



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

DATE OF MEETING: **May 30, 2023**

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 24, 2023.

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

Department Head – Occupational and Physical Therapy

Department Head – Social Worker

Department Head – Speech/Language

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 24, 2023

Todd A. Jaeger, J.E., Superintendent

5/30/2023

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Foreman	Rebecca	Teacher - Orchestra	CT	Holaway Elementary	Transfer			*
Golden	Brande	Teacher - Preschool Director	CT	CDO High School	Added Duty			\$10,472.88
Martinez	Helen	Teacher - Grade 4	CT	Painted Sky Elementary	Transfer			*
Shaheen	John	Teacher - Band	CT	Copper Creek Elementary	Added Duty			*\$9,332.22
Watson	Amy	Teacher - Academic Intervention	CT	Painted Sky Elementary	Promotion	CTT-BA	0 years	*
Yewell	Robin	Teacher - REACH	CT	CDO High School	Transfer			*
Barbary	Jessica	Library Assistant	CL	Holaway Elementary	Promotion	4	+\$0.32	*
Olivares Velarde	Sara	Campus Monitor	CL	Prince Elementary	Rescind			*Position change
Pham	Khanh	Special Education Teaching Assistan	CL	Ironwood Ridge High	Status Change			*
Spencer	Joanne	Security Officer	CL	Cross Middle School	Transfer	6	+ \$0.70	*
Spencer	Joanne	Campus Monitor	CL	Cross Middle School	Transfer	1	<\$0.30>	*
Truman	Marianne	Food Service Attendant	CL	Copper Creek Elementary	Additional Position	1	N/A	
Ammon	Connie	ADDN - Summer School Social Work	ADCT	Coronado K-8 School	Addendum			\$2,866.50
Anderson	Lea	ADDN - Summer School Special Ed.	ADCT	Rio Vista Elementary	Addendum			\$2,866.50
Bakken	Carrie	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum			\$525.00
Bartz	Hannah	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum			\$2,866.50
Berhow	Kira	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum			\$3,748.50
Biallas-Odell	Wendy	ADDN - Principal Mentor	ADCT	La Cima Middle School	Addendum			\$4,498.40
Blake	Courtney	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum			\$2,866.50
Blake	Courtney	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum			\$882.00
Blount	Denita	ADDN - Extra Hours	ADCT	Amphi High School	Addendum			\$31.72 per hour
Borden	Kylie	ADDN - Summer School Teacher EL	ADCT	Amphi Middle School	Addendum			\$2,866.50

*	2023-2024 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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GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Busby	Devon Louise	ADDN - Summer School Teacher EL	ADCT	Donaldson Elementary	Addendum		\$2,866.50	
Candelaria	Maria	ADDN - Summer School Teacher EL	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Cannon	Robert	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Cannon	Robert	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Carter	Beth	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum		\$2,866.50	
Cliff	Mary	ADDN - Summer School Lead Teach	ADCT	Donaldson Elementary	Addendum		\$4,126.50	
Cochiolo	Nancy	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$882.00	
Coleman	Allison	ADDN - Summer School Teacher EL	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Crist	Gary	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$1,750.00	
Engelhard	Erin Mary	ADDN - Summer School Special Ed.	ADCT	Copper Creek Elementary	Addendum		\$2,866.50	
Farnell	Deborah	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$882.00	
Glor	Daniel	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Golden	Brande	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Habinek	Angela	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$3,748.50	
Hoel	Lindsay	ADDN - Summer School Teacher EL	ADCT	Walker Elementary	Addendum		\$882.00	
Hurst	Carlotta	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$2,866.50	
Hurst	Carlotta	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$882.00	
Jenks	Sonja Bronwyn	ADDN - Summer School Teacher EL	ADCT	Copper Creek Elementary	Addendum		\$2,866.50	
Jernigan	Kevin	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$882.00	
Jernigan	Kevin	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$2,866.50	
Keller	Jennifer	ADDN - Summer School Teacher EL	ADCT	Amphi Middle School	Addendum		\$2,866.50	
Knight	Alison	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$882.00	
Knight	Alison	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$2,866.50	
Krater	Caroline	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$750.00	

