



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

DATE OF MEETING: November 19, 2019

TITLE: Approval of Personnel Changes

BACKGROUND:

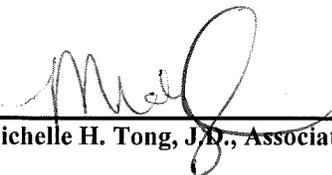
Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of November 18, 2019. The revised job descriptions are as follows:

1. Equity and Safety Compliance Officer
2. Graphics and Printing Lead
3. Program Evaluation and Data Analyst

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 November 18, 2019


Todd A. Jaeger, J.D., Superintendent

11/19/2019

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Alvarez	Kristen	Site Program Coordinator	CT-PR	Nash Elementary	Correction	PR EX		Correction to salary \$7,408.86
Beutel	Emily	Academic Intervention Tch	CT	Keeling Elementary	Increase FTE	CTT-MA		
Bultman	Benjamin	HS AVID Teacher	CT	Amphi High School	Decrease FTE	CTT-BA		
Bultman	Benjamin	HS History Teacher	CT	Amphi High School	Increase FTE	CTT-BA		
Gomez	Jennifer	Academic Intervention Tch	CT	Nash Elementary	Decrease FTE	CTT-BA		
Murillo	Mindy	SEI Teacher	CT	Cross Middle School	Increase FTE	CTT-BA		FTE increase
Alvarez	Claudio	Irrigation Systems Mech.	CL	Facilities Support	Promotion	J	+\$3.68	
Broome	Steven	Inst Technology Spec.	CL	Holaway Elementary	Transfer	E	N/A	
Campbell	Tammy	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Canupp	Pauline	FS Attendant I	CL	CDO High School	Transfer	A	N/A	
Cox	Kim	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Cronk	Wendy	District Substitute Coord	CL	Wetmore Center	Promotion	K	+\$1.57	
Cuestas	Daniel	Inst Technology Spec.	CL	La Cima Middle School	Transfer	E	N/A	
Currier	Teresa	Bilingual Office Asst	CL	Wetmore Center	Salary Adjustment	G	+\$1.59	
Diaz	Gilbert	Groundskeeper I	CL	Facilities Support	Transfer	D	<\$3.15>	
Diaz	Gilbert	Groundskeeper II	CL	Facilities Support	Promotion	E	+\$1.45	
Embrich	Nancy	Bilingual Clerk	CL	Keeling Elementary	Decrease FTE	D	N/A	
Embrich	Nancy	Bilingual Clerk	CL	La Cima Middle School	Increase FTE	D	N/A	
Gonzalez	Diego	Groundskeeper I	CL	Wetmore Center	Transfer	D	N/A	
Grimes	Robert	Bus Driver	CL	Transportation	Increase FTE	J	N/A	

*	2018-2019 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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Hearld	Edythe	Bilingual Office Asst	CL	Wetmore Center	Reclassification	G	+\$0.64	
Kane	Cheryle	Purchasing Clerk	CL	Wetmore Center	Salary Adjustment	H	+\$2.65	Position Reclassification
Klasen	Marianne	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Kreutz	Linda	Transportation Attendant	CL	Transportation	Decrease FTE	B	N/A	
Lerma	Olga	Transportation Dispatcher	CL	Transportation	Transfer	H	<\$.99>	
Lopez	Sara	FS Attendant I	CL	Cross Middle School	Increase FTE	A	N/A	
Magdziasz	Kristin	Admin Asst II - Legal	CL	Wetmore Center	Promotion	M	+\$0.89	
Masaoy	Alfredo	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
McWilliams	David	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Medina	Jesus	Lead Refrig. Mechanic III	CL	Facilities Support	Promotion	O	+\$1.62	
Mendibles	Sherrilee	Transportation Attendant	CL	Transportation	Decrease FTE	J	N/A	
Miller	Stacie	Nutrition & Wellness Sec	CL	Food Service Admin	Promotion	E	+\$.45	
Moody	Dora	Bus Driver	CL	Transportation	Decrease FTE	J	N/A	
Richins	Tonnette	FS Attendant I	CL	Rio Vista Elementary	Transfer	A	N/A	
Ruiz	Rebecca	School Admin Assistant	CL	Nash Elementary	Promotion	H	+\$1.04	
Torregrosa	Dennis	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Torres	Ignacio	Custodian II	CL	Amphi High School	Transfer	E	N/A	
Vazquez Sanchez	Elva	Bilingual Comm. Liaison	CL	Federal/State Programs	Addendum			\$13.96 per hour
Alvarez	Kristen	Site Program Coordinator	ADCT	Nash Elementary	Addendum			\$190.95
Ammon	Connie	Section 504	ADCT	Coronado K-8 School	Addendum			\$1200.00
Anton-Webb	Karyn	Certified Tutor	ADCT	Nash Elementary	Addendum			\$30.00 per hour
Apodaca	Jason	Basketball Head Coach	HS	CDO High School	Addendum			\$3000.00

