



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

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**DATE OF MEETING:** June 27, 2023

**TITLE:** Approval of Personnel Changes

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**BACKGROUND:**

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of June 26, 2023.

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

DIRECTOR OF HUMAN RESOURCES  
SCIENCE/STEM CURRICULUM COORDINATOR (9-12)

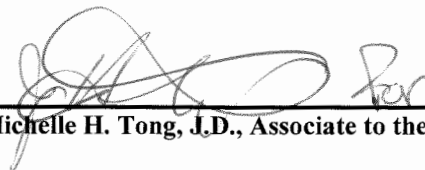
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**RECOMMENDATION:**

It is the recommendation of the Administration that the personnel changes be approved as presented.

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**INITIATED BY:**

  
Michelle H. Tong, J.D., Associate to the Superintendent

Date: June 26, 2023

  
Todd A. Jaeger, J.D., Superintendent

6/27/2023

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Alvarez	Kristen	School Improvement Specialist	CT-PR	Nash Elementary	Promotion			+\$4,903.66
Moran	Kimberly	Special Education Coordinator	CT-PR	Wetmore Center	Promotion	PR EX	+\$21,524.72	*
Beca	Gina	Teacher - Art	CT	CDO High School	Increase FTE			+\$0.2 FTE
Larkin	Jennifer	Teacher - Preschool Director	CT	Coronado K-8 School	Transfer			*
Lipich	Brandee	Teacher - Special Education Prescho	CT	Rillito Center	Transfer			*
Murrell	Marley	Teacher - Mathematics	CT	Amphi High School	Salary Level Change	CTT-MA	+\$2,000.25	*
Novinski	Garrett	Teacher - P. E.	CT	Wilson K-8 School	Increase FTE			+0.1667 FTE
Spencer	Dawna	Teacher - Cross Categorical Classro	CT	Wilson K-8 School	Transfer			*
Tarquin	Kathy	Teacher - Cross Categorical Classro	CT	Wilson K-8 School	Promotion	CTT-BA	6 years	*
Maxwell	Annie	School Nurse	CL-PR	Health Services Admin	Transfer		N/A	*
Hastings	John	Director of Human Resources	CL-AD	Wetmore Center	Reassignment	CAB	+\$14,314.16	*
Valenzuela	Michelle	Director of Communications	CL-AD	Wetmore Center	Equity Adjustment	CAB	+\$3,500.00	*
Campbell	Kevin	Instructional Technology Specialist	CL	Nash Elementary	Additional Position			*
Campbell	Kevin	Instructional Technology Specialist	CL	Nash Elementary	Transfer			*
Cruz	Kristy	Special Education Teaching Assistan	CL	Rillito Center	Transfer			*
Imbody	Louise	Special Education Teaching Assistan	CL	Mesa Verde Elementary	Transfer			*
Kirfman	Jessica	Campus Monitor	CL	Walker Elementary	Additional Position	1	5 years	*
Kirfman	Jessica	Preschool Aide/Caregiver	CL	Walker Elementary	Transfer	1	<\$0.15>	*
Solorzano	Danielle	Behavioral Intervention Monitor	CL	Wilson K-8 School	Transfer			*
Altemara-Arnold	Sara	ADDN - CTSO Stipend HS	ADCT	CDO High School	Addendum			\$750.00
Arviso	Victoria	ADDN - Summer School Preschool T	ADCT	Walker Elementary	Addendum			*\$2,352.00
Basye	Jody	Coach - Football Assistant HS	ADCT	CDO High School	Addendum			*\$2,500.00

