



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

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**DATE OF MEETING:** March 7, 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 February 27, 2023.

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

School Psychologist Intern Site Supervisor  
Special Education Records Specialist Lead

