



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

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**DATE OF MEETING:** August 27, 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 August 26, 2019. The following job descriptions are being presented:

Certification and Training Specialist  
HRIS Analyst  
Manager of Payroll  
Manager of Transportation Information Systems  
Payroll Specialist - Lead

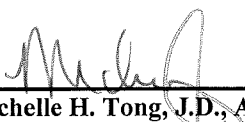
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**RECOMMENDATION:**


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: August 26, 2019

  
Todd A. Jaeger, J.D., Superintendent

8/27/2019

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

**EXHIBIT - 2**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Colaiani	Nina	REACH Teacher	CT	Painted Sky Elementary	Transfer	CTT-BA	N/A	
Coleman	Kathleen	MS Social Studies Teacher	CT	Amphi Middle School	Added Duty	CTT-BA		\$9121.56
Godkin	Melissa	Special Ed Resource Tchr	CT	Prince Elementary	Status Change	CTT-BA	N/A	
McGann	Timothy	JTED Counselor	CT	Ironwood Ridge High	Added Duty	MA	N/A	
Mercillott	Christopher	MS Social Studies Teacher	CT	Amphi Middle School	Added Duty	CTT-BA		\$7931.38
Powell	Lisa	MS Physical Ed Teacher	CT	Amphi Middle School	Added Duty	CTT-BA		\$8865.67
Prchal	Janelle	Special Ed. Facilitator	CT	Amphi Middle School	Transfer	CTNT-MA	N/A	
Roche	Christine	MS Social Studies Teacher	CT	Amphi Middle School	Added Duty	CTT-EDS		\$9411.14
Watson	David	Adaptive P.E. Teacher	CT	Amphi Middle School	Added Duty	CTT-BA		\$9042.13
Mangum Jr.	Walter	Comp.Network Sys.Coord II	CL-PR	Wetmore Center	Promotion	PR EX	10 Years	
Jaeger	Todd	Superintendent (CL)	CL-AD	Wetmore Center	Contract Renewal			2020-2022
Acosta	Michelle	Transportation Attendant	CL	Transportation	Increase FTE	B	N/A	
Aldama	Ana	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Alvo	Joy	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Austin	Denise	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Baldenegro	Mireya	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Barrie	Tammy	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Bramlett	Rita	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Burge-Dowling	Kimmie	Preschool Aide/Caregiver	CL	Innovation Academy	Transfer	A	N/A	
Cano	Maria	Bus Driver	CL	Transportation	Increase FTE	J	N/A	

*	2018-2019 School Year							
Addendum	Employee receiving extra-curricular position or stipend					ADCT		Addendum Certified
Added Duty	Employee working additional hours or days					ADCL		Addendum Classified
Additional Position	Employee working an additional position					ADACS		Addendum Amphi Community Schools
Correction	Correction to contract					CT-AD		Certified Administrative
Decrease FTE	Decrease in hours					CT		Certified
Demotion	Voluntary demotion					CL-AD		Classified Administrative
Extension	End date being extended					CL		Classified
Increase FTE	Increase in hours/contract					PR		Professional
Promotion	Employee receiving a promotion to another position					EL		Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS		Middle School
Status Change	Employee changing status (i.e. short term to career)					HS		High School
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Carlson	Eugene	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Castaneda	Candelaria	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Castro	Clarissa	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Castro	Gerardo	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Clark	Sheila	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Clerc	Kathy	Student Serv Coord Asst I	CL	Wetmore Center	Transfer	D	N/A	
Colvert	Cathryn	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Dooner	Theresa	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Dustan	Gordon	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Escobar	Isabel	Transportation Attendant	CL	Transportation	Increase FTE	B	N/A	
Evans IV	Lauren	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Glen	Laurie	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Grammer	Angela	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Granillo	AnnMarie	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Gratien	Jerome	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Hahn	Stephen	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Harmon	Abbey	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Harnick	Maria	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Harnick	Michael	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Hatter	Lloyd	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Hipple	Bryan	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Houle	Barbara	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	

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Added Duty	Employee working additional hours or days					ADCL	Addendum Classified	
Additional Position	Employee working an additional position					ADACS	Addendum Amphi Community Schools	
Correction	Correction to contract					CT-AD	Certified Administrative	
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Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
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PERSONNEL CHANGES**

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Icely	Benjamin	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Jackson	Laurel	Transportation Attendant	CL	Transportation	Increase FTE	B	N/A	
Kaysen	Brian	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Klingman III	Henry	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Lachance	Rene	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Laycock	Paul	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Lein	George	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Litle	Denise	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
MacIntyre	Duncan	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Martin	Andrea	Fringe Benefit Assistant	CL	Wetmore Center	Transfer	F	N/A	
Medina Jr	Hubert	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Morales	Gloria	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Moralez	Manuel	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Pittman	Allisa	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Plattor	Edward	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Ra Mirez	Tyrone	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Rivera	Luis	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Rundquist	Jamie	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Salas	Hector	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Smith	April	Special Ed Teaching Asst	CL	Walker Elementary	Increase FTE	E	N/A	
Starace Jr	Michael	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Szyndlar	Jayne	Special Ed Teaching Asst	CL	Donaldson Elementary	Transfer	E	N/A	