*	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							
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
Berrigan	Morgan	Teacher - Biology	ADCT	Amphi High School	Added Duty		\$8,825.30	
Byrnes	Melani	ADDN - Extra Hours	ADCT	Rillito Center	Added Duty		\$62.29 per hour	
Callahan	Melissa	ADDN - Summer School Preschool T	ADCT	Nash Elementary	Addendum		*\$2,352.00	
Campbell	Ondrea	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Carlson	Joanne	Teacher - Academic Intervention	ADCT	Wilson K-8 School	Added Duty		*\$10,312.49	
Carter	Beth	Coach - 3rd Q. Interscholastic Supen	ADCT	Cross Middle School	Addendum		\$500.00	
Carter	Beth	Coach - 2nd Q. Interscholastic Super	ADCT	Cross Middle School	Addendum		\$500.00	
Claus	Katherine	ADDN - Percussion HS	ADCT	Amphi High School	Addendum		*\$1,250.00	
Claus	Katherine	ADDN - Band Director HS	ADCT	Amphi High School	Addendum		*\$3,050.00	
Claus	Katherine	ADDN - Drama HS	ADCT	Amphi High School	Addendum		*\$2,250.00	
Cypert	Jacob	ADDN - Summer School Lead Teach	ADCT	Ironwood Ridge High	Addendum		\$6,972.00	
Davis	Rachel	Coach - Volleyball Assistant MS	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Davis	Shelby	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Correction			Number of weeks worked
De La Rocha	Natalia	ADDN - Student Council EL	ADCT	Walker Elementary	Addendum		*\$950.00	
Dotts	John	Teacher - General Science	ADCT	Amphi High School	Added Duty		*\$9,332.22	
Dowell	Jessica	Coach - Volleyball Assistant MS	ADCT	Cross Middle School	Addendum		\$1,400.00	
Engel	Katherine	DH - ESL HS	ADCT	Amphi High School	Addendum		*\$3,350.00	
Gerard	Michelle	ADDN - Summer Weights	ADCT	CDO High School	Addendum		\$746.82	
Golden	Brande	ADDN - Summer School Preschool T	ADCT	CDO High School	Addendum		*\$2,352.00	
Gonzalez	Gabriela	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Rescind			Not working summer school
Gran	Jennifer	ADDN - Extra Hours	ADCT	Rillito Center	Added Duty		\$39.04 per hour	
Harding	Kevin	DH - CTE HS	ADCT	Amphi High School	Addendum		*\$3,350.00	
Haverty	Matthew	DH - Science HS	ADCT	Amphi High School	Addendum		*\$3,350.00	
Hitchye	Jordan	Coach - Football Assistant HS	ADCT	CDO High School	Addendum		*\$2,500.00	

*	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	
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# GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hooton	Rose	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum			\$26.84 per hour
Hurley	Benjamin	DH - Physical Education HS	ADCT	Amphi High School	Addendum			*\$3,350.00
Impelluso	Sonja	ADDN - Musical Assistant Director H:	ADCT	Amphi High School	Addendum			*\$1,696.00
Impelluso	Sonya	ADDN - Vocal Music HS	ADCT	Amphi High School	Addendum			*\$1,950.00
Impelluso	Sonya	ADDN - Orchestra HS	ADCT	Amphi High School	Addendum			*\$1,950.00
Imprelluso	Sonya	DH - Fine Arts HS	ADCT	Amphi High School	Addendum			*\$3,350.00
Kipley	Kayla	Teacher - Special Education Resourc	ADCT	Amphi High School	Added Duty			*\$9,332.22
Kipley	Kayla	ADDN - Student Government HS	ADCT	Amphi High School	Addendum			*\$1,750.00
LaRock	Angela	ADDN - Academic Assistant EL	ADCT	Walker Elementary	Addendum			*\$700.00
Larson	Lisa	Coach - Volleyball Assistant MS	ADCT	Wilson K-8 School	Addendum			\$1,400.00
Lise	Ronald	ADDN - Technology Coach HS	ADCT	Amphi High School	Addendum			*\$1,550.00
Luciano	Susan	ADDN - Technology Coach EL	ADCT	Walker Elementary	Addendum			*\$1,550.00
Miller	Vanessa	ADDN - AVID Site Team Coordinator	ADCT	Walker Elementary	Addendum			*\$1,500.00
Morabito	Rachel	ADDN - Summer School Classroom /	ADCT	Mesa Verde Elementary	Addendum			\$14.15 per hour
Murrell	Marley	ADDN - Flags Coach HS	ADCT	Amphi High School	Addendum			\$1,250.00
Novinski	Garrett	Teacher - Adaptive P.E.	ADCT	Wilson K-8 School	Added Duty			*\$9,343.67
Peace	Dustin	Coach - Football Head HS	ADCT	CDO High School	Addendum			*\$3,800.00
Piancino	Hailey	Coach - Volleyball Assistant MS	ADCT	Cross Middle School	Addendum			\$1,400.00
Powell	Matthew	ADDN - Athletic Equipment Tech.	ADCT	CDO High School	Addendum			*\$1,850.00
Powell	Matthew	Coach - Football Assistant HS	ADCT	CDO High School	Addendum			*\$2,500.00
Randall	Lesia	ADDN - Yearbook HS	ADCT	Amphi High School	Addendum			*\$1,850.00
Rossi	Eric	Coach - Football Assistant HS	ADCT	CDO High School	Addendum			*\$2,500.00
Russell	Cynthia	ADDN - Academic Assistant EL	ADCT	Walker Elementary	Addendum			*\$700.00
Smith	Lucas	DH - Mathematics HS	ADCT	Amphi High School	Addendum			*\$3,350.00
* 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
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Smith	Shawn	DH - Social Studies HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Steiner	Jake	ADDN - Interscholastic Activities Mgr	ADCT	CDO High School	Addendum		\$2,850.00	
Summons	Sjana	DH - Foreign Language HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Tarquin	Kathy	ADDN - Summer School Preschool T	ADCT	Donaldson Elementary	Addendum		\$2,352.00	
Taylor	Mickella	ADDN - Summer School Teacher EL	ADCT	Nash Elementary	Addendum		\$441.00	
Thornburg	Ryan	DH - English HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Tuo	Alexis	ADDN - Odyssey of the Mind	ADCT	Walker Elementary	Addendum		\$1,200.00	
Tuo	Alexis	ADDN - Dyslexia Training Designee	ADCT	Walker Elementary	Addendum		\$3,350.00	
Velasquez	Jeanne	Teacher - Early Childhood Education	ADCT	Amphi High School	Added Duty		\$8,626.48	
Watkins	Brent	Coach - Golf HS	ADCT	CDO High School	Addendum		\$2,600.00	
Watson	David J	Teacher - P. E.	ADCT	Amphi High School	Added Duty		\$10,567.50	
Wheatley	Jessica	ADDN - Summer School Preschool T	ADCT	CDO High School	Addendum		\$2,352.00	
Willis	Maria	DH - Counseling HS	ADCT	Amphi High School	Addendum		\$3,350.00	
Aguirre	Adilene	ADDN - Summer School Preschool A	ADCL	Nash Elementary	Addendum		\$14.56 per hour	
Alvarado	Elsa	Special Events Worker	ADCL	CDO High School	Addendum		\$13.85 per hour	
Blauser	Devonne	ADDN - Extra Hours	ADCL	Transportation	Added Duty		\$22.61 per hour	
Campbell	Kevin	ADDN - Extra Hours	ADCL	Nash Elementary	Added Duty		\$14.30 per hour	
Cruz	Kristy	ADDN - Summer School Instructiona	ADCL	Holaway Elementary	Addendum		\$14.00 per hour	
Darnell	Amanda	ADDN - Summer School Preschool A	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Darnell	Amanda	ADDN - Summer School Preschool A	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Drake	Tiffany	Special Events Worker	ADCL	CDO High School	Addendum		\$13.85 per hour	
Frankenberg	Viviana	ADDN - Summer School Preschool A	ADCL	Walker Elementary	Addendum		\$15.48 per hour	
Gonzalez	Patricia	ADDN - Summer School Preschool A	ADCL	Nash Elementary	Addendum		\$15.31 per hour	
Hakes	Jacquelen	ADDN - Summer School Instructiona	ADCL	Holaway Elementary	Addendum		\$14.00 per hour	