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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
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Baker	Kevin	Intersch Act Mgr Fall	ADCT	Ironwood Ridge High	Addendum		\$2850.00	
Baller	Ann	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Berger	Ian	Basketball Head II MS	ADCT	Coronado K-8 School	Addendum		\$1700.00	
Buckwalter	James	Certified Tutor	ADCT	Nash Elementary	Addendum		\$30.00 per hour	
Buckwalter	Kristen	Soccer Asst Coach II MS	ADCT	Cross Middle School	Addendum		\$1400.00	
Burlison	Taryn	Certified Tutor	ADCT	Amphi High School	Addendum		\$30.00 per hour	
Carter	Beth	Certified Tutor	ADCT	Cross Middle School	Addendum		\$30.00 per hour	
Castillo	Chad	Essential Recruit Stipend	ADCT	CDO High School	Addendum		\$3,000.00; change from FY19	
Coleman	Kathleen	Interscholastic Supervisr	ADCT	Amphi Middle School	Addendum		\$500.00	
Cooper	Esther	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Cuyegkeng	Maria	Essential Recruit Stipend	ADCT	Holaway Elementary	Addendum		\$2829.27	
Donahue	Brian	Soccer Head Coach II MS	ADCT	La Cima Middle School	Addendum		\$1700.00	
Duran	Monica	Spiritleading Asst Fall	ADCT	Amphi High School	Addendum		\$2250.00	
Ernst	Michelle	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Esposito	Kimberly	School Support Team (CT)	ADCT	Nash Elementary	Addendum		\$20.00 per hour	
Floyd	Scott	Soccer Asst Coach II MS	ADCT	Coronado K-8 School	Addendum		\$1400.00	
Gates	Julia	SEI Teacher	ADCT	Nash Elementary	Added Duty		\$37.64 daily rate of pay	
Graham	Regina	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Graun	Suzanne	Section 504	ADCT	La Cima Middle School	Addendum		\$400.00	
Green	Rebecca	Academic Intervention Tch	ADCT	Coronado K-8 School	Added Duty		\$7333.38	
Guymon	Kate	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
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Hayes	Jeremy	Soccer Head Coach II MS	ADCT	Coronado K-8 School	Addendum		\$1700.00	
Herron	Candace	Special Ed Resource Tchr	ADCT	Wilson K-8 School	Added Duty		\$8,495.52	
Hinds	Jennifer	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Holder	Kayla	Site Program Coordinator	ADCT	Walker Elementary	Addendum		\$190.95	
Hull	James	Basketball Head II MS	ADCT	Cross Middle School	Addendum		\$1700.00	
Jorgensen	Pamela	CHOICES Classroom Tchr	ADCT	Rio Vista Elementary	Added Duty		\$9,189.57	
Keene	Bonnie	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
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Kipley	Kayla	Spiritleading Head Winter	ADCT	Amphi High School	Addendum		\$2450.00	
Knight	Alison	Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Linn	David	Soccer Asst Coach II MS	ADCT	Wilson K-8 School	Addendum		\$1400.00	
Lipich	Brandi	Site Program Coordinator	ADCT	Holaway Elementary	Addendum		\$202.38	
Mapes	Darin	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Mayer	Ryan	EL 3-4-5 Grades Teacher	ADCT	Keeling Elementary	Addendum		\$24.18 per hour	
McConnell	Marisa	Site Program Coordinator	ADCT	Mesa Verde Elementary	Addendum		\$202.38	
McGann	Madelaine	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$11.00 per hour	
Mendivil	Jorge	Intersch Act Mgr Fall	ADCT	Amphi High School	Addendum		\$1425.00	
Mendivil	Jorge	Weight Training HS	ADCT	Amphi High School	Addendum		\$2600.00	
Mercilllott	Christopher	Soccer Asst Coach II MS	ADCT	Amphi Middle School	Addendum		\$1400.00	
Michaels	Christina	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Miller	Vanessa	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	

