



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

DATE OF MEETING: May 24, 2022

TITLE: Approval of Personnel Changes

BACKGROUND:

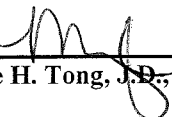
Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of May 23, 2022.

In addition, Administration presents the attached "AVID Site Team Coordinator" job description with a corresponding addendum salary of \$1,500.00 for consideration and approval by the Governing Board.

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: May 23, 2022


Todd A. Jaeger, J.D., Superintendent

5/24/2022

GOVERNING BOARD MEETING
PERSONNEL CHANGES

| LAST NAME | FIRST NAME | TITLE | CT/CL | LOCATION | REASON | LEVEL | FINANCIAL CHANGE | COMMENT |
|-----------------|------------|---------------------------------------|--------|----------------------|--------------|--------|------------------|-----------------------|
| Emans | Deborah | Teacher - Literacy Intervention | CT-RET | Walker Elementary | Decrease FTE | | | * <0.2 FTE> |
| Gottlieb | Hayley | Curriculum & Instructional Support Sp | CT-PR | Wetmore Center | Correction | | | * No Salary Reduction |
| Guymon | Kate | Curriculum & Instructional Support Sp | CT-PR | Wetmore Center | Correction | | | * No Salary Reduction |
| Hubble | Joseph | Curriculum & Instructional Support Sp | CT-PR | Wetmore Center | Correction | | | * No Salary Reduction |
| Applebaugh | Elisabeth | Teacher - Special Education Resource | CT | Cross Middle School | Promotion | CTT-BA | 0 years | * |
| Greenberg | Elyse | Teacher - Kindergarten | CT | Coronado K-8 School | Transfer | | | * |
| Lucarini | Vincent | Teacher - Special Education Resource | CT | Coronado K-8 School | Transfer | | | * |
| Lidbetter | Erin | GEAR UP Coach | CL-PR | Amphi High School | Promotion | PR EX | 0 years | * |
| Chavez Gonzalez | Dora | Custodian I | CL | Nash Elementary | Promotion | 2 | +\$0.52 | |
| Fowler | Tracey | School Administrative Assistant | CL | Ironwood Ridge High | Promotion | 3 | +\$1.28 | |
| Romero | Lindsey | Campus Monitor | CL | Amphi High School | Transfer | | | * |
| Sattler | Laura | Security Officer | CL | Amphi Middle School | Promotion | 2 | +\$0.52 | * |
| Williams | Daniel | Security Officer | CL | Ironwood Ridge High | Decrease FTE | | | <0.5 FTE> |
| Zimpelman | Thomas | Journeyman Electrician | CL | Facilities Support | Promotion | 12 | +\$3.24 | |
| Alvarez | Luisana | ADDN - Summer School Special Ed. | ADCT | Amphi Middle School | Addendum | | | \$3,748.50 |
| Anderson | Banjamin | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | | \$7,056.00 |
| Anderson | Lea | ADDN - Summer School Special Ed. | ADCT | Rio Vista Elementary | Addendum | | | \$3,748.50 |
| Aros | Jessica | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | | \$7,056.00 |
| Bell | Morgann | ADDN - School Support Team | ADCT | Prince Elementary | Addendum | | | \$20.00 per hour |
| Bell | Morgann | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | | \$1,874.25 |
| Belt | Mattie | ADDN - Homebound | ADCT | Wetmore Center | Addendum | | | \$42.00 per hour |
| Bernal | Yemen | ADDN - Summer School Social Worker | ADCT | Prince Elementary | Addendum | | | \$3,748.50 |

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|---------------------|--|--|--|--|--|-------|----------------------------------|
| * | 2022-2023 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 | | | | | | |
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| Bible | Jamie | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$3,748.50 | |
| Bronson | Kelcy | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$3,748.50 | |
| Bronson | Kelcy | ADDN - School Support Team | ADCT | Prince Elementary | Addendum | | \$20.00 per hour | |
| Brunswick | Samantha | ADDN - Summer School Special Ed. | 1ADCT | Holaway Elementary | Addendum | | \$3,748.50 | |
| Bullsache | Michelle | ADDN - Summer School Special Ed. | 1ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Candelaria | María | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Celaya | Luis | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Clause | Katherine | ADDN - CTSO Stipend HS | ADCT | Amphi High School | Addendum | | \$750.00 | |
| Cochiolo | Nancy | ADDN - Summer School Special Ed. | 1ADCT | Mesa Verde Elementary | Addendum | | \$3,748.50 | |
| Cooper | Esther | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$3,748.50 | |
| Costelov | Gabrielle | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$3,748.50 | |
| Daigle | Joyce | ADDN - Certified Staff Trainer | ADCT | Welmore Center | Addendum | | \$30.00 per hour | |
| Daigle | Kristine | ADDN - Summer School Teacher EL | ADCT | Mesa Verde Elementary | Addendum | | \$3,748.50 | |
| Davis | Rachel | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Deniston | Courtney | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Dimillo | Donna | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | \$7,056.00 | |
| Eljerdi | Samah | ADDN - Summer School Teacher MS | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Emans | Kaylee | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$1,874.25 | |
| Esposito | Kimberly | ADDN - Summer School Special Ed. | 1ADCT | Nash Elementary | Addendum | | \$3,748.50 | |
| Ferris | Rachelle | ADDN - Vex Robotics | ADCT | Innovation Academy | Addendum | | \$1,200.00 | |
| Fitzsimmons | Anne | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | \$3,528.00 | |
| Freitag | Oksana | ADDN - School Support Team | ADCT | Prince Elementary | Addendum | | \$20.00 per hour | |
| Fulks | Neal | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | \$7,056.00 | |
| Gallegos | Carmen | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$3,748.50 | |

