



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: June 13, 2023

TITLE: Approval of Appointment of Administrative Personnel

BACKGROUND:

Administration presents the below candidates to the Governing Board for review and approval for hire into an administrative position for Fiscal Year (FY) 2023-2024. Pertinent information about the interview process for each position is set forth below.

1. Coronado K-8 Assistant Principal

The position of Assistant Principal of Coronado K-8 was advertised as open for FY 2023-2024 and qualified applicants reviewed. Matt Munger, Tassi Call, Julie Valenzuela, and J.J. Letts screened eleven files for the position. Four candidates were selected to interview with the committee. Three candidates accepted the invitation to interview. The interview committee consisted of:

- Matt Munger, Associate Superintendent for Secondary Education
- J.J. Letts, Principal of Coronado K-8
- Lisa Boyd, Teacher at Coronado K-8
- Elyse Greenberg, Teacher at Coronado K-8
- Lea Hagin, Parent of a Coronado K-8 student
- Pilar Pecoraro, Educational Assistant/Clerk at Coronado K-8
- Diana Venegas Long, Parent of a Coronado K-8 student

Based on the ratings of the interview committee, a second interview occurred on May 30, 2023, with the following individuals serving as the interview panel:

- Todd Jaeger, Superintendent
- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- J.J. Letts, Principal of Coronado K-8
- Kristin McGraw, Executive Director of Student Services
- Julie Valenzuela, Director of 21st Century Education

Superintendent Todd Jaeger recommends **Julie Ramsey** for the position of Assistant Principal of Coronado K-8 School for FY 2023-2024.



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2. Amphitheater Middle School Assistant Principal

The position of Assistant Principal of Amphitheater Middle School was advertised as open for FY 2023-2024 and qualified applicants reviewed. Matt Munger, Tassi Call, Julie Valenzuela, and Angela Wichers screened eleven files for the position. Nine candidates were selected to interview with the committee. Six accepted the invitation to interview. The interview committee consisted of:

- Matt Munger, Associate Superintendent for Secondary Education
- Angela Wichers, Principal of Amphitheater Middle School
- Whitney Hernandez, Behavior Intervention Monitor at Amphitheater Middle School
- Brenda King, Librarian at Amphitheater Middle School
- Sarah Lortie, Teacher at Amphitheater Middle School
- Heather Meeks, Parent of an Amphitheater Middle School student

Based on the ratings of the interview committee, a second interview occurred on June 5, 2023, with the following individuals serving as the interview panel:

- Todd Jaeger, Superintendent
- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- Angela Wichers, Principal of Amphitheater Middle School
- Kristin McGraw, Executive Director of Student Services
- Scott Little, Chief Financial Officer
- Julie Valenzuela, Director of 21st Century Education

Superintendent Todd Jaeger recommends **Paul Avila** and **Katherine Sheffield** for the two positions of Assistant Principal of Amphitheater Middle School for FY 2023-2024.

RECOMMENDATION:

It is the recommendation of Administration that the Governing Board approve the above identified administrative appointments as presented.

INITIATED BY:

Michelle H. Tong, J.D.

Associate to the Superintendent and General Counsel

Date: June 6, 2023

Todd A. Jaeger, J.D., Superintendent

6/13/2023

GOVERNING BOARD MEETING APPOINTMENTS

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXP CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Avila	Paul	Assistant Principal	CT-AD	Amphi Middle School	MSA	0 years	Promotion	Mr. Jaeger	*
Ramsey	Julie	Assistant Principal	CT-AD	Coronado K-8 School	MSA	0 years	Promotion	Mr. Jaeger	*
Sheffield	Katherine	Assistant Principal	CT-AD	Amphi Middle School	MSAD	0 years	Replacement	Mr. Jaeger	*

*	2023-2024 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

Paul Avila

Education

Pima Community College, Tucson Arizona

August 2022-Present

Special Education Mild/Moderate Instruction Endorsement K-12

Grand Canyon University, Phoenix Arizona

Master of Education in Educational Leadership

March 2021-May 2022

GPA: 3.9/4.0

Bachelor of Science in Mathematics for Secondary Education August 2017-May 2020

Licensure: Mathematics (Grades 6-12)

GPA: 3.7/4.0

Graduated with Honors

Employment

Canyon Del Oro High School, Oro Valley, Arizona

Resource Math Teacher

Fall 2019-Present

- Classroom management of students for all grades assigned.
- Creativeness on how to interpret lesson plans and work for students.
- Communication with administration, staff, and students.
- Clear, concise verbal and written communication.
- Managed a caseload through advocacy
- Host IEP meetings, and writing effective IEPs.

