



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 28, 2020

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 April 27, 2020.

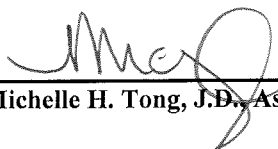
The following job description/position is being presented for approval:

Community and Family Engagement Coordinator

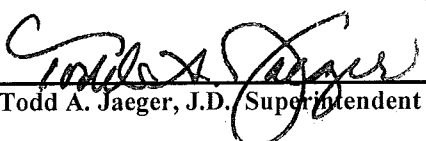
RECOMMENDATION:

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: April 27, 2020


Todd A. Jaeger, J.D., Superintendent

Professional Exempt
April 2020

Community and Family Engagement Coordinator

QUALIFICATIONS

A. REQUIRED

- Bachelor's Degree from accredited university
- Minimum of three years of experience in developing and leading family engagement programs or student support programs
- Knowledge of Arizona student promotion and graduation requirements
- Demonstrated experience in event-planning and program coordination, including a record of completing tasks in a timely manner with budget constraints
- Demonstrated organizational, training and presentation skills
- Aptitude for fostering positive relationships
- Strong ability to communicate with students, parents, and school staff verbally and in written form
- Professional writing, editing, communication experience

B. DESIRED

- At least five years' experience in professional writing
- Valid Arizona Teaching Certificate or Valid Arizona Guidance Counselor Certificate Pre K-12 Certificate
- Spanish language ability
- Background in public relations, marketing, advertising or similar field

SUMMARY

The Community and Family Engagement Coordinator serves as a conduit between families and the District to provide assistance and guidance while creating and maintaining connections with families and students. This position is responsible for supporting families and students throughout the educational process through individual and community engagement activities and programs. It also supports the Communications Department to develop and organize parental communications, marketing materials, programs, and events.

Reports to: Communications Director

ESSENTIAL FUNCTIONS

- Serves as an advocate for parents, students and the District
- Develops, organizes and publicizes events on behalf of schools and the District to bring the community, families and schools together to benefit students
- Makes recommendations to Superintendent regarding District policy issues affecting students, parents, and families
- Develops and implements structured opportunities for the community to participate in the educational experience at Amphitheater Public Schools

- Represents Amphitheater Public Schools in the community to advocate for the District and its students, families and staff
- Collaborates with principals and school staff to ensure families' and students' needs are met and that they are engaged with the educational process
- Collaborates with Federal Programs Department on parent engagement requirements
- Ability to assess parent/student needs and create individualized processes to address them
- Collaborates with PTOs on best practices for school and student support.
- Facilitates the implementation of best practices for family engagement on behalf of the District
- Participates in and support of grant applications related to student, family and/or community engagement
- Creates print and/or digital newsletters for variety of audiences including families, students, employees and stakeholders
- Develops programs and supports for the District's Strategic Plan, including, but not limited to, efforts to:
 - Increase partnerships with community organizations and businesses to find creative ways to support our students and staff
 - Provide and promote opportunities for the community to connect with our schools on a regular basis
 - Increase parent participation in parent/teacher organizations, school events, etc.
 - Build strong relationships with District alumni

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to reach, stoop, twist, bend, pull, lift and carry up to 50 pounds.
- Ability and willingness to move around campus, with or without reasonable accommodations
- Ability to communicate effectively, both orally and in writing
- Ability to perform functions from written and oral instructions
- Ability to sit for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to operate digital office equipment

4/28/2020

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Allen	Laura D	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Brestel	Emily M	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Hopkins	Kenna Dawn	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Martinez	Monica Mills	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Maxwell	Bernice	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Mcclemons	Teri Marie	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Polcyn	Dawn Marie	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Potter	Elizabeth Hill	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Ryan	Frank G	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2000.00	
Testa	Christina Marie	Psychologist	CT-PR	Wetmore Center	Market Adjustment	PSYCH	+\$2500.00	
Anderson	Martha	Custodian II	CL	CDO High School	Market Adjustment	G	+\$0.59	
Apple	John	Custodian III	CL	Amphi High School	Market Adjustment	H	+\$1.04	
Arent	Patrick	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Armenta	Rosario	Custodian II	CL	Walker Elementary	Market Adjustment	G	+\$0.59	
Ballesteros	Narda	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Blauser	Devonne	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Boyd	Terryl	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Brown	Cecile	Custodian III	CL	Ironwood Ridge High	Market Adjustment	H	+\$1.04	
Clevenger	Aaron	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Collier	Sabrina	Custodian II	CL	Donaldson Elementary	Market Adjustment	G	+\$0.59	