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# GOVERNING BOARD MEETING PERSONNEL CHANGES

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Honomichi	Erika	ADDN - Summer School Classroom	ADCL	Mesa Verde Elementary	Addendum		\$14.15 per hour	
Ibarra De Cortes	Marcela	Special Events Worker	ADCL	CDO High School	Addendum		*\$13.85 per hour	
Johnson	Karri	Special Events Worker	ADCL	CDO High School	Addendum		*\$13.85 per hour	
Limon Ortega	Miriam	ADDN - Summer School Preschool A	ADCL	Nash Elementary	Addendum		*\$15.24 per hour	
Martinez	Susanna	Special Events Worker	ADCL	CDO High School	Addendum		*\$13.85 per hour	
McGann	Bonny	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		*\$19.01 per hour	
Moody	Dora	ADDN - Extra Hours	ADCL	Transportation	Addendum		\$19.08 per hour	
Olen	Laura	ADDN - Summer School Preschool A	ADCL	Nash Elementary	Addendum		*\$14.56 per hour	
Ousley	Phoenix	ADDN - Summer School IT Specialist	ADCL	Amphi Middle School	Addendum		\$15.79 per hour	
Payne	Tanya	Special Events Worker	ADCL	Amphi High School	Addendum		\$13.85 per hour	
Quimby-Greene	Stephanie	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Added Duty		\$20.40 per hour	
Robison	Julia	ADDN - Summer School Preschool A	ADCL	CDO High School	Addendum		*\$14.00 per hour	
Rodarte	Nora	ADDN - Summer School Preschool A	ADCL	Walker Elementary	Addendum		*\$14.00 per hour	
Schneider	Aitza	Special Events Worker	ADCL	CDO High School	Addendum		*\$13.85 per hour	
Sena	John	ADDN - Extra Hours	ADCL	Transportation	Added Duty		\$19.63 per hour	
Shields	Donna	ADDN - Summer School Preschool A	ADCL	Nash Elementary	Addendum		*\$15.29 per hour	
Slaton	Stephanie	Special Events Worker	ADCL	CDO High School	Addendum		*\$13.85 per hour	
Strang	Alecia	Special Events Worker	ADCL	CDO High School	Addendum		*\$13.85 per hour	
Taylor	Miriah	ADDN - Summer School Preschool A	ADCL	CDO High School	Addendum		*\$14.00 per hour	
Villa Felix	Grecia	ADDN - Summer School Instructiona	ADCL	Holaway Elementary	Addendum		\$14.00 per hour	
Welchert	Heather	ADDN - Summer School Crossing Gt	ADCL	Keeling Elementary	Addendum		\$14.00 per hour	
Winkel	Cheryl	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		*\$15.71 per hour	

