



GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

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DATE OF MEETING: June 20, 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 June 19, 2019. The following job descriptions are being presented:

Curriculum & Instructional Support Specialist – Special Education  
English Learner/Special Education Specialist

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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: June 19, 2019

Todd A. Jaeger, J.D., Superintendent

6/20/2019

GOVERNING BOARD MEETING  
PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Holt	Kris	School Improvemnt Spec	CT-PR	Prince Elementary	Promotion	PR EX	3 years	
Ambrosio	Trish	HS Mathematics Teacher	CT	Ironwood Ridge High	Decrease FTE	CTT-MA	N/A	
Kasen	Jamie	REACH Teacher	CT	Walker Elementary	Transfer	CTT-BA	N/A	
Lira	Ashley	MS Mathematics Teacher	CT	La Cima Middle School	Transfer	CTT-BA	N/A	
Munoz	Joseph	EL Orchestra Teacher	CT	Nash Elementary	Additional Position	CTT-DOC	N/A	
Murillo	Mindy	SEI Teacher	CT	Cross Middle School	Additional Position	CTT-BA	N/A	
Murillo	Mindy	SEI Teacher	CT	Harelson Elementary	Additional Position	CTT-BA	N/A	
Oros	Lourdes	SEI Teacher	CT	Walker Elementary	Decrease FTE	CTT-BA	N/A	
Oros	Lourdes	SEI Teacher	CT	Donaldson Elementary	Reassignment	CTT-BA	N/A	
Phinney	Martha	EL Art Teacher	CT	Harelson Elementary	Increase FTE	CTT-BA	N/A	
Duarte	Adrian	Building Systems Manager	CL-PR	Facilities Support	Promotion	PR EX	10 years	
Allen	Herbert	Maintenance Technician II	CL	Facilities Support	Promotion	J	\$3.12	
Morales	Gloria	Bus Driver	CL	Transportation	Promotion	I	\$2.68	
Nowak	Linda	Budget Tech	CL	Federal/State Programs	Transfer	L	<\$0.56>	
Perry	Richard	Human Resource Specialist	CL	Wetmore Center	Promotion	I	\$1.09	*
Boknevit	Christopher	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Bultman	Benjamin	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Engel	Katherine	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Erickson	Ruth	Testing/Exam Proctor (CT)	ADCT	CDO High School	Addendum			\$25.00 per hour
Faulkner	Julie	Curriculum Development	ADCT	Wetmore Center	Addendum			\$25.00 per hour

*	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	
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
Garcia	Carla	Curriculum Development	ADCT	Wetmore Center	Addendum			\$25.00 per hour
Gates	Julia	Site Program Coordinator	ADCT	Nash Elementary	Addendum			\$206.35 per day
Geltz	Jamie	Certified Tutor	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Golden	Brandee	Certified Tutor	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Harper	Ellis	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Heagle	Denise	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
King	Brenda	Curriculum Development	ADCT	Amphi Middle School	Addendum			\$25.00 per hour
Lackow	Seth	Summer School Teacher	ADCT	Amphi Middle School	Addendum			\$1440.00
Lange	Brockton	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Larson	Lisa	Curriculum Development	ADCT	Wilson K-8 School	Addendum			*\$25.00 per hour
Lise Jr	Ronald	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.000
Maspero	Karen	Summer School Teacher	ADCT	Cross Middle School	Addendum			\$1440.00
Queiruga	Jennifer	Curriculum Development	ADCT	Amphi Middle School	Addendum			\$25.00 per hour
Shiba	Robert	Summer School Teacher	ADCT	Cross Middle School	Addendum			\$1440.00
Watkins	Jillian	Certified Tutor	ADCT	Ironwood Ridge High	Addendum			*\$30.00 per hour
Aguilar	Anna	School Admin Assistant	ADCL	Holaway Elementary	Addendum	H	N/A	
Birdman	Debbie	Bus Driver	ADCL	Transportation	Added Duty			*\$16.45 per hour
Lugo Torres	Jazul	Transportation Attendant	ADCL	Transportation	Addendum			*\$11.00 per hour
Morales	Gloria	Bus Driver	ADCL	Transportation	Added Duty			*\$13.68 per hour
Nava	Ruben	Bus Driver	ADCL	Transportation	Added Duty			*\$14.69 per hour
Neubert	Jill	School Admin Assistant	ADCL	Harelson Elementary	Addendum	H	N/A	
Pearcy	Cynthia	Clerk II	ADCL	Federal/State Programs	Addendum	C		\$11.00 per hour

