



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: June 11, 2019

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of June 5, 2019. Revisions to the following job descriptions are being presented:

Bilingual Office Assistant- Office of Legal Counsel
College Advising Counselor

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: June 5, 2019

Todd A. Jaeger, J.D., Superintendent

6/11/2019

GOVERNING BOARD MEETING PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Boknevit	Christopher	MS Assistant Principal	CT-AD	Cross Middle School	Promotion	MSA	0 Years	
Cortese	Tina	EL Music Teacher	CT	Copper Creek Elementary	Increase FTE	CTT-MA	N/A	
Hitt	Angela	EL Art Teacher	CT	Wilson K-8 School	Increase FTE	CTT-MA	N/A	
Hitt	Angela	EL Art Teacher	CT	Wilson K-8 School	Increase FTE	CTT-MA	N/A	
Kaminski	Joni	EL Physical Ed Teacher	CT	Copper Creek Elementary	Increase FTE	CTT-BA	N/A	
Quigley	Erin	HS CTE Teacher	CT	Amphi High School	Increase FTE	CTT-BA	N/A	
Thomas	Kelley	CHOICES Classroom Tchr	CT	Coronado K-8 School	Added Duty	CTT-MA	N/A	\$*9,683.97
Bergman	William	Lead Irrig. Systems Mech.	CL	Facilities Support	Promotion	L	\$1.59	
Braden	Larissa	Inst Technology Spec.	CL	Rio Vista Elementary	Increase FTE	E	N/A	
Gracia	Georgina	Custodian II	CL	Copper Creek Elementary	Promotion	E	\$0.47	
Hanna	Kathleen	Special Ed Teaching Asst	CL	Wilson K-8 School	Correction	E	N/A	Rehire
Stickney	Lisa	Transportation Clerk	CL	Transportation	Calendar Change	H	N/A	
Altemara-Arnold	Sara	CTSO Stipend	ADCT	CDO High School	Addendum			*\$750.00
Altemara-Arnold	Sara	Curriculum Development	ADCT	CDO High School	Addendum			*\$25.00 per hour
Boe	Bradley	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum			*\$1250.00
Boknevit	Christopher	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Broughton-Bejaran	Carrie	Summer School Teacher	ADCT	Amphi High School	Addendum			\$960.00
Bultman	Benjamin	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Cannon	Robert	Curriculum Development	ADCT	CDO High School	Addendum			*\$25.00 per hour
Cannon	Robert	CTSO Stipend	ADCT	CDO High School	Addendum			*\$1750.00

*	2018-2019 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
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DeBoucher	Cymry	REACH Teacher	ADCT	CDO High School	Added Duty		\$9,326.08	
Dickson	Mary	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$1750.00	
Gerik	Morgan	Summer School Teacher	ADCT	Amphi High School	Addendum		\$3840.00	
Glor	Daniel	Curriculum Development	ADCT	CDO High School	Addendum		*\$25.00 per hour	
Glor	Daniel	Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Glor	Daniel	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Golden	Brande	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Golden	Brande	Curriculum Development	ADCT	CDO High School	Addendum		*\$25.00 per hour	
Goodridge	George	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		*\$25.00 per hour	
Goodridge	George	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$750.00	
Gowen	Jean	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$1750.00	
Gowen	Jean	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		\$200.00	
Gowen	Jean	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		*\$25.00 per hour	
Gowen	Jean	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		\$25.00 per hour	
Greenberg	Elyse	Certified Staff Trainer	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Hodge	Mark	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		*\$25.00 per hour	
Howell	Luke	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$1250.00	
Johnson	Marian	Summer School Teacher	ADCT	Amphi High School	Addendum		\$3840.00	
Krater	Caroline	Curriculum Development	ADCT	CDO High School	Addendum		*\$25.00 per hour	
Krater	Caroline	CTSO Stipend	ADCT	CDO High School	Addendum		*\$750.00	
Lang	William	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$750.00	
Lang	William	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		*\$25.00 per hour	