*	2020-2021 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)		
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Cook	Sharon	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Crocker	Debora	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Cross	Cynthia	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Del Castillo	TorresRaymundo	Custodian II	CL	Mesa Verde Elementary	Market Adjustment	G	+\$0.59	
Diaz	Gilbert	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Dorame	Josie	Custodian II	CL	Prince Elementary	Market Adjustment	G	+\$0.59	
Duarte-Jungerma	Blanca	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Franco	Dimas	Custodian III	CL	CDO High School	Market Adjustment	H	+\$1.04	
Garcia	Juan	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Gonzalez-Cuevas	Yolanda	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Gracia	Georgina	Custodian II	CL	Copper Creek Elementary	Market Adjustment	G	+\$0.59	
Havens	Lydia	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Hernandez	Tony	Custodian II	CL	Innovation Academy	Market Adjustment	G	+\$0.59	
Holdcroft	Marilyn	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Ibarra De Cortes	Marcela	Cook III	CL	Food Service Admin	Market Adjustment	G	+\$0.59	
Leatherbury	Julie	Custodian II	CL	Amphi Middle School	Market Adjustment	G	+\$0.59	
Lopez	Alex	Custodian II	CL	Wetmore Center	Market Adjustment	G	+\$0.59	
Lopez	Francisco	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Lopez	Hector	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
MacGowan	Wayne	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Martinez	Susanna	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Martinez	Francisco	Custodian II	CL	Wilson K-8 School	Market Adjustment	G	+\$0.59	

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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Martinsen	Katherine	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Mendez	Ismael	Custodian II	CL	Cross Middle School	Market Adjustment	G	+\$0.59	
Montano	Eddie	Custodian II	CL	Rio Vista Elementary	Market Adjustment	G	+\$0.59	
Moody	Dora	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Moreno	Mariano	Custodian II	CL	Harelson Elementary	Market Adjustment	G	+\$0.59	
Ortiz	Armando	Custodian II	CL	Keeling Elementary	Market Adjustment	G	+\$0.59	
Pacheco	Alma	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Palazzolo	Lucia	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Perez	Richard	Lead Groundskeeper I	CL	Facilities Support	Market Adjustment	H	+\$1.04	
Pesqueira M	Martha	Custodian II	CL	La Cima Middle School	Market Adjustment	G	+\$0.59	
Pineda	Yanet	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Ramirez	Martha	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Reyes	Victor	Custodian II	CL	CDO High School	Market Adjustment	G	+\$0.59	
Rogers	Christopher	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Salinas	Rick	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Sheffer	Nenita	Cook III	CL	Food Service Admin	Market Adjustment	G	+\$0.59	
Slack	Rosie	Custodian II	CL	Painted Sky Elementary	Market Adjustment	G	+\$0.59	
Tague	David	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Thomas	Colleen	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Torres	Martin	Custodian II	CL	Holaway Elementary	Market Adjustment	G	+\$0.59	
Torres	Ignacio	Custodian II	CL	Amphi High School	Market Adjustment	G	+\$0.59	
Trujillo	Sergio	Custodian II	CL	Amphi High School	Market Adjustment	G	+\$0.59	

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2020-2021 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

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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Valenzuela	Margarita	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Velazquez	Josefina	Food Service Attendant III - Le	CL	Food Service Admin	Market Adjustment	H	+\$1.13	
Velazquez	Ernesto	Custodian II	CL	Nash Elementary	Market Adjustment	G	+\$0.59	
Verdugo	Ysidro	Custodian II	CL	Ironwood Ridge High	Market Adjustment	G	+\$0.59	
Verdugo	Joseph	Custodian II	CL	Ironwood Ridge High	Market Adjustment	G	+\$0.59	
Wegner	Marty	Groundskeeper II	CL	Facilities Support	Market Adjustment	G	+\$0.59	
Hull	James	Coach - Baseball Head MS	ADCT	Cross Middle School	Addendum			\$1700.00
Lopez	Lindsay	Coach - 4th Q. Interscholastic	ADCT	Cross Middle School	Addendum			\$500.00
Peru	Rachel	Coach - 4th Q. Extracurricular	ADCT	Cross Middle School	Addendum			\$2000.00
Post	Brian	Coach - Track Head MS	ADCT	Cross Middle School	Addendum			\$1700.00
Shiba	Robert	Coach - Volleyball Head MS	ADCT	Cross Middle School	Addendum			\$1700.00
Nelson	Marjorie	Special Events Worker	ADCL	Ironwood Ridge High	Added Duty			\$12.00 per hour
Robbins	Joshua	Coach - Track Assistant MS	ADCL	Cross Middle School	Addendum			\$1400.00

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