*	2018-2019 School Year							
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Thatcher	Mary	School Admin Assistant	ADCL	Prince Elementary	Addendum	H	N/A	
Weir	Keren	School Health Assistant	ADCL	Ironwood Ridge High	Addendum			*11.00 per hour
Alzner	David	HS Librarian	ADACS	CDO High School	Addendum			\$1950.00
Bonar	Ann	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Chen	Christopher	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Floyd	Scott	Summer School Teacher	ADACS	CDO High School	Addendum			\$2385.00
Godlewski	Fabienna	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Greenway	Mike	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Larson	Lisa	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Neier-Gordon	Tami	HS Librarian	ADACS	CDO High School	Addendum			\$2550.00
Powell	Matthew	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Rudd	David	Computer Repair Tech.	ADACS	CDO High School	Addendum	K	N/A	
Singer	Sharon	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Todd	Cary	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00

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## **CURRICULUM & INSTRUCTIONAL SUPPORT SPECIALIST – SPECIAL EDUCATION**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's Degree
- Valid Arizona special education teaching certificate
- Teaching background and experience utilizing effective instructional practices for students with special needs
- Experience in assessment
- Experience in a school based or district based leadership role
- Knowledge of appropriate interventions at Tier 1, Tier 2, and Tier 3 levels
- Thorough working knowledge of the various theories, teaching strategies, and techniques applicable to support students with special needs
- Knowledge of Federal and State Special Education laws and requirements

#### **PREFERRED**

- Depth of Knowledge background
- Staff development experience

### **SUMMARY**

The primary role of the Curriculum and Instructional Support Specialist for special education is to positively impact student achievement in the general education and special education class for students with special needs. This will be accomplished by participating in continuous school improvement efforts, assisting teachers in the development of appropriate formative and summative assessments, analyzing data based on the assessments, observing in classrooms and providing feedback, coaching, mentoring new special education teachers, professional development, and planning instruction using data to drive instructional decisions. The Curriculum and Instructional Support Specialist for special education assists teachers with the process of determining appropriate interventions and extensions based on evidence of student progress and learner needs. The Curriculum and Instructional Support Specialist for special education collaborates with the Student Services Department and the Director of Curriculum and Instruction.

Reports to: School Operations

### **ESSENTIAL FUNCTIONS**

- Demonstrates knowledge and skills in the process of continuous improvement
- Works directly with school administration, teachers, district level personnel to facilitate the effective implementation of the School Improvement Process
- Collects and analyzes appropriate data including factors contributing to classroom environment, instructional delivery, student engagement to help teachers determine areas of need
- Conducts instructional planning conferences with special education teachers and general education teachers based on student progress data
- Assists in developing instructional strategies based on data
- Conducts classroom observations and provides feedback