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Tadeo	Gabriela	Student Serv Coord Asst I	CL	Wetmore Center	Transfer	D	N/A	
Williamson	Elaine	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Allen	Laura	One-Time Signing Bonus	ADCT	Wetmore Center	Addendum			\$5000.00
Ambrosio	Trish	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$1600.00; change from FY19
Anderson	Benjamin	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$2000.00; new recipient
Anderson	Benjamin	One-Time Signing Bonus	ADCT	Ironwood Ridge High	Addendum			\$5000.00
Argentati	Kathrin	Essential Recruit Stipend	ADCT	Amphi High School	Addendum			\$4000.00; change from FY19
Aros	Jessica	Special Ed Resource Tchr	ADCT	Ironwood Ridge High	Added Duty			\$9,145.39
Basye	Jody	Essential Recruit Stipend	ADCT	Cross Middle School	Addendum			\$4000.00; change from FY19
Belt	Mattie	Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum			\$4000.00; new recipient
Blanchard	Nicole	Special Ed Resource Tchr	ADCT	Ironwood Ridge High	Added Duty			\$8,987.07
Chen	Christopher	Essential Recruit Stipend	ADCT	CDO High School	Addendum			\$8000.00; new recipient
Cross	Karen	Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum			\$4000.00; new recipient
DesJarlais	Paul	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$6400.00; change from FY19
DesJarlais	Paul	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum			\$400.00; change from FY19
DesJarlais	Paul	HS Mathematics Teacher	ADCT	Ironwood Ridge High	Added Duty			\$11,483.80
Erickson	Leif	HS Foreign Lang. Teacher	ADCT	Ironwood Ridge High	Added Duty			\$11,912.44
Fitzsimmons	Anne	HS History Teacher	ADCT	Ironwood Ridge High	Added Duty			\$12,346.40
Fletcher	Peter	HS Biology Teacher	ADCT	Ironwood Ridge High	Added Duty			\$9,824.93
Garcia	Monica	Essential Recruit Stipend	ADCT	Cross Middle School	Addendum			\$4000.00; new recipient
Gindt	Trechel	ISA Stipend - HS	ADCT	Amphi High School	Addendum			\$7500.00
Gipson	Lori	HS History Teacher	ADCT	Ironwood Ridge High	Added Duty			\$8,712.83

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Goldstein	Heidi	Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$2000.00;	new recipient
Goldstein	Heidi	One-Time Signing Bonus	ADCT	CDO High School	Addendum		\$5000.00	
Goodridge	George	HS CTE Teacher	ADCT	Ironwood Ridge High	Added Duty		\$9,392.66	
Gordon-Johnson	Deborah	Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$400.00;	new recipient
Gowen	Jean	HS Fam & Consmr Sci Tchr	ADCT	Ironwood Ridge High	Added Duty		\$8,562.99	
Greenway	Mike	HS History Teacher	ADCT	Ironwood Ridge High	Added Duty		\$7,931.38	
Habinek	Daniel	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$4000.00;	new recipient
Hodge	Mark	HS CTE Teacher	ADCT	Ironwood Ridge High	Added Duty		\$10,072.29	
Howell	Luke	HS Media Comm/Graphic Ar	ADCT	Ironwood Ridge High	Added Duty		\$8,921.56	
John	Brianne	Essential Recruit Stipend	ADCT	Copper Creek Elementary	Addendum		\$3200.00;	new recipient
John	Brianne	Essential Recruit Stipend	ADCT	Keeling Elementary	Addendum		\$800.00;	new recipient
Karna	John	Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$3000.00;	new recipient
Kautz	Douglas	HS Mathematics Teacher	ADCT	Ironwood Ridge High	Addendum		\$11,192.88	
Kugler-Weger	Kathryn	Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$333.40;	new recipient
Linton	Glenn	HS Industrial Ed Teacher	ADCT	Ironwood Ridge High	Added Duty		\$9,698.99	
McCarthy	Meagan	Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$4000.00;	new recipient
McGann	Madelaine	Essential Recruit Stipend	ADCT	Donaldson Elementary	Addendum		\$4000.00;	change from FY19
McGowan	Alissa	HS Government Teacher	ADCT	Ironwood Ridge High	Added Duty		\$8030.86	
Miller	Sally	Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$4000.00;	new recipient
Moore	Kristen	Essential Recruit Stipend	ADCT	Cross Middle School	Addendum		\$3333.20;	new recipient
Moran	Kimberly	Curr&Inst Sup Spc Stipend	ADCT	Wetmore Center	Addendum		\$4000.00;	new recipient
Murrell	Marley	Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$2000.00;	new recipient

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Murrell	Marley	One-Time Signing Bonus	ADCT	Amphi High School	Addendum		\$5000.00	
Neier-Gordon	Tami	SEI Teacher	ADCT	Ironwood Ridge High	Added Duty		\$9,334.94	
Piazza	Elizabeth	Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$2000.00; new recipient	
Piazza	Elizabeth	One-Time Signing Bonus	ADCT	CDO High School	Addendum		\$5000.00	
Pieroway	Karl	Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$1666.60; change from FY19	
Pincus	Mark	HS CTE Teacher	ADCT	Ironwood Ridge High	Added Duty		\$9,371.60	
Robertson	Marla	HS Foreign Lang. Teacher	ADCT	Ironwood Ridge High	Added Duty		\$9,736.15	
Roseman	Ronny	Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$400.00; new recipient	
Schaefer	Caitlin	Curr&Inst Sup Spc Stipend	ADCT	Wetmore Center	Addendum		\$4000.00; new recipient	
Seymour	Gene	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$2000.00; new recipient	
Seymour	Gene	One-Time Signing Bonus	ADCT	Ironwood Ridge High	Addendum		\$5000.00	
Seymour	Jamie	Essential Recruit Stipend	ADCT	Ironwood Ridge High	Addendum		\$2000.00; new recipient	
Seymour	Jamie	One-Time Signing Bonus	ADCT	Ironwood Ridge High	Addendum		\$5000.00	
Shank	Jennifer	Essential Recruit Stipend	ADCT	Harelson Elementary	Addendum		\$4000.00; new recipient	
Sigl	Tonya	Special Ed Resource Tchr	ADCT	Ironwood Ridge High	Added Duty		\$9,206.88	
Sullivan	Patricia	Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$4000.00; change from FY19	
Van Ert	Tracie	Curr&Inst Sup Spc Stipend	ADCT	Wetmore Center	Addendum		\$4000.00; new recipient	
Watkins	Jillian	Special Ed Resource Tchr	ADCT	Ironwood Ridge High	Added Duty		\$8,765.67	
Watkins	Sean	HS Mathematics Teacher	ADCT	Ironwood Ridge High	Added Duty		\$9,907.45	
Wentworth	Ann	HS Mathematics Teacher	ADCT	Ironwood Ridge High	Added Duty		\$8,335.93	
Wenzel	Martha	Special Ed Resource Tchr	ADCT	Ironwood Ridge High	Added Duty		\$8,479.75	
Wolf	Erik	HS History Teacher	ADCT	Ironwood Ridge High	Added Duty		\$8,965.67	

