

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

### DATE OF MEETING: March 24, 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 March 23, 2020.

The following GEAR UP associated job descriptions are being presented:

GEAR UP Coach GEAR UP 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 and Legal Counsel

Date: March 23, 2020

Todd A. Jaeger, J.D., Superintendent

1

#### 3/24/2020

Extension

Promotion

Temporary

Transfer

Increase FTE

Reassignment

Status Change

End date being extended

Increase in hours/contract

Employee receiving a promotion to another position

Employee changing status (i.e. short term to career)

Employee working for a limited period of time

Employee moving from one position to another

Employee moving to another position at the direction of the administration

#### GOVERNING BOARD MEETING PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Harding	Kevin	Teacher - CTE	СТ	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 As	s 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 Developme	r 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	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 Developme	r 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 Developme	r 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 Developme	r 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 Developme	r 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 Stipe	n 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 positio	n 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
		•					01	

Page 1

PR

EL

MS

HS

Professional

Elementary

High School

Middle School

#### GOVERNING BOARD MEETING PERSONNEL CHANGES

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#### EXHIBIT - 2

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 working for a limited period of time     HS     High School	LAST NAME	FIRST NAME	E TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Marei     Line     ADDN - Curiculum Developmer     ADDT     Andrei High School     Addendum     325.00 per hour       Marrei     ADDN - Curiculum Developmer     ADC     Amphi High School     Addendum     325.00 per hour       Parata     Zakar     ADDN - Curiculum Developmer     ADC     Amphi High School     Addendum     325.00 per hour       Parata     Zakar     Cachar HS Wither Interchools     ADD     Amphi High School     Addendum     325.00 per hour       Power     Lia     Cachar HS Wither Interchools     ADD     Amphi High School     Addendum     5700.00       Power     ADDN - Curiculum Developmer     ADT     Amphi High School     Addendum     520.00 per hour       Qualitys     ADDN - Curiculum Developmer     ADC     Marphi High School     Addendum     520.00 per hour       Qualitys     ADDN - Curiculum Developmer     ADC     Amphi High School     Addendum     520.00 per hour       Qualitys     ADDN - Curiculum Developmer     ADC     Amphi High School     Addendum     520.00 per hour       Qualitys     ADDN - Curiculum Developmer     ADC     Amphi High School     Addendum     520.00 per hour       School     ADDN - Curiculum Developmer     ADC     Amphi High School     Addendum     520.00 per hour       School     ADDN - C	Mcdole	Kimberly	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Marie     ADD1 - curiculum Developme     ADD2     Amphi High School     Addendum     S25.0 per hoar       Parker     ADD1 - curiculum Developme     ADD     Amphi High School     Addendum     S25.0 per hoar       Parker     ADD1 - curiculum Developme     ADD     Innovel High School     Addendum     S25.0 per hoar       Pinces     Marker     Const-HS Winter (Hestendes)     ADD1     Innovel High School     Addendum     S25.0 per hoar       Porte     Marker     Const-HS Winter (Hestendes)     ADD1     Innovel High School     Addendum     S25.0 per hoar       Porte     Const-HS Winter (Hestendes)     ADD1     Const-HS Winter (Hestendes)     Addendum     S25.0 per hoar       Porte     Annore     Const-HS Winter (Hestendes)     ADD1     Addendum     S25.0 per hoar       Ramsey     Jaller     ADD1 - curiculum Developme     ADD1     Addendum     S25.00 per hoar       Ronser     Janner     ADD1 - curiculum Developme     ADD1     Addendum     S25.00 per hoar       Ronser     Janner     ADD1 - curiculum Developme     Addendum     S25.00 per hoar       Ronser     Janner (High School     Addendum     S25.00 per hoar       Ronser     Janner (High School     Addendum     S25.00 per hoar       Ronser     Conse - hoar- hoar High School	Mercilliot	Melissa	Teacher - Art	ADCT	Amphi Middle School	Correction	CTT-BA	N/A	\$3927.59