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Nicley	Phillip	Admin Asst Addendum EL	ADCT	Rio Vista Elementary	Addendum		\$2000.00	
Novinski	Garrett	Basketball Asst II MS	ADCT	Wilson K-8 School	Addendum		\$1400.00	
Obregon	Jose	Soccer Head Coach II MS	ADCT	Wilson K-8 School	Addendum		\$1700.00	
Panneck	Jeffrey	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Panneck	Jeffrey	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Panneck	Jeffrey	Interscholastic Supervisr	ADCT	La Cima Middle School	Addendum		\$500.00	
Pellman	Amanda	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Pellman	Amanda	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Peru	Rachel	Extra Curr Activ Dir MS	ADCT	Cross Middle School	Addendum		\$2000.00	
Post	Brian	Interscholastic Supervisr	ADCT	Cross Middle School	Addendum		\$500.00	
Powell	Lisa	Extra Curr Activ Dir MS	ADCT	Amphi Middle School	Addendum		\$2000.00	
Powell	Matthew	Athletic Equipmnt Tech HS	ADCT	CDO High School	Addendum		\$1850.00	
Powers	Jennifer	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Pye	Andragayle	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Pye	Andragayle	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Reavis	Pamela	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Reid	Raymond	Basketball Asst Coach HS	ADCT	Ironwood Ridge High	Addendum		\$2400.00	
Retherford Jr.	Robert	Extra Curr Activ Dir MS	ADCT	Coronado K-8 School	Addendum		\$2000.00	
Rini	Kaitlyn	Spiritleading Asst Fall	ADCT	Ironwood Ridge High	Addendum		\$2250.00	
Rudd	Amy	Site Program Coordinator	ADCT	Holaway Elementary	Addendum		\$202.38	
Sandoval	Gary	Intersch Act Mgr Fall	ADCT	Amphi High School	Addendum		\$1425.00	
Shiba	Robert	Soccer Head Coach II MS	ADCT	Cross Middle School	Addendum		\$1700.00	

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Smith	Alexander	Extra Curr Activ Dir MS	ADCT	Wilson K-8 School	Addendum		\$2000.00	
Stefanski	Kayla	Certified Tutor	ADCT	Nash Elementary	Addendum		\$30.00 per hour	
Stewart	Eric	Interscholastic Supervisr	ADCT	Coronado K-8 School	Addendum		\$500.00	
Taylor-Stevens	Rogina	Certified Tutor	ADCT	Nash Elementary	Addendum		\$30.00 per hour	
Thacker	Lynn	Site Program Coordinator	ADCT	Mesa Verde Elementary	Addendum		\$202.38	
Thomas	Kelley	CHOICES Classroom Tchr	ADCT	Coronado K-8 School	Added Duty		\$10,120.97	
Todd	Cary	Soccer Asst Coach II MS	ADCT	La Cima Middle School	Addendum		\$1400.00	
Urrea	Tianna	Site Program Coordinator	ADCT	Keeling Elementary	Addendum		\$190.95	
Vasquez	Rey	Interscholastic Supervisr	ADCT	Wilson K-8 School	Addendum		\$500.00	
Walker	Jennifer	Swimming Head Coach HS	ADCT	Amphi High School	Addendum		\$3000.00	
Watson	Forrest	Basketball Head Coach HS	ADCT	Amphi High School	Addendum		\$3000.00	
Welsh	Brian	Basketball Head II MS	ADCT	La Cima Middle School	Addendum		\$1700.00	
Wick	Elizabeth	Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Willis	John	Summer Camp Coach	ADCT	Amphi High School	Addendum		\$1850.00	
Wilson	Amy	Site Program Coordinator	ADCT	Keeling Elementary	Addendum		\$198.50	
Wojdyla	Cheryl	Volleyball Head Fall HS	ADCT	Ironwood Ridge High	Addendum		\$15.00 per hour	
Wolf	Robert	Site Program Coordinator	ADCT	Walker Elementary	Addendum		\$214.52	
Woodard	Nicholas	Extra Curr Activ Dir MS	ADCT	La Cima Middle School	Addendum		\$2000.00	
Zolo	Tatiana	Certified Tutor	ADCT	Amphi High School	Addendum		\$30.00 per hour	
Derfus	Robert	Special Events Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Farrell	Bridget	Student Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Haverty	Matthew	Special Events Worker	ADCL	Amphi High School	Addendum		\$11.00 per hour	