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Yetman	Christopher	Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$1600.00;	change from FY19
Zolo	Tatiana	Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$2000.00;	change from FY19
Jaeger	Todd	Superintendent (CL)	ADCL	Wetmore Center	Performance Stipend		\$5000.00	
Alzner	David	HS Librarian	ADACS	Ironwood Ridge High	Correction		\$2385.00	
Arthurs	Robbin	Summer School Admin	ADACS	Ironwood Ridge High	Correction		\$7105.00	
Neier-Gordon	Tami	HS Librarian	ADACS	Ironwood Ridge High	Correction		\$2580.00	
Wolf	Robert	Summer School Lead Tchr	ADACS	Ironwood Ridge High	Correction		\$7105.00	

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Job Code 01LM  
Level L  
August 2019

## **CERTIFICATION AND TRAINING SPECIALIST**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's Degree in Business Administration, Management or Human Resources or related field
- Three years of certification and training experience
- Knowledge and ability to use word processing, database and spreadsheet programs

#### **B. DESIRED**

- Previous Human Resources related experience in an educational setting
- Previous experience and familiarity with a public education environment
- Previous experience in training procedures and methods
- Previous experience with certification

### **SUMMARY**

Oversees the Human Resources (HR) function for qualifying staff under appropriate certification, highly qualified (paraprofessionals), and fingerprinting requirements. This position is also responsible for overseeing the District's training needs, collaborating with departments and sites to develop associated curriculum, and delivering courses to help improve the productivity of the District's staff particularly as it pertains to support staff and related professional development.

Reports to: Manager of Human Resources

### **ESSENTIAL FUNCTIONS**

- Promotes the District's strategic plan by working with supervisors to strengthen employee engagement and knowledge through continuous development, promoting professional growth, and career advancements
- Coordinates New Employee Orientation
- Oversees HR's preparation for the Effective Teaching Conference to include generating attendee lists, verifying years of experience, tracking of attendance, etc.
- Consults with District administrators, managers, and supervisors to assess staff training needs
- Develops, implements, and delivers training programs of varying levels to designated employee classifications; and documents procedures accordingly
- Obtains and/or develops effective training materials utilizing a variety of media
- Works to ensure support staff personnel are adequately trained in their hired positions
- Trains and coaches administrators, managers, supervisors, and others involved in professional development efforts
- Develops and maintains continual education support materials to be used for reference by the employee once the training has been completed
- Conducts follow-up studies of all completed training to evaluate and measure results to determine effectiveness

- Assigns, tracks & reviews completion of all Safe School modules as required for onboarding and as directed by department/site supervisors
- Oversees and processes the District's support staff/classified college credit payment program
- Provides guidance and specialized assistance regarding requirements for appropriate certification and fingerprint requirements for certified staff and/or other staff such as paraprofessionals. Ensures district compliance with related requirements and provides guidance and support to employees to facilitate their compliance with requirements
- Tracks certification and fingerprint expirations, assists staff with the renewal process, and confirms completion
- Addresses fingerprint clearance suspensions
- Compiles, prepares, processes administrative and State reports as required to include Arizona Department of Education's (ADE) Teacher Input Application and other associated reporting (i.e. Title I reporting)
- Tracks and approves professional development hours for certificated staff
- Reviews new hire recommendations for appropriate certification
- Submits teacher and principal evaluation data to ADE
- Coordinates the alternative teaching certificate program and works with Pima Community College (PCC) and applicants for available opportunities; coordinates with Student Services regarding the "Grow Your Program"
- Submits "Intent to Hire" documentation to PCC for the alternative teaching certificate program
- Facilitates and participates on various committees as needed
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs all duties with patience, courtesy and tact
- Performs related duties as required

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to multi-task in an office setting
- Ability to interpret policies and communicate to others
- Ability to prioritize and organize
- Ability to problem solve
- Ability to exercise judgment in accordance with established procedures
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to stand for long periods of time
- Ability to concentrate for extended periods of time

Job Code 01KM  
Level N  
August 2019

## HRIS ANALYST

### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or equivalent (GED)
- Bachelor's degree or higher
- Minimum three years of mid-level data entry/clerical experience with one year in human resources and/or records management; or two years of human resources information systems (HRIS) experience
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases and software applications
- Equivalent combination of education/training/experience

#### B. DESIRED

- Advanced training with computer software applications/databases
- Prior experience working in an educational setting

### SUMMARY

Performs technical duties of moderate variety in support of Human Resources (HR) and its information systems by providing support in regards to implementation, maintenance and use. This position is also responsible for the retention and maintenance of District records and information in accordance with State statutes, regulations, and district policies.

Reports to: Manager of Human Resources

### ESSENTIAL FUNCTIONS

- On behalf of and in consultation with the HR Manager, supervises and evaluates the Human Resources Data Technician and Clerk II (File Clerk)
- Participates in the development, implementation and expansion of the District's HRIS: human resources management system (HRMS), applicant tracking system and substitute/absence management system
- Solicits and identifies overall needs and functionality of the HRIS
- Researches and provides recommendations in regards to workflow and system enhancements
- Supports HRIS with focus on configuration, set-up, and testing
- Audits the HRIS to ensure the integrity of information by analyzing data and running queries; and audits the HR Specialists' entries into the employment database for accuracy
- Researches and resolves HRMS/HRIS concerns or problems, unexpected results or process flaws, performing scheduled activities, and recommends solutions or alternate methods to meet system and/or department requirements
- Develops and conducts HRIS related training to system users to include up to date training manuals and materials
- Writes, maintains, and supports a variety of reports or queries using appropriate reporting tools and techniques