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Langis	Maria D	ADDN - Summer School Teacher EL	ADCT	Copper Creek Elementary	Addendum		\$2,866.50	
Lassers	Melissa	ADDN - Summer School Teacher EL	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Le	Thanhliem	ADDN - Summer School Teacher EL	ADCT	Amphi Middle School	Addendum		\$2,866.50	
Lepore	Andrew Joseph	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum		\$1,750.00	
Lipich	Brandi	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$2,866.50	
Lipich	Brandi	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$882.00	
Lise	Ronald	ADDN - Summer Camp Coach	ADCT	Amphi High School	Addendum		\$18.00 per hour	
Lortie	Sarah	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$3,748.50	
Lynch	Michelle Ann	ADDN - Homebound	ADCT	Keeling Elementary	Addendum		\$42.00 per hour	
Martinez	Helen Aurora	ADDN - Summer School Teacher EL	ADCT	Donaldson Elementary	Addendum		\$2,866.50	
Martinez	Jennifer	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$882.00	
McConnell	Marisa	ADDN - Summer School Lead Teach	ADCT	Mesa Verde Elementary	Addendum		\$2,714.25	
McNew	Ann	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum		\$2,866.50	
Meitner	Nickolas	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Mendez	Melisa B	ADDN - Summer School Counselor	ADCT	Amphi Middle School	Addendum		\$3,748.50	
Mendivil	Jorge	ADDN - Summer Weights	ADCT	Amphi High School	Addendum		\$1083.33	
Miller	Sally	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Miller	Sally	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum		\$25.00 per hour	
Miller	Sally	ADDN - Curriculum Development	ADCT	Wilson K-8 School	Addendum		\$25.00 per hour	
Miller	Sally	ADDN - Curriculum Development	ADCT	Walker Elementary	Addendum		\$25.00 per hour	
Miller	Sally	ADDN - Curriculum Development	ADCT	Prince Elementary	Addendum		\$25.00 per hour	
Miller	Sally	ADDN - Curriculum Development	ADCT	Nash Elementary	Addendum		\$25.00 per hour	
Miller	Sally	ADDN - Curriculum Development	ADCT	Mesa Verde Elementary	Addendum		\$25.00 per hour	
Nelson	Katherine	ADDN - Extra Hours	ADCT	Ironwood Ridge High	Added Duty		\$24.92 per hour	

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Nelson	Tatum Bradley	ADDN - Academic Assistant EL	ADCT	Donaldson Elementary	Addendum		\$621.46	
Nixon	Taylor	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$2,866.50	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	Coronado K-8 School	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	Walker Elementary	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	Prince Elementary	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	Mesa Verde Elementary	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	Wilson K-8 School	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Curriculum Development	ADCT	Nash Elementary	Addendum		\$25.00 per hour	
Ochoa	Joy	ADDN - Summer School Teacher EL	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Pratt	Megan	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$882.00	
Prentis	Peggy	ADDN - Summer School Teacher MS	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Quinn	Catherine	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$3,748.50	
Randall	Lesa	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum		\$750.00	
Robles	Erin	ADDN - Summer School Teacher EL	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Rodrigues	Michaela	ADDN - Summer School Teacher EL	ADCT	Donaldson Elementary	Addendum		\$2,866.50	
Ronstadt	Joshua	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Ronstadt	Joshua	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Roseman	Ronny	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Rudd	Amy	ADDN - Summer School Lead Teach	ADCT	Holaway Elementary	Addendum		\$5,428.50	
Sallee	Katherine	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum		\$2,866.50	
Santoyo	Michelle Christa	ADDN - Summer School Teacher EL	ADCT	Copper Creek Elementary	Addendum		\$2,866.50	
Scheffel	Liesl	ADDN - Summer School Lead Teach	ADCT	Coronado K-8 School	Addendum		\$4,126.50	
Smith	Kimberly	ADDN - Summer School Teacher EL	ADCT	Holaway Elementary	Addendum		\$3,748.50	