Leadership Activities

Canyon Del Oro High School, Oro Valley, Arizona

Varsity Assistant Coach Softball and Golf

Spring 2017-Present

- Taught student athletes the proper mechanics and techniques to play.
- Acted as a role model to build self-confidence and sportsmanship in players.
- Guided student athletes to develop both athletically and social skills.
- Van Transportation Certified.
- Building positive relationships with staff, parents, administrators, and coaches.

Amphitheater Public Schools, Tucson, Arizona

Aspiring Administrators Academy

October 2022-Present

- Preparing for Future and Current leadership opportunities.
- Collaborate with other current and future district leaders.
- Develop leadership skills.

Skills

- Bilingual: English and Spanish.
- Computer Skills: Microsoft Office (Excel, word, PowerPoint, Access).
- CPR and First Aid Certified.

- School District Van Transportation Certified.
- Provides guidance to students on goal setting and decision making.
- Oversee the development and maintenance of a database of the school.
- The ability to develop and maintain positive interpersonal relations throughout a diverse community.
- The ability to communicate effectively with individuals at all organizational levels, and project a positive, professional attitude.

References

Available upon request

Julie Ramsey

Education/Certification

M. Ed Educational Leadership, Northern Arizona University, Flagstaff, AZ, 2022
M. Ed Secondary Education, University of Arizona, Tucson, AZ, 2014
M.A. Humanities, California State University, Dominguez Hills, CA. 2012 B.A.
Interior Design w/ Art History minor, SUVA, AZ 2007

Teacher Certificate Principal K-12, and Standard Teaching Secondary Education, 6-12, Arizona
Endorsements English, AZ
History, AZ
Social Studies, AZ
Gifted Education, PreK-12
Structured English Immersion, K-12

Administrative and Leadership Experience

English Department Chair, Amphitheater High School, Tucson, AZ; August 2018-Present

- Directly influences the value of learning and instruction throughout the school.
- Demonstrates leadership in relation to department curriculum initiatives.
- Serves as the link of communication between administration and English department members.

301 Committee, Amphitheater High School, Tucson, AZ; 2014-2021

- Worked on the Pay for Performance Plan for our site.
- Developed staff surveys, collected data for AVID WICOR strategies and staff observations
- Created academic DOK and SAT vocabulary lists and assessments for school-wide vocabulary program.

AVID Site Team, Amphitheater High School, Tucson, AZ 2015-Present

- Develops and implements the goals in the Site Plan and creates individual commitment statements aligned to the goals.
- Collects evidence to illustrate support for student access to, and success in, rigorous curriculum.
- Models and shares effective WICOR strategies and academic success skills across content areas.
- Analyzes school and student data in order to provide relevant professional learning at their site

Superintendent's Advisory Council, Amphitheater School District 2020-2021, 2021-2022

- Council of site representatives meets regularly with District Superintendent to share news and feedback from each school in the district. Reports new policies/procedures to site.

Secondary Grading Committee, Amphitheater School District 2022-2023

- Developing equitable, standards-based grading and assessment policies for Amphi District

Teaching Experience

AP English Instructor, Amphitheater High School, Tucson, AZ 85705 2013-Present •

Developed College-Board approved syllabus and curriculum for both AP Language and Composition, AP Literature and Composition, and AP Psychology courses.

- Increased enrollment in AP English exams by 100% and scores.
- Collaborate with English Department on vertical alignment structures and assessment regarding reading and writing skills and strategies.
- Developed AZ Merit Practice Assessments and activities which resulted in 85% Proficient and Highly Proficient scores and increased overall Eleventh Grade scores by 11% 2018-2019 Academic Year.

Mentoring Experience

Amphitheater Mentor Program, Amphitheater High School, AZ

August 2017-2021

- Mentored new faculty in site-specific program using coaching techniques, provided actionable feedback.
- Assist new teachers with lesson planning, classroom management strategies, and acclimating to site.

Mentor Teacher for Pima Community College Student Teacher's Practicum, Amphi High School, Tucson, AZ •

Assisted student teachers in developing and implementing student learning objectives and assessments.

Professional Development Experience

- Delivered site and district professional development teaching educators about AVID strategies such as Jigsaw Reading activities, Philosophical Chairs, Socratic Seminars, Marking the Text (Annotation) Strategies and Hexagonal Thinking Collaborative activity.
- Presented a district PD on AVID's WICOR Workshop, utilizing the WICOR learning model and incorporating Writing, Inquiry, Collaboration, Organization, and Reading strategies into daily instruction.

Extracurricular Experience

Student Council Advisor, Amphitheater High School, Tucson Az 85705

2021-22, 2022-23

- Mentor Student Government leaders with school events and projects.
- Assist with helping students brainstorm ideas and provide after-school activities and delegate responsibilities
- Promote participation in student government events and projects to students, teachers and administrators.