- Facilitates and simplifies hiring tasks through automated, real-time, electronic personnel action processes
- Acts as liaison between HR, informational technology (IT) and software vendors
- Assists the HR Manager with the operation of the Human Resources function as needed
- Addresses, compiles, prepares, and processes special administrative report requests of a varied and complex nature as needed
- Submits 301 plan and Results Based Funding calculations to Payroll; and submits the School District Employer Report (SDER) to the Arizona Department of Education (ADE)
- Gathers requested employee data for special projects such as United Way, 301 participation, and Civil Rights Data Collection (CDRC)
- Attends meetings and seminars related to HRIS; and facilitates and participates on various committees as needed
- Oversees a computerized database of all applicant file information and regularly purges database and files
- Supervises and directs the review of employment applications (including transfer applications) to determine if position qualifications have been met, pre-employment testing, and all related correspondence
- Assists with employment-related activities and department initiatives, such as job fairs, as requested
- Oversees the HR file room to include the supervision and maintenance of files
- Stores, maintains, and preserves the District's electronic and physical records/files in accordance with prescribed regulations, procedures, and statutes
- Assists employees when requesting to review their employment file
- Oversees and provides copies of employment files for public record requests
- Reviews records retention schedules and governmental record-keeping requirements to determine timetables for transferring records to archives or for destroying obsolete records; and makes recommendations regarding the same
- Assists departments and sites with record retention, processing, and destruction; and provides assistance with extraction of information and report generation
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs all duties with patience, courtesy and tact
- Performs related duties as assigned, which may include serving as a secondary backup to receptionist for short periods of time, as needed

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to bend at the knee to reach items on the ground
- Ability to reach as needed to plug in computer equipment
- Ability to carry computer equipment as needed
- Ability to multi-task in an office setting

- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to clearly communicate, both orally and in writing
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity

Job Code 01WX  
Professional Exempt  
August 2019

## **MANAGER OF PAYROLL**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's Degree in Accounting, Finance, Business Administration or related field
- Three years of payroll and/or accounting experience
- Demonstrated knowledge of bookkeeping techniques, accurate and reasonable speed in arithmetic operation
- Demonstrated knowledge of computer applications, word processing, database and spreadsheets
- Equivalent combination of education/training/experience

#### **B. DESIRED**

- Experience in a public school setting
- Prior supervisory experience

### **SUMMARY**

Oversees the payroll function in accordance with District policies and procedures as well as federal and state statute/legislation. Supervises payroll staff members and ensures the accurate processing of the District's payroll.

Reports to: Chief Financial Officer

### **ESSENTIAL FUNCTIONS**

- Designs, communicates and administers the deliverance and strategy for an effective Payroll Compensation program.
- Tests payroll modules for system modifications; recommends system enhancements to comply with new regulations/requirements.
- Oversees the processing of the District's payroll
- Reviews work of assigned personnel for accuracy, completeness, and adherence to time schedules.
- Recommends and assists in the establishment or revision of departmental procedures, in consultation with the Chief Financial Officer
- Ensures compliance with District policies and regulations in conjunction with federal and state statutes
- Monitors and reviews payroll data and its impact on the District's budget
- Supervises, trains and evaluates assigned staff members
- Performs a variety of highly skilled functions relative to the computerized payroll function
- Maintains personal contact with district employees; answers questions of a pertinent nature regarding pay status and compensable benefits
- Provides technical assistance and guidance to staff
- Prepares salary and wage payrolls, including deductions and processing of timesheets
- Handles necessary payroll deductions such as tax levies, child support and garnishments
- Coordinates and directs processing legal documents including but not limited to wage assignments, and garnishments.

- Compiles, prepares and processes special reports and forms of a complex nature
- Prepares monthly withholding tax deposits and quarterly and annual reports on income tax withheld.
- Prepares and issues W-2 statements at the end of each year
- Prepares and distributes payroll deduction reports, OASI quarterly and related reports, and the account distribution of vouchers for matching of certain payroll deductions
- Gathers data and makes complex payroll analysis or statistical reports regarding budgetary status – monitors budgetary status relative to federal and state grants
- Prepares reports pertinent to Industrial injuries or illness
- Sets calendar for payroll including pay dates and processing schedules
- Coordinates and processes special payrolls as needed, including but not limited to: retroactive salary payments, separation payments, salary increases, and emergency payments to employees.
- Prepares correspondence of a moderately technical nature regarding matters of finance
- Serves as an intermediary between supervisor and other officials, employees, businesses, and the general public
- Serves as a resource to staff and public regarding district payroll policies and procedures.
- Responsible for communication of payroll and time-clock information and/or changes to employees
- Assists Human Resources as needed to provide information about Payroll procedures and documents to new employees
- Recommends updates to district payroll policies and procedures as needed.
- Serve on committees and/or projects as needed or requested
- Provides in-service to District staff as required
- Incumbent will exhibit patience, courtesy, and tact in dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to process complicated mathematical computations
- Ability to effectively communicate with a wide variety of people; and a high degree of understanding in dealing with people under varying conditions, situations, and circumstances
- Ability to work alone and as part of a team
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment

Job Code 40W  
Professional Exempt  
August 2019

## **MANAGER OF TRANSPORTATION INFORMATION SYSTEMS**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree in Geographic Information System (GIS), Automated Mapping/Facility Management (AM/FM), Computer Aided Drafting (CAD), Cartography, Geography, Planning, Computer Science, Management of Information Systems, Business, Logistics or a related field

Or

- An Associate Degree or higher-level degree, diploma or certification in Geographic Information System (GIS), Automated Mapping/Facility Management (AM/FM), Computer Aided Drafting (CAD), Cartography, Geography, Planning, Computer Science, Management of Information Systems, Business, Logistics or a related field AND two years of technical experience in the support and maintenance of a computerized GIS/GPS/CAD/CADD database that produced products and/or services
- Any equivalent combination of experience, training or education

#### **B. Desired**

- Experience working with data integration of complex software systems and analysis tools
- Four years of experience in a school bus routing and use of transportation routing software
- Bilingual Spanish/English skills
- Technological proficiency using the Microsoft Office Suite with emphasis on Excel, Word, and PowerPoint, including designated database systems/software
- Highly proficient in the use of Versatrans routing software

### **SUMMARY**

The Transportation Information Systems Manager supervises and coordinates the bus routing function of the department and manages the software systems associated with this function to include the GIS based routing software, Geographic Positioning Systems (GPS), and integration of routing software with the student information systems database to provide effective and efficient student transportation. Will supervise assigned staff in the student routing function and represent transportation on technology and database issues including coordination with other district departments to ensure software functionality is maintained.