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Stewart	Eric	ADDN - Summer School Teacher EL	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Stewart	Patricia	ADDN - Summer School Teacher EL	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Stine	Laura	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$882.00	
Street	Lee	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Tarbet	Jeremy	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Thacker	Lynn	ADDN - Summer School Lead Teach	ADCT	Mesa Verde Elementary	Addendum		\$2,714.25	
Upman	Adam	ADDN - Summer School Teacher MS	ADCT	Coronado K-8 School	Addendum		\$2,866.50	
Wells	Shyla	ADDN - Summer School Teacher EL	ADCT	Mesa Verde Elementary	Addendum		\$882.00	
Whetherhult	Stephen	ADDN - Assistant Athletic Trainer	ADCT	CDO High School	Addendum		\$1,850.00	
Whetherhult	Stephen	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum		\$1,750.00	
Whetherhult	Stephen	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Whetherhult	Stephen	ADDN - Assistant Athletic Trainer	ADCT	CDO High School	Addendum		\$1,850.00	
White	Akeyla S	ADDN - Summer School Teacher EL	ADCT	Copper Creek Elementary	Addendum		\$2,866.50	
Wong	Marina Joy	ADDN - Summer School Teacher EL	ADCT	Donaldson Elementary	Addendum		\$2,866.50	
Yrrizarry	Alexis	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$2,866.50	
Alvarado	Elsa	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$14.15 per hour	
Atondo-Ballesteros	Perla	ADDN - Summer School Health Aide	ADCL	Harelson Elementary	Addendum		\$15.98 per hour	
Blanco	Sandra	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$15.00 per hour	
Bustamante	Felix Claudia	ADDN - Summer School Health Aide	ADCL	Mesa Verde Elementary	Addendum		\$16.81 per hour	
Castro	Jose	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$17.98 per hour	
Cervantes Cortez	Jorge	ADDN - Summer School Health Aide	ADCL	Rio Vista Elementary	Addendum		\$15.93 per hour	
Cervantes Cortez	Jorge	ADDN - Summer School Health Aide	ADCL	Rio Vista Elementary	Addendum		\$15.93 per hour	
Coronado	Yvonne	ADDN - Summer School SpEd TA	ADCL	Rio Vista Elementary	Addendum		\$15.86 per hour	
Cruz	Kristy	ADDN - Summer School SpEd TA	ADCL	Holaway Elementary	Addendum		\$15.55 per hour	

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Dees	Farrell	ADDN - Summer School Security Off	ADCL	Coronado K-8 School	Addendum		\$16.25 per hour	
Estudillo	Stephanie	ADDN - Summer School Classroom /	ADCL	Rio Vista Elementary	Addendum		\$14.72 per hour	
Fears	Carolyn	ADDN - Summer School Campus Mo	ADCL	Copper Creek Elementary	Addendum		\$14.00 per hour	
Figueroa	Cameron	ADDN - Summer School Instructional	ADCL	Mesa Verde Elementary	Addendum		\$14.00 per hour	
Flores	Mallory	ADDN - Summer School Instructional	ADCL	Mesa Verde Elementary	Addendum		\$14.00 per hour	
Gamez	Griselda	ADDN - Summer School Classroom /	ADCL	Rio Vista Elementary	Addendum		\$16.17 per hour	
Graham	Mary	ADDN - Summer School Health Aide	ADCL	Prince Elementary	Addendum		\$16.25 per hour	
Grant	Renee Marie	ADDN - Summer School SpEd TA	ADCL	Harelsion Elementary	Addendum		\$15.46 per hour	
Hakes	Jacquelen	ADDN - Summer School SpEd TA	ADCL	Holaway Elementary	Addendum		\$15.46 per hour	
Hardin	Kristy Jo	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$14.00 per hour	
Hernandez	Mary	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.55 per hour	
Ibarra De Cortes	Marcela	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$14.15 per hour	
Lewis	Brandy	ADDN - Extra Hours	ADCL	Innovation Academy	Added Duty		\$16.25 per hour	
Lindsey	Cathy	ADDN - Summer School Health Aide	ADCL	Walker Elementary	Addendum		\$14.45 per hour	
Lorentine	Priscilla	ADDN - Summer School Crossing Gu	ADCL	Keeling Elementary	Addendum		\$14.00 per hour	
Martinez	Janitza	ADDN - Summer School Classroom /	ADCL	Rio Vista Elementary	Addendum		\$14.85 per hour	
Martinez	Susanna	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$14.15 per hour	
Mele	James	ADDN - Summer School Crossing Gu	ADCL	Coronado K-8 School	Addendum		\$14.00 per hour	
Mixson	Kaelynn	ADDN - Summer School Crossing Gu	ADCL	Mesa Verde Elementary	Addendum		\$14.00 per hour	
Mixson	Kaelynn	ADDN - Summer School Campus Mo	ADCL	Mesa Verde Elementary	Addendum		\$14.00 per hour	
Neubauer	Cristina Star	ADDN - Summer School Nurse	ADCL	Amphi Middle School	Addendum		\$22.37 per hour	
Neubauer	Cristina Star	ADDN - Summer School Nurse	ADCL	Amphi Middle School	Addendum		\$22.37 per hour	
Pacheco	Isha	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$14.15 per hour	
Pamela	Pinkmary	ADDN - Summer School Instructional	ADCL	Mesa Verde Elementary	Addendum		\$14.00 per hour	

