hour

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Job Code TBD  
Professional Exempt  
March 2020

## **GEAR UP COACH**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree in counseling, social work, child development, education or related field
- At least one year of experience working with high school students
- Successful experience in student support role(s)
- Knowledge of secondary education requirements
- Knowledge of postsecondary education options, application procedures and admission requirements
- Knowledge of financial aid and scholarship opportunities and application processes
- Strong ability to communicate with students, parents, and school staff verbally and in written form
- Excellent program coordination skills, including demonstrated record of completing tasks in a timely manner on with budget constraints
- Excellent organizational, training and presentation skills
- Skills in monitoring data
- Aptitude for fostering positive relationships

#### **B. DESIRED**

- Master's degree
- Valid Arizona Teaching Certificate and/or Valid Arizona Administrative Certificate
- Spanish language ability
- Experience managing a grant funded program

### **SUMMARY**

Arizona GEAR UP 2019-26 is a project of Northern Arizona University (NAU) is made possible by a multi-year, multi-million dollar federal grant and contributions from partner organizations. Structured under the College of Education, project administration resides with a State GEAR UP Office in Phoenix.

The purpose of GEAR UP, as authorized by Congress under the Higher Education Opportunity Act, is to help level the playing field on college access for low-income students.

This is a professional student-support position responsible for managing the delivery and implementation of core interventions and services, for students and their families, as outlined in annual school-specific GEAR UP work plans and budgets. GEAR UP Coaches execute the plans and develop the types of trusting relationships with students and families that have been shown to foster student success. The position may include some supervisory responsibilities. GEAR UP stands for *Gaining Early Awareness and Readiness for Undergraduate Programs*

and is a federally funded partnership between Northern Arizona University and Amphitheater Public School District.

In conjunction with NAU/GEAR UP administrators, and the School GEAR UP Task Force, the GEAR UP Coach works to ensure that the terms specified in the subcontract between NAU and the school district are met. As an advocate for GEAR UP students, the GEAR UP Coach is a leader within the school whose primary job is to promote:

- Students' successful academic performance and preparation for each educational transition
- Increased educational expectations for postsecondary education
- Students' successful completion of high school
- Students' academic, financial, and social preparation for postsecondary educational opportunities
- Students' and parents' knowledge of postsecondary options

Reports to: School Administrator

### **ESSENTIAL FUNCTIONS**

- Orient parents, students, faculty, and staff to GEAR UP and raise awareness of the benefits of postsecondary education among school personnel, parents, and the community at large
- Serve as a college planning resource for teachers, educators, counselors and parents
- Monitor GEAR UP student grades, attendance and transcripts to promote on-time promotion and graduation and completion of appropriate rigorous coursework
- Serve as member of local GEAR UP Task Force
- Meet with students to facilitate Postsecondary Educational Planning Sessions (PEPS) annually, according to AZ GEARUP Minimum Standards
- Develop, implement and/or enhance parent workshops
- Coordinate academic year college visits for students
- Support the administration of the ACT to 11th graders
- Supplement and coordinate school mentoring/tutoring initiatives for GEAR UP students
- Provide grade level appropriate information about career and college options, preparation, and financial support opportunities to GEAR UP students
- Provide GEAR UP parents with advice and information on college planning and financial aid resources
- Outreach to GEAR UP students who have withdrawn with a status of "dropout" or "unknown"
- Recognize and celebrate student success
- Monitor the success of the project, including levels of participation, quality of activities, and impact in terms of student achievement, attendance, educational expectations, and behaviors
- Maintain accurate and complete records of student data and participation in GEAR UP activities, and submit on a timely basis to NAU
- Provide records or written reports as required by NAU for grant compliance
- Leverage community resources, solicit in-kind contributions of goods and services from external sources, and maintain proper records for all expenditures

- Assist GEAR UP students and parents with FAFSA, college and scholarship applications
- Coordinate the use of the Launch Guide, a resource to help 12th grade students complete the steps necessary to apply to postsecondary institutions, complete the FAFSA, and apply for scholarships.
- Support students' transition to their first year of postsecondary education;
- Coordinate transition services for incoming freshman
- Other tasks as specified in Annual Work Plans
- Periodic travel to Phoenix for Team Meetings and out-of-state travel to annual conference required

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to sit, walk and stand, with or without reasonable accommodations
- Ability to read and write
- Ability to comprehend written and oral directions
- Ability to concentrate for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to listen and hear in conference room settings, with or without reasonable accommodations
- Ability to twist, bend, reach, stoop, reach and pull
- Ability to research, analyze and formulate decisions quickly
- Ability to sustain extended work hours and handle problem situations
- Ability to solve problems and exercise judgment in accordance with established procedures
- Ability to perform under stress

Job Code TBD  
Level F  
March 2020

## **GEAR UP Assistant**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Associates' Degree, or higher in a related field.
- Two years of secretarial/clerical experience; or certificate in secretarial science and one year of secretarial/clerical experience; or any equivalent combination of experience, training, or education.
- Knowledge of generic office procedures and practices.
- Skill in basic arithmetic, grammar and spelling.
- Skill in general record keeping.
- Skill in the operation of a variety of office machines, including personal computers.
- Knowledge of Microsoft Word and Excel; data entry experience preferred.
- Ability to effectively communicate with students, families, and other school staff.
- The ability to work effectively with people from a variety of culturally diverse backgrounds.

#### **B. DESIRED**

- Bachelor's degree
- Spanish language ability
- Experience managing a grant funded program

### **SUMMARY**

This position provides administrative support for the GEAR UP coach(s) hired by the school district to manage the implementation of core interventions and services for students and their families as outlines in annual school-specific GEAR UP work plans and budgets. GEAR UP stands for *Gaining Early Awareness and Readiness for Undergraduate Programs* and is a federally funded partnership between Northern Arizona University and Amphitheater Public School District.

The GEAR UP Assistant performs a variety of office, clerical, word processing and/or data-entry duties related to the GEAR UP grant. The Assistant is supervised by the site administrator and designated school staff to maintain accurate and complete records of student data and participation in GEAR UP activities; to assist with GEAR UP event/service planning; to submit data on a timely basis to NAU; and to perform other duties related to administrative support for the GEAR UP Coach(s) and/or site administration.

Reports to: Site Administrator



## **ESSENTIAL FUNCTIONS**

- Provide general information in response to inquiries in person or by telephone; refers inquiries to GEAR UP Coach(s), as appropriate
- Files and cross-indexes documents and correspondence according to prescribed methods
- Operates copiers, calculators, personal computers, fax machines, or other basic office equipment found in GEAR UP office
- Assembles and/or compiles a variety of data from GEAR UP Coach(s) for entry into a database, or for submission to NAU for entry
- As directed, distributes or mails GEAR UP Newsletters and other information to GEAR UP families
- Prepares work orders, supply requisitions, requests for special data or similar actions within established limits and procedures; obtains appropriate signatures
- Makes arrangements for meetings by scheduling facilities and services according to instructions from GEAR UP coach(s) and administration
- Performs related duties as required

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to sit, walk and stand, with or without reasonable accommodations
- Ability to read and write
- Ability to comprehend written and oral directions
- Ability to concentrate for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to listen and hear in conference room settings, with or without reasonable accommodations
- Ability to twist, bend, reach, stoop, reach and pull
- Ability to research, analyze and formulate decisions quickly
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- Ability to perform under stress