Reports to: Director of Transportation

### **ESSENTIAL FUNCTIONS**

- Plan and coordinate bus routes and schedules and solve daily operational problems
- Supervise assigned transportation staff
- Manage all transportation specific software used to route the District's fleet
- Coordinates with other departments to ensure data import and export functions are effectively processed



### **ESSENTIAL FUNCTIONS – (continued)**

- Meets with other department heads, managers, supervisors and others to solicit cooperation and resolve problems with data integration or software functionality
- Maintains quality control through establishing and maintaining technical operations manuals and standards for the transportation department's software systems
- Analyze and assess regular routes and special transportation request forms to ensure administrators, parents and students transportation services are delivered in a safe, on-time, cost efficient manner
- Uses databases, spreadsheets, the District's student information system, routing software and other computer programs to assist transportation analysis and reporting
- Coordinate route notification to parents and find solutions for keeping parents informed
- Serves as a liaison between parents, school personnel and the public regarding student transportation
- Initiates and evaluate investigations of parent and public concerns regarding routing issues
- Authorizes the use of contracted services such as public transportation and taxis when it is the most effective means of providing service
- Ensures Routers are following state and federal transportation guidelines while utilizing appropriate routing methods and routing software
- Develops long-range plans using demographic information, analyzes efficiencies and conducts special studies as needed
- Compiles mileage data for reimbursement from the Arizona Department of Transportation (ADOT) and prepares the annual Transportation State Report to claim state and federal mileage reimbursement funds [ARS15-922]
- Evaluates transportation technology use and needs and recommends improvements, such as hardware or software upgrades
- Exhibits patience, courtesy and tact when dealing with others
- Ability to handle emergencies, confrontation and conflict without an emotional response
- Promote and support district-wide educational advancement in 21st Century skills
- Integrate knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Perform other related duties as assigned

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate with District personnel, students and public
- Ability to meet deadlines under time constraints
- Ability to sustain extended work hours and problem situations
- Ability to understand complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to bend, pull, climb, stand, stoop, squat, kneel, twist and occasionally lift equipment of at least 20 pounds
- Ability to lift objects above shoulder level
- Ability to utilize radio equipment
- Ability to sort, separate and file documents and forms

Job Code 03EE  
Level K  
August 2019

## **PAYROLL SPECIALIST - LEAD**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Two years of college with a major in business or equivalent
- Three years of previous experience in accounting or bookkeeping  
Demonstrated knowledge of bookkeeping techniques, accurate and reasonable speed in arithmetic operation
- Demonstrated aptitude in the use of computer applications, word processing, database programs, spreadsheets, calculators, and 10-key adding machines
- Five years of related experience may substitute for two years of college

#### **B. DESIRED**

- Six years of previous experience, including experience in a public school setting
- Previous experience in a school district or university
- Course work in accounting, mathematics, or other related field

### **SUMMARY**

Functions as the lead Payroll Specialist I serving in the Payroll Department in matters concerning pay status and related areas.

Reports to: Payroll Manager

### **ESSENTIAL FUNCTIONS**

- Performs all duties of Payroll Specialist I and a variety of highly skilled functions relative to the computerized payroll function.
- Maintains personal contact with district employees; answers questions of a pertinent nature regarding pay status and compensable benefits.
- Provides lead technical assistance and guidance to staff.
- Performs periodic audits of employee payroll records.
- Serves as back-up for Payroll Manager as needed.
- Prepares salary and wage payrolls, including deductions and processing of timesheets.
- Handles necessary payroll deductions such as tax levies, child support and garnishments.
- Compiles, prepares and processes special reports and forms of a complex nature.
- Prepares monthly withholding tax deposits and quarterly and annual reports on income tax withheld. Prepares and issues W-2 statements at the end of each year.
- Prepares and distributes payroll deduction reports, OASI quarterly and related reports, and the account distribution of vouchers for matching of certain payroll deductions.
- Gathers data and makes complex payroll analysis or statistical reports regarding budgetary status – monitors budgetary status relative to federal and state grants.
- Prepares reports pertinent to Industrial injuries or illness.
- Prepares correspondence of a moderately technical nature regarding matters of finance and time-clock system.
- Advises supervisor of pertinent developments, the need for policy statements or executive action and may assist in developing or recommending procedures.

- Serves as an intermediary between supervisor and other officials, employees, businesses, and the public.

**ESSENTIAL FUNCTIONS – (continued)**

- Incumbent will exhibit patience, courtesy, and tact in dealing with others.
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required.

**MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to process complicated mathematical computations
- Ability to effectively communicate with a wide variety of people; and a high degree of understanding in dealing with people under varying conditions, situations, and circumstances
- Ability to work alone and as part of a team
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment

**AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10  
CONTRACT OF EMPLOYMENT OF SUPERINTENDENT**

This Contract of Employment of Superintendent ("Contract" and/or "Agreement") is entered into this 27th day of August, 2019, between Amphitheater Unified School District No. 10 of Pima County, Arizona (the "District"), through its Governing Board (the "Board"), and Todd A. Jaeger, J.D. (the "Superintendent").