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Parra	Debbie	ADDN - Summer School Classroom /	ADCL	Mesa Verde Elementary	Addendum			\$14.72 per hour
Pinto	Arcilio	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$16.28 per hour
Plimpton	Bethany	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$15.84 per hour
Priest	Shannon	ADDN - Summer School Instructional	ADCL	Mesa Verde Elementary	Addendum			\$14.00 per hour
Quinn	Vanessa	ADDN - Summer School Classroom /	ADCL	Mesa Verde Elementary	Addendum			\$14.15 per hour
Roepke	Denise	ADDN - Summer School Social Work	ADCL	Rio Vista Elementary	Addendum			\$2,866.50
Rose	Heather Irene	ADDN - Summer School Health Aide	ADCL	Hareelson Elementary	Addendum			\$14.45 per hour
Salaz III Smith	Yvonne	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty			\$16.70 per hour
Salgado	Jessica	ADDN - Summer School Classroom /	ADCL	Rio Vista Elementary	Addendum			\$14.43 per hour
Sattler	Laura	ADDN - Summer School Campus Mo	ADCL	Amphi Middle School	Addendum			\$14.00 per hour
Schneider	Aitza	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$16.95 per hour
Sidwell	Loren	ADDN - Summer School Crossing G	ADCL	Amphi Middle School	Addendum			\$14.00 per hour
Slaton	Stephanie	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$15.00 per hour
Slaton	Stephanie	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$15.00 per hour
Sonnek	Irma	ADDN - Summer School SpEd TA	ADCL	Amphi High School	Addendum			\$14.30 per hour
Tyczynski	Amanda	ADDN - ESY Teaching Assistant EL	ADCL	Rillito Center	Addendum			\$16.55 per hour
Vasquez	Tanya	ADDN - Summer School Health Aide	ADCL	Keeling Elementary	Addendum			\$14.45 per hour
Villa Felix	Grecia	ADDN - Summer School SpEd TA	ADCL	Holaway Elementary	Addendum			\$15.26 per hour
Wilson	Simon	ADDN - Summer School IT Specialis	ADCL	Keeling Elementary	Addendum			\$15.26 per hour

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DEPARTMENT HEAD – OCCUPATIONAL AND PHYSICAL THERAPY

QUALIFICATIONS

A. REQUIRED

- Master's degree
- Arizona license for Occupational or Physical Therapy in the schools

B. DESIRED

- Two years of experience as a practicing school Occupational or Physical Therapist
- Two years of experience coordinating and providing professional development training to staff
- Two years of prior supervisory experience

