



GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

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**DATE OF MEETING:** March 5, 2024

**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 March 4, 2024.

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

Graphics and Printing Assistant (formerly Graphics and Printing Lead)

The Graphics and Printing Lead job description has been retitled and revised to more accurately represent the position's essential duties and responsibilities. While a revision to the description is warranted, a wage modification is not. Therefore, the position will remain to be paid at Level 4 of the Support Staff/Classified Salary Placement Schedule.

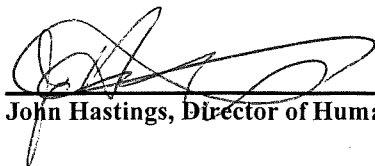
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**RECOMMENDATION:**

It is the recommendation of the Administration that the personnel changes and revised job description be approved as presented.

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**INITIATED BY:**



John Hastings, Director of Human Resources

Date: March 4, 2024



Todd A. Jaeger, J.D., Superintendent

3/5/2024

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
De La Rocha	Natalia	Teacher - Grade 5	CT	Walker Elementary	Reassignment			*
King	Nicole	Teacher - Cross Categorical Classroc	CT	Amphi High School	Transfer			*
Ratliff	Katherine	Teacher - Kindergarten	CT	Walker Elementary	Reassignment			*
Sullivan	Jenna	Teacher - Art	CT	Prince Elementary	Reassignment			*
Bradley-Weinheir	Morgan	Special Education Teaching Assistan	CL	Wilson K-8 School	Promotion	3	+\$0.60	
Estep	Lynette	Budget Technician	CL	Wetmore Center	Promotion	10	+\$1.10	
Johns	Jessica	Special Education Teaching Assistan	CL	Amphi High School	Decrease FTE			<0.5 FTE>
Klimowicz	Vincent	Instructional Technology Specialist	CL	Painted Sky Elementary	Increase FTE			+0.15 FTE
Lowenstein	Lindsay	Classroom Aide/Caregiver	CL	Prince Elementary	Decrease FTE			<0.3125 FTE>
Ochoa	Adelina	Bus Driver	CL	Transportation	Increase FTE			+0.1062 FTE
Powell	Rycharde	Custodian III	CL	Amphi High School	Promotion	6		
Alvarez	Loretta	ADDN - Certified Staff Trainer	ADCT	CDO High School	Addendum			\$30.00 per hour
Beuthin	Kevin	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$2,160.00
Biallas-Odell	Wendy	ADDN - Principal Mentor	ADCT	Rillito Center	Salary Adjustment		+\$9,959.10	
Brungardt	Elizabeth	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Caldwell	Theresa	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$2,160.00
Carter	Beth	ADDN - Section 504	ADCT	Cross Middle School	Addendum			\$900.00
Deitering	Joseph	ADDN - 301 Payment	ADCT	Rillito Center	Stipend			\$76.48
Golden	Brande	ADDN - Certified Staff Trainer	ADCT	CDO High School	Addendum			\$30.00 per hour
Hayes	Jeremy	Coach - Soccer Assistant - 3rd Seaso	ADCT	Coronado K-8 School	Addendum			\$1,400.00
Lackow	Seth	Coach - Baseball Head MS	ADCT	Cross Middle School	Addendum			\$1,700.00
Murrell	Marley	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$2,160.00

*	2024-2025 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
Pye	Andragyle	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum		\$2,160.00	
Rodgers	Morgan	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum		\$2,160.00	
Sallee	Katherine	ADDN - Certified Tutor	ADCT	Keeling Elementary	Addendum		\$30.00 per hour	
Shiba	Robert	Coach - Volleyball Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Taylor	Ethnee	Coach - Track Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Thornburg	Ryan	Coach - Tennis Head HS	ADCT	Amphi High School	Addendum		\$2,600.00	
Vasquez	Kassandra	ADDN - 301 Payment	ADCT	Rillito Center	Stipend		\$76.48	
Walker	Melissa	ADDN - Section 504	ADCT	Rio Vista Elementary	Addendum		\$300.00	
Watson	Laura	Coach - Softball Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Wentworth	Ann	ADDN - R.I.S.E. (Teacher)	ADCT	Ironwood Ridge High	Correction		\$1,980.00	
Wexler	Douglas	ADDN - 301 Payment	ADCT	Rillito Center	Stipend		\$76.48	
Willis	John	Special Events Worker	ADCT	Amphi High School	Addendum		\$14.35 per hour	
Wojdyla	Cheryl	Coach - Volleyball Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Berkej	Thomas	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty		\$15.94 per hour	
Blanco	Sandra	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$15.50 per hour	
Fleckenstein	Emily	ADDN - Instructional Aide	ADCL	Rio Vista Elementary	Addendum		\$14.50 per hour	
Hardin	Kristy	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Tomure	Emery	ADDN - Extra Hours	ADCL	CDO High School	Addendum		\$20.00 per hour	

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## GRAPHICS AND PRINTING ASSISTANT

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### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or GED
- Minimum of two years of progressive clerical experience
- Excellent customer service skills including problem-solving, creative-thinking and professional delivery of service
- Demonstrated knowledge of MS Office, spreadsheets and data entry procedures
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Strong mathematical skills
- Demonstrated knowledge of standard office practices and procedures
- Equivalent combination of education/training/experience

#### B. DESIRED

- Vocational training for reproductive and graphics work
- Two years of previous print shop experience in a school setting

### SUMMARY

The Graphics and Printing Assistant coordinates the daily operations of the Graphics and Printing Department under minimal supervision. The Assistant performs clerical, customer service, and computer and technical tasks of a moderately varied and complex nature. The Assistant collaborates with the copy technicians regarding operations of the department when the Manager is out of office. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Manager of Graphics and Printing

### ESSENTIAL FUNCTIONS

- Provides customer service to school sites and departments across the District
- With general instruction and in accordance with established procedures, posts and maintains standard records; and is responsible for accuracy and timeliness of information
- Receives and processes all work orders and originals from sites and departments verifying that the work orders are clear, complete, and accurate; and calculates pricing for billing
- Verifies that orders are clear, complete, and accurate
- Reviews, investigates, and follows-up on all problems involving work orders and completed projects
- Calculates and prices orders for billing
- Establishes and maintains all work order files
- Generates requisitions and follows up with ordering process
- Facilitates the work flow of jobs to copy technicians



## GRAPHICS AND PRINTING ASSISTANT

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- Processes and monitors outside printing work
- Prepares jobs for delivery to sites
- Trains District employees on printing and price quoting procedures
- Exhibits patience, courtesy and tact when dealing with others
- Schedules appointments
- Uses various computer programs to establish and maintain filing systems, records, and purchasing of supplies
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- Communicates with outside vendors as needed
- Operates various computerized copy machines as well as standard office equipment
- Operates color copy machine
- Process all outgoing District U.S. mail
- Maintains Graphics and Printing Website
- Acts as the department receptionist by answering routine inquiries by phone or in-person; or refers callers to the appropriate person(s)
- Performs duties related to folding, sorting, binding, cutting, drilling, and packaging of printing materials
- Performs other related duties as assigned

### MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate and remain seated for extended periods of time
- Ability to multi-task and coordinate activities in an office setting
- Ability to perform functions from oral and written instructions
- Ability to kneel, pull, bend, stoop, twist, squat and reach up and forward
- Ability to occasionally perform heavy lifting of materials weighing 50 to 60 pounds
- Ability to perform frequent lifting of at least 20 pounds
- Ability to communicate effectively, both orally and in writing
- Ability to organize
- Ability to occasionally stand for extended periods of time
- Ability to exercise judgment in accordance with established procedures