Parkat     Andra     ADD - Curiculum Developm     ADC     Ampli High School     Addendum     S25.00 per hour       Parkat     Conk - His Whafe (Interschools)     ADD     Ampli High School     Addendum     S25.00 per hour       Powel     Lika -     Conk - Volkyskal Head M     ADD     Andra Jee     S25.00 per hour       Powel     Jampi -     ADD - Curiculum Developme     ADD     Addendum     S25.00 per hour       Powel     Jampi -     ADD - Curiculum Staff Tame     ADD     Addendum     S3.00 per hour       Queler Jampi -     ADD - Curiculum Developme     ADC     Markitel School     Addendum     S3.00 per hour       Ramayo     Jamse -     ADD - Curiculum Developme     ADC     Ampli High School     Addendum     S3.00 per hour       Ramayo     Jaeska -     ADD - Curiculum Developme     ADC     Ampli High School     Addendum     S3.00 per hour       School -     ADD - Curiculum Developme     ADC     Ampli High School     Addendum     S3.00 per hour       School -     ADD - Curiculum Developme     ADC     Ampli High School     Addendum     S3.00 per hour       School -     ADD - Curiculum Developme     ADC     Ampli High School     Addendum     S3.00 per hour       School -     ADD - Curiculum Developme     ADC     Addendum<	Millerd	Lisa	ADDN - Curriculum Developme	r ADCT	Amphi High School	Addendum			\$25.00 per hour
Pincai     Add     ADDP - CuricialUm Devolution     ADDP - April High Shop     Addenum     3280 per hour       Pincai     Mark     Coach HS Winter Interstollation     ADDP - April High Shop     Addenum     3280 per hour       Powell     Lai     Coach - Nolleyball Head MS     ADDP - April High Shop     Addenum     3300 per hour       Pyo     Andray     ADDP - Cartified Shift Traine     ADDP - April High Shop     Addenum     3000 per hour       Ramey     Jaine     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Ramey     Jaine     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Ramey     Jaine     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Roade     Fars     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Roade     Fars     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Shifter     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Shifter     ADDP - Cartified Shift Traine     ADC     April High Shop     Addenum     3000 per hour       Shifter <t< td=""><td>Murrell</td><td>Marley</td><td>ADDN - Curriculum Developme</td><td>r ADCT</td><td>Amphi High School</td><td>Addendum</td><td></td><td></td><td>\$25.00 per hour</td></t<>	Murrell	Marley	ADDN - Curriculum Developme	r ADCT	Amphi High School	Addendum			\$25.00 per hour
Pinda     Mark     Coden - HS Winter Interschelen     ACC     Interschelen     Adendum     StatSoloper Interschelen       Proved     Lise -     Coden - Volkpolite Blat Traine     ACC     Merroe Centre     Adendum     StatSoloper Interschelen       Quairug     James -     ADDN - Certified Stat Traine     ACC     Merroe Centre     Adendum     StatSoloper Interschelen       Ramsy     James -     ADDN - Certified Stat Traine     ACC     Merroe Centre     Adendum     StatSoloper Interschelen       Ramsy     James -     ADDN - Certified Stat Traine     ACC     Merroe Centre     Adendum     StatSoloper Interschelen       Ransy     James -     ADDN - Certified StatTraine     ACC     Merroe Centre     Adendum     StatSoloper Interschelen       Schlichter     Merroe Marce     ADDN - Certified StatTraine     ACC     Merroe Centre     Adendum     StatSoloper Interschelen       Schlichter     Marce     Contre HS Soloper Interschelen     Addendum     StatSoloper Interschelen     StatSoloper Interschelen       Schlichter     Marce     Contre HS Soloper Interschelen     Addendum     StatSoloper Interschelen     StatSoloper Interschelen       Schlichter     Contre HS Soloper Interschelen     ADD - Certified StatTraine     ADC     Addendum     StatSoloper Interschelen       Splite <t< td=""><td>Parker</td><td>Amber</td><td>ADDN - Curriculum Developme</td><td>r ADCT</td><td>Amphi High School</td><td>Addendum</td><td></td><td></td><td>\$25.00 per hour</td></t<>	Parker	Amber	ADDN - Curriculum Developme	r ADCT	Amphi High School	Addendum			\$25.00 per hour
Predia     Andrauy     Scholl-verland Mark Andrau	Pearsall	Zakary	ADDN - Curriculum Developme	r ADCT	Amphi High School	Addendum			\$25.00 per hour
