



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

DATE OF MEETING: January 11, 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 January 10, 2022.

The following job description are being presented for approval:

Classroom Aide/Caregiver
Clerk
Cook
Cook – Lead
Food Service Attendant
Food Service Attendant – Lead
Instructional Aide
Language Assessment Specialist
School COVID Contact Tracer

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: January 10, 2022

Todd A. Jaeger, J.D., Superintendent



CLASSROOM AIDE/CAREGIVER

QUALIFICATIONS

A. REQUIRED

- High school diploma or completion of a high school equivalency diploma
- Possession of CPR and First Aid training certificate upon recommendation for hire

B. DESIRED

- At least six (6) months of experience of working with and caring for children

SUMMARY

Assists the classroom teacher and other key instructional support personnel by maintaining a clean and organized learning environment, supervising play and preparing materials for classroom activities, and providing students with personal hygiene assistance.

Reports to: School Principal

ESSENTIAL FUNCTIONS

- Supports the philosophy and goals of the school and classroom
- Supervises students during indoor and outdoor learning activities
- Assists in preparing instructional materials for classroom activities
- Maintains an environment where students are safe, nurtured, and valued
- Participates in daily cleaning and adheres to safety checklists
- Assists in serving snacks and lunches to students as needed
- Reinforces positive behavior by refocusing the student to focus on learning and by utilizing role modeling techniques
- Maintains on-going communication and positive working relationships with parents and site staff
- Maintains a professional work environment that fosters collaboration and trust
- Reports supply needs to the classroom teacher
- Assists student with personal hygiene such as bathroom use; hand washing; usage of proper sanitary measures; assists in the cleaning of soiled students; and cleans clothing and provides fresh clothing when required
- Exhibits patience, courtesy and tact when 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 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

FLSA: Non-Exempt
Support Staff – Level 2
December 2021



CLASSROOM AIDE/CAREGIVER

- 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



CLERK

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Knowledge and/or experience with word/data processing, keyboarding and customer service
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email
- Equivalent combination of education/training/experience

B. DESIRED

- Thorough knowledge of computers and data processing software applications
- Thorough knowledge of English and business math
- Trade or vocational school or equivalent

SUMMARY

Under general supervision, performs routine and moderate clerical work utilizing knowledge and skills based upon standard practices and procedures with the ability to perform task independently. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Completes forms, copies data, and compiles records and reports in accordance with established procedures
- Acts as receptionist, answers phones, responds to requests for general information, and refers inquiries to appropriate persons
- Performs routine administrative duties, including scheduling of appointments, explaining office procedures to employees and maintaining office supplies and equipment
- Sorts and distributes mail or other materials and prepares correspondence for mailing
- Operates a variety of standard office machines; may involve using a telephone switchboard
- Types and proofreads a variety of materials of moderate complexity, not requiring highly skilled typing techniques
- Researches files and records for information and assembles the data
- Handles materials of a confidential nature
- Maintains limited financial records, logs, schedules, record cards and forms, and tabulates and posts data, as requested
- Initiates work orders, schedules transportation and provides other back-up assistance as needed
- Receives and records absence/attendance reports and calls/written excuses concerning absences as needed
- Maintains attendance cards as needed



CLERK

- Contacts parents concerning unexcused absences as needed
- Exhibits patience, courtesy and tact when 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 meet deadlines
- Ability to multi-task in an office setting
- Ability to communicate with district personnel at all levels
- Ability to communicate clearly, both orally and in writing
- Ability to sustain extended work hours and problem situations
- Ability to understand and carry out written and verbal instructions
- Ability to work alone and as part of a team
- Ability to sit for extended periods of time
- Ability to reach, stoop, twist and bend
- Ability to concentrate for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to work in small, cramped or confined spaces
- Ability to use office equipment, such as telephones, computers, copiers and printers
- Ability to perform tasks requiring manual dexterity

Job Code 13F
Level C
Revised: 12/21

COOK

QUALIFICATIONS

A. REQUIRED

- Elementary school education or equivalent
- One year of experience in quantity cooking
- Sanitation certificate within three (3) months of hire
- Ability to operate standard cooking machinery and equipment
- Equivalent combination of education/training/experience

