

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

DATE OF MEETING: June 28, 2022

TITLE: Approval of Appointment of Administrative Personnel

BACKGROUND:

Administration presents the below candidate to the Governing Board for review and approval for hire for the position of Assistant Director of Student Services. Pertinent information about the recommendation is set forth below.

The position of Assistant Director of Student Services was advertised as open for Fiscal Year 2022-2023 and qualified applicants reviewed. Kristin McGraw and Rob Wolf screened six files. Six candidates were selected to interview with the committee. The individuals interviewed were Maura Clark-Ingle, Cara Gabor, Trechel Gindt, Tommy Lopez Jr., Jacqueline Lynch, and Marisol Metzler.

The interview committee consisted of:

- Nicole Franzen, Records Specialist
- Dianna Kuhn, Principal of Rio Vista
- Kristin McGraw, Executive Director of Student Services
- Michelle Valenzuela, Director of Communications
- Rob Wolf, Assistant Director of Student Services

Based on the ratings of the interview committee, three candidates were brought forward, with one declining a second interview. Maura Clark-Ingle and Cara Gabor interviewed on June 15, 2022. The second interview committee consisted of:


- Chris Gutierrez, Principal of Cross Middle School
- Bethany Papajohn, Principal of Painted Sky Elementary School
- Kristin McGraw, Executive Director of Student Services
- Andrew Szczepaniak, Principal of Amphi Academy Online and Donaldson Elementary School

Based upon the committee's recommendation, Superintendent Todd Jaeger recommends **Cara Gabor** for the position of Assistant Director of Student Services for FY 22-23.

RECOMMENDATION:

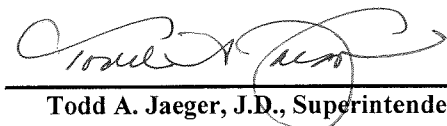
It is the recommendation of Administration that the Governing Board approve the above identified administrative appointment for Assistant Director of Student Services as presented.

INITIATED BY:



Michelle H. Tong, J.D.
Associate to the Superintendent and General Counsel

Date: June 21, 2022



Todd A. Jaeger, J.D., Superintendent

6/28/2022

**GOVERNING BOARD MEETING
APPOINTMENTS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXP CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Gabor	Cara	Assistant Director of Student Se	CT-AD	Rillito Center	ADD	5+ years	Replacement	Ms. McGraw	*

* 2022-2023 School Year
 Addendum Former employee or new hire receiving extra-curricular position
 New New hire filling a newly created position
 Rehire Former employee returning to a position in the district
 Replacement New hire filling a vacated position
 Rescind Declined position after appointment

HSP High School Principal
 MSP Middle School Principal
 ESP Elementary School Principal
 HSA High School Assistant Principal
 MSA Assistant Middle School Principal
 ESA Elementary Assistant Principal
 SAS Support Administrator

ADCT Addendum Certified
 ADCL Addendum Classified
 ADACS Addendum Amphi Community Schools
 ADDM Addendum Only
 CT-AD Certified Administrative
 CT Certified
 CL-AD Classified Administrative
 CL Classified
 PR Professional
 ASW Student Worker

Education

Northern Arizona University, Flagstaff, AZ
2017: Master of Education, Educational Leadership

University of Arizona, Tucson, AZ
2006: Master of Arts, Special Education

University of Wisconsin-Madison, Madison, WI
2002: Bachelor of Science; Pre-Law, Psychology, and Sociology

Certifications

Educational Leadership
Principal Certification

Kindergarten – Grade 12
Special Education, Structured English Immersion

Kindergarten – Grade 8
Reading Specialist

Arizona Master Teacher/Master Mentor

Leadership Experience

Tucson Unified School District

Aug. 2018-Current: Assistant Director, Exceptional Education

Collaborate with district leadership, school administrators, teachers

and staff members to support students with special needs and their families

Provide school sites and district personnel with special education and 504 guidance

Communicate across departments to facilitate services for individual students and school teams

Supervise Exceptional Education employees including teachers, specialists, and support staff and complete their evaluations

Coach employees to higher levels of performance and towards a greater understanding of meeting the needs of students with disabilities

Coordinate summer activities including recruitment, budgeting, and school/site supervision for Extended School Year and summer evaluation teams
Oversee Child Find programming and Early Childhood Education for the Exceptional Education Dept. and support Program Coordinator for Child Find
Oversee materials center and coordinate the purchase of materials for students and staff including instructional aides and supplemental curriculum

Sept. 2017-Jan. 2018: Interim Assistant Director, Exceptional Education

Provide coverage for Assistant Director who was on a medical leave

July 2016-July 2018: Program Coordinator, Exceptional Education

Coordinate specialized program activities throughout Tucson Unified School District
Monitor and advise IEP teams on Least Restrictive Environment decisions
Advance and support professional development at individual school sites
Coordinate and deliver professional development sessions for related service providers and teaching assistants, including Paraprofessional Day

July 2013: Administrative Internship, Exceptional Education

Participate in administrative duties and shadow administrative staff
Conduct IEP meetings and write IEPs for summer evaluations