Per       Andrage/···       ADN - Cardified Staff Trainer       ADC       Memore Center       Addendum       \$30.00 per hour         Ramesy       Julie ···       ADN - Cardified Staff Trainer       ADC       Memore Center       Addendum       \$30.00 per hour         Ramesy       Julie ···       ADN - Curriculum Developmer       ADC       AmpH High School       Addendum       \$30.00 per hour         Rood-Vector       ADN - Curriculum Developmer       ADC       AmpH High School       Addendum       \$30.00 per hour         Rood-Vector       ADN - Curriculum Developmer       ADC       AmpH High School       Addendum       \$30.00 per hour         Schick       Frier       ADN - Curriculum Developmer       ADC       Addendum       \$30.00 per hour         Schick       Staff       ADN - Curriculum Developmer       ADC       Memore Center       Addendum       \$30.00 per hour         Schick       Staff       Staff       ADN - Cardified Staff Trainer       ADC       Medendum       \$30.00 per hour         Spliten       Mareir       Conch - Cardified Staff Trainer       ADC       Mednedum       \$30.00 per hour         Spliten       Mareir       Texter       Spliten       Addendum       \$30.00 per hour         Spliten       Mareir <td< td=""><td>Pincus</td><td>Mark</td><td>Coach - HS Winter Interscholas</td><td>t ADCT</td><td>Ironwood Ridge High</td><td>Addendum</td><td></td><td></td><td>\$2850.00</td></td<>	Pincus	Mark	Coach - HS Winter Interscholas	t ADCT	Ironwood Ridge High	Addendum			\$2850.00
Quidrug       Junifa <sup></sup> ADDN - Cardified Slaf Trainer       ADC       Wetmore Center       Addendum       \$20.00 per hour         Ramesey       Julie       ADDN - School Support Tam       ADC       Amphi High School       Addendum       \$20.00 per hour         Roansey       Julie       ADDN - Cardified Staff Trainer       ADC       Maphi High School       Addendum       \$30.00 per hour         Roasi       Eric       ADDN - Cardified Staff Trainer       ADC       Amphi High School       Addendum       \$250.00 per hour         Schicher       ADDN - Cardified Staff Trainer       ADC       Amphi High School       Addendum       \$250.00 per hour         Schicher       Kattria       ADDN - Cardified Staff Trainer       ADC       Amphi High School       Addendum       \$2000.00         Smith       Alexander       Sono - Easeball Assistant HS       ADC       Amphi High School       Addendum       \$200.00         Splinen       Mamie'       Cosch - fansi Head HB       ADC       Amphi High School       Addendum       \$20.00 per hour         Tarbet       Jeanewitz       Cosch - fansi Head HB       ADC       Cob High School       Addendum       \$20.00 per hour         Yateguez       Rave       Cosch - fansi Head HB       ADC       Cob High School	Powell	Lisa	Coach - Volleyball Head MS	ADCT	Amphi Middle School	Addendum			\$1700.00
Ramey       Julie       ADDN - School Support Team       ADCT       Amphi High School       Addendum       \$25.00 per hour         Ramey       Julie       ADDN - Curriculum Developmer       ADCT       Amphi High School       Addendum       \$25.00 per hour         Roadvoet       Julie       ADDN - Curriculum Developmer       ADCT       Melmore Center       Addendum       \$25.00 per hour         Schlach       Katina       ADDN - Curriculum Developmer       ADCT       Amphi High School       Addendum       \$25.00 per hour         Schlach       Katina       Coell- Assabatina EL       ADCT       Amphi High School       Addendum       \$200.00         Smith       Abzer       Coell- Assabatina EL       ADCT       Amphi High School       Addendum       \$200.00         Smith       Abzer       Coell - H0. Clasticauricular A       ADCT       Amphi High School       Addendum       \$200.00         Spilane       Mamie       Coell - H0. Clasticauricular A       ADCT       Amphi High School       Addendum       \$200.00         Spilane       Mamie       Coell - H0. Clasticauricular A       ADCT       Andendum       \$200.00         Vanduez       Reare - CT       ADCT       Amphi High School       Addendum       \$200.00         Vana	Руе	Andragayle	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Ransey       Julie       ADD - Curriculu movelopem       ADC - Mmphi High School       Addendum       \$25.00 per hour         Roesia       ADD - Curriculu movelopem       ADC - Mmphi High School       Addendum       \$25.00 per hour         Schelcher       Katria       ADD - Curriculu movelopem       ADC - Mmphi High School       Addendum       \$25.00 per hour         Schelcher       Katria       ADD - Academic Assistant EL       ADC - Mmphi High School       Addendum       \$200.00         Smith       Alexander       Coach - Baseball Assistant EL       ADC - Mish High School       Addendum       \$200.00         Smith       Alexander       Coach - Baseball Assistant EL       ADC - Mish High School       Addendum       \$200.00         Smith       