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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
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## DIRECTOR OF HUMAN RESOURCES

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### QUALIFICATIONS

#### A. REQUIRED

- Bachelor's degree in Human Resources, Business, Public Administration, Educational Administration or related field
- Two years of related work experience
- Previous supervisory experience
- Two years of experience and working knowledge of computer applications, including word processing, spreadsheets, databases, and networked systems

#### B. DESIRED

- Previous Human Resources related experience in an educational setting
- Previous experience and familiarity with a public education environment
- Familiarity with Arizona Revised Statutes within a public education setting

### SUMMARY

It is the function of the Director of Human Resources to supervise and direct the human resources function of the school district. Under the direction of the Superintendent, the incumbent shall coordinate and manage the district's employment, fringe benefits, personnel records, and staff development.

Reports to: Superintendent

### ESSENTIAL FUNCTIONS

- Supervises/evaluates the Human Resources staff
- Under the direction of the Superintendent, coordinates and supervises administrative, certificated, and classified employment for the District, consisting of recruitment, selection, affirmative action, assignment, transfer, promotion, and termination of all school personnel
- Oversees personnel actions processed for the District, including hires, transfers, terminations and related certification issues
- Determines staffing needs of the District on behalf of the Superintendent and in cooperation with principals, classified administrators, and central office administrators. Provides initial staffing recommendations to the Superintendent based upon student enrollment and corresponding funding formulas approved by the Governing Board and coordinates annual staffing meetings with principals and central office administrators as needed
- Reviews personnel selection procedures to ensure that valid and reliable elements are utilized and makes recommendations for modifications and improvements
- Collaborates with district negotiation teams at the direction of the Superintendent
- Oversees the preparation, distribution and return of contracts for all exempt, professional staff and compensation sheets for all classified staff. Prepares and distributes all administrative contracts
- Consults with and advises the Superintendent and/or General Counsel in contract/job abandonment matters and coordinates related District actions

## DIRECTOR OF HUMAN RESOURCES

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- Coordinates the hiring of leased employees and serves as District liaison with third-party vendor for leased employees
- Oversees the procurement process for leased employees
- Responsible for maintenance of all personnel records, including but not limited to, applications, current certificated and classified employee lists, assignments, salaries, credential information, required health tests, various leave accruals and vacation schedules
- Oversees applicant background checks and coordinates with the General Counsel to determine eligibility for employment
- Oversees fingerprinting of applicants and volunteers and coordinates with the Legal Department to determine eligibility for employment
- Oversees advertising and recruitment related activities for the District, including organization of the District's annual teacher job fair and updates to the District's Employment website
- Oversees New Employee Orientation program
- Provides assistance to administration employee on evaluation matters
- Supervises the substitute teacher and classified substitute programs of the District
- Ensures that the District's substitute employee placement and staffing needs are met and implements changes in the systems and procedures, as needed
- Directs wage and salary administration and research, and produces various research reports on behalf of the Superintendent
- Coordinates responses to various federal and state reports concerning District employee data in consultation with the Associate to the Superintendent
- Identifies and recommends technology needs for Human Resources and directs implementation of technology resources in the department
- Provides human resources guidance and specialized technical assistance to District staff and administration
- Coordinates the completion of specialized reports, including the monthly DOL job openings and labor turnover survey, as well as other salary and fringe benefit surveys
- Maintains an adequate compensation/classification program providing administrative, certificated and classified job descriptions of a generic nature and arranges for position audits as needed
- Maintains the District's job descriptions, regularly making revisions and additions, and oversees the distribution of the documents, as necessary
- Oversees the analyses of positions throughout the District, in relation to established job descriptions and the District's classification and compensation system, and makes recommendations for reclassifications based upon established guidelines
- Assists the Associate to the Superintendent by coordinating an evaluation program for all personnel
- Maintains and monitors industrial injury and unemployment insurance claims on behalf of the District
- Responds to unemployment claims and represents the District in appeal hearings, as necessary