B. DESIRED

- Three years of experience in quantity cooking

SUMMARY

Prepares and cooks a wide variety of food from provided menus while utilizing food safety and sanitation standards. Also assists with service of food and sanitation duties. Requires regular attendance to perform essential functions of this position

Reports to: Food Service Supervisor

ESSENTIAL FUNCTIONS

- Checks daily menu and ensures that cooking times are coordinated
- Washes, cuts, cooks and prepares foods according to established recipes or supervisor's instruction while upholding all food safety and sanitation procedures
- May oversee the work of attendants and participate in washing, cutting and preparing food for cooking
- Cooks or supervises the cooking of meats and vegetables
- Assists with the clean-up of cooking utensils, grills, ovens and equipment used in food preparation
- Prepares, presents, and checks food to ensure quality meets or exceeds standards
- Takes and records temperatures of food during cooking and before service to ensure food is within proper temperature range
- Primarily in charge of properly filling out production records and ensures they are completed each day
- Assists Supervisor/Attendant III with forecasting for future meals to meet mandated nutritional requirements while minimizing leftovers and food waste
- Keeps a basic, running inventory of food stores to assist supervisor with ordering
- Ensures that leftovers are properly stored and that the kitchen is ready for the preparation of the next meal
- Assists with the training of new employees
- Follows standardized recipes issued by the Food Service Department so that quality is consistent throughout the District
- May assist with setting up serving lines
- 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 stand and walk for most of the shift

- Ability to withstand temperature extremes
- Ability to lift, carry, push and pull objects related to the preparation and serving of food, up to 50 pounds
- Ability to exercise judgment in accordance with established procedures
- Ability to meet deadlines under time constraints
- Ability to demonstrate adequate knowledge of food safety applicable to operation
- Ability to demonstrate adequate knowledge of Arizona State Nutrition Standards applicable to operation



COOK - LEAD

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- Three (3) years of experience in quantity cooking
- Sanitation certificate within three (3) months of hire
- Ability to operate standard cooking machinery and equipment
- Equivalent combination of education/training/experience

B. DESIRED

- Three (3) or more years of experience in quantity cooking

SUMMARY

Prepares, seasons and cooks a wide variety of food from prepared menus. May use independent judgment in converting recipes and utilizing proper cooking techniques. Works under general supervision and oversees the work of Cooks I and II. Participates in the training of Cooks I and II.

Reports to: Food Service Supervisor

ESSENTIAL FUNCTIONS

- Checks daily menu and ensures that cooking times are coordinated. May assist in establishing new menus.
- Oversees the work of assistants and participates in washing, cutting and preparing food for cooking
- Assists with the training of new employees
- May cook or supervise the cooking of meats and vegetables
- Keeps an accurate inventory and issue of food stuffs and reorders, as necessary
- Assists with the clean-up of cooking utensils, grills, ovens and equipment used in food preparation
- Checks food for meals to see that quantity and quality is satisfactory
- Keeps a basic, running inventory of food stores to assist supervisor with ordering
- Ensures that leftovers are properly stored and that the kitchen is ready for the preparation of the next meal
- Follows standardized recipes issued by the Food Service Department so that quality is consistent throughout the District
- May assist with setting up serving lines
- Exhibits patience, courtesy and tact when 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

FLSA: Non-Exempt
Support Staff – Level 5
Revised January 2022



COOK - LEAD

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to stand and walk for most of the shift
- Ability to withstand temperature extremes
- Ability to lift, carry, push and pull objects related to the preparation and serving of food, up to 50 pounds
- Ability to exercise judgment in accordance with established procedures
- Ability to meet deadlines under time constraints
- Ability to demonstrate adequate knowledge of food safety applicable to operation
- Ability to demonstrate adequate knowledge of Arizona State Nutrition Standards applicable to operation

Job Code 131
Level B
Revised: 12/21

FOOD SERVICE ATTENDANT

QUALIFICATIONS

A. REQUIRED

- Elementary school education or equivalent
- Some knowledge of food preparation, service, and sanitation procedures
- Knowledge of the use of kitchen implements and equipment
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience in food service

SUMMARY

Under general supervision, performs food service tasks and services for the essential function of the kitchen, including, food preparation, food service cleaning and sanitation and daily record keeping. Requires regular attendance to perform the essential functions of the position.