- Assists with intervention plans for students based on academic achievement and behavioral need
- Mentors new special education teachers
- Applies criteria from teacher evaluation system to assist in teacher improvement or development
- Provides formative, individualized, staff development for teachers new to the profession and for teachers struggling with student progress data
- Develops professional development plans to address targeted areas for students with special needs
- As requested by administrators, provides input and support for special education teacher improvement plans
- Demonstrates knowledge of content and strong, appropriate pedagogical skills to support students with special needs
- Builds collaborative capacity in schools by creating systems that encourage teachers to work together supporting co-teaching and inclusive practices
- Contributes to and assists in the development of professional learning communities focusing on academic and behavioral needs for students with special needs throughout the District
- Effectively models in-class lessons in research based instructional practices to support teachers in providing specially designed instruction across the full continuum of services
- Plans and conducts appropriate learning activities, utilizing a variety of differentiated strategies, and setting appropriate expectations for adult learners
- Develops effective training materials
- Assists teachers in the design of formative and summative assessments
- Assist teachers in data collection, analysis and utilization to support growth toward students Individualized Education Plan (IEP)
- Possesses experience working with a variety of student groups (Title I, ELL, Special Needs) across grade levels
- Organizes time effectively and is self-directed
- Exhibits patience, courtesy and tact when dealing with others
- Maintains appropriate confidentiality at all levels
- Positively accepts and responds to feedback and new learning situations
- Maintains appropriate records and documentation
- Serves on committees and works on projects related to instructional practices
- Maintains knowledge of and complies with state, federal and district regulations
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Accepts other duties as assigned

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

- Ability to analyze, interpret and solve problems
- Ability to communicate individually and in group settings
- Ability to establish positive and productive relationships on multiple levels
- Ability to be flexible and function under tight deadlines
- 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 office equipment

Job Code TP19/A633  
Certified Professional Exempt  
May 2019

## **ENGLISH LEARNER/SPECIAL EDUCATION SPECIALIST**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree
- Valid Arizona Special Education Teaching Certification
- ESL/Bilingual & Multicultural/SEI Endorsement
- Three (3) years or more experience in classroom teaching in public schools

#### **B. DESIRED**

- Knowledge of general school operations
- A comprehensive understanding and working knowledge of English Language Development (ELD) curriculum and instruction and special education strategies and assistive technology
- Strong organizational, communication, public relations, and interpersonal skills
- Strong computer skills, including proficiency with word-processing and spreadsheet packages
- Bilingual

### **SUMMARY**

Assists teachers of students who are identified as English Learners with special needs to provide targeted support/services for the required ELD program model in the areas of English Language Proficiency standards, curriculum, instruction, assessments, and student achievement. Under general direction and using independent judgment, demonstrates an appropriate understanding of Federal, State, District and school guidelines while working with students, staff and parents.

Reports to: English Language Learner (ELL) District Coordinator

### **ESSENTIAL FUNCTIONS**

- Work with ELD teachers and Special Education teachers/staff on strategies that would benefit English learners with special needs in mainstreamed classrooms and Cross-Categorical settings
- Provide targeted and meaningful support to students identified as an English Learners with additional special educational needs
- Model lessons for teachers of specifically identified ELD students targeting specific skills/strategies for academic achievement or behavioral issues based on identified need
- Attend MET/IEP/Addendum meetings as an advocate for the student on behalf of the Language Acquisition Department and the Special Education Department
- Review all files of English learners who also have special education needs to determine if all compliance paperwork was completed according to District, State and

#### Federal guidelines

- Assist with administration of the AZELLA Placement and AZELLA/ALT Reassessment to English Learners who may need individualized one-on-one testing
- Assists with the use of data for purposes of instructional and program improvement
- Participates in developing and maintaining a positive communication system with the staff, students and parents
- Visits classrooms to maintain familiarity with the implementation of curriculum
- Facilitates the implementation of new materials, methodologies, philosophies, and innovations which will assist in meeting the needs of dual labeled students
- Works with teachers when submitting requests for educational materials
- Communicates and supports expectations that are consistent with district culture and beliefs
- Promotes a positive, learner centered environment
- Works with students in a firm, fair and consistent manner
- Advocates for students' welfare by making and keeping in contact with teachers, parents and the principal
- Follows all district mandates within the Student/Parent Handbook when dealing with student issues
- Works with students on behavior management issues when appropriate
- Assists others in providing timely communication with parents regarding student issues
- Assists with the coordination and implementation of procedures for student safety
- Attends appropriate meetings
- Assists with promoting a team concept with certified and classified personnel
- Exhibits patience, courtesy and tact when dealing with others
- Performs related duties, as assigned
- 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

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

- Ability to use strong communication skills, both verbal and written
- Ability to work irregular hours
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to multi-task
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures