



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

DATE OF MEETING: April 28, 2026

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 20, 2026.

In addition, a formal job description for Department Chair for secondary education is being presented for consideration and approval by the Governing Board.

The Department Chair provides leadership within academic departments. The role includes mentoring teachers, facilitating professional learning communities (PLCs), coordinating curriculum and resources, supporting student placement, and serving as a liaison between faculty and administration.

RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented as well as the approval of the Department Chair job description.

INITIATED BY:

A blue ink signature of John Hastings, written in a cursive style.

John Hastings, Director of Human Resources

Date: April 20, 2026

A blue ink signature of Todd A. Jaeger, written in a cursive style.

Todd A. Jaeger, J.D., Superintendent

4/28/2026

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Szmutko	Lisa	Attendance Clerk	CL	CDO High School	Increase FTE			+0.5 FTE
Ammon	Connie	ADDN - Section 504	ADCT	Coronado K-8 School	Correction			Amount: \$1,650.00
Arispe	Brooke	ADDN - Section 504	ADCT	Cross Middle School	Correction			Amount: \$3,800.00
Burgin	Samantha	ADDN - Section 504	ADCT	Ironwood Ridge High	Correction			Amount: \$4,650.00
Diaz	Richard	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum			\$1,250.00
Herchenhahn	Gina	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum			\$1,511.48
Krater	Caroline	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum			\$1,250.00
Lackow	Seth	ADDN - Summer School Teacher MS	ADCT	Cross Middle School	Addendum			\$2,677.50
Lidbetter	Erin	ADDN - Section 504	ADCT	La Cima Middle School	Correction			Amount: \$1,200.00
Loehr	Lizabeth	ADDN - Section 504	ADCT	Harelson Elementary	Correction			Amount: \$950.00
Manno	Theodore	ADDN - CTSO Stipend HS	ADCT	Ironwood Ridge High	Addendum			\$750.00
Michaels	Christina	ADDN - Summer School Teacher MS	ADCT	La Cima Middle School	Addendum			\$2,677.50
Miranda	Jennifer	ADDN - CTE Placement Survey	ADCT	Wetmore Center	Addendum			\$2,450.00
Olszewski	Cynthia	ADDN - Section 504	ADCT	CDO High School	Correction			Amount: \$2,900.00
Ortiz	Monica	ADDN - CTSO Stipend HS	ADCT	Amphi High School	Addendum			\$1,750.00
Peterson	Jane	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$240.00
Rodrigues	Michaela	ADDN - Section 504	ADCT	Innovation Academy	Correction			Amount: \$500.00
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
Schickling	Martha	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum			\$1,440.00
Shiba	Robert	Coach - Volleyball Head MS	ADCT	Cross Middle School	Addendum			\$1,835.37
Shiba	Robert	Coach - Volleyball Assistant MS	ADCT	Cross Middle School	Rescind			\$1,511.48

*	2026 - 2027 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
Smith	Kimberly	ADDN - Section 504	ADCT	Holaway Elementary	Correction			Amount: \$450.00
Toto	China	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum			\$1,440.00
Walker	Melissa	ADDN - Section 504	ADCT	Rio Vista Elementary	Correction			Amount: \$550.00
Wojdyla	Cheryl	Coach - Volleyball Assistant MS	ADCT	Cross Middle School	Addendum			\$1,511.48
Wojdyla	Cheryl	Coach - Volleyball Head MS	ADCT	Cross Middle School	Rescind			\$1,835.37
Aguilar	Isabel	ADDN - Summer School Classroom Aide/ADCL		Prince Elementary	Addendum			\$15.45 per hour
Salas	Ricky	ADDN - Summer School Classroom Aide/ADCL		Prince Elementary	Addendum			\$15.45 per hour

*	2026 - 2027 School Year							
Addendum	Employee receiving extra-curricular position or stipend					ADCT	Addendum Certified	
Added Duty	Employee working additional hours or days					ADCL	Addendum Classified	
Additional Position	Employee working an additional position					ADACS	Addendum Amphi Community Schools	
Correction	Correction to contract					CT-AD	Certified Administrative	
Decrease FTE	Decrease in hours					CT	Certified	
Extension	End date being extended					CL-AD	Classified Administrative	
Increase FTE	Increase in hours/contract					CL	Classified	
Promotion	Employee receiving a promotion to another position					PR	Professional	
Reassignment	Employee moving to another position at the direction of the administration					EL	Elementary	
Status Change	Employee changing status (i.e. short term to career)					MS	Middle School	
Temporary	Employee working for a limited period of time					HS	High School	
Transfer	Employee moving from one position to another							



DEPARTMENT CHAIR

QUALIFICATIONS

A. REQUIRED

- Valid Arizona teaching certificate for the content/subject area.
- One (1) year of successful classroom teaching experience.
- Demonstrated knowledge of district-approved curriculum, instructional strategies, and assessment practices.
- Experience leading or participating in professional learning communities (PLCs) or collaborative teams.
- Strong organizational, communication, and interpersonal skills.
- Ability to analyze student data and use it to inform instructional decisions.