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Linton	Glenn	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$750.00	
Lise Jr	Ronald	Summer School Teacher	ADCT	Amphi High School	Addendum		\$3840.00	
Meitner	Nickolas	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		*\$25.00 per hour	
Meitner	Nickolas	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Meitner	Nickolas	CTSO Stipend	ADCT	CDO High School	Addendum		*\$200.00	
Minor	Gary	Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Nicholson	Julia	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Nicholson	Julia	Curriculum Development	ADCT	CDO High School	Addendum		*\$25.00 per hour	
Pincus	Mark	Curriculum Development	ADCT	Ironwood Ridge High	Addendum		*\$25.00 per hour	
Pincus	Mark	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$1750.00	
Pinon	Marleya	CTSO Stipend	ADCT	Ironwood Ridge High	Addendum		*\$750.00	
Ronstadt	Joshua	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Ronstadt	Joshua	Curriculum Development	ADCT	CDO High School	Addendum		*\$25.00 per hour	
Street	Lee	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Tarbet	Jeremy	CTSO Stipend	ADCT	CDO High School	Addendum		*\$200.00	
Tarbet	Jeremy	CTSO Stipend	ADCT	CDO High School	Addendum		*\$1750.00	
Tarbet	Jeremy	Curriculum Development	ADCT	CDO High School	Addendum		*\$25.00 per hour	
Walker	Jennifer	Summer School Teacher	ADCT	Amphi High School	Addendum		\$2880.00	
Wilson	Amy	Site Program Coordinator	ADCT	Nash Elementary	Addendum		*\$195.00	
Woodward	Jeremy	CTSO Stipend	ADCT	CDO High School	Addendum		*\$750.00	
Yetman	Christopher	Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Sanders Torres	Rebecca	Library Media Tech I	ADCL	CDO High School	Added Duty		*\$12.02 per hour	

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Stickney	Lisa	Transportation Dispatcher	ADCL	Transportation	Added Duty			*\$14.93 per hour
Aukee	Lisa	Summer School Teacher	ADACS	Ironwood Ridge High	Addendum			\$2580.00
Wolf	Robert	Summer School Admin	ADACS	Ironwood Ridge High	Addendum			\$6825.00

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Job Code 02AA
Level G
Revised June 2019

BILINGUAL OFFICE ASSISTANT - OFFICE OF LEGAL COUNSEL

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- At least two years of general clerical and typing experience.
- Minimum two years of related work experience with confidential records.
- Experience with computer software application including word processing, spreadsheet and database.
- Fluency in speaking, reading, writing and translating the Spanish language
- Passing score on bilingual skills test
- Passing score on accuracy typing test or passing score on Word/Excel skills assessment
- Strong communication skills to express oneself clearly and concisely, both verbally and in writing
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience in an educational setting

SUMMARY

Provides clerical support and translation services for the Superintendent's office and the Legal Services department, including student discipline cases, or their designees (as needed), by interpreting, reading, writing, and translating the Spanish language, and works with student records to ensure quality control of student discipline.

Reports to: Associate to the Superintendent, Legal Counsel

ESSENTIAL FUNCTIONS

- Uses Spanish language skills, such as interpreting, reading, writing and translating the language for the District to include, but not limited to: long-term suspension and expulsion hearings; Governing Board Executive Sessions involving student discipline; reports and letters to parents, as well as calls and visits from parents.
- Prepares translated material for use by District staff, such as documents, policy memoranda, booklets, letters, or verbal communication transcriptions.
- Provides verbal interpreting services at meetings, hearings, conferences, and other forums.
- Proofreads completed translations and reviews for accuracy and correct grammatical content.

