



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

DATE OF MEETING: July 6, 2021

TITLE: Approval of Personnel Changes

BACKGROUND:

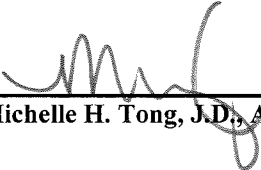
Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of June 30, 2021. Although the Governing Board approved an across-the-board market adjustment for transportation employees on May 25, 2021, affected transportation employees are also being included in the attached personnel changes chart for clear record.

In addition, a revised job description and placement schedule for the Manager of Purchasing is attached. The change to the job description removes the position from its current placement on the administrative placement schedule and, instead, includes it on the professional exempt placement schedule where other manager positions are placed.

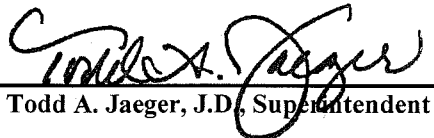
RECOMMENDATION:

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

INITIATED BY:


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

Date: June 30, 2021


Todd A. Jaeger, J.D., Superintendent

7/6/2021

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Caldwell	Theresa	Teacher - Special Education ED-F	CT	Amphi High School	Salary Level Change	CTT-MA	+\$1,905.00	
Morales	Maggie	Teacher - Special Education Resc	CT	Rio Vista Elementary	Salary Level Change	CTNT-MA	+\$1,905.00	
Altamirano	Ambrosio	Auto Mechanic Lead	CL	Transportation	Market Adjustment	N	+\$3.06	
Altamirano	David	Auto Mechanic I	CL	Transportation	Market Adjustment	L	+\$1.49	
Alvo	Joy	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Austin	Denise	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Baldenegro	Mireya	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Birdman	Debbie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Blauser	Devonne	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Bojorquez	Ramon	Routing Coordinator	CL	Transportation	Market Adjustment	M	+\$2.82	
Bramlett	Rita	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Campbell	Tammy	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Canham	Chase	Auto Mechanic I	CL	Transportation	Market Adjustment	L	+\$1.49	
Cano	Maria	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Carter	Arlene	Transportation Driver Trainer/Reli	CL	Transportation	Market Adjustment	M	+\$2.38	
Castaneda	Candelaria	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Castro	Jose	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Chambers	Raymond	Transportation Driver Trainer/Reli	CL	Transportation	Market Adjustment	M	+\$2.38	
Clark	Sheila	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Colvert	Cathryn	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	

*	2020-2021 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
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Cristo	Jocelyn	Custodian I	CL	Wetmore Center	Transfer	D	N/A	
Edrado	Joshua	Auto Mechanic II	CL	Transportation	Market Adjustment	M	+\$1.80	
Frost	Lindsay	Special Education Teaching Assis	CL	Rillito Center	Increase FTE	E	N/A	
Glen	Laurie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Gratien	Jerome	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Grimes	Robert	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Hahn	Stephen	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Hipple	Bryan	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Houle	Barbara	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Icely	Benjamin	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Johnson	Connie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Johnson	Karrie	School Administrative Assistant	CL	CDO High School	Promotion	H	+\$0.98	
Kamrar	Stephanie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Kaysen	Brian	Transportation Dispatcher	CL	Transportation	Market Adjustment	L	+\$2.48	
Klasen	John	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Kotnik	Donald	Auto Mechanic II	CL	Transportation	Market Adjustment	M	+\$1.80	
Krieger	Thomas	Auto Mechanic I	CL	Transportation	Market Adjustment	L	+\$1.49	
Lachance	Rene	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Lara	Melissa	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Lerma	Olga	Transportation Dispatcher	CL	Transportation	Market Adjustment	L	+\$2.48	
Little	Denise	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Lizarraga	Dorys	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	

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Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
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Macias	Sulma	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
MacIntyre	Duncan	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Marji	Issa	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Marsala	Nancy	Clerk II	CL	Ironwood Ridge High	Increase FTE	C	N/A	
Mcgowan	Mark	Chief Mechanic - Garage	CL	Transportation	Market Adjustment	O	+\$3.77	
Mcwilliams	David	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Medina	Hubert	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Melzer	Donna	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Milne	Kristy	Campus Monitor	CL	Coronado K-8 School	Decrease FTE	A	N/A	
Milne	Kristy	Clerk II	CL	Coronado K-8 School	Increase FTE	C	N/A	
Moody	Dora	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Morales	Manuel	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Moran	Dessie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Ochoa	Adelina	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Ochoa	Jose	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Pacheco	Alma	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Pacheco	Felipe	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Plattor	Edward	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Ra Mirez	Tyrone	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Ralston	Scott	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Ramirez	Teresa	Transportation Training & Safety	CL	Transportation	Market Adjustment	N	+\$1.26	
Ratliff	Sandra	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	