The Board and the Superintendent believe that the educational program and mission of the District will benefit directly from a Board-Superintendent relationship in which the respective roles of the parties are clearly defined and in which the Superintendent is provided with the resources necessary for the effective administration and implementation of Board policies. In mutual consideration of the promises and covenants included in this Contract, the parties agree as follows:

1. DUTIES AND RESPONSIBILITIES:

The Superintendent agrees, during the term of this Contract, to faithfully perform the duties and obligations as Superintendent of the District and as executive head of the administration of the District, including, but not limited to, those duties and obligations imposed by the laws of the State of Arizona, the policies of the Board, and the administrative regulations of the District. The Superintendent shall have, under the direction of the Board, general supervision and management of all the District schools and facilities. The Superintendent shall act as an advisor to the Board on matters pertaining to the school administration or the School District, and he will inform the Board as to administrative action taken on the Board's behalf. The Superintendent shall recommend, effect, or cause to be effected, the policies and programs of the Board as they may be adopted and revised.

Provided that such action occurs in compliance with applicable law, Board policies, and is not contrary to any specific action or directive of the Board, the Superintendent shall have the authority and responsibility to organize, reorganize, and arrange administrative, supervisory and other staff positions within the District, and the authority and responsibility to place and transfer personnel within the District. The Superintendent shall make recommendations of the hiring and termination of District employees, but all final hiring and termination decisions shall be made by the Board.

The Superintendent shall at all times during the term of this Contract, or any renewal thereof, hold and maintain a valid Arizona fingerprint clearance card.

2. TERM AND EXTENSIONS THEREOF:

This contract is an extension of the previous employment contract between the Board and the Superintendent dated April 18, 2017. By the extension, the Board agrees to employ the Superintendent for the term of three (3) fiscal years commencing on July 1, 2019, and continuing to and including June 30, 2022. On or after May 1 of the fiscal year preceding the final fiscal year of this Contract, or any extension thereof, the parties shall meet to discuss whether to extend, and may mutually agree to extend, the term of this Contract. Any Contract extension may also contain such other Contract modifications as mutually agreed upon by the parties. The Superintendent has no legitimate expectation of employment beyond the term indicated in this agreement, which is June 30, 2022.

3. SALARY:

In consideration of the efforts, expertise and leadership required of the Superintendent by this Contract, the Board agrees to pay to the Superintendent, by installment payments made in the same time and manner as salary payments paid to other twelve-month District administrators, an annual salary ("Salary") in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2020 Fiscal Year. For the 2021 Fiscal Year, the Superintendent's salary shall be One Hundred Eighty Five Thousand Dollars (\$185,000). For the 2022 Fiscal Year, the Superintendent's salary shall be One Hundred Ninety Thousand Dollars (\$190,000). The annual salary specified in this paragraph has been predetermined in advance of each fiscal year in which the Superintendent will be employed under this contract, and is in lieu of any annual base pay increases provided to other district administrative personnel. Should the Board require there to be a reduction in salary affecting employees of the District for any given Fiscal Year, the Superintendent's salary may also be decreased in accordance with the reduction plan.

4. PERFORMANCE STIPEND:

In addition to the Superintendent's salary, the Board shall allocate Five Thousand Dollars (\$5,000) for each fiscal year of this Contract as a contingent performance stipend ("the performance stipend"). None, some, or all of the performance stipend shall be paid to the Superintendent each fiscal year as additional compensation based on the Superintendent's partial or complete achievement of the following performance goals, which may be modified on an annual basis:

- The District will focus upon pedagogy, instructional practices, and content which increase both the rigor and relevance of instruction to realize the District's Portrait of a Graduate.
- The District will provide a safe and engaging learning environment which promotes students' physical, mental and emotional well-being. Efforts will include staff development focusing on social-emotional learning and positive behavioral intervention supports. Evidence of success shall include

levels of positive (agree/strongly agree) responses on the district climate survey for those questions related to student safety, environment, and academic optimism and decreasing occurrences of student discipline events involving assault, weapons, and drugs.

- The District will promote its professional development opportunities for staff, both professional and support, and increase participation levels.
- The District will meet or exceed the Arizona state (average) with respect to all state standardized tests, including Advanced Placement tests.
- The District will make and communicate appropriate and responsible budgetary decisions as evidenced by reports from the District external auditors.
- The District will expand student opportunities to participate in fine arts, clubs, activities, academic challenges, athletics and summer learning opportunities and will increase participation levels among students.
- The District will implement project based learning throughout its programs, to include construction of “maker labs” conducive to the same and development of teacher supports such as project based lesson plans and curricula.
- The District will enhance its communication efforts with both internal and external audiences to include participation in external civic events, publication of promotional materials, attendance at civic organizations and continuing implementation of a marketing and communications plan, resulting in greater exposure in the media.

The Board and the Superintendent shall meet at least once each fiscal year to discuss the evaluation of the Superintendent's performance with specific reference to these performance goals and shall determine the amount of the performance stipend to be paid the Superintendent.

5. EVALUATIONS:

The Board shall evaluate the Superintendent at least annually, but no later than June 30 of each year, using the criteria and an evaluation process developed by the Board in consultation with the Superintendent.

6. PROFESSIONAL LIABILITY:

In light of the unique nature of the professional duties and obligations of the Superintendent, and in consideration of the services to be performed by the Superintendent pursuant to the terms of this Contract, the District shall, to the extent permitted by law, defend, hold harmless and indemnify

the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in his individual capacity, or in his official capacity as agent and employee of the District, arising while the Superintendent was acting within the scope of his employment (hereafter referred to as "covered claims"). Covered claims do not include criminal charges. In addition, covered claims do not include any situation, including, but not limited to, situations involving administrative, civil or other action, in which the Superintendent's legal interests are in whole or in part adverse to those of the District or Board.

7. PROFESSIONAL GROWTH:

The Board encourages the continuing professional growth of the Superintendent through his participation in:

- a. operations, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations;
- b. seminars and courses offered by public or private educational institutions; and
- c. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Superintendent to perform his professional responsibilities for the Board.

8. FURLoughS:

The Superintendent shall be subject to furloughs in the same manner and to the same extent as other twelve-month District administrators. If the contracts of other twelve-month District administrators contain a provision relating to furloughs, that provision shall be deemed incorporated into this Contract.