Link Crew Coordinator, Amphitheater High School Tucson AZ 85705

2019-2020 School Year

- Sponsored Nationally recognized organization that helps upperclassmen mentor Freshmen through their high school transition.
- Trains club members to plan and organize special events for Freshmen throughout the year that assist with easing their transition to high school.

Senior Club Sponsor, Amphitheater High School Tucson AZ 85705

2016, 2019 Classes

- Sponsored Senior Class Club to assist students with Senior activities and fundraising activities to allow for special events and apparel throughout the year.

Varsity Cheer Coach Amphitheater High School, Tucson AZ 85705

2013-2018, 2022

- Sponsored the Varsity Cheer program and supervised two assistant coaches. Duties included coaching student-athletes in technique and preparing them for school and community events and/or competitions.
- Led team to State Competition four years in a row, and Nationals in 2018.

Additional Training Professional Development

- College Board Summer Institute Training

AP Language & Composition (2017), AP Literature and Composition (2018-2019) AP Psychology (2019)

- AP Language/Literature & Composition Exam Essay Reader-College Board (2020, 2021, 2022)
- AVID Summer Institutes Summers of 2015, 2017, 2018, 2020, 2022

Solution Tree

- The Summit on PLC at Work, Phoenix, AZ, Phoenix, AZ

February 2019

Cambridge Assessment International Education

- Cambridge IGSCE Training, Scoring Certificate 2014

Professional Association Memberships

NCTE-National Council of Teachers of English

Since 2018

Awards and Recognition

Raytheon Leaders in Education Award Finalist, 2020

Arizona Online Amazing Teacher of the Year Award Finalist, 2021

Katherine Sheffield, Ed.D.

Educator

OBJECTIVE

Dedicated educator with over 10 years of experience and educational background who is passionate about seeking a position as a school leader

EXPERIENCE

Marana Middle School, Marana, AZ - *8th Grade ELA Teacher*

Jan. 2022 - PRESENT

- Instructed 5 periods of English Language Arts to classes of about 18-30 students
- Fostered an inclusive and positive learning environment by including diverse literature and lessons for students to appreciate cultural differences and to promote understanding
- Collaborated with teams to create common assessments and formative checks

Kapolei High School, Kapolei, HI - *9th Grade English Teacher*

Aug. 2020 - Dec. 2021

- Planned and co-taught with my social studies counterpart to large classes of about 60 students
- Grade promptly and provide actionable feedback to help students improve their writing skills

Pearl City High School, Pearl City, HI - *9th Grade English Teacher*

Jan. 2017 - May 2020

- Participated in planning for the school's academy structure and transition
- Collected and analyzed data with department teams for our school's participation in the Data-Driven Instructional Cycle (DDIC)
- English department head for one year

Fort Irwin Middle School, Fort Irwin, CA - *8th Grade ELA Teacher*

Aug. 2007 - February 2010

- Instructed students and partnered with our military community
- Participated on the textbook adoption committee
- 8th Grade Chairperson

Premier Academy, Hacienda Heights, CA - *Private Class Instructor, Grades 5-6*

May 2006 - May 2007

- Instructed small ELA classes after school hours
- Focused on students' individual learning needs

Other School Experiences

Carver Elementary School, San Marino, CA - *P.E. Instructional Aide*

October. 2006 - May 2007

- Assisting teachers with P.E. classes
- Working in small groups

Junction City Middle School, Junction City, KS - *Library Clerk*

October. 2010 - May 2011

- Inventory of books
- Maintaining student accounts

Illesheim & Ansbach Elementary School, Ansbach, Germany - *Substitute/ SPED Aide*

Jan. 2013 - May 2016

- Instructing classes
- Provided assistance and gathered data about my assigned student

EDUCATION

Principal licensure program • Aug 2022 • University of Cincinnati
Completed coursework specific to school administration, as well as 240-hour practicum hours.

Doctorate in Educational Leadership • Nov 2017 • University of Phoenix
Published dissertation "Military Middle School Student Classroom Turnover and Student Performance: A Correlational Study"

Master's degree in Secondary Education • Nov 2008 • University of Phoenix

Completed coursework to prepare for instruction to students in grades 6-12

Bachelor's degree in English • May 2006 • California State University Fullerton

Coursework focused on clear communication and essential critical thinking skills.

LEADERSHIP ROLES

2009-2010 8th Grade Chairperson

2018-2019: English Department Chair

2022-2023: FLT Lead

SKILLS

Classroom management

Building effective relationships with parents

Synergy attendance and grading systems

Using student data as a means of improvement and understanding