Reports to: Food Service Supervisor

ESSENTIAL FUNCTIONS

- Prepares cold and cooked foods from raw ingredients according to recipes
- Accurately weighs and measures food items for preparation and service
- Assists with cashier duties and cash handling as needed
- Performs food preparation tasks while upholding food safety standards
- Assists in production with lifting and moving heavy loads
- Sets up and operates dish washing machines
- Washes, sanitizes, and puts away large cooking and baking pots, pans, and dirty dishes and utensils.
- Clears dishes from and cleans dining tables and chairs
- Removes trash from dining room and kitchen to dumpsters
- Cleans food service equipment
- Sweeps and mops floors in kitchen and dining room; washes walls in kitchen
- Operates large kitchen equipment
- Assists with taking and recording food temperatures when the Cook, Manager, and/or Supervisor are not available
- May assist with inspections of food and supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Stocks food and supplies from deliveries for the purpose of maintaining adequate quantities and security of items
- Exhibits patience, courtesy and tact when dealing with others
- Provides excellent customer service
- 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 lift, carry, push and pull objects related to preparation and service of food, up to 50 pounds
- Ability to stoop, bend, reach, walk and stand for long periods of time
- Ability to work in inclement conditions
- Ability to perform tasks requiring manual dexterity
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to stand and walk most of the shift
- Ability to withstand temperature extremes
- Ability to demonstrate adequate knowledge of food safety applicable to operation
- Ability to demonstrate adequate knowledge of Arizona State Nutrition Standards applicable to operation



FOOD SERVICE ATTENDANT – LEAD

QUALIFICATIONS

A. REQUIRED

- High School diploma or GED
- Sanitation certificate upon recommendation for position
- One year of previous work experience, including management experience
- Basic knowledge of foods
- Skill in using food service preparation equipment
- Must have leadership qualities and work effectively with personnel
- Incumbent will exhibit patience, courtesy and tact in dealing with others
- Equivalent combination of education/training/experience

B. DESIRED

- Nutrition Workshops or equivalent

SUMMARY

Under general supervision, performs as lead worker of a food service operation in the preparation and service of meals. Plans and manages the on site operations at an elementary or secondary school. The position acts as lead person of Attendants and Cooks, reporting directly to a designated supervisor. Participates in food preparation and service work; assists on-the-job training of students and employees. Assures that all federal, state, district, and departmental rules and regulations are in compliance. Requires regular attendance to perform the essential functions of the position

Reports to: Food Service Supervisor

ESSENTIAL FUNCTIONS

- Manages a school site food service operation, acting as lead of Attendants I, II and Cooks I, II, and III; assigns duties and work positions; instructs new food service employees
- Responsible for the accurate accountability of daily cash reports, deposits, production records, and free and reduced meal records
- Assists supervisor in training site employees and departmental substitutes in production service operations, safety, sanitation, cash handling, program compliance and departmental procedures
- Receives food and supply deliveries and processes invoices at site level
- Assists supervisor with inventory control
- Participates in daily food production; checks prepared food for quality and temperature
- Becomes thoroughly familiar with all position duties; equipment operation, and communicates equipment problems to supervisor
- Maintains close communication with site administrator and immediate supervisor
- Coordinates and maintains the cleaning of site kitchen, storage areas, equipment and hood filters, etc.
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century

FLSA: Non-Exempt
Support Staff – Level 6
Revised January 2022



FOOD SERVICE ATTENDANT – LEAD

- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to lift, carry, push and pull objects related to preparation and service of food, up to 50 pounds
- Good physical health and strength
- Ability to stoop, bend, reach, walk and stand for long periods of time
- Ability to withstand temperature extremes
- Ability to perform tasks requiring full range of motion, with or without reasonable accommodations
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to demonstrate adequate knowledge of food safety applicable to operation
- Ability to demonstrate adequate knowledge of Arizona State Nutrition Standards applicable to operation



INSTRUCTIONAL AIDE

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on skills assessment (ParaPro, ACT Workkeys or Master Teacher's Para Educator Learning Network)
- Preschool positions require the following in addition to the above requirements:
 - Possession of CPR and First Aid training certificate upon recommendation for hire
 - TB Skin test dated within past six (6) months upon recommendation for hire
 - Immunization records verifying MMR, Tetanus with Pertussis, and Hepatitis B Series upon recommendation for hire
 - Level 1 Fingerprint Clearance card

B. DESIRED

- Previous experience working with school age children
- Considerable knowledge of the English language

SUMMARY

Under the direction of the principal, program coordinator, and/or teacher, assists with the teaching of students by procuring required materials and arranging the learning environment in support of the educational program. Regular attendance is necessary to perform the essential functions of this position.