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Jimenez	Raul	Intersch Act Mgr Wint	ADCL	CDO High School	Addendum		\$2850.00	
Kline	Joseph	Security Officer	ADCL	Ironwood Ridge High	Addendum		\$11.00 per hour	
Sevinsky	Nicole	Spiritleading Asst Winter	ADCL	CDO High School	Addendum		\$2250.00	
Valenzuela	Loretta	Special Events Worker	ADCL	Amphi High School	Addendum		\$11.00 per hour	
Wadhams	Karen	Spiritleading Head Winter	ADCL	CDO High School	Addendum		\$2450.00	

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Job Code 01C
Exempt **ESA**
Revised November 2019

EQUITY AND SAFETY COMPLIANCE OFFICER

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree from an accredited educational institution
- Knowledge of federal and Arizona state laws concerning civil rights and equal opportunity
- Ability to communicate effectively verbally and in writing
- Knowledge of Microsoft Word, Outlook and Excel programs
- An equivalent combination of education, training, and/or experience as approved by the Associate to the Superintendent may substitute for the above-required qualifications
- Proof of a valid Arizona Driver's License and current automobile insurance are required.

B. DESIRED

- Bachelor's degree in criminal justice, social work, human resources or public administration
- Knowledge in the areas of federal, Arizona state, and local emergency response protocols and methods, such as Arizona minimum standards for emergency management, National Incident Management System (NIMS) or Incident Command System (ICS).
- Minimum 3 years of experience working in public safety, law enforcement, fire safety, risk management, law, or human resources.
- Previous experience and familiarity with public education

SUMMARY

The Equity and Safety Compliance Officer monitors the District's efforts in the areas of civil rights and equal opportunity for staff and students, and takes steps as needed to promote acceptance, understanding and appreciation of diversity among students and staff. In addition, the Equity and Safety Compliance Officer coordinates student discipline hearings and serves as a hearing officer for student discipline. The Officer also works with school sites to plan, coordinate and direct activities related to the emergency response and emergency preparedness programs.

Reports to: Associate to the Superintendent

ESSENTIAL FUNCTIONS

- Assures District compliance with federal, state, and District law and/or policy related to civil rights, equal employment opportunity and equity

- Develops, implement and coordinates District programs, trainings and in-services relating to nondiscrimination, equal employment opportunity, and anti-bullying
- Coordinates scheduling of student discipline hearings and parent communications about long-term suspension and/or expulsion hearings.
- Serves as student discipline student hearing officer for long-term suspension and expulsion hearings, and attends hearings and Governing Board meetings as needed
- Reviews and evaluates District's security, emergency response and emergency preparedness processes and procedures and makes recommendations for the District to maintain best practices relative to school safety and security.
- Acts as liaison between District and surrounding businesses, neighborhoods, law enforcement, fire departments, and outside agencies regarding implementation of and compliance with security and safety procedures.
- Works with administration to ensure implementation of and compliance with proper security and safety measures at schools and District sites. Acts as a resource to site and department administration on school safety, crisis and emergency situations.
- Conducts an internal audit and reporting system designed to: (a) measure the effectiveness of equal employment opportunity programs; (b) indicates the need for remedial action; and (c) determine the degree of attainment of the programs' objectives
- Assists in the identification and elimination of barriers to equal employment opportunities
- Collaborates with Human Resources to design and implement effective recruitment strategies for under-represented populations
- Serves as a liaison between the District and applicable federal and state agencies, minority and women organizations, and community action groups concerned with equal opportunity
- Develops techniques to enhance communication (internal and external) concerning nondiscrimination, equal opportunity, anti-bullying, and emergency preparedness matters
- Keeps apprised about developments and trends in the areas of equal opportunity, anti-bullying and emergency preparedness and notifies management about changes needed for compliance
- Conducts regular discussions with administrators, supervisors and employees to be certain that the District's nondiscrimination and equal opportunity policies are being followed
- Conducts periodic audits to ensure that facilities throughout the District are in compliance in such areas as: (a) proper display of equal opportunity and anti-bullying posters; (b) desegregation, both in policy and practice, of all facilities maintained for the use and benefit of District employees; and (c) affording a full opportunity and encouraging minority and female employees to participate in all District-sponsored educational, training, recreational and social activities

