



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

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**DATE OF MEETING:** September 24, 2019

**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 September 23, 2019. The following job description is being presented:

Literacy (ELA) Coordinator

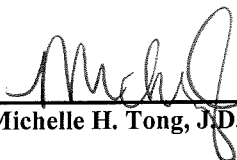
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**RECOMMENDATION:**

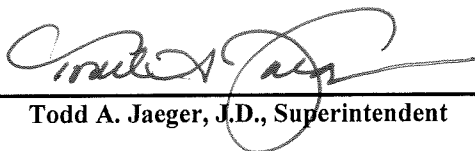
It is the recommendation of the Administration that the personnel changes be approved as presented.

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**INITIATED BY:**

  
Michelle H. Tong, J.D., Associate to the Superintendent

Date: September 23, 2019

  
Todd A. Jaeger, J.D., Superintendent

9/24/2019

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

**EXHIBIT - 2**

| LAST NAME  | FIRST NAME | TITLE                     | CT/CL | LOCATION             | REASON              | LEVEL | FINANCIAL CHANGE | COMMENT |
|------------|------------|---------------------------|-------|----------------------|---------------------|-------|------------------|---------|
| Ellis      | Janet      | Manager of Payroll        | CL-PR | Wetmore Center       | Promotion           | PR EX | +\$3351.23       |         |
| Amaya      | Karmeen    | Library Assistant         | CL    | CDO High School      | Transfer            | F     | N/A              |         |
| Baselice   | Darlene    | Secretary III             | CL    | Transportation       | Promotion           | G     | +\$2.09          |         |
| Baselice   | Darlene    | Secretary III             | CL    | Food Service Admin   | Promotion           | G     | +\$2.09          |         |
| Birdman    | Debbie     | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Blauser    | DeVonne    | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Campbell   | Tammy      | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Carty      | David      | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Castro     | Jose       | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| De Jackson | Delfina    | FS Attendant I            | CL    | Ironwood Ridge High  | Increase FTE        | A     | N/A              |         |
| Diaz       | Gilbert    | Irrigation Systems Mech.  | CL    | Facilities Support   | Promotion           | J     | +\$3.40          |         |
| Gutierrez  | Sharon     | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Houston    | Juanita    | Campus Monitor            | CL    | Nash Elementary      | Additional Position | A     | N/A              |         |
| Klasen Jr  | John       | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Knowlton   | Nancy      | Behavioral Interv Monitor | CL    | CDO High School      | Transfer            | D     | N/A              |         |
| Lara       | Melissa    | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Lizarraga  | Dorys      | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| Martinsen  | Katherine  | FS Attendant III - Lead   | CL    | Rio Vista Elementary | Promotion           | D     | +\$0.50          |         |
| Masaoy     | Alfredo    | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |
| McWilliams | David      | Bus Driver                | CL    | Transportation       | Decrease FTE        | J     | N/A              |         |

|                     |  |       |                                  |
|---------------------|--|-------|----------------------------------|
| *                   | 2018-2019 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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|------------------|------------|---------------------------|-------|--------------------|---------------------|-------|------------------|------------------|
| Morales          | Manuel     | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Morek            | Zak        | HRIS Analyst              | CL    | Wetmore Center     | Promotion           | N     | +\$2.15          |                  |
| Pacheco          | Alma       | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Ratliff          | Sandra     | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Roder            | James      | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Rodriguez-Crespo | Sandra     | Ed Asst To Elem Principal | CL    | Keeling Elementary | Promotion           | F     | +\$1.09          |                  |
| Sanchez          | Carrie     | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Sauls            | Chonice    | Campus Monitor            | CL    | Innovation Academy | Decrease FTE        | A     | N/A              |                  |
| Sena             | John       | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Siddapuram       | Kalpana    | Crossing Guard            | CL    | Wilson K-8 School  | Additional Position | A     | N/A              |                  |
| Strong Jr        | Titus      | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Topar            | Robin      | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Torregrosa       | Dennis     | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Torres           | Mariana    | Bilingual Inst Assistant  | CL    | Prince Elementary  | Transfer            | D     | N/A              |                  |
| Trimble          | Richard    | Bus Driver                | CL    | Transportation     | Increase FTE        | J     | N/A              |                  |
| VanDyke          | Mark       | Bus Driver                | CL    | Transportation     | Increase FTE        | J     | N/A              |                  |
| Wallace          | Michael    | Bus Driver                | CL    | Transportation     | Decrease FTE        | J     | N/A              |                  |
| Ackerley         | J          | HS Mathematics Teacher    | ADCT  | Amphi High School  | Added Duty          |       |                  | \$9394.41        |
| Alvarez          | Loretta    | Certified Staff Trainer   | ADCT  | Wetmore Center     | Addendum            |       |                  | \$30.00 per hour |
| Balachandran     | Devahi     | Certified Tutor           | ADCT  | Amphi High School  | Addendum            |       |                  | \$30.00 per hour |
| Belt             | Mattie     | Certified Tutor           | ADCT  | Wetmore Center     | Addendum            |       |                  | \$30.00 per hour |
| Berry-Kelley     | Monique    | Student Council EL        | ADCT  | Walker Elementary  | Addendum            |       |                  | \$950.00         |