Reports to: School Principal and/or Program Coordinator

ESSENTIAL FUNCTIONS

- Assists with instructing reading, writing and mathematics at applicable skill levels
- Offers suggestions and observational data during planning sessions
- Implements activities for individuals and small groups under the direction of the teacher
- Assists with student behavior plans
- Leads discussion groups, games, music and storytelling and other activities, when applicable
- Implements lesson plans, as directed by the teacher
- May provide direct or indirect supervision of children with proper toileting and hand washing; and assists in providing children with fresh clothing should soiled clothing occur
- Creates displays of students' work
- Assists staff with preparation of curriculum and related materials
- Participates in school and district professional development activities
- Attends meetings, as required
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills.

FLSA: Non-Exempt
Support Staff – Level 1
Revised January 2022



INSTRUCTIONAL AIDE

- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- 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 remain seated for extended periods of time
- Ability to reach, stoop and carry up to 20 pounds
- Ability to operate digital office equipment



LANGUAGE ASSESSMENT SPECIALIST

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Minimum of three (3) years of related clerical or office support work experience including experience with confidential records
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases, and multiple software applications
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Must possess and maintain current Arizona driver's license
- Incumbent must possess strong interpersonal and analytical skills
- Incumbent will exhibit patience, courtesy and tact in dealing with others
- Equivalent combination of education/training/experience

B. DESIRED

- Prior experience with working with a Student Information System or equivalent experience

SUMMARY

Researches, registers, and monitors the appropriate assessment (Placement, Mid-Year, and/or Reassessment) for all English Learners (ELs) district-wide to determine program service needs and placement. Provides first-line support by verifying and reconciling data for the District's Student Information System (SIS) in order to deliver site specific assistance.

Reports to: EL District Coordinator

ESSENTIAL FUNCTIONS

- Oversees and implements procedures for records, maintenance, and data/hard copy storage in accordance with state and federal laws and District policies/regulations
- Researches, identifies, registers, and inputs responses for students who need the placement, mid-year, and reassessment language acquisition assessment
- Assists EL Coordinator/District Test Coordinator (DTC) with testing and compliance requirements as prescribed by state and federal law
- Monitors language assessments and classroom placement at all 21 schools to ensure compliance
- Gathers data, answers inquiries, explains department policy/procedures and supports district staff
- Stores and maintains the District's electronic and physical files in accordance with regulations, procedures, and state/federal guidance
- Works and collaborates with other District level employees, other Arizona school districts, and Arizona Department of Education (ADE) data specialists
- Participates and completes required annual trainings on the EL platform provide by ADE
- Assists in compilation of reports and records
- Assists departments and schools in the analysis of student records processing, evaluates and recommends implementation of revised system

- Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect records management problems
- Distributes language assessment information to ELD teachers/clerks and supports the maintenance of current and correct data for each site, as required
- Keeps information on all new students and facilitates initial language acquisition testing procedures, as required
- Oversees smooth transition of student records to various schools, as required
- Assists DTC in presenting in-service workshops in records management procedures
- Assists various departments and school staff in the utilization of the records management procedures
- Verifies the uploading/downloading of information into computer applications utilized by the District
- May assist in the design of data storage and retrieval for both electronic and written records
- Attends training and planning sessions
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to sit and stand for extended periods of time
- Ability to lift at least 10 pounds
- Ability to twist, bend, stoop, reach and pull
- Ability to enter data into computer
- Ability to determine if a request falls within the public purview
- Ability to handle multiple tasks
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team



