



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

DATE OF MEETING: February 22, 2022

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 February 21, 2022.

In addition, this agenda item provides the following job descriptions for consideration and approval by the Governing Board:

1. Alternative/Small Vehicle Driver
2. Accountant
3. Bookkeeper II
4. Payroll Specialist

RECOMMENDATION:

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

INITIATED BY:

A handwritten signature in black ink, appearing to be "Michelle H. Tong".

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

Date: February 21, 2022

A handwritten signature in black ink, appearing to be "Todd A. Jaeger".

Todd A. Jaeger, J.D., Superintendent



ALTERNATIVE/SMALL VEHICLE DRIVER

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Valid Arizona driver's license
- Active Arizona Fingerprint Clearance Card
- Must obtain First Aid and CPR certifications for children and adults from either the American Red Cross or American Heart Association, as a requirement of the position, for state certification
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience student transport

SUMMARY

Operates District cars or small vans (less than 10 seats) to transport students and other persons to and from educational activities. Students can reside outside of the District boundaries. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Assistant Manager of Transportation

ESSENTIAL FUNCTIONS

- Performs daily pre-trip duties as outlined by Transportation Department guidelines
- Checks vehicle constantly for mechanical defects and needed repairs and reports these to appropriate supervisor
- Drives vehicle on scheduled routes
- Picks up school children and transports them to and from school
- Maintains order among the passengers and supervises their behavior
- Prepares student conduct reports, as needed
- Administers first aid, when necessary
- Maintains accurate information pertaining to transportation pick up and drop off times in office file
- Keeps interior of District vehicle clean and neat
- Keeps daily record of gas, oil, mileage and number of children transported
- 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 other related duties as assigned



ALTERNATIVE/SMALL VEHICLE DRIVER

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate and comprehend instructions
- Ability to distinguish colors
- Ability to bend, stoop, squat, twist and kneel
- Ability to lift objects above shoulder level
- Ability to sit for extended periods of time
- Ability to work in adverse weather conditions
- Ability to withstand exposure to dust, gas and fumes
- Ability to communicate in group settings
- Ability to operate foot controls with one foot
- Ability to be exposed to noise
- Ability to communicate with employees, students and public
- Ability to utilize communication equipment
- Ability to operate automatic transmission motor vehicles
- Ability to perform tasks requiring manual dexterity
- Ability to hear within a normal range, with or without reasonable accommodations
- Ability to perform functions from written, oral instructions and from observing others



ACCOUNTANT

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Accounting, Finance, Business Administration or a directly related field
- Two years of professional budget and accounting experience
- Five years of accounting experience
- Experience in Financial Accounting
- Demonstrated knowledge of Excel, word-processing applications and data entry procedures
- Equivalent combination of education/training/experience

B. DESIRED

- Experience in a large school district or government, preferred

SUMMARY

Performs professional accounting and budgeting activities requiring application of an advanced professional. Competent knowledge of accounting principles and practices. Analyzes, prepares and presents budgets and financial reports in accordance with established district and state policies and procedures.

Reports to: Department Administrator

ESSENTIAL FUNCTIONS

- Provides specialized or general calculations and analysis support in various accounting and budgeting functions
- Prepares specialized or highly complex reports, statements, and analyses utilizing advanced knowledge and proficiency in accounting practices, principles and interrelationships
- Performs accounting procedures in accordance with County and State school statutory law
- Maintains complete financial records for federal funds, including listing expenditures and revenues, balancing accounts and submitting interim cash reports and final expenditure reports to state
- Assists supervisor with maintaining detailed listings of asset values on a cumulative basis for buildings, grounds, vehicles and equipment
- Reconciles district bank accounts, as assigned
- Posts revenue in district accounting system
- Deposits and disburses funds from district bank accounts, as assigned
- Reconciles school district records monthly and annually
- Establishes or revises procedures or operating policies of assigned function; participates in development and implementation of new or revised accounting systems
- Prepares complex journal entries and records entries in district accounting system



ACCOUNTANT

- Consults units or departments regarding allocations, budget analysis, and financial reports for reconciliation of irregular and unusual transactions and for problem resolution
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Strong analytical ability
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to reach, stoop, lift, twist, bend, pull, reach and occasionally carry up to 20 pounds
- Ability to sit for extended periods of time
- Ability to multi-task in an office setting
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures



BOOKKEEPER II

QUALIFICATIONS

A. REQUIRED

- High School Diploma or GED
- Two years of college with a major in business or equivalent
- Two years of previous experience in accounting or bookkeeping
- Demonstrated knowledge of bookkeeping techniques and/or accounting practices and methods
- Demonstrated aptitude in the use of computer applications, word processors, database programs, spreadsheets, calculators, and 10-key adding machines
- Equivalent combination of education/training/experience
- Four years of related experience may substitute for 2 years of college

B. DESIRED

- Previous knowledge of school statutory law pertinent to accounting
- Five years of previous experience in accounting and bookkeeping methods
- Previous experience in a school district, community college or university

SUMMARY

Performs complex or varied record keeping functions involving bookkeeping and accounting techniques. Work is performed in accordance with established district procedures and federal and state law.

Reports to: Chief Financial Officer

ESSENTIAL FUNCTIONS

- Responsible for processing General Fund disbursements
- Prepares expense vouchers for scheduled board meetings, twice monthly
- Responsible for establishing and maintaining filing systems covering a wide range of district transactions
- Must ensure that documents are prepared according to formats required by the County and State offices
- Processes purchase orders in detail, and processes warehouse requisitions
- Analyzes and verifies accounts payable; maintains vendor files for large accounts; reviews all incoming statements for monies due supplies and ensures that accounts are kept on a current and accurate basis
- Sorts, opens and distributes first-class mail
- Assists district personnel with matters pertaining to purchase orders, shipments, completion of forms, and requests for specific data
- Compiles routine reports, composes and types correspondence to suppliers regarding accounts and payments. Works directly with suppliers
- Balances district budget reports, voucher listings and unpaid encumbrances
- Exhibits patience, courtesy and tact when dealing with others



BOOKKEEPER II

- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

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 effectively communicate
- Ability to calculate and perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform functions requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- 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



PAYROLL SPECIALIST I

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- One year of previous experience in accounting or bookkeeping
- Demonstrated knowledge of bookkeeping techniques
- Demonstrated aptitude in the use of computer applications, word processing, database programs, spreadsheets, calculators, and 10-key adding machines

B. DESIRED

- Two years of college with a major in business or equivalent
- Five years of previous experience
- Previous experience in a school district or university
- Course work in accounting, mathematics, or other related field

SUMMARY

Performs specialized work in keeping financial records of moderate variety and complexity and prepares payrolls in accordance with policies for the district and with federal and state laws.

Reports to: Payroll Supervisor

ESSENTIAL DUTIES

- Maintains general payroll records of moderate complexity and variety according to established procedures.
- Maintains personal contact with district employees; answers questions of a pertinent nature regarding pay status and compensable benefits.
- Prepares salary and wage payrolls, including deductions and processing of time cards.
- Maintains such records as time card sheets, sick leave, payroll journals and ledgers; makes adjustments as required.
- Distributes payroll warrants.
- 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.
- Computes certified and classified salaries. Prepares Contracts
- Handles necessary payroll deductions such as tax levies, child support and garnishments.
- Gathers data and make simple payroll analysis or statistical reports of a budgetary status and routes reports to appropriate supervisor.
- Prepares reports pertinent to payroll functions as requested.



PAYROLL SPECIALIST I

- Assumes correspondence of a routine or moderately technical nature regarding matters of finance; operates a variety of office machines, including calculators and computers.
- Verifies employment as it pertains to employee's financial status.
- Performs related duties as required.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Exhibits patience, courtesy and tact when dealing with others.

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 effectively communicate
- 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 work alone and as part of a team
- Ability to work on several tasks at the same time
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment

2/22/2022

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ackerman	Janet	Teacher - English	CT	Ironwood Ridge High	Reassignment			
Ackerman	Janet	Teacher - Economics	CT	Ironwood Ridge High	Reassignment			
Avila	Paul	Teacher - Special Education Resc	CT	CDO High School	Decrease FTE			<0.20 FTE>
Godkin	Melissa	Teacher - Special Education Resc	CT	Prince Elementary	Increase FTE			+0.2 FTE
Mcgill	Gena	Teacher - Special Education Resc	CT	CDO High School	Decrease FTE			<0.2 FTE>
Van Wert	Ryan	Teacher - Mathematics	CT	Amphi High School	Extension			
Weaver	Jason	Program Evaluation and Data Anz	CL-PR	Wetmore Center	Transfer	PR EX	10+ years	
Allen	M. Michele	Instructional Technology Specialis	CL	Harelson Elementary	Reassignment	3	+\$0.52	
Allen	M. Michelle	Campus Monitor	CL	Harelson Elementary	Decrease FTE			<0.15 FTE>
Allen	M. Michelle	Crossing Guard	CL	Harelson Elementary	Additional Position	1	0 years	
Dinsdale	April	School Administrative Assistant	CL	Wilson K-8 School	Added Duty			\$14.28 per hour
Pham	Khanh	Custodian I	CL	Wilson K-8 School	Transfer	2	<\$0.10>	
Riegert	Monica	Instructional Technology Specialis	CL	Harelson Elementary	Increase FTE			+0.40 FTE
Suarez	Ana	Special Education Teaching Assis	CL	Ironwood Ridge High	Transfer			
Campbell	Jennifer	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Cannon	Robert	ADDN - AV Tech - Special Events	ADCT	CDO High School	Addendum			\$20.00 per hour
Carlson	Joanne	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Engel	Katherine	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum			\$42.00 per hour
Faniel	Kia	Coach - Track Head HS	ADCT	Ironwood Ridge High	Addendum			\$1,500.00
Faulkner	Violet	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum			\$42.00 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
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

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Faulkner	Violet	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$30.00 per hour	
Frantziskonis	Karyn	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Goldstein	Heidi	Coach - Track Assistant HS	ADCT	CDO High School	Addendum		\$2,400.00	
Johnson	Marian	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Kuhn	Brandon	Coach - Baseball Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Linn	David	Coach - Soccer Head MS	ADCT	Wilson K-8 School	Addendum		\$1,700.00	
McConnell	Marisa	ADDN - Certified Staff Trainer	ADCT	Mesa Verde Elementary	Addendum		\$30.00 per hour	
Mendivil	Jorge	Coach - Track Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Nicholas	Julie	ADDN - Certified Tutor	ADCT	Cross Middle School	Addendum		\$42.00 per hour	
Oliver	Heather	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Paul	Kayleigh	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Powell	Matthew	ADDN - Athletic Equipment Tech.	ADCT	CDO High School	Addendum		\$1,850.00	
Randall	Lesa	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Reynolds	Holly	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Rodgers	H. Morgan	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$30.00 per hour	
Rose	Stileda	Coach - Track Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Sandoval	Gary	Coach - Track Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Scheel	Christopher	ADDN - Interscholastic Activities	ADCT	Amphi High School	Addendum		\$1,425.00	
Smith	Shawn	Coach - Baseball Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Thornburg	Ryan	Coach - Tennis Head HS	ADCT	Amphi High School	Addendum		\$2,600.00	
Tillicki	Nicole	ADDN - Homebound	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Vasquez	Rey	Coach - Soccer Assistant MS	ADCT	Wilson K-8 School	Addendum		\$1,400.00	

*	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
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

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Watson	Laura	Coach - Softball Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Wilkes	Chelsie	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Willis	John	ADDN - Interscholastic Activities	ADCT	Amphi High School	Addendum		\$1,425.00	
Willis	John	ADDN - Athletic Equipment Tech.	ADCT	Amphi High School	Addendum		\$1,850.00	
Aguilar	Isabel	ADDN - School COVID Contact T	ADCL	Prince Elementary	Addendum		\$1.97 per hour differential	
Alvo	Joy	ADDN - Bus Driver Referral	ADCL	Transportation	Addendum		\$150.00	
Bear	Zaelyn	ADDN - School COVID Contact T	ADCL	Rillito Center	Addendum		\$1.97 per hour differential	
Cardenas	Mario	ADDN - Instructional Aide	ADCL	Keeling Elementary	Addendum		\$12.80 per hour	
Ebeler	Teresa	ADDN - School COVID Contact T	ADCL	Wilson K-8 School	Addendum		\$1.97 per hour differential	
Fowler	Tracey	ADDN - School COVID Contact T	ADCL	Ironwood Ridge High	Addendum		\$1.97 per hour differential	
Garcia	Brenda	ADDN - School COVID Contact T	ADCL	CDO High School	Addendum		\$1.97 per hour differential	
Garcia	Diana	ADDN - School COVID Contact T	ADCL	Rio Vista Elementary	Addendum		\$1.97 per hour differential	
Henley	Jolee	ADDN - Extra Hours	ADCL	Wilson K-8 School	Addendum		\$13.27 per hour	
Hobbs	Laura	ADDN - School COVID Contact T	ADCL	Mesa Verde Elementary	Addendum		\$1.97 per hour differential	
Johnson	Karri	ADDN - Extra Hours	ADCL	CDO High School	Addendum		\$14.57 per hour	
Lopez	Erica	ADDN - Extra Hours	ADCL	Donaldson Elementary	Addendum		\$13.27 per hour	
Lopez	Rebecca	ADDN - Extra Hours	ADCL	Donaldson Elementary	Addendum		\$14.83 per hour	
Martinez	David J	Special Events Worker	ADCL	CDO High School	Stipend		\$12.90 per hour	
Neisius	Penelope	ADDN - Extra Hours	ADCL	CDO High School	Addendum		\$17.08 per hour	
Sandate	Christina	ADDN - School COVID Contact T	ADCL	Amphi High School	Addendum		\$1.97 per hour differential	
Wadhams	Karen	ADDN - School COVID Contact T	ADCL	Walker Elementary	Addendum		\$1.97 per hour differential	
Wilford	Cindy	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$12.90 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
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

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Mansour	Ghada	Teacher - Grade 5		Prince Elementary	301 Payment		\$3,145.35	

*	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
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						