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| Gallegos | Carmen | ADDN - School Support Team | ADCT | Prince Elementary | Addendum | | | \$20.00 per hour |
| Garmon | Guadalupe | ADDN - Summer School Teacher MS | ADCT | Coronado K-8 School | Addendum | | | \$3,748.50 |
| Gonzalez | Gabriela | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | | \$3,748.50 |
| Gould | Marni | ADDN - Summer School Teacher MS | ADCT | La Cima Middle School | Addendum | | | \$3,748.50 |
| Grover | Jennifer | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | | \$3,748.50 |
| Guymon | Kate | ADDN - Summer School Teacher MS | ADCT | La Cima Middle School | Addendum | | | \$3,748.50 |
| Habinek | Daniel | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | | \$7,056.00 |
| Hartman | Eric | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | | \$7,056.00 |
| Higgins | Ashley | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | | \$3,748.50 |
| Inglett | Lindsay | Site Program Coordinator | ADCT | Mesa Verde Elementary | Correction | | | Position |
| Jackson-Rawdin | Jillian | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | | \$1,874.25 |
| Le | Thanhliem | ADDN - Summer School Teacher MS | ADCT | Amphi Middle School | Addendum | | | \$3,748.50 |
| Leider | Sydney | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | | \$7,056.00 |
| Lise | Ronald | ADDN - Summer School Teacher HS | ADCT | Amphi High School | Addendum | | | \$3,528.00 |
| Lortie | Sarah | ADDN - Summer School Teacher MS | ADCT | Amphi Middle School | Addendum | | | \$3,748.50 |
| Lossou-Lossavi | Shari-Ann | ADDN - Summer School Teacher EL | ADCT | Nash Elementary | Addendum | | | \$3,748.50 |
| Luke | Maggie | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | | \$3,748.50 |
| Meimer | Erwin | ADDN - Summer School Teacher MS | ADCT | La Cima Middle School | Addendum | | | \$3,748.50 |
| Mendivil | Jorge | ADDN - Summer Weights | ADCT | Amphi High School | Addendum | | | \$1,050.00 |
| Michaels | Christina | ADDN - Summer School Teacher MS | ADCT | La Cima Middle School | Addendum | | | \$3,748.50 |
| Mikell | Benjamin | ADDN - Summer School Teacher MS | ADCT | La Cima Middle School | Addendum | | | \$3,748.50 |
| Mounds | Deborah | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | | \$3,748.50 |
| Murrell | Murley | ADDN - Summer School Teacher HS | ADCT | Amphi High School | Addendum | | | \$3,528.00 |
| Ochoa | Joy | ADDN - Summer School Teacher MS | ADCT | Coronado K-8 School | Addendum | | | \$3,748.50 |