|                     |  |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|--|-------|----------------------------------|
| *                   | 2018-2019 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 |
|-----------|------------|--------------------------|-------|----------------------|------------|-------|------------------|---------|
| Beutel    | Emily      | Academic Assistant       | ADCT  | Keeling Elementary   | Addendum   |       | \$350.00         |         |
| Beutel    | Emily      | Technology Coach EL      | ADCT  | Keeling Elementary   | Addendum   |       | \$1550.00        |         |
| Bolin     | Elizabeth  | HS Preschool Teacher     | ADCT  | CDO High School      | Added Duty |       | \$7,920.98       |         |
| Boyd      | Kelcy      | Certified Tutor          | ADCT  | Wetmore Center       | Addendum   |       | \$30.00 per hour |         |
| Bright    | Crystal    | Odyssey Of The Mind EL   | ADCT  | Walker Elementary    | Addendum   |       | \$950.00         |         |
| Brower    | Kristy     | EL Music Teacher         | ADCT  | Harelson Elementary  | Added Duty |       | \$4,818.73       |         |
| Brungardt | Elizabeth  | Certified Staff Trainer  | ADCT  | Wetmore Center       | Addendum   |       | \$30.00 per hour |         |
| Burlison  | Taryn      | Certified Tutor          | ADCT  | Amphi High School    | Addendum   |       | \$30.00 per hour |         |
| Busby     | Devon      | Spiritleading Head Fall  | ADCT  | Ironwood Ridge High  | Addendum   |       | \$2450.00        |         |
| Canez     | Jessica    | Certified Tutor          | ADCT  | Wetmore Center       | Addendum   |       | \$30.00 per hour |         |
| Chana     | Sjana      | Certified Staff Trainer  | ADCT  | Amphi High School    | Addendum   |       | \$30.00 per hour |         |
| Chen      | Kelly      | Student Council EL       | ADCT  | Donaldson Elementary | Addendum   |       | \$475.00         |         |
| Christman | Jill       | Dept Head-Science HS     | ADCT  | CDO High School      | Addendum   |       | \$3350.00        |         |
| Daigle    | Joyce      | Academic Assistant       | ADCT  | Keeling Elementary   | Addendum   |       | \$350.00         |         |
| Daigle    | Joyce      | Site Program Coordinator | ADCT  | Keeling Elementary   | Correction |       | site             |         |
| Dale      | Jessica    | Dept Head-Counseling HS  | ADCT  | CDO High School      | Addendum   |       | \$1675.00        |         |
| Damiani   | David      | HS CTE Teacher           | ADCT  | Amphi High School    | Added Duty |       | \$8686.73        |         |
| Damiani   | David      | Special Events Worker    | ADCT  | Amphi High School    | Addendum   |       | \$11.00 per hour |         |
| Davis     | Shelby     | Academic Assistant       | ADCT  | Rio Vista Elementary | Addendum   |       | \$700.00         |         |
| Demetriou | Harriet    | Academic Assistant       | ADCT  | Donaldson Elementary | Addendum   |       | \$700.00         |         |
| Dickson   | Mary       | HS Musical Director      | ADCT  | Ironwood Ridge High  | Addendum   |       | \$2136.00        |         |
| Dignum    | Brandi     | HS Musical Asst Director | ADCT  | CDO High School      | Addendum   |       | \$1696.00        |         |

|                     |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|-------|----------------------------------|
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| 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         |
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| 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                      |
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| Transfer            | Employee moving from one position to another                               |  |  |  |  |       |                                  |