- Investigates complaints and informs management of actions to take to ensure compliance with federal and Arizona state discrimination laws and District policies in the areas of nondiscrimination and equal opportunity
- Exhibits patience, courtesy and tact in 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

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to decipher differences and makes judgments relevant to situations
- Ability to interpret federal and state laws and District policies
- Analytical and mathematical capabilities
- Ability to work in stressful interpersonal situations
- Problem-solving capability
- Ability to communicate verbally and in writing
- Ability to absorb large volumes of information in short periods of time, both written and verbal
- Ability to prioritize and handle multiple tasks simultaneously

Job Code 12G
Level F
Revised October 2019

GRAPHICS AND PRINTING LEAD

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
- Demonstrated ability to accurately type (test required); or passing score on Word/Excel skills assessment
- 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 Lead coordinates the daily operations of the Graphics and Printing Department under minimal supervision. The Lead performs clerical, customer service, and computer and technical tasks of a moderately varied and complex nature. The Lead assists the Manager with confidential matters and is responsible for the operations of the Department when the Manager is on leave. 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
- Receives and processes all work orders and originals from sites and departments
- 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
- Administrates work flow of jobs to copy technicians
- 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
- Assists the Manager with confidential matters
- Acts as a contact/liaison between Graphics and Printing and outside vendors
- Operates various computerized copy machines as needed
- Operates color copy machine
- Maintains Graphics and Printing Website
- Answers all incoming phone calls
- Performs duties related to folding, sorting, binding, cutting, drilling, and packaging of printing materials
- 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 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

PROGRAM EVALUATION AND DATA ANALYST

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree or higher in Education, Social Science or related field
- Two (2) years of prior experience in educational or social science program evaluation and/or research, including experience in quantitative and/or qualitative research, analysis and statistical methods
- High level of skill with EXCEL and the Microsoft software suite
- Able to code in SQL

B. DESIRED

- Master's degree preferred
- Experience with student data management systems
- Experience with SPSS
- Experience with on-line standardized testing

SUMMARY

The Program Evaluation and Data Analyst provides coordination, support and assistance in the utilization of data and information in the area of assessment and research for the Amphitheater School District.

Reports to: Director of Curriculum and Assessment or Associate Superintendent

ESSENTIAL FUNCTIONS

- Develops appropriate evaluation designs in order to determine program effectiveness and program alternatives
- Develops appropriate evaluation instruments with acceptable validity and reliability
- Plans, initiates, and maintains computerized assessment databases
- Assists in specifying user access level to the assessment databases, monitors the databases for errors, and ensures the integrity of those databases
- Assists in analyzing, interpreting, and synthesizing research findings
- Assists in the coordination of the implementation of evaluation and research projects
- Monitors support staff, where appropriate, in data collection, computerized data entry, management, and analysis
- Coordinates with Cabinet Members to establish evaluation topics, objectives, and priorities
- Participates in the assessment of school and program needs and the development of grant proposals
- Assists in providing background information to administrators, site personnel and parents to enhance the understanding of evaluation, student assessment and educational research
- Assists in managing the implementation, administration, analysis, and interpretation of the assessment program
- Performs project and program evaluations
- Compiles and formats data, and prepares necessary project reports

- Presents data analyses and program evaluation results to target audiences as requested
- Assists in the implementation and monitoring of State and local standardized testing
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports the district wide educational advancement toward the district's Portrait of the Graduate
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties, as required

MENTAL AND PHYSICAL REQUIREMENTS

- Analytical, statistical, and research capabilities
- Ability to communicate orally and in writing
- Ability to communicate individually and in group settings
- Ability to absorb large volumes of information in short periods of time, both written and verbal
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to interpret policies
- Ability to decipher differences and make judgments relevant to situations
- Thorough understanding of assessment data and research statistics
- Ability to interpret federal and state regulations
- Ability to perform tasks requiring manual dexterity
- Ability to operate digital office equipment