B. DESIRED

- Valid Arizona administrator certificate
- Three (3) years of successful classroom teaching experience
- Experience in a leadership or department chair role.
- Familiarity with AVID, personalized learning, and college/career readiness frameworks.
- Experience mentoring or coaching teachers.
- Knowledge of curriculum development, textbook adoption processes, and instructional program design.
- Experience working with site and district administration to support school-wide initiatives.
- Ability to facilitate effective meetings and manage departmental logistics.

SUMMARY

The Department Chair is an instructional leader who supports curriculum implementation, leads data-driven collaboration, and models effective teaching practices while serving as a liaison between staff and administration. The role includes mentoring teachers, supporting professional learning, and assisting with departmental operations such as scheduling, staffing, and communication to promote student success and ensure alignment with district expectations.

Reports to: School Principal

ESSENTIAL FUNCTIONS

- Serves as a member of the Principal's Site Leadership Team
- Supports Amphitheater Public Schools' Promise of a Graduate, College and Career Readiness Framework including AVID and Personalized Learning.
- Implements and adheres to the district-approved curriculum and Learning Continuums at all times.
- Ensures all department members are using and teaching the District-approved curriculum and resources.
- Utilizes and models AVID and personalized learning strategies in the classroom, serving as a model for site and district staff to observe.



DEPARTMENT CHAIR

- Models department professional learning meetings/collaboration on the PLC model, utilizing data for collaboration with department members and administration, and data-based decision making.
- Coordinates professional learning activities (vertical/horizontal alignment); submits agendas and rosters to the admin assistant/secretary.
- Collaborates with administration and CISS in support of teachers/staff.
- Participates in school promotional and marketing events/activities.
- Attends all department chair meetings before/during/after school.
- Supports the principal in developing Master Schedule recommendations.
- Represents the school and all subjects therein at district level meetings, Curriculum Collaboratives, or committees related to curriculum, including but not limited to textbook adoptions, learning continuums, benchmarks, and state assessment(s).
- Represents the department at meetings when requested by an administrator, such as Site Council, Parent Association, and Governing Board.
- Upon request by an administrator or administrative assistant:
 - Supports and facilitates the supply orders for the department
 - Develops textbook counts as part of the ordering process
 - Supports the purchase of capital equipment
 - Develops emergency lesson plans for department members
- Supports and participates in the hiring of department members and/or other site staff.
- Facilitates and/or prepares course descriptions for the District's Course Catalog.
- Assists site and/or district administration and teachers in the design and implementation of instructional programs and courses.
- Completes any documentation necessary or required for textbook adoption or course approval.
- Works with any district, state or federal agencies to ensure compliance with district policies, laws, rules, and regulations pertaining to the department's curriculum and student service.
- Supports and mentors new teachers within the department.
- When/where appropriate, mentors colleagues on effective instructional practices/strategies.
- Facilitates departmental communication at regular meetings and gather input from department members.
- Uses testing data and recommendations to assist in proper placement of students.
- Assists in parent communications when appropriate.
- Reviews applications and compiles a list of recipients for Seals of Excellence. (If applicable)
- Assists in coordination of student-teacher assignments and evaluations.
- Facilitates communication to/from the department during times of crisis or as directed by the principal or principal designee.
- Develops a departmental calendar of activities and assists in the development of the school-wide calendar.



DEPARTMENT CHAIR

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze and interpret student performance data to guide instructional decisions.
- Strong problem-solving and decision-making skills in both routine and complex situations.
- Capacity to manage multiple priorities, deadlines, and departmental responsibilities simultaneously.
- Effective communication, conflict resolution, and interpersonal skills to work with teachers, students, parents, and administrators.
- Ability to plan, lead, and facilitate meetings, professional learning sessions, and collaborative discussions.
- Adaptability and flexibility in responding to changing district initiatives, curriculum updates, and school needs.
- Attention to detail for curriculum implementation, scheduling, and compliance with policies and regulations.
- Prolonged periods of standing, walking, and moving around classrooms, offices, and school facilities.
- Ability to lift or move instructional materials, textbooks, or equipment up to 20 pounds.
- Sufficient vision, hearing, and dexterity to conduct classroom observations, read reports, and use computers and audiovisual equipment.
- Ability to participate in school events, parent meetings, and district functions, which may occasionally occur outside regular school hours.