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|----------------|------------|---------------------------|-------|-----------------------|------------|-------|------------------|---------|
| Dignum         | Brandi     | Special Ed Resource Tchr  | ADCT  | CDO High School       | Added Duty |       | \$8,612.83       |         |
| Ewy            | Danny      | Odyssey Of The Mind EL    | ADCT  | Donaldson Elementary  | Addendum   |       | \$475.00         |         |
| Faulkner       | Violet     | Certified Tutor           | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |
| Ferre          | Leslie     | Odyssey Of The Mind MS    | ADCT  | La Cima Middle School | Addendum   |       | \$950.00         |         |
| Fife III       | John       | HS Social Studies Teacher | ADCT  | CDO High School       | Added Duty |       | \$10,816.52      |         |
| Fyock          | Andrea     | Admin Asst Addendum EL    | ADCT  | Donaldson Elementary  | Addendum   |       | \$2000.00        |         |
| Gauna          | Sonya      | Dept Head-Soc Studies HS  | ADCT  | CDO High School       | Addendum   |       | \$3350.00        |         |
| Gerard         | Michelle   | Dept Head-Physical Ed HS  | ADCT  | CDO High School       | Addendum   |       | \$3350.00        |         |
| Gindt          | Trechel    | Certified Staff Trainer   | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Gindt          | Trechel    | Certified Tutor           | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |
| Glavin         | Kelsey     | Site Program Coordinator  | ADCT  | Wetmore Center        | Addendum   |       | \$7179.72        |         |
| Godlewski      | Fabienna   | Dept Head-Mathematics HS  | ADCT  | CDO High School       | Addendum   |       | \$3350.00        |         |
| Godlewski      | Fabienna   | Special Ed Resource Tchr  | ADCT  | CDO High School       | Added Duty |       | \$10,546.21      |         |
| Golden         | Brande     | HS Preschool Teacher      | ADCT  | CDO High School       | Added Duty |       | \$9,145.39       |         |
| Gordon-Johnson | Deborah    | Special Ed Resource Tchr  | ADCT  | CDO High School       | Added Duty |       | \$9,334.94       |         |
| Gould          | Marni      | Annual MS                 | ADCT  | La Cima Middle School | Addendum   |       | \$1500.00        |         |
| Granillo       | Russell    | Curriculum Development    | ADCT  | Amphi High School     | Addendum   |       | \$25.00 per hour |         |
| Guymon         | Kate       | Student Council MS        | ADCT  | La Cima Middle School | Addendum   |       | \$1350.00        |         |
| Habinek        | Angela     | Technology Coach EL       | ADCT  | Mesa Verde Elementary | Addendum   |       | \$1550.00        |         |
| Habinek        | Daniel     | Certified Tutor           | ADCT  | Ironwood Ridge High   | Addendum   |       | \$30.00 per hour |         |
| Habinek        | Daniel     | Special Ed Resource Tchr  | ADCT  | Ironwood Ridge High   | Added Duty |       | \$8,655.60       |         |
| Harriman       | Victoria   | Certified Tutor           | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |

|                     |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|-------|----------------------------------|
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| 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)                       |  |  |  |  |       |                                  |
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| Transfer            | Employee moving from one position to another                               |  |  |  |  |       |                                  |