9. FRINGE BENEFITS AND ADDITIONAL COMPENSATION:

Except to the extent supplemented and/or modified in this paragraph or elsewhere in this Contract, the Superintendent shall be provided the same fringe benefits that are provide to other twelve-month District administrators. In addition, due to the unique nature and additional demands of the Superintendent's job duties, the Superintendent shall receive additional compensation in the form of an automobile allowance, a technology allowance, and a business activity allowance. Exceptions where the Superintendent's fringe benefits are supplemented and/or modified as compared to those provided to other twelve-month District administrators, and the automobile allowance and business activity allowance, are set forth below:

a. VACATION LEAVE:

In lieu of the District's vacation leave policy for twelve-month administrative employees, the Superintendent shall be awarded thirty five (35) days per year of vacation leave, of

which a maximum of eighty (80) days may be accumulated without loss. The Superintendent shall be paid for his unused and accumulated vacation at the time of his separation from the District. Payment for unused and accumulated vacation shall be at his daily rate of pay existing at the time of his separation.

b. PERSONAL LEAVE:

In lieu of, and not in addition to, the personal leave days provided by policy to twelvemonth administrative employees, the Superintendent shall receive ten (10) days of personal leave per year to be used at the Superintendent's discretion for personal purposes, including the purpose of consulting with parties outside of the District. Personal days not used by the end of each fiscal year, shall be added to the Superintendent's accumulated sick leave, not to exceed five (5) days per year.

c. SICK LEAVE:

The Superintendent shall accrue and may accumulate sick leave on the same basis as other twelve-month District administrators. The Superintendent may accrue sick leave without limit. The Superintendent shall be paid for his unused, accumulated sick leave upon his separation from the District, with such payment being based on the Superintendent's then daily rate of pay.

d. HOLIDAYS:

The Superintendent shall be entitled to the same holidays as other 12-month District Administrators.

e. AUTOMOBILE ALLOWANCE:

The parties agree that, due to the District's relatively large geographical size and the nature of the Superintendent's duties, the Superintendent will travel extensively within the District (as well as elsewhere within Pima County) for business purposes. For all business travel within Pima County, the Superintendent will use his personal automobile. In consideration of the above, and the fact that the Superintendent will incur work-related transportation expenses that will not be reimbursed, the District agrees to pay to the Superintendent, as additional compensation, an automobile allowance in the amount of One Thousand Dollars (\$1,000) per month during the term of this Contract. In consideration of the additional compensation set forth in this paragraph, the Superintendent agrees not to make any request to the District for mileage reimbursement for use of his own automobile for business travel within Pima County.



f. BUSINESS ACTIVITY ALLOWANCE:

The Board encourages the Superintendent to engage in District-related business and professional activities both inside and outside of Pima County. The Board recognizes that these activities will require the Superintendent to incur significant expenses. In consideration of the above, and the fact that the Superintendent will incur work-related business expenses that will not be reimbursed, the District agrees to pay to the Superintendent, as additional compensation, a business activity allowance in the amount of One Thousand Eight Hundred Dollars (\$1,800) per month during the term of this Contract. In consideration of the additional compensation set forth in this paragraph, the Superintendent agrees not to request reimbursement for any business or professional expenses incurred within Pima County. Subject to limitations imposed by law and Board policies, expenses for business and professional activities outside of Pima County that have received prior Board approval, such as seminar expenses, shall be reimbursed to the extent appropriate and customary.

g. LIFE INSURANCE:

In lieu of the term life insurance benefit provided to other District twelve-month administrative employees, the Superintendent shall be provided term life insurance in the face amount of Two Hundred Twenty Thousand Dollars (\$200,000), provided that the Superintendent can qualify for such life insurance coverage at commercially reasonable rates.

h. DUES OF PROFESSIONAL AND CIVIC ORGANIZATIONS:

The Board supports enrichment of the Superintendent's capacity to carry out his duties and obligations through his membership in professional and civic organizations, such as but not limited to, the Pima County School Board/Superintendent Collaborative, the American Association of School Administrators, and the Arizona School Administrators Association. Accordingly, and as an additional fringe benefit and inducement for the Superintendent to enter into this Contract, the District shall pay an annual amount not to exceed Three Thousand Dollars (\$3,000) in dues charged by these specific organizations, and by such other organizations as the Board may agree upon the Superintendent's request.

i. TECHNOLOGY ALLOWANCE:

The Board determines there is need for constant means of contact between the Superintendent and staff and the community and encourages the Superintendent to be available to staff on a ready basis. Therefore, the Board agrees to pay the Superintendent an allowance of One Hundred Fifty Dollars (\$150) per month of employment to help defray the Superintendent's expenses related to communications equipment.

j. TAX SHELTERED ANNUITY

In order to aid in the retention of Superintendent and as authorized by A.R.S. 15-121 (b)(2) and (d)(l), the Board shall, during each July occurring through the term of this Contract, purchase a five-year tax-sheltered annuity of the type referenced in 26 United States Code Section 403(b) for the benefit of the Superintendent. For the 2020 Fiscal year, the maturity value of each annuity purchased shall Twenty Five Thousand Dollars (\$25,000). Thereafter, for each subsequent fiscal year, the maturity value of each annuity purchased shall be Thirty Thousand Dollars (\$30,000).

10. OUTSIDE ACTIVITIES:

The Superintendent shall devote his time, attention and energy to the business of the District. The Board recognizes, however, that the capacity of the Superintendent to perform his duties and obligations can be improved by his participation in teaching, lecturing, writing, consulting, testifying, serving on education-related committees, or serving as a mediator or arbitrator in education-related matters. The Superintendent may engage in such outside activities during no more than the Ten (10) days of personal leave per year provided for in subparagraph 9(b) of this Contract, unless the Board and the Superintendent otherwise agree in writing.