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| Paredez | Jerell | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$1,874.25 | |
| Parkey | Kenda | ADDN - School Support Team | ADCT | Prince Elementary | Addendum | | \$20.00 per hour | |
| Peace | Dustin | ADDN - Summer Weights | ADCT | CDO High School | Addendum | | \$1,950.00 | |
| Poland | Carly | ADDN - Summer School Teacher EL | ADCT | Painted Sky Elementary | Addendum | | \$1,764.00 | |
| Porter | Ronald | Teacher - Special Education Resource | ADCT | CDO High School | Added Duty | | \$9,684.10 | |
| Prentis | Peggy | ADDN - Summer School Teacher MS | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Rathbun | Caitlin | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$3,748.50 | |
| Rathbun | Caitlin | ADDN - School Support Team | ADCT | Prince Elementary | Addendum | | \$20.00 per hour | |
| Robles | Erin | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Robles | Nickolas | ADDN - Summer School Teacher EL | ADCT | Prince Elementary | Addendum | | \$1,874.25 | |
| Roche | Christina | ADDN - Summer School Special Ed. 1 | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Roe | Tori | ADDN - Summer School Special Ed. 1 | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Rohrer | Christopher | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | \$7,056.00 | |
| Ronstadt | Joshua | ADDN - Certified Tutor | ADCT | CDO High School | Addendum | | \$42.00 per hour | |
| Rossi | Eric | ADDN - Summer Weights | ADCT | CDO High School | Addendum | | \$975.00 | |
| Rouille | Doreen | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | \$7,056.00 | |
| Shiba | Robert | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Shoopman | Susan | Site Program Coordinator | ADCT | Wilson K-8 School | Correction | | Position | |
| Singer | Sharon | ADDN - Summer School Teacher HS | ADCT | Ironwood Ridge High | Addendum | | \$3,528.00 | |
| Spencer | Dawn | ADDN - Summer School Teacher EL | ADCT | Donaldson Elementary | Addendum | | \$3,748.50 | |
| Stewart | Eric | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Stewart | Patricia | ADDN - Summer School Teacher EL | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Street | Lee Noble | ADDN - CTSO Stipend HS | ADCT | CDO High School | Addendum | | \$1,750.00 | |
| Tate | Caryn | ADDN - Certified Staff Trainer | ADCT | Wetmore Center | Addendum | | \$30.00 per hour | |

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| Taylor | Ethnee | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Thomas | Kelley | ADDN - Summer School Special Ed. 1 | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Todd | Cary | ADDN - Summer School Teacher MS | ADCT | La Cima Middle School | Addendum | | \$3,748.50 | |
| Turpin | Carrie | ADDN - Summer School Teacher EL | ADCT | Copper Creek Elementary | Addendum | | \$3,748.50 | |
| Upmann | Adam | ADDN - Summer School Teacher MS | ADCT | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Vaughn | Alexandria | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Wells | Shyla | ADDN - Summer School Special Ed. 1 | ADCT | Mesa Verde Elementary | Addendum | | \$3,748.50 | |
| Wilson | Sara | ADDN - Summer School Teacher MS | ADCT | Cross Middle School | Addendum | | \$3,748.50 | |
| Wolf | Amber | ADDN - Curriculum Development | ADCT | Rio Vista Elementary | Addendum | | \$25.00 per hour | |
| Anderson | Jennifer | ADDN - Extra Hours | ADCL | Welmore Center | Added Duty | | \$24.05 per hour | |
| Bruno | Rebecca | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.00 per hour | |
| Campbell | Scott | ADDN - Summer School BIM | ADCL | Nash Elementary | Addendum | | \$13.17 per hour | |
| Caponigro | Deborah | ADDN - Summer School IT Specialist | ADCL | Rio Vista Elementary | Addendum | | \$13.49 per hour | |
| Cervantes Cortez | Jorge | ADDN - Summer School Health Aide | ADCL | Rio Vista Elementary | Addendum | | \$13.28 per hour | |
| Christensen | Christline | ADDN - Summer School Campus Mor | ADCL | Painted Sky Elementary | Addendum | | \$13.29 per hour | |
| Clark | Kandi | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | \$16.49 per hour | |
| Coronado | Yvonne | ADDN - Summer School SpEd TA | ADCL | Rio Vista Elementary | Addendum | | \$13.27 per hour | |
| Dees | Farrell | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | \$13.17 per hour | |
| Erickson | Victoria | ADDN - Summer School SpEd TA | ADCL | Copper Creek Elementary | Addendum | | \$13.27 per hour | |
| Estrella | Elinora | ADDN - Summer School Campus Mor | ADCL | Rio Vista Elementary | Addendum | | \$12.98 per hour | |
| Figueroa | Cameron | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.00 per hour | |
| Fogle | Tommy | ADDN - Summer School Security Offir | ADCL | Coronado K-8 School | Addendum | | \$13.17 per hour | |
| Fowler | Tracey | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | \$15.28 per hour | |
| Franks | Brian | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | \$13.42 per hour | |