SCHOOL COVID CONTACT TRACER

QUALIFICATIONS

A. REQUIRED

- Incumbent must be currently employed in clerical position assigned to a school site
- Incumbent does not currently receive a stipend funded by federal ESSER III funds for work performed for the school health office
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases, and multiple software applications
- Prior experience with working with a Student Information System or equivalent experience
- Incumbent must possess strong interpersonal and analytical skills
- Equivalent combination of education/training/experience

B. DESIRED

- Two years of experience as an employee in a school office

Reports to: Pandemic Mitigation and Compliance Officer

ESSENTIAL FUNCTIONS

- Serves as primary liaison with District's Pandemic Mitigation and Compliance Officer
- Researches, gathers, and submits information about students and staff at the school site to report a positive COVID-19 test result
- Coordinates with parents and school faculty and staff to determine; and reports close contacts (as defined by the state and local public health departments) to a positive COVID case
- Provides assistance with contact tracing for cases that involve more than one school site and/or department and assists with prompt communications
- Provides information for District reporting to public health departments about reports of contagious disease or potential exposure at a school or District site
- Investigates reports of potential exposures at school
- Communicates with individuals in a manner that preserves the confidentiality and privacy of all involved
- Collaborates with sites to provide notice of potential exposure to COVID-19 adhering to established protocols to provide COVID-19 information
- Maintains data concerning vaccination status, prior positive COVID-19 test results, isolation and/or quarantine of students and employees
- Exhibits patience, courtesy, and tact in dealing with others and while performing duties
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Perform other related duties as assigned



SCHOOL COVID CONTACT TRACER

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate and express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to sustain extended work hours and problem situations
- Ability to work alone and as part of a team
- Ability to multi-task in an office setting
- Ability to appropriately handle confidential information and records
- Ability to organize work and handle high volumes of information
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to operate phone, computer and digital equipment

1/11/2022

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Kirkendall	Alexis	Social Worker	CT-PR	Amphi Middle School	Increase FTE			+ .05 FTE
Petersen	Christine	Counselor	CT-PR	Harelson Elementary	Transfer	CTNT-MA0 years		
Floyd	Kyrsten	Teacher - AVID	CT	La Cima Middle School	Added Duty			\$4,572.75
Gould	Marni	Teacher - Mathematics	CT	La Cima Middle School	Added Duty			\$4,677.45
Higgins	Ashley	Teacher - Study Skills	CT	Cross Middle School	Additional Position			\$3,157.81
Johnson	Neely	Teacher - AVID	CT	La Cima Middle School	Additional Position			\$3,997.91
Michaels	Christina	Teacher - Special Education Resc	CT	La Cima Middle School	Added Duty			\$5,806.27
Schiffman	Sandra	Teacher - REACH	CT	Amphi Academy Online	Added Duty			\$8,071.51
Vandermyde	Sherri	Teacher - Grade 1	CT	Painted Sky Elementary	Promotion	CTT-BA 0 years		
Aldama	Ana	Transportation Attendant	CL	Transportation	Increase FTE		N/A	+0.1562 FTE
Bramlett	Rita	Bus Driver	CL	Transportation	Increase FTE		N/A	+ 0.0938 FTE
Colvert	Cathryn	Bus Driver	CL	Transportation	Increase FTE		N/A	+0.0313 FTE
Crawford	Bill	Crossing Guard	CL	Copper Creek Elementary	Decrease FTE		N/A	*<0.1> FTE
Escobar	Isabel	Transportation Attendant	CL	Transportation	Decrease FTE		N/A	<0.1250> FTE
Grammer	Angela	Bus Driver	CL	Transportation	Increase FTE		N/A	+0.1875 FTE
Harding	Vanessa	Bookstore Manager	CL	Amphi High School	Promotion	8	+\$0.58	
Harnick	Michael	Transportation Attendant	CL	Transportation	Increase FTE		N/A	+0.1 FTE
Harwood	Ana	Cook III	CL	Amphi Middle School	Transfer		N/A	
Houle	Barbara	Bus Driver	CL	Transportation	Increase FTE		N/A	+0.0312 FTE
Lizarraga	Dorys	Bus Driver	CL	Transportation	Increase FTE		N/A	+0.0375 FTE