## DIRECTOR OF HUMAN RESOURCES

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- Supervises the fringe benefits office and is responsible for the maintenance of employee life, medical, dental, and disability programs
- Ensures District compliance with Governing Board policies and relevant laws including, but not limited to, FMLA, Section 504, ADA, Title VII, and ADEA
- Directs the District's efforts to maintain compliance with the Fair Labor Standards Act and Department of Labor
- Serves as hearing officer in pre-action hearings and/or grievance hearings
- Provides guidance and assistance to teachers and paraprofessional staff members in relation to ESSA compliance and requirements
- Participates and assists in the annual compilation of State certification reports, in collaboration with other departments
- Maintains the District's varied compensation programs and recommends necessary adjustments based on such factors as negotiations, legal issues, and market trends
- Prepares and adheres to Human Resources budget
- Directs the preparation of Governing Board Agenda items for HR related items
- Acts as a District representative for human resources support organizations
- Acts as liaison between District and outside agencies and institutions relating to personnel
- Acts as liaison with Institutes of Higher Education and collaborates with the Office of Learning and Instruction to maintain programs
- Facilitates and participates on various committees as needed
- Represents the District at meetings, conferences and retreats, as necessary
- Keeps informed of the changing role of the Director of Human Resources through attendance at administrative conferences, seminars, and professional development activities
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports District wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required



## DIRECTOR OF HUMAN RESOURCES

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### MENTAL AND PHYSICAL REQUIREMENTS

- 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 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 interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize and “see the big picture”
- 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



## SCIENCE/STEM CURRICULUM COORDINATOR (9-12)

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### QUALIFICATIONS

#### A. REQUIRED

- Bachelor's degree or higher
- Valid Arizona teaching certificate
- Knowledge of Arizona Science Standards
- Teaching experience in the use of effective practices related to science and STEM instruction
- Staff Development experience
- Significant background in math, science, technology, or engineering by education or training
- Equivalent training, education or experience that would substitute for minimum requirements

#### B. DESIRED

- Master's degree or equivalent experience
- Highly qualified status in science, biology, chemistry, physics or related subject specific endorsement
- Experience leading District level professional development

### SUMMARY

The Science/STEM Curriculum Coordinator provides training, modeling, coordination, support, and assistance to support teachers' professional development in science and STEM.

Reports to: Director of Curriculum and Assessment

### ESSENTIAL FUNCTIONS

- Provides leadership and instruction regarding best practices in science and STEM instruction for grades 9-12
- Collects science/STEM assessment data from sites
- Assists with common finals in science/STEM
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Evaluates data from State science testing and provides guidance to teachers
- Works with the Director of 21<sup>st</sup> Education to advance STEM opportunities 9-12
- Coordinates PLTW curriculum to expand the programs
- Creates and supports implementation of a library of grade level inquiry-based science/STEM lesson plans to advance the vision for strong science/STEM programs
- Conducts demonstration lessons using best practices in science/STEM instruction
- Facilitates the cycle of continuous improvement by data collection and analysis using common formative assessments
- Collaborates and coordinates with principals and staff regarding science/STEM instruction and assists schools in the development of science/STEM improvement plans



## SCIENCE/STEM CURRICULUM COORDINATOR (9-12)

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- Collaborates with teachers to provide instructional and programmatic support for IB, Cambridge, and Dual Enrollment subjects related to Science/STEM
- Develops, provides and assists with staff development and initiatives regarding in science/STEM programs in grades 9-12 including inquiry-based instruction (e.g., scientific method, engineering design process)
- Arranges and facilitates model teaching, observations, and debriefing within each school site
- Provides coaching for teachers in the planning, development and refinement of effective teaching practices
- Assists with implementation of science/STEM activities, programs and plans
- Assists in managing and coordinating district science/STEM programs and initiatives
- Understands and effectively applies educational research
- Evaluates, monitors, and assists with the selection of science/STEM materials
- Serves on committees pertinent to science/STEM
- Assists in administration and creation of common formative assessments for science/STEM
- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Maintains knowledge of and complies with state, federal and district regulations and requirements
- Works flexible hours, including weekends and evenings as required
- Attends state trainings relative to standards-based instruction in science/STEM
- Assists with the full implementation of the Arizona Science Standards
- Assists with the creation, review, and implementation of Health, Maturation Growth, and Substance Abuse Prevention curricula
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that align with the district Portrait of a Graduate
- Performs related duties as required

### MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate effectively, both orally and in writing
- Ability to communicate individually and in group settings
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate digital office equipment
- Ability to drive a vehicle