11. TERMINATION FOR CAUSE:

Throughout the term of this Contract, or any extension thereof, the Superintendent shall be subject to discharge for good cause; provided, however, that the Board shall not arbitrarily and capriciously call for such termination. In any situation involving termination for cause, the Superintendent shall be given (a) a written statement of charges specifying the basis for the termination and (b) a full and fair due process hearing prior to any final dismissal decision, all in accordance with the provisions of A.R.S. §§15-539, *et seq.*

12. TERMINATION WITHOUT CAUSE:

Throughout the term of this Contract, or any extension thereof, the Superintendent shall be subject to discharge independent of whether this cause for dismissal does or does not exist provided, however, that in any situation where the Board desires to terminate the employment of the Superintendent without specifying the cause therefore, the Board shall pay to the Superintendent, not less than ten (10) days prior to such termination, the total remaining amounts that would have been paid to the Superintendent for the remainder of the full term of this Contract (or, if applicable, any extension thereof), pursuant to the following paragraphs and subparagraphs: Paragraph 3 (Salary); Subparagraph 9(e) (Automobile Allowance), and Subparagraphs 9(f) (Business Activity Allowance); Subparagraph 9(i) (Technology Allowance); and Subparagraph 9(j) (Tax Sheltered Annuity).

13. SUPERINTENDENT'S RESIGNATION:

If Superintendent desires to terminate this Agreement, Superintendent shall provide the Board with written notice of the same at least 90 days prior to Superintendent's intended termination date. If this Agreement is terminated under this paragraph, Superintendent shall receive only his prorated annual salary and fringe benefits accrued to the date of the termination of employment, to include payout of any accrued and unused leaves and eligibility for election of benefits available under COBRA. However, the Superintendent shall forfeit all rights to all other compensation and benefits under this Agreement for the remainder of its term.

14. MUTUAL AGREEMENT:

This Contract may terminate upon written agreement between the Superintendent and the Board.

15. CONFLICT OF INTEREST:

This Agreement may be terminated in accordance with A.R.S. §38-511, the terms of which are incorporated herein by reference.

13. DAILY RATE OF PAY:

Whenever this Contract references the Superintendent's "daily rate of pay" shall be determined by dividing the Superintendent's total compensation by two hundred sixty (260). The Superintendent's total compensation is defined as the sum of the amounts which the Superintendent would be paid in the applicable fiscal year pursuant to the following paragraphs and subparagraphs: Paragraph 3 (Salary); Subparagraph 9(e) (Automobile Allowance); Subparagraph 9(f) (Business Activity Allowance); and Subparagraph 9(i) (Technology Allowance).

14. DISPUTE RESOLUTION:

In the event of a dispute between the parties relating to any provision of this Contract, or a dispute concerning any of the parties' rights or obligations as defined pursuant to this Contract, the parties may mutually agree to submit the dispute to mediation or arbitration. The mediator or arbitrator's fee, as well as the expenses of any such arbitration, shall be shared equally by the parties. The parties are entitled to have legal representation of their own designation; provided, however, that each party shall be responsible for the costs of such respective representation.

15. ATTORNEY'S FEES FROM COURT LITIGATION:

In the event of court litigation relating to any provision of this Contract, or a dispute concerning any of the parties' rights or obligations as defined pursuant to this Contract, the prevailing party in such litigation shall be entitled to recover reasonable attorney's fees and costs.

16. COMPLETE AGREEMENT; REQUIREMENT THAT AMENDMENTS BE IN WRITING; AND SEVERANCE OF TERMS:

This Contract contains the entire agreement between the parties, and any prior or contemporaneous agreements, whether oral or written, are voided by execution of this Contract. Any subsequent amendment(s) or addendum(s) to this Contract must be in writing and be signed by both parties. If a court of competent jurisdiction finds any provision of this Contract to be unenforceable, it is the intention of the parties that the remainder of the Contract shall remain in full force and effect.

17. GOVERNING LAW:

This Contract is governed by the laws of the State of Arizona. The venue for any litigation arising out of this Contract and the employment relationship established herein shall be Pima County, Arizona.

18. CONSTRUCTION:

This Agreement has been negotiated by and between the Board and Superintendent in arms-length negotiations, and both parties are responsible for the drafting of this Contract. Both parties have reviewed this Contract with appropriate counsel, or have waived their right to do so, and the parties hereby mutually and irrevocably agree that this Contract shall be construed neither for nor against either party, but in accordance with the plain language and intent hereof. Headings are used herein for convenience only, and shall play no part in the construction of any provision of this Contract.

19. WAIVER:

The waiver by either party of any covenant, term, condition or provision of this Contract or any breach thereof shall not be deemed to be a waiver of any subsequent contravention or breach of same or any other covenant, term, condition or provision herein contained. No covenant, term, condition or provision of this Contract shall be deemed to have been waived by either party, unless such waiver is in writing, signed by both parties, and properly approved by the Board.

20. NOTICES:

Any notice required to be given hereunder shall be hand-delivered or sent by United States certified mail, return receipt requested, and addressed to (a) in the case of Superintendent, the District Office, or upon his written request, to his home address as on file in the District office, and (b) in the case of the Board, the individual Board Members' respective home addresses.

21. TIME:

Time is of the essence of this Contract and every term and condition hereof.

22. Non-Assignability:

This contract is a contract for services and may not be assigned by either party, nor shall the Superintendent's duties hereunder be performed by any other person without the prior written consent and proper approval of the Board, which consent and approval the Board may elect to grant or deny in its sole, absolute and unfettered discretion.

This Contract of Employment of Superintendent was approved by the Amphitheater Unified School District Governing Board at a meeting held on the 27th day of August, 2019.

SUPERINTENDENT:

GOVERNING BOARD OF  
AMPHITHEATHER UNIFIED SCHOOL  
DISTRICT NO. 10 OF PIMA COUNTY,  
ARIZONA

\_\_\_\_\_  
Todd A. Jaeger, J.D.

Date: \_\_\_\_\_

\_\_\_\_\_  
By: Vicki Cox Golder

Its: President

Date: \_\_\_\_\_