*	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
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		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Mattern	Suzanne	Food Service Attendant I	CL	Holaway Elementary	Transfer		N/A	
Moore	Madelyn	Bookkeeper II	CL	Wetmore Center	Promotion	6	+\$0.64	
Pacheco	Alma	Bus Driver	CL	Transportation	Increase FTE			+ 0.0312 FTE
Pecoraro	Pilar	Educational Assistant to the Elem	CL	Coronado K-8 School	Transfer		<\$2.07>	
Pecoraro	Pilar	Clerk II	CL	Coronado K-8 School	Transfer		<\$2.37>	
Pittman	Allisa	Secretary III	CL	Transportation	Promotion	5	+\$0.84	
Pittman	Allisa	Transportation Attendant	CL	Transportation	Decrease FTE		N/A	<0.5 FTE>
Ren	Lisa	Cook III	CL	Ironwood Ridge High	Increase FTE		N/A	+1.1250 FTE
Ruiz	Rebecca	Human Resource Specialist	CL	Wetmore Center	Promotion	7	+\$0.62	
Vasquez	Paula	Food Service Attendant I	CL	Rio Vista Elementary	Increase FTE		N/A	+0.3750 FTE
Yoder	Daniel	Bus Driver	CL	Transportation	Increase FTE		N/A	+ 0.1250 FTE
Anderson	Benjamin	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Appelt	Megan	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Ayers	Nathan	ADDN - Interscholastic Superviso	ADCT	Amphi Middle School	Addendum			\$500.00
Boe	Bradley	ADDN - Vex Robotics	ADCT	Ironwood Ridge High	Resign Addendum Only			
Bosey	Bettina	ADDN - Homebound	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Brunswick	Samantha	ADDN - Certified Tutor	ADCT	Holaway Elementary	Addendum			\$30.00 per hour
Burlison	Taryn	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum			\$30.00 per hour
Busby	Devon	Coach - Spiritleading Head Winter	ADCT	Ironwood Ridge High	Addendum			\$2,450.00
Celaya	Luis	ADDN - Interscholastic Superviso	ADCT	Cross Middle School	Addendum			\$500.00
Cote	Lorena	ADDN - Certified Tutor	ADCT	Nash Elementary	Addendum			\$30.00 per hour
Dadeppo	Lisa	ADDN - Odyssey of the Mind	ADCT	CDO High School	Addendum			\$1,059.51

*	2020-2021 School Year
Addendum	Employee receiving extra-curricular position or stipend
Added Duty	Employee working additional hours or days
Additional Position	Employee working an additional position
Correction	Correction to contract
Decrease FTE	Decrease in hours
Extension	End date being extended
Increase FTE	Increase in hours/contract
Promotion	Employee receiving a promotion to another position
Reassignment	Employee moving to another position at the direction of the administration
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

ADCT	Addendum Certified
ADCL	Addendum Classified
ADACS	Addendum Amphi Community Schools
CT-AD	Certified Administrative
CT	Certified
CL-AD	Classified Administrative
CL	Classified
PR	Professional
EL	Elementary
MS	Middle School
HS	High School

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Deboucher	Cymry	ADDN - Odyssey of the Mind	ADCT	CDO High School	Rescind			
Desjarlais	Paul	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Donahue	Brian	Coach - Wrestling Head MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Duran-Keppler	Monica	Coach - Spiritleading Head Winter	ADCT	Amphi High School	Addendum		\$2,450.00	
Faniel	Kia	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Fitzsimmons	Anne	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Gerard	Michelle	Coach - Weight Training HS	ADCT	CDO High School	Addendum		\$1,300.00	
Gipson	Lori	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Gould	Marni	ADDN - Extra Hours	ADCT	La Cima Middle School	Addendum		\$29.23 per hour	
Havard	Jaycie	ADDN - Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Huseby	Jayne	ADDN - Certified Staff Trainer	ADCT	Federal/State Programs	Addendum		\$30.00 per hour	
Huynh	Hoc	ADDN - Certified Tutor	ADCT	Keeling Elementary	Addendum		\$30.00 per hour	
Keating	Traci	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Langley	Shannon	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum		\$30.96 per hour	
Langley	Shannon	ADDN - Certified Staff Trainer	ADCT	Federal/State Programs	Addendum		\$30.00 per hour	
Lee	Auvie	ADDN - Homebound	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Lopez	Lindsay	ADDN - Extra Curric. Activ. Direct	ADCT	Cross Middle School	Addendum		\$2,000.00	
Miller	Zane	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Mounts	Deborah	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum		\$33.89 per hour	
Nichols	Brooke	ADDN - Essential Recruit Stipend	ADCT	Amphi Middle School	Addendum		\$2,219.51	
Panneck	Jeffrey	ADDN - Interscholastic Supervisor	ADCT	La Cima Middle School	Addendum		\$500.00	
Ramstack	Katie	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum		\$3,024.39	