Reports to: Executive Director of Student Services

ESSENTIAL FUNCTIONS

- Serves as a liaison between the Occupational/Physical Therapy Departments and the Assistant Director of Student Services and the Executive Director of Student Services
- Conducts annual performance evaluations of District Occupational/Physical Therapists and collaborates with school principals and related staff on performance evaluations
- Coordinates annual Occupational Therapist/Physical Therapist assignments
- Coordinates and maintains professional collaborative relationships with other district departments, community agencies and educational institutions (including post-secondary institutions)
- Participates in recruiting, orientation, and mentoring of new Occupational/Physical Therapists within the district when requested
- Plans, coordinates and facilitates bi-monthly consultation meetings with Occupational/Physical Therapists
- Assists the Student Services Department in planning and conducting bi-monthly Occupational/Physical Therapy department staff meetings
- Assists the Student Services Department in planning and coordinating professional development training for Occupational/Physical Therapists and District staff
- Maintains adequate and current testing materials and associated supplies required by Occupational/Physical Therapists
- Assists in other duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to work effectively with students and district personnel of all levels
- 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 high volumes of information
- Ability to concentrate for extended periods of time
- Ability to multi-task

DEPARTMENT HEAD – OCCUPATIONAL AND PHYSICAL THERAPY

- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures

DEPARTMENT HEAD – SOCIAL WORKER

QUALIFICATIONS

A. REQUIRED

- Master's degree in social work or equivalent professional social work degree from an accredited graduate school of social work
- Arizona Department of Education Social Worker certificate

B. DESIRED

- Two years of experience as a social worker
- Two years of experience coordinating and providing professional development training to staff
- Two years of prior supervisory experience

Reports to: Assistant Director of Student Services

ESSENTIAL FUNCTIONS

- Serves as a liaison between the social work department and the Assistant of Director of Student Services and the Executive Director of Student Services
- Conducts annual performance evaluations of District social workers; and collaborates with school principals and related staff on performance evaluations
- Coordinates annual social workers' assignments
- Coordinates and maintains professional collaborative relationships with other district departments, community agencies and educational institutions (including post-secondary institutions)
- Participates in recruiting, orientation, and mentoring of new school social workers within the district when requested
- Plans, coordinates, and facilitates bi-monthly consultation meetings with school social workers
- Assists the Student Services Department in planning and conducting bi-monthly school social worker department staff meetings
- Assists the Student Services Department in planning and coordinating professional development training for school social worker department and District staff
- Assists in supporting social workers in grant writing and compliance
- Assists in other duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to work effectively with students and district personnel of all levels
- Ability to use strong communication skills, both verbal and written
- Ability to reach, stoop, bend, and grasp or hold objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information
- Ability to concentrate for extended periods of time
- Ability to multi-task
- Ability to research, analyze, and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures

DEPARTMENT HEAD – SPEECH/LANGUAGE

QUALIFICATIONS

A. REQUIRED

- Master's degree
- Arizona certification as a Speech Language Pathologist

B. DESIRED

- Two (2) years of experience as a practicing Speech Language Pathologist
- Two (2) years of experience coordinating and providing professional development training to staff
- Two (2) years of prior supervisory experience

Reports to: Executive Director of Student Services

ESSENTIAL FUNCTIONS

- Serves as a liaison between the speech language department and the Assistant Director of Student Services and the Executive Director of Student Services
- Coordinates and supervises first year speech language pathologists
- Conducts annual performance evaluations of District speech language pathologists; collaborates with school principals and related staff on performance evaluations
- Coordinates annual speech language assignments
- Coordinates and maintains professional collaborative relationships with other district departments, community agencies, and educational institutions (including post-secondary institutions)
- Participates in recruiting, orientation, and mentoring of new speech language pathologists within the district when requested
- Plans, coordinates, and facilitates consultation meetings with speech language pathologists
- Assists the Student Services Department in planning and conducting speech language department staff meetings
- Assists the Student Services Department in planning and coordinating professional development training for speech language department and District staff
- Maintains adequate and current testing materials and associated supplies required by speech language pathologists
- Assists in other duties as assigned

DEPARTMENT HEAD – SPEECH/LANGUAGE

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to work effectively with students and district personnel of all levels
- 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 high volumes of information
- Ability to concentrate for extended periods of time
- Ability to multitask
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgement in accordance with established procedures