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PERSONNEL CHANGES**

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|-----------|------------|--------------------------|-------|-----------------------|------------|-------|------------------|---------|
| Harris    | Ellen      | Certified Tutor          | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Haverty   | Matthew    | Certified Staff Trainer  | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |
| Hay       | Amanda     | Certified Tutor          | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Hayes     | Shana      | Student Council EL       | ADCT  | Mesa Verde Elementary | Addendum   |       | \$950.00         |         |
| Holder    | Kayla      | Site Program Coordinator | ADCT  | Holaway Elementary    | Added Duty |       | \$7,217.91       |         |
| Holt      | Kris       | Site Program Coordinator | ADCT  | Wetmore Center        | Addendum   |       | \$7179.72        |         |
| Hoover    | Rachel     | Student Council EL       | ADCT  | Holaway Elementary    | Addendum   |       | \$950.00         |         |
| Jech      | Allison    | Academic Assistant       | ADCT  | Donaldson Elementary  | Addendum   |       | \$700.00         |         |
| Johnson   | Gabrielle  | Certified Tutor          | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Jonaitis  | Eileen     | Dept Head-Counseling HS  | ADCT  | Ironwood Ridge High   | Addendum   |       | \$3350.00        |         |
| Keene     | Bonnie     | Dept Head-Mathematics MS | ADCT  | La Cima Middle School | Addendum   |       | \$1200.00        |         |
| Keene     | Bonnie     | Newspaper MS             | ADCT  | La Cima Middle School | Addendum   |       | \$1200.00        |         |
| King      | Brenda     | Site Program Coordinator | ADCT  | Wetmore Center        | Addendum   |       | \$7179.72        |         |
| Kuhn      | Brandon    | Special Events Worker    | ADCT  | Amphi High School     | Addendum   |       | \$11.00 per hour |         |
| Lacy      | Helen      | AZELLA Testing           | ADCT  | Prince Elementary     | Addendum   |       | \$30.00 per hour |         |
| Lange     | Brockton   | HS AVID Teacher          | ADCT  | Amphi High School     | Added Duty |       | \$8831.85        |         |
| Lange     | Matthew    | Certified Tutor          | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Larriva   | Amanda     | Technology Coach EL      | ADCT  | Rio Vista Elementary  | Addendum   |       | \$1550.00        |         |
| Lipich    | Brandi     | Admin Asst Addendum EL   | ADCT  | Holaway Elementary    | Addendum   |       | \$2000.00        |         |
| Lipich    | Brandi     | Site Program Coordinator | ADCT  | Holaway Elementary    | Added Duty |       | \$7,822.40       |         |
| Lira      | Ashley     | Math Counts MS           | ADCT  | La Cima Middle School | Addendum   |       | \$950.00         |         |
| Lise Jr   | Ronald     | Certified Staff Trainer  | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |

|                     |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|-------|----------------------------------|
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| Demotion            | Voluntary demotion   |  |  |  |  | CL    | Classified                       |
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| Increase FTE        | Increase in hours/contract   |  |  |  |  | EL    | Elementary                       |
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| 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)                       |  |  |  |  |       |                                  |
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| Transfer            | Employee moving from one position to another                               |  |  |  |  |       |                                  |

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|--------------|-------------|---------------------------|-------|-----------------------|------------|-------|------------------|---------|
| Lise Jr      | Ronald      | HS Mathematics Teacher    | ADCT  | Amphi High School     | Added Duty |       | \$8731.85        |         |
| Lynch        | Michelle    | Student Council EL        | ADCT  | Donaldson Elementary  | Addendum   |       | \$475.00         |         |
| Maxon        | Shannon     | Odyssey Of The Mind EL    | ADCT  | Donaldson Elementary  | Addendum   |       | \$475.00         |         |
| McCann-Smith | Sarina      | Dept Head-Foreign Lang HS | ADCT  | CDO High School       | Addendum   |       | \$3350.00        |         |
| McConnell    | Marisa      | Admin Asst Addendum EL    | ADCT  | Mesa Verde Elementary | Addendum   |       | \$2000.00        |         |
| McConnell    | Marisa      | Site Program Coordinator  | ADCT  | Mesa Verde Elementary | Added Duty |       | \$8,484.61       |         |
| McDole       | Kimberly    | Academic Assistant        | ADCT  | Keeling Elementary    | Addendum   |       | \$700.00         |         |
| McDole       | Kimberly    | Admin Asst Addendum EL    | ADCT  | Keeling Elementary    | Addendum   |       | \$2000.00        |         |
| McGee        | Caryn       | Technology Coach MS       | ADCT  | La Cima Middle School | Addendum   |       | \$1550.00        |         |
| Millerd      | Lisa        | Certified Staff Trainer   | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |
| Morales-Mapp | Patricia    | Dept Head-Counseling HS   | ADCT  | CDO High School       | Addendum   |       | \$1675.00        |         |
| Mounts       | Deborah     | Certified Tutor           | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Mounts       | Deborah     | Curriculum Development    | ADCT  | Prince Elementary     | Addendum   |       | \$25.00 per hour |         |
| Newsom       | Christopher | Performing Arts MS        | ADCT  | La Cima Middle School | Addendum   |       | \$1800.00        |         |
| Ochoa        | Joy         | Dept Head-Lang Arts MS    | ADCT  | Coronado K-8 School   | Addendum   |       | \$1200.00        |         |
| Panneck      | Jeffrey     | Dept Head-Soc Studies MS  | ADCT  | La Cima Middle School | Addendum   |       | \$1200.00        |         |
| Pellman      | Amanda      | Dept Head-Science MS      | ADCT  | La Cima Middle School | Addendum   |       | \$1200.00        |         |
| Peru         | Rachel      | Extra Curr Activ Dir MS   | ADCT  | Cross Middle School   | Addendum   |       | \$2000.00        |         |
| Plank        | Dorothy     | Academic Assistant        | ADCT  | Rio Vista Elementary  | Addendum   |       | \$700.00         |         |
| Pye          | Andragayle  | Nat'l Jr Honor Society    | ADCT  | La Cima Middle School | Addendum   |       | \$750.00         |         |
| Queiruga     | Jennifer    | Site Program Coordinator  | ADCT  | Wetmore Center        | Addendum   |       | \$8089.03        |         |
| Quevedo      | Shelley     | Dept Head-Mathematics MS  | ADCT  | Coronado K-8 School   | Addendum   |       | \$1200.00        |         |

|                     |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|-------|----------------------------------|
| *                   | 2018-2019 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 |
|------------|-------------|---------------------------|-------|------------------------|------------|-------|------------------|---------|
| Ramsey     | Julie       | Certified Staff Trainer   | ADCT  | Amphi High School      | Addendum   |       | \$30.00 per hour |         |
| Ramsey     | Julie       | Links Crew Class          | ADCT  | Amphi High School      | Added Duty |       | \$8679.67        |         |
| Ratliff    | Katherine   | Technology Coach EL       | ADCT  | Holaway Elementary     | Addendum   |       | \$1550.00        |         |
| Reynolds   | Holly       | Dept Head-English HS      | ADCT  | CDO High School        | Addendum   |       | \$3350.00        |         |
| Reynolds   | Holly       | SEI Teacher               | ADCT  | CDO High School        | Added Duty |       | \$9,471.60       |         |
| Reynolds   | Leighann    | Certified Staff Trainer   | ADCT  | Amphi High School      | Addendum   |       | \$30.00 per hour |         |
| Reynolds   | Leighann    | Special Events Worker     | ADCT  | Amphi High School      | Addendum   |       | \$11.00 per hour |         |
| Roodvoets  | Jessica     | Dept Head-Lang Arts MS    | ADCT  | La Cima Middle School  | Addendum   |       | \$1200.00        |         |
| Roper      | Ana         | Special Ed Resource Tchr  | ADCT  | CDO High School        | Added Duty |       | \$8,154.60       |         |
| Rossi      | Eric        | HS History Teacher        | ADCT  | Amphi High School      | Added Duty |       | \$8579.67        |         |
| Rossi      | Eric        | Technology Coach HS       | ADCT  | Amphi High School      | Addendum   |       | \$1550.00        |         |
| Scheel     | Christopher | Certified Tutor           | ADCT  | Amphi High School      | Addendum   |       | \$30.00 per hour |         |
| Schickling | Martha      | Certified Tutor           | ADCT  | Wetmore Center         | Addendum   |       | \$30.00 per hour |         |
| Schiffman  | Sandra      | Academic Assistant        | ADCT  | Keeling Elementary     | Addendum   |       | \$700.00         |         |
| Schillizzi | Sara        | Preschool Director/Tchr   | ADCT  | Painted Sky Elementary | Added Duty |       | \$8394.60        |         |
| Sears      | Sydney      | Certified Tutor           | ADCT  | Wetmore Center         | Addendum   |       | \$30.00 per hour |         |
| Shiba      | Robert      | Interscholastic Supervisr | ADCT  | Cross Middle School    | Addendum   |       | \$500.00         |         |
| Smith      | Corey       | Certified Staff Trainer   | ADCT  | Amphi High School      | Addendum   |       | \$30.00 per hour |         |
| Smith      | Lucas       | Certified Tutor           | ADCT  | Amphi High School      | Addendum   |       | \$30.00 per hour |         |
| Smith      | Shawn       | Certified Staff Trainer   | ADCT  | Amphi High School      | Addendum   |       | \$30.00 per hour |         |
| Steele     | Andrea      | Performing Arts MS        | ADCT  | La Cima Middle School  | Addendum   |       | \$1800.00        |         |
| Street     | Lee         | HS CTE Teacher            | ADCT  | CDO High School        | Added Duty |       | \$8,865.67       |         |