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| Galindo | Rosenbaur | Ruth | | | | | | |
| | | ADDN - Summer School Counselor | ADCL | Coronado K-8 School | Addendum | | \$3,748.50 | |
| Graham | Mary Kaye | ADDN - Summer School Health Aide | ADCL | Prince Elementary | Addendum | | \$13.87 per hour | |
| Graves | Martha | ADDN - Summer School SpEd TA | ADCL | Copper Creek Elementary | Addendum | | \$13.27 per hour | |
| Hagin | Lea | ADDN - Summer School Health Aide | ADCL | Coronado K-8 School | Addendum | | \$12.98 per hour | |
| Headley | Erika | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.24 per hour | |
| Honomichi | Erika | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.27 per hour | |
| LaPedus | Alicia | ADDN - Summer School SpEd TA | ADCL | Ironwood Ridge High | Addendum | | \$13.27 per hour | |
| Lewis | Bret | ADDN - Summer School IT Specialist | ADCL | Prince Elementary | Addendum | | \$13.27 per hour | |
| Marlatt | Lauren | ADDN - Summer School IT Specialist | ADCL | Coronado K-8 School | Addendum | | \$13.00 per hour | |
| Mason | Kristin | ADDN - Summer School SpEd TA | ADCL | Prince Elementary | Addendum | | \$13.00 per hour | |
| McGann | Bonny | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | \$16.14 per hour | |
| Molina | Andres | ADDN - Summer School Campus Mor | ADCL | Donaldson Elementary | Addendum | | \$12.80 per hour | |
| Mork | Jennifer | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.24 per hour | |
| Olivares Velarde | Sara | ADDN - Summer School SpEd TA | ADCL | Prince Elementary | Addendum | | \$13.00 per hour | |
| Pike | Dache | ADDN - Instructional Aide | ADCL | Mesa Verde Elementary | Addendum | | \$12.80 per hour | |
| Priest | Shannon | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.27 per hour | |
| Quinn | Vanessa | ADDN - Summer School SpEd TA | ADCL | Mesa Verde Elementary | Addendum | | \$13.24 per hour | |
| Rhoads | Alyssa | ADDN - Summer School SpEd TA | ADCL | Prince Elementary | Addendum | | \$13.00 per hour | |
| Roepke | Denise | ADDN - Summer School Social Work | ADCL | Rio Vista Elementary | Addendum | | \$3,748.50 | |
| Roscoe Perkovac | Linda | ADDN - Summer School Nurse | ADCL | La Cima Middle School | Addendum | | \$23.44 per hour | |
| Salaz | Yvonne | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | \$13.59 per hour | |
| Torres | Mariana | ADDN - Summer School Campus Mor | ADCL | Prince Elementary | Addendum | | \$12.80 per hour | |
| Utley | Lourdes | ADDN - Summer School Campus Mor | ADCL | Keeling Elementary | Addendum | | \$12.98 per hour | |
| Vincent | Shelley | ADDN - Extra Hours | ADCL | Harelson Elementary | Added Duty | | \$13.18 per hour | |

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| 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 |
|-----------|------------|------------------------------------|-------|---------------------|------------|-------|------------------|------------------|
| Walker | Sabine | ADDN - Extra Hours | ADCL | Transportation | Added Duty | | | \$12.80 per hour |
| Willford | Cindy | ADDN - Summer School SpEd TA | ADCL | Ironwood Ridge High | Addendum | | | \$14.50 per hour |
| Williams | Daniel | ADDN - Extra Hours | ADCL | Ironwood Ridge High | Added Duty | | | \$13.17 per hour |
| Wilson | Simon | ADDN - Summer School IT Specialist | ADCL | Keeling Elementary | Addendum | | | \$13.00 per hour |
| Wulff | Thomas | ADDN - Summer School Crossing Gu | ADCL | Prince Elementary | Addendum | | | \$13.07 per hour |

| | | | |
|---------------------|--|-------|----------------------------------|
| * | 2022-2023 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 | | |



AVID SITE TEAM COORDINATOR

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree
- Valid Arizona teaching certificate
- Excellent written and oral communication skills

B. DESIRED

- Two years of experience teaching in an AVID school
- Two years of experience coordinating and providing professional development training to staff

SUMMARY

The AVID Site Coordinator serves in a leadership capacity ensuring timely completion of required AVID documentation, planning, and facilitating monthly AVID Site Team meetings to ensure compliance of site created goals and stakeholder input; providing professional development opportunities at both the site and district level to ensure implementation of the AVID program with fidelity; and working with administration to ensure AVID school-wide implementation.

Reports to: Principal and Director of 21st Century Education

ESSENTIAL FUNCTIONS

- Works with a school-based team to create District and site level professional development; and track SMART goals that align with site and district vision and strategic plan
- Attends all site leadership team meetings to ensure alignment of AVID goals to site-based decisions
- Ensures timely and accurate submission of required AVID documentation including AVID Site Team Plan, Data Collection Form, and Certification Tool
- Schedules and facilitates monthly collaborative meetings with school administration and AVID Site Team to review and monitor progress on Site Team Plan goals and to ensure certification requirements are being met (via the Coaching and Certification Instrument (CCI))
- Ensures school-based staff have adequate instructional support to ensure quality implementation of the AVID program
- Provide professional development opportunities for staff at both the district and site levels
- Participates with administration and AVID elective teachers in recruiting, placing and training tutors for AVID Elective classes
- Annually attends AVID training via Path, Summer Institute or other provided opportunities to stay current on the AVID program
- Serves as a liaison between the site and the District Director for AVID
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Assists in other AVID related duties as assigned



AVID SITE TEAM COORDINATOR

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to work effectively with staff and students
- Ability to use strong communication skills, both verbal and written
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and meet deadlines
- Ability to multi-task