Alexander       Coach - Baseball Assistant EL       ADC - Mish High School       Addendum       \$200.00         Smith       Alexander       Coach - Chreinia Head       ADC - Mphi High School       Addendum       \$200.00         Tarbet       Jearner - CTE       ADC - Certified Staff Trainer       ADC - Mphi High School       Addendum       \$200.00         Tarbet       Jearner - CTE       ADC - Mphi High School       Addendum       \$200.00       \$200.00         Staff Admistant EL       ADC - Mphi High School       Addendum <td< td=""><td>Queiruga</td><td>Jennifer</td><td>ADDN - Certified Staff Trainer</td><td>ADCT</td><td>Wetmore Center</td><td>Addendum</td><td></td><td></td><td>\$30.00 per hour</td></td<>	Queiruga	Jennifer	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Rodovetsts       Jessical       ADDN - Certified Staff Trainer       ADCT       Wetnore Center       Addendum       \$30.00 per hour         Rosei       E/c       ADDN - Curriculum Developme       ADC       Amphi High School       Addendum       \$25.00 per hour         Schleicher       Katrina       ADDN - Academic Assistant EL       ADC       Amphi High School       Addendum       \$240.00         Smith       Shewn       Caceh - Baseball Assistant EL       ADCT       Amphi High School       Addendum       \$2400.00         Smith       Alexander       Caceh - Hon L Extracurricular A       ADCT       Amphi High School       Addendum       \$200.00         Spillane       Mamie       Caceh - Hon Ishead HS       ADCT       CDCT High School       Addendum       \$282.00.00         Tarbet       Jeremy       Teacher - OTE       ADCT       Amphi High School       Addendum       \$282.00.00         Vasquez       Rev       Coceh - Hon Ishead HS       ADCT       Amphi High School       Addendum       \$282.00.00         Vasquez       Rev       Coceh - Tennis Head HS       ADCT       Amphi High School       Addendum       \$200.00         Vasquez       Rev       Varadue School Support Team       ADCT       Amphi High School       Addendum	Ramsey	Julie	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Rosis       Efc       ADDN - Academia Assistant E       ADCT       Amphi High School       Addendum       \$25,00 per hour         Schleicher       Katina -       ADDN - Academia Assistant E       ADCT       Meas Varde Elementa       Addendum       \$700.00         Smith       Shawn       Coach - Baseball Assistant E       ADCT       Meas Varde Elementa       Addendum       \$200.00         Smith       Alexandar       Coach - Ath Q. Extracurricular A       ADCT       Weiting School       Addendum       \$2000.00         Spillan       Marie       ADDN - Certified Staff Traine       ADCT       Weiting School       Addendum       \$2000.00         Tarbet       Joreny       Coach - Ath Q. Interscholastic S       ADCT       Weiting School       Addendum       \$2600.00         Yaquez       Rey       Coach - Ath Q. Interscholastic S       ADCT       Milen K-S School       Addendum       \$2600.00         Yaquez       Rey       Coach - Ath Q. Interscholastic S       ADCT       Milen K-S School       Addendum       \$2600.00         Yaquez       Rey       Coach - Ath Q. Interscholastic S       ADCT       Milen K-S School       Addendum         Yaquez       Rey       Coach - Ath Q. Interscholastic S       ADCT       Milen K-S School       Addendum	Ramsey	Julie	ADDN - Curriculum Developme	r ADCT	Amphi High School	Addendum			\$25.00 per hour
Schleicher       Katrin       ADDN - Academic Assistant EL       ADCT       Weav Verde Elementary       Addendum       \$700.00         Smith       Shawn       Coech - Baseball Assistant EL       ADCT       Amphi High School       Addendum       \$2400.00         Smith       Alexand       Coech - Baseball Assistant HL       ADCT       Menio       \$200.00         Smith       Alexand       Coech - Ath O. Chrified Stall Trainer       ADCT       Velone Centler       Addendum       \$200.00         Tarbet       Jeremy       Teacher - CTE       ADCT       Velone Centler       Addendum       \$200.00         Vasquez       Rey       Coech - Hansi Head HS       ADCT       Amphi High School       Addendum       \$200.00         Vasquez       Rey       Coech - Ath O. Intersolatios B. ADCT       Maphi High School       Addendum       \$200.00         Vasquez       Rey       Coech - Ath O. Intersolatios B. ADCT       Maphi High School       Addendum       \$200.00         Vasquez       Rey       Coech - Ath O. Intersolatios B. ADCT       Maphi High School       Addendum       \$200.00         Vasquez       Rey       Coech + Ath C. Intersolatios B. ADCT       