*	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
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		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Robertson	Marla	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Robles	Erin	ADDN - Interscholastic Superviso	ADCT	Coronado K-8 School	Addendum			\$238.64
Scolman	Rebecca	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Seo	John	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Shaheen	John	ADDN - Flags Coach HS	ADCT	Ironwood Ridge High	Addendum			\$1,250.00
Shiba	Robert	Coach - Soccer Head MS	ADCT	Cross Middle School	Addendum			\$1,700.00
Shugert	Carmen	ADDN - Vex Robotics	ADCT	Ironwood Ridge High	Addendum			\$907.32
Todd	Cary	Coach - Soccer Head MS	ADCT	La Cima Middle School	Addendum			\$1,700.00
Vasquez	Kassandra	ADDN - Essential Recruit Stipend	ADCT	Rillito Center	Addendum			\$2,439.02
Wentworth	Ann	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 Per hour
Almada	Marcos	ADDN - Extra Hours	ADCL	Mesa Verde Elementary	Added Duty			\$14.85 per hour
Applebaugh	Elisabeth	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty			\$13.17 per hour
Beanne	Nibigira	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty			\$13.17 per hour
Contreras Chiova	Marcela	ADDN - Extra Hours	ADCL	Innovation Academy	Added Duty			\$13.07 per hour
Cuestas	Stephanie	ADDN - Extra Hours	ADCL	Wetmore Center	Added Duty			\$15.09 per hour
Francisco	Diana	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty			\$13.44 per hour
Galindo	Griselda	ADDN - Extra Hours	ADCL	Mesa Verde Elementary	Added Duty			\$13.31 per hour
Gentry	Gina	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Added Duty			\$12.42 per hour
Grammer	Lindsey	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Added Duty			\$12.82 per hour
Haverty	Matthew	Special Events Worker	ADCL	Amphi High School	Addendum			\$12.15 per hour
Jimenez	Raul	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty			\$12.42 per hour
Klun	Jeremiah	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$12.15 per hour

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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
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		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Lamadrid	Norma	ADDN - Extra Hours	ADCL	Federal/State Programs	Added Duty		\$15.11 per hour	
Loy	Charles	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$15.21 per hour	
Marquez	Nicole	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$12.33 per hour	
Martinez	Angela	ADDN - Extra Hours	ADCL	Donaldson Elementary	Added Duty		\$12.15 per hour	
Moncada	Maria	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$12.15 per hour	
Neisius	Penelope	ADDN - Extra Hours	ADCL	Copper Creek Elementary	Added Duty		\$12.15 per hour	
Nichols	Brooke	ADDN - Health and Pandemic Difi	ADCL	Amphi Middle School	Addendum		\$4,512.97	
Pacheco	Isha	ADDN - Extra Hours	ADCL	Food Service Admin	Added Duty		\$12.42 per hour	
Pham	Khanh	ADDN - Extra Hours	ADCL	Wilson K-8 School	Added Duty		\$12.33 per hour	
Pittman	Allisa	ADDN - Extra Hours	ADCL	Transportation	Added Duty		\$13.26 per hour	
Rea	Veronica	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Rodriguez	Ann	ADDN - Extra Hours	ADCL	Wilson K-8 School	Added Duty		\$12.15 per hour	
Thomas	Kelsey	ADDN - Extra Hours	ADCL	Nash Elementary	Added Duty		\$12.42 per hour	
Wade	Shelly	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Zack	Catherine	ADDN - Extra Hours	ADCL	Holaway Elementary	Added Duty		\$16.24 per hour	

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Status Change	Employee changing status (i.e. short term to career)					HS	High School
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