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Rundquist	Jamie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Sadler	Robert	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Salvas	Paul	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Sanchez	Carrie	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Scardaville	Anthony	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Schoene	Richard	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Sena	John	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Starace	Michael	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Strong	Titus	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Topar	Robin	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Trimble	Richard	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Valdez	Victor	Custodian II	CL	La Cima Middle School	Promotion	G	+\$0.50	
Wallace	Michael	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Wilson	Hermon	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Yoder	Daniel	Bus Driver	CL	Transportation	Market Adjustment	M	+\$2.38	
Adams	Elizabeth	Teacher - Early Childhood Educat	ADCT	CDO High School	Added Duty			\$8,635.60
Ammon	Connie	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			\$20.00 per hour
Arredondo	Mateo	ADDN - Math Counts MS	ADCT	Amphi Middle School	Addendum			\$950.00
Basurto	Xavier	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			*\$20.00 per hour
Belt	Mattie	ADDN - Section 504	ADCT	Amphi Middle School	Addendum			\$400.00
Boe	Bradley	ADDN - Vex Robotics	ADCT	Ironwood Ridge High	Addendum			\$1,200.00
Boe	Bradley	ADDN - Yearbook HS	ADCT	Ironwood Ridge High	Addendum			\$1,850.00

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Bruce	Kathryn	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			\$20.00 per hour
Campbell	Ondrea	ADDN - MESA Coordinator MS	ADCT	Amphi Middle School	Addendum			\$1,500.00
Campbell	Ondrea	ADDN - Odyssey of the Mind	ADCT	Amphi Middle School	Addendum			\$1,200.00
Campbell	Ondrea	ADDN - Yearbook MS	ADCT	Amphi Middle School	Addendum			\$1,500.00
Eljerdi	Samah	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			\$20.00 per hour
Galindo	RosenbatRuth	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			\$20.00 per hour
Gee	Cortney	ADDN - Summer School Teacher	ADCT	La Cima Middle School	Addendum			\$1,485.00
Golden	Brande	Teacher - Early Childhood Educat	ADCT	CDO High School	Added Duty			\$9,749.47
Harding	Kevin	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Higgins	Kellie	DH - Science MS	ADCT	Amphi Middle School	Addendum			\$1,200.00
Houlton	Ashleigh	Coach - Volleyball Assistant HS	ADCT	Ironwood Ridge High	Addendum			\$2,400.00
Hudson	Kylee	ADDN - Summer School Teacher	ADCT	Nash Elementary	Addendum			\$1,890.00
Lang	William	Coach - Volleyball Head HS	ADCT	Ironwood Ridge High	Addendum			\$3,000.00
Larson	Lisa	ADDN - Amphi Academy Mentors	ADCT	CDO High School	Addendum			\$1,600.00
Lortie	Sarah	DH - Mathematics MS	ADCT	Amphi Middle School	Addendum			\$1,200.00
Mendez	Melisa	ADDN - Student Council MS	ADCT	Amphi Middle School	Addendum			\$1,350.00
Mercillott	Christopher	DH - Social Studies MS	ADCT	Amphi Middle School	Addendum			\$1,200.00
Paulson-Midgley	Tamara	ADDN - Performance Stipend	ADCT	Amphi Middle School	Addendum			\$1,800.00
Peterson	Jennifer	ADDN - Summer School Teacher	ADCT	Painted Sky Elementary	Addendum			\$1,890.00
Quevedo	Shelley	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			\$20.00 per hour
Ramsey	Julie	ADDN - Summer School Teacher	ADCT	Amphi Academy Online	Addendum			\$2,145.00
Shaheen	John	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum			\$20.00 per hour