Maphi High School       Addendum       Xaddendum       \$200.00         Vasquez	Roodvoets	Jessica	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Snith       Shawn       Coach - Baseball Assistant HS       ADCT       Amphi High School       Addendum       \$2400.00         Snith       Aixander       Coach - 4th Q. Extracurricular A       ADCT       Wilson K-8 School       Addendum       \$2000.00         Spillane       Mame       ADDN - Certified Staff Trainer       ADCT       Weitnore Center       Addendum       \$200.00         Tarbet       Jeremy       Teacher - CTE       ADCT       Weitnore Center       Addendum       \$28.27 per hour         Tarbet       Jeremy       Coach - 4th Q. Interscholastic St       ADCT       Amphi High School       Addendum       \$2800.00         Vasquez       Rey       Coach - 4th Q. Interscholastic St       ADCT       Mphi High School       Addendum       \$500.00         Vasquez       Rey       Coach - 4th Q. Interscholastic St       ADCT       Mphi High School       Addendum       \$500.00         Vasquez       Rey       Coach - 4th Q. Interscholastic St       ADCT       Mphi High School       Addendum       \$500.00         Vasquez       Rey       Coach - 4th Q. Interscholastic St       ADCT       Mphi High School       Addendum       \$500.00         Vasquez       Rey       Coach - 4th Q. Interscholastic St       ADCT       Mphi High School       <	Rossi	Eric	ADDN - Curriculum Developme	r ADCT	Amphi High School	Addendum			\$25.00 per hour
Smith       Alexander       Coach - 4th Q. Extracuricular A       ADCT       Wilson K.A. School       Addendum       \$200.00         Spillane       Mamie       ADDN - Certified Staff Traine       ADC       Wilson K.A. School       Addendum       \$292.70 per hour         Tarche       Jerrem       Coach - Tennis Head HS       ADC       ADDC       ADDC       Addendum       \$290.00         Vasquez       Rey       Coach - Ath Q. Interscholastics       ADC       Alphen High School       Addendum       \$200.00         Walker       Jerremier       Coach - Ath Q. Interscholastics       ADC       Milhigh School       Addendum       \$200.00         Walker       Jerremier       Coach - Ath Q. Interscholastics       ADC       Milhigh School       Addendum       \$200.00         Vasquez       Rey       Coach - Ath Q. Interscholastics       ADC       Ampih High School       Addendum       \$200.00         Vasquez       Bernifer       Coach - Ath Q. Interscholastics       ADC       Addendum       Addendum Certified       Addendum Certified         Addendum       Employ=verking additional position       Versen       ADC       Addendum Classified       Addendum Classified         Addendum       Employ=verking additional position       Versen       Correlline Correlli	Schleicher	Katrina	ADDN - Academic Assistant EL	ADCT	Mesa Verde Elementary	Addendum			\$700.00
Spliane       Mamie       ADDN - Certified Staff Trainer       ADC       Wetmore Center       Addendum       \$20.00 per hour         Tarbei       Jeremy       Coach - Tennis Head HS       ADC       Amphi High School       Addendum       \$20.00         Vasquez       Rey       Coach - 4th Q. Interscholasics & ADC       Amphi High School       Addendum       \$20.00         Vaker       Jannifer       ADDN - School Support Team       ADC       Amphi High School       Addendum       \$20.00 per hour         *       ADDN - School Support Team       ADC       Amphi High School       Addendum       \$20.00 per hour         *       2020-21 School Year       ADC       Amphi High School       Addendum       ADC       Addendum Cassified         Addtool       5mployee working an additional hours or days       Fune - Stevee Strug school Year       ADC       Addendum Cassified         Addtool       5mployee working an additional hours or days       Fune - Stevee Strug school Year       ADC       Addendum Cassified         Correction       5mployee working an additional position       Fune year       CT       Catefied Administrative         Correction       5mployee working an additional position       Fune year       CL       Classified Administrative         Correction       Fund school	Smith	Shawn	Coach - Baseball Assistant HS	ADCT	Amphi High School	Addendum			\$2400.00
Table       Jeermy       Teacher - CTE       ADCT       CDO High School       Addendum       \$28.27 per hour         Thomburg       Ryn       Coach - Tennis Head HS       ADCT       Amphi High School       Addendum       \$2600.00         Vasquez       Rey       Coach - 4th Q. Interscholastics       ADCT       Mphi High School       Addendum       \$500.00         Walker       Jennifer       ADDI       School       Addendum       \$500.00         Walker       Jennifer       ADDI       School       Addendum       \$500.00         Vasquez       Jennifer       ADDI       School       Addendum       \$500.00         Vasquez       Jennifer       ADDI       School       Addendum       \$500.00         Vasquez       Jennifer       ADDI       ADDI       Addendum       \$500.00         Vasquez       Zouz-Jennifer       ADDI       Addendum       ADDI       Addendum Critified         Addendum       Employ=receiving extra-curricular position or stiger       Verset       Terset       Cr-AD       Addendum Catasified         Addendum       Employ=receiving extra-curricular position or stiger       Verset       Terset       Cr-AD       Certified Administrative         Correction       Vastury demotion	Smith	Alexander	Coach - 4th Q. Extracurricular A	ADCT	Wilson K-8 School	Addendum			\$2000.00
Thomburg       Ryan       Coach - Tennis Head HS       ADCT       Amphi High School       Addendum       \$260.00         Vasquez       Rey       Coach - 4th Q. Interscholastic Si       ADCT       Milen K-8 School       Addendum       \$500.00         Walker       Jennifer       ADDN - School Support Team       ADCT       Milen K-8 School       Addendum       \$20.00 per hour         Vasquez       Jennifer       ADDN - School Support Team       ADCT       Amphi High School       Addendum       \$20.00 per hour         Vasker       Jennifer       ADDN - School Support Team       ADCT       Amphi High School       Addendum       \$20.00 per hour         Vasker       Jennifer       ADDN - School Support Team       ADCT       Amphi High School       Addendum       \$20.00 per hour         Vasker       Jennifer       ADDN - School Support Team       ADCT       Amphi High School       Addendum       ADCT       Addendum Classified         Addendum       Employee trac-urricular position or stipent - Stipe	Spillane	Mamie	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Vasquez       Rey       Coach - 4th Q. Interscholastic Si       ADCT       Wilson K-S School       Addendum       \$500.00         Walker       Jennifer       ADDN - School Support Team       ADCT       Amphi High School       Addendum       \$20.00 per hour         *       2020-2021 School Year       ADCT       Amphi High School       Addendum       Addendum Certified         Addendum       Employee receiving extra-curricular position or stipend       ADCT       Addendum Ciassified         Addendum       Employee working additional hours or days       ADCC       Addendum Ciassified         Addendum       Employee working and ditional position       Figure School Sch	Tarbet	Jeremy	Teacher - CTE	ADCT	CDO High School	Addendum			\$29.27 per hour
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*     2020-2021 School Year     ADCT     Addendum Critified       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 andditional position     CT-AD     Certified Administrative       Correction     Correction to contract     CT     Certified Administrative       Decrease FTE     Decrease in hours     CL-AD     Classified Administrative       Demotion     Voluntary demotion     CL-AD     Classified Administrative       Increase FTE     Increase in hours/contract     CL     Classified Administrative       Portonion     End date being extended     PR     Professional       Increase FTE     Increase in hours/contract     FR     Elementary       Promotion to another position to another position to another position to another position     Middle School     Elementary       Reasignment     Employee moving to another position at the direction of the administration     Middle School     High School       Status Change     Employee working for a limited period of time     Employee     High School     High School	Vasquez	Rey	Coach - 4th Q. Interscholastic S	ADCT	Wilson K-8 School	Addendum			\$500.00
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Temporary Employee working for a limited period of time	Status Change								
Date 2	-								
	Transfer		Employee moving from one position to another Page 2						

#### GOVERNING BOARD MEETING PERSONNEL CHANGES

### EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
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

*	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	Page 3		

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

## <u>SUMMARY</u>

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

## 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
- 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