2011-2014: Mentor Teacher

Accelerate the development of beginning teacher growth through the use of reflective conversations, constructive feedback, and classroom visits
Design and present professional development in the K-12 setting
Provide professional development sessions to new teachers, special education teachers, and colleagues in the mentor program
Facilitate the New Teacher Induction Program
Deliver trainings to principals and school staff on the Danielson Framework for Teaching and *Teachscape*, an online resource for teachers and evaluators

Spring 2014: Teaching Reading Effectively Presenter and Coach

Present the Teaching Reading Effectively curriculum to teachers
Provide follow-up coaching for teachers participating in TRE

Pima Community College

Summer 2013: Curriculum Team Course Developer/Curriculum Team Liaison

Create curriculum that supports and enhances the mission of the Teacher Certification Program in General and Special Education

University of Arizona

2010/2011: Cooperating Teacher

Supervised, provided support and constructive feedback, and modeled professionalism for students completing master's level teacher training in special education

Teaching Experience

Abu Dhabi Education Council, Al Ain – United Arab Emirates

2014-2016: Grade 4 English Medium Teacher at Shamma bint Mohammed School

Intensive experience at teaching English as a second language in a diverse cultural setting
Teach English, Math, and Science at the elementary level
Manage 45-90 students in classes of 20-25 students who speak English as a second language
Provide accelerated activities to high achieving students and interventions to students with special needs
Collaborate with parents and tutors to meet the individual needs of students
Provide professional development sessions to other English Medium Teachers and to Arabic Medium Teachers
Mentor student teachers from the Higher College of Teaching, Al Ain

Pima Community College - Community Campus

2011-2014: Adjunct Professor, Post-degree Teacher Education Program

Instruct and facilitate learning through an web-based interface for students pursuing an on-line teaching certificate in special education
Trained to use web-based classroom interfaces including Desire 2 Learn (D2L) and Blackboard

Tucson Unified School District

2006-2011: Resource Teacher at Lawrence Intermediate School

Provided curriculum-based instruction for diverse learning populations
Advocate for students with special needs and for students who speak English as a second language
Provide small group and individual interventions in core academic areas
Manage caseload of thirty plus students as lead resource teacher
Conduct professional development sessions for staff on reading interventions, Response to Intervention, Teacher Assistance Teams, and related topics
Collaborate with parents, community members, and educational faculty
Met weekly to collaborate on instruction, review data, and build common assessments in a Professional Learning Community
Positive Behavior Intervention and Support Committee, developed school-wide expectations rubric (2008 – 2010)
Representative on School Leadership Team, responsible for developing state-mandated school-improvement plan (2008-2011)

Fall 2005: Teaching Assistant at Duffy Elementary School

Provide small group instruction in core academic areas to students with mild to moderate intellectual disabilities
Collaborate with special education teacher and other school professionals
Monitor and assist students at lunch time and during special activities

Amphitheatre School District, Flowing Wells Unified School District, and Tucson Unified School District

2003-2006: Substitute Teacher

Substitute teacher in Special Education and ESL classrooms

Professional Distinctions

Certificate of Excellence in Education

2011: Tucson Unified School District, Exceptional Education Department

Professional Training Received

Cognitive Coaching: Calibrating Conversations

2017: AZ K-12 Center

Learned how to use strategies of cognitive coaching to move educators toward using their own data to reflect on and improve practice

LETRS: Language Essentials for Teacher of Reading and Spelling

2016/2017: Arizona Department of Education - LETRS Trainer of Trainers Institute

Awarded grant through the Arizona Department of Education to be trained in Language Essentials for Teachers of Reading and Spelling (LETRS): Certified as a trainer to provide district-wide professional development

Mentor Academy: New Teacher Center

2011-2014: AZ K-12 Center

Attended regular trainings incorporating coaching, problem solving, and collaboration strategies for mentoring new teachers to their highest level of performance

Cognitive Coaching

2014: Southern Arizona Regional Support Center

Participated in 90+ hours of cognitive coaching training, designed to improve role as teacher mentor and coach

Danielson Framework for Teaching

2013: Training for Trainers

Participated in extensive three-day training on the use of the Danielson Framework for teaching and learning as a coaching and evaluation tool

Wilson Reading System

June/July 2012: Steps 6-12

Completed extended on-line course in the Wilson Reading System Levels 6-12 designed to meet the needs of early elementary age students to adults who struggle with foundational reading and writing skills

Wilson Reading System

June/July 2011: Level 1 Certification, Steps 1-6

Completed three credit college-level course and supervised internship in the Wilson

Reading System designed to meet the needs of early elementary age students to adults who struggle with foundational reading and writing skills

District-Level Trainings

2006 - 2014: Tucson Unified School District

Behavioral trainings in Positive Behavior Support, Love & Logic, and Restorative Practices; Essential Elements of Instruction, Power Writing, and Professional Learning Communities

Memberships

2016 – Present: Council for Exception Children

2013: Arizona Branch of the International Dyslexia Association - Board Member

Research

2013/2014: *Implementing Effective PD for New Teachers with Struggling Readers in Their Classrooms*, Mentor Academy Year 3 Action Research Project