ESSENTIAL FUNCTIONS (continued):

- Performs receptionist duties for the Office of Legal Counsel by greeting visitors, directing them to appropriate office, answering telephone calls, and taking messages as needed.
- Coordinates long-term suspension hearings, including receiving requests, scheduling the hearings, reserving rooms, preparing notice of hearings and reviews and Board decision letters to parents.
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- Verifies input of student discipline information and audits sites' discipline procedures making sure they meet district policy and procedures.
- Assists Student Data Management Specialist as needed to maintain records of compliance for each site in accordance with applicable Federal and State guidelines, compile records and reports concerning student discipline, and present in-service workshops in records management procedures.
- Meets with auditors regarding attendance information and procedures as needed.
- Responsible for overseeing consistency of data entry in the student information system database.
- Assists departments and schools in 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 as needed.
- Assists with the coordination of District participation in United Way and Rideshare.
- Handles materials and/or discussions of a confidential nature.
- Initiates work orders, schedules transportation and provides other back-up assistance.
- 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 concentrate for extended periods of time.
- Ability to remain seated for extended periods of time.
- Ability to occasionally lift up to 20 pounds.
- Ability to multi-task in an office setting.
- Ability to listen and hear in conference room settings, with or without reasonable accommodations.
- Ability to twist, bend, stoop and pull.
- Ability to research, analyze and formulate decisions quickly.
- Ability to sustain extended work hours and handle problem situations.
- Ability to solve problems and exercise judgment in accordance with established procedures.
- Ability to perform under stress.

Job Code TP12/B187
Certified Professional - Counselor Exempt
June 2019

COLLEGE ADVISING COUNSELOR

QUALIFICATIONS

A. REQUIRED

- Master's degree in Guidance and Counseling
- Valid Arizona Guidance Counselor Certificate PreK-12
- Experience working with high school students
- Experience working with underrepresented students

B. DESIRED

- Experience working with institutes of higher education in regards to admissions and financial aid applications
- Willingness to work outside conventional office hours in an effort to engage parents and students in college processes
- Prior experience as a teacher and/or a high school counselor
- Bilingual/Spanish speaking

SUMMARY

Prepares students for transition from high school to post-secondary education. Particular focus will be placed on guiding high school students through educational and career planning, with an emphasis on supporting students through obstacles that might inhibit their post-secondary plans. Works full-time alongside other school counselors, administration and school staff to mentor, encourage, and assist students on a one-on-one basis as they career plan, search for colleges, complete admissions and financial aid applications.

Reports to: Principal

ESSENTIAL FUNCTIONS

- Provides guidance to students to instill skills and knowledge achieving their educational and career goals following high school graduation
 - One-on one meetings
 - Classroom presentations
 - Psychoeducational group(s)
 - Promotional materials and regular whole-school communication
 - Individual interest and career assessment inventories
 - Educational Career Action Planning
- Keeps an accurate record of each senior's post-secondary goals and plans and helps those students develop that plan as needed
 - Provides an end-of-year report detailing student post-secondary paths and any known or collected data related to scholarships and college acceptances

- Meets with students, particularly upperclassmen, individually, in group and classroom settings and electronically to regularly assess and measure progress on their plan
 - Keeps an up-to-date webpage (or system of electronic information sharing) that is both informational and practical for student use
- Coordinates student access and participation in college preparation programs such as – UA Med Start program, UA KEYS program, Algebra Academy, College Knowledge for Families, Upward Bound, College Conferences and Visits
- Plans and manages college fairs, college campus visits, college representatives, college testing, ASVAB testing/advising, military presentations
- Recruits, Coordinates, and Communicates with community groups to promote post-secondary planning and goal attainment
 - Annual
 - FAFSA and FSA-ID Nights, Scholarship option presentation(s)
 - Parent education and communication related to post-secondary options
 - Student and Parent workshops
 - Keeps up-to-date scholarship opportunities available for review
- Develops a comprehensive college timeline, including college application deadlines, ACT, SAT, college requirement due dates and financial aid for students
- Assists in the assessment and long-term sustainability of the program which includes submitting monthly progress reports to the program supervisor
- Ability to speak and communicate publicly to large groups of students, parents, staff, and community members

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see and hear at a normal range, with or without reasonable accommodations
- Ability to 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 to 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 multitask in an office setting
- Ability to interpret policies and communicate them to others
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform functions requiring manual dexterity
- Ability to work irregular hours