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Sparlin	Erika	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum		\$20.00 per hour	
Tretta	Heather	ADDN - Summer School Teacher	ADCT	Innovation Academy	Addendum		*\$2,790.00	
Upmann	Adam	ADDN - School Support Team	ADCT	Coronado K-8 School	Addendum		*\$20.00 per hour	
Wasilow	Andrew	ADDN - Newspaper MS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Watson	Diedre	DH - Language Arts MS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Watson	Diedre	ADDN - National Honor Society M	ADCT	Amphi Middle School	Addendum		\$750.00	
Wojdyla	Cheryl	Coach - Volleyball Assistant HS	ADCT	Ironwood Ridge High	Addendum		\$2,400.00	
Almada	Marcos	ADDN - Extra Hours	ADCL	Wilson K-8 School	Added Duty		\$13.86 per hour	
Arent	Patrick	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty		\$14.77 per hour	
Asta	Ronald	ADDN - Extra Hours	ADCL	Amphi Middle School	Added Duty		\$12.42 per hour	
Baez	Alfa	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$12.48 per hour	
Baez	Alfa	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$12.48 per hour	
Baldenegro	Mireya	ADDN - Extra Hours	ADCL	Copper Creek Elementary	Added Duty		\$12.15 per hour	
Blauser	Devonne	ADDN - Extra Hours	ADCL	Coronado K-8 School	Added Duty		\$12.15 per hour	
Campbell	Tammy	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$12.15 per hour	
Canupp	Pauline	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$12.42 per hour	
Castro Figueroa	Maria	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Added Duty		\$14.72 per hour	
Chavez Gonzalez	Dora	ADDN - Extra Hours	ADCL	Nash Elementary	Added Duty		\$12.42 per hour	
Chocoj Saquec	Floralma	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty		\$12.15 per hour	
Christensen	Bessie	ADDN - Extra Hours	ADCL	Mesa Verde Elementary	Added Duty		\$12.42 per hour	
Colby	Kimberly	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty		\$13.42 per hour	
Cook	Sharon	ADDN - Extra Hours	ADCL	Nash Elementary	Added Duty		\$14.01 per hour	

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Corral	Rosa	ADDN - Extra Hours	ADCL	Keeling Elementary	Added Duty		\$12.33 per hour	
Crawford	Janie	ADDN - Extra Hours	ADCL	Wilson K-8 School	Added Duty		\$12.15 per hour	
Crocker	Debora	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$13.57 per hour	
Cross	Cynthia	ADDN - Extra Hours	ADCL	Copper Creek Elementary	Added Duty		\$14.26 per hour	
Doty	Emily	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$12.42 per hour	
Escarriga Castro	M Frania	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$12.92 per hour	
Francisco	Diana	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$13.44 per hour	
Frazier	Marlena	ADDN - Extra Hours	ADCL	Amphi Middle School	Added Duty		\$12.42 per hour	
Glen	Laurie	ADDN - Extra Hours	ADCL	Wilson K-8 School	Added Duty		\$12.15 per hour	
Gonzalez Medina	Alma	ADDN - Extra Hours	ADCL	Amphi Middle School	Added Duty		\$12.42 per hour	
Harwood	Ana	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$12.42 per hour	
Henson	Janette	ADDN - Extra Hours	ADCL	Innovation Academy	Added Duty		\$15.17 per hour	
Herfurth	Marilyn	ADDN - Extra Hours	ADCL	Keeling Elementary	Added Duty		\$12.42 per hour	
Hoffman	George	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$12.42 per hour	
Houle	Barbara	ADDN - Extra Hours	ADCL	Transportation	Added Duty		\$14.40 per hour	
Houle	Barbara	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty		\$12.15 per hour	
Hulbert	Sabine	ADDN - Extra Hours	ADCL	Amphi Middle School	Added Duty		\$12.42 per hour	
Hyatt	Kristy	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$12.15 per hour	
Ibarra de Cortes	Marcela	ADDN - Extra Hours	ADCL	Donaldson Elementary	Added Duty		\$13.71 per hour	
Lopez	Sara	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$12.42 per hour	
Lummus	Stacy	ADDN - Extra Hours	ADCL	Coronado K-8 School	Added Duty		\$12.33 per hour	
Lyden	Candelaria	ADDN - Extra Hours	ADCL	Amphi Middle School	Added Duty		\$12.42 per hour	