|                     |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|-------|----------------------------------|
| *                   | 2018-2019 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 |
|---------------|-------------|----------------------------|-------|-----------------------|------------|-------|------------------|---------|
| Street        | Lee         | Technology Coach HS        | ADCT  | CDO High School       | Addendum   |       | \$1550.00        |         |
| Taouil        | Sarah       | Academic Assistant         | ADCT  | Donaldson Elementary  | Addendum   |       | \$700.00         |         |
| Walker        | Jennifer    | HS Biology Teacher         | ADCT  | Amphi High School     | Added Duty |       | \$7879.59        |         |
| Wells         | Shyla       | Odyssey Of The Mind EL     | ADCT  | Mesa Verde Elementary | Addendum   |       | \$950.00         |         |
| Welsh         | Brian       | Certified Tutor            | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Wilkins       | Holly       | Section 504                | ADCT  | Holaway Elementary    | Addendum   |       | \$300.00         |         |
| Willis        | John        | Certified Staff Trainer    | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |
| Wilson        | Amy         | Site Program Coordinator   | ADCT  | Keeling Elementary    | Added Duty |       | \$8,005.10       |         |
| Windes        | Jenny       | Special Ed Resource Tchr   | ADCT  | CDO High School       | Added Duty |       | \$10,554.73      |         |
| Wolf          | Amber       | Academic Assistant         | ADCT  | Rio Vista Elementary  | Addendum   |       | \$700.00         |         |
| Wolf          | Amber       | Student Council EL         | ADCT  | Rio Vista Elementary  | Addendum   |       | \$950.00         |         |
| Wolf          | Robert      | Admin Asst Addendum EL     | ADCT  | Walker Elementary     | Addendum   |       | \$2000.00        |         |
| Wolf          | Robert      | Technology Coach EL        | ADCT  | Walker Elementary     | Addendum   |       | \$1550.00        |         |
| Wolfson       | Mia         | Certified Tutor            | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Yetman        | Christopher | Academic Decathlon HS      | ADCT  | CDO High School       | Added Duty |       | \$8,587.99       |         |
| Yount         | Sonya       | Certified Staff Trainer    | ADCT  | Amphi High School     | Addendum   |       | \$30.00 per hour |         |
| Zielinski     | Megan       | Certified Tutor            | ADCT  | Wetmore Center        | Addendum   |       | \$30.00 per hour |         |
| Aguilar       | Isabel      | Instructional Aide -Clstrm | ADCL  | Wetmore Center        | Addendum   |       | \$11.00 per hour |         |
| Calderon, Jr. | Jesus       | Special Events Worker      | ADCL  | Amphi High School     | Addendum   |       | \$11.00 per hour |         |
| Edelbrock     | Thomas      | Elementary Coordinator     | ADCL  | Wetmore Center        | Addendum   |       | \$1500.00        |         |
| Kelly         | Nancy       | Special Events Worker      | ADCL  | Amphi High School     | Addendum   |       | \$11.00 per hour |         |
| Mendoza       | Tamara      | Special Events Worker      | ADCL  | Amphi High School     | Addendum   |       | \$11.00 per hour |         |

|                     |  |  |  |  |  |       |                                  |
|---------------------|--|--|--|--|--|-------|----------------------------------|
| *                   | 2018-2019 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          |
|------------------|------------|------------------------|-------|----------------------|------------|-------|------------------|------------------|
| Meridieth        | Michael    | Special Events Worker  | ADCL  | Amphi High School    | Addendum   |       |                  | \$11.00 per hour |
| Moreno           | David      | Special Events Worker  | ADCL  | Amphi High School    | Addendum   |       |                  | \$11.00 per hour |
| Pina             | Lisa       | Special Events Worker  | ADCL  | CDO High School      | Addendum   |       |                  | \$11.00 per hour |
| Quimby-Greene    | Stephanie  | Odyssey Of The Mind MS | ADCL  | Rio Vista Elementary | Addendum   |       |                  | \$950.00         |
| Rodriguez-Crespo | Sandra     | Clerk II               | ADCL  | Keeling Elementary   | Added Duty |       |                  | \$13.32 per hour |
| Sandate          | Christina  | Special Events Worker  | ADCL  | Amphi High School    | Addendum   |       |                  | \$11.00 per hour |
| Velazquez        | Florentino | Special Events Worker  | ADCL  | Amphi High School    | Addendum   |       |                  | \$11.00 per hour |

|                     |  |       |                                  |
|---------------------|--|-------|----------------------------------|
| *                   | 2018-2019 School Year  | ADCT  | Addendum Certified               |
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| 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                               |       |                                  |

Job Code A634  
Certified Professional Exempt  
August 2019

## **LITERACY (ELA) COORDINATOR**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Master's degree or higher
- Valid Arizona teaching certificate; highly qualified in English/Language Arts
- Teaching experience in the use of effective literacy practices
- Knowledge of the Arizona State Standards
- Staff Development experience
- Equivalent training, education or experience that would substitute for minimum requirements
- Valid Arizona teaching certificate with Reading Endorsement

#### **B. DESIRED**

- Central office experience
- Administrative or supervision certification

### **SUMMARY**

The Literacy Coordinator provides training, modeling, coordination, support, and assistance to support teachers' professional development in the area of reading, writing, speaking, and listening (ELA).

Reports to Associate Superintendents

### **ESSENTIAL FUNCTIONS**

- Provides leadership and instruction regarding the best practices in literacy instruction
- Collects literacy assessment data
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Monitors requirements for Move on When Reading in cooperation with the Arizona Department of Education and enters planning and assessment data in State database as requested
- Conducts demonstration lessons using best practices in literacy instruction
- Facilitates the cycle of continuous improvement through data collection and analysis using literacy assessments
- Collaborates and coordinates with principals and staff regarding literacy instruction
- Assists schools in the development of literacy improvement plans
- Provides coaching for teachers in the planning, development and refinement of effective literacy practices
- Conducts staff development sessions on literacy topics

- Arranges and facilitates model teaching, observations, and debriefing within each school site
- Assists with implementation of literacy activities, programs and plans
- Familiar with providing instruction for children with reading disabilities (i.e. dyslexia)
- Understands and effectively applies educational research
- Evaluates, monitors and assists with the selection of literacy materials
- Serves on committees pertinent to literacy
- Assists in administration and creation of district ELA assessments
- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Maintains knowledge of and complies with state, federal and district regulations
- Willing to work flexible schedule as requested
- Accepts summer employment when required
- Attends State trainings relative to literacy instruction
- Assists with the full implementation of the Arizona English/Language Arts(ELA) Standards
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that align with the district Portrait of a Graduate
- Demonstrates mastery of the use of Outlook, Word, Power Point, Publisher, etc.
- Performs related duties as required

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to analyze, interpret and solve problems
- Ability to communicate individually and in group settings
- Ability to communicate effectively, both orally and in writing
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate digital office equipment
- Ability to drive a vehicle