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Marquez	Nicole	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$12.33 per hour	
Marquez	Patricia	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$16.56 per hour	
Martinsen	Katherine	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty		\$13.57 per hour	
Martinsen	Katherine	Food Service Attendant III - Lead	ADCL	Painted Sky Elementary	Added Duty		*\$13.37 per hour	
McGann	Bonnie	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$15.06 per hour	
Neumaier	Kathleen	ADDN - Extra Hours	ADCL	Coronado K-8 School	Added Duty		\$16.32 per hour	
Nottingham	Clair	ADDN - Extra Hours	ADCL	Mesa Verde Elementary	Added Duty		\$13.57 per hour	
Pacheco	Alma	ADDN - Extra Hours	ADCL	Transportation	Added Duty		*\$15.47 per hour	
Pacheco	Isha	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$12.42 per hour	
Plata	Anna	ADDN - Extra Hours	ADCL	Keeling Elementary	Added Duty		\$13.38 per hour	
Ramirez	Martha	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$13.76 per hour	
Ren	Lisa	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$12.42 per hour	
Riley	Paula	ADDN - Summer School Campus	ADCL	La Cima Middle School	Added Duty		\$12.15 per hour	
Sanchez	Bianca	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty		\$12.15 per hour	
Torres Torija	Edith	ADDN - Extra Hours	ADCL	Nash Elementary	Added Duty		\$12.42 per hour	
Trombetta	Ann	ADDN - Summer School SpEd TA	ADCL	Painted Sky Elementary	Added Duty		*\$12.15 per hour	
Valdez	Martina	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$12.42 per hour	
Valenzuela	Margarita	ADDN - Extra Hours	ADCL	Keeling Elementary	Added Duty		\$20.13 per hour	
Velazquez	Josephina	ADDN - Extra Hours	ADCL	Amphi Middle School	Added Duty		\$13.57 per hour	
Wilson	Melinda	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$12.42 per hour	
Zack	Catherine	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$16.24 per hour	
Zanes	Raelene	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$12.42 per hour	

*	2020-2021 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
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*		2020-2021 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						

MANAGER OF PURCHASING

QUALIFICATIONS

A. REQUIRED

- Associate's or Bachelor's degree in business, accounting, marketing, economics, or finance; three years of progressively responsible experience in a business-related field may be substituted for the degree
- Five years of procurement experience
- Two years of supervisory experience
- Demonstrated knowledge of word processing/data entry procedures

B. DESIRED

- Large school district purchasing experience

SUMMARY

Coordinates and directs the district purchasing and warehouse department functions

Reports to: Chief Financial Officer

ESSENTIAL FUNCTIONS

- Responsible for compliance with Uniform System of Financial records for Arizona school districts, State of Arizona Statutes and Administrative Code where applicable and to conform with district procurement policies
- Develops purchasing policies in conjunction with senior staff
- Must exercise good judgement in the implementation and execution of purchasing policies and procedures and warehouse management
- Responsible for a documented safety training program for all facility employees in compliance with OSHA requirements
- Responsible for the supervision and evaluation of the Purchasing & Warehouse facility and staff to include hiring, evaluating and disciplinary actions
- Responsible for maintenance of insurance file, to include certificates of insurance naming the district as an additional insured for service contracts and facility improvements, as deemed necessary
- Supervises the preparation of bid/proposal specifications; receives bids and RFP's; recommends vendor awards
- Assists and advises district officials on matters relating to purchasing, such as standardization and specifications
- Interviews salespeople; expedites purchases; inspects surplus property
- Prepares periodic reports; provides information on purchasing policies, rules and regulations
- Supervises and maintains inventory control of warehouse commodities
- Facilitates the disposal of surplus goods through auctions, and competitive bids
- Exhibits patience, courtesy and tact when 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

- Strong mathematical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to understand and carry out complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to perform close vision work
- Ability to bend, twist, pull and lift

AMPHITHEATER PUBLIC SCHOOLS

Manager of Purchasing - Professional Exempt

Salary Placement Schedule (FY22)

Minimum	1 Year	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years
\$72,346.42	\$73,776.63	\$75,237.41	\$76,727.11	\$78,246.30	\$79,795.58	\$81,375.53	\$82,986.77	\$84,629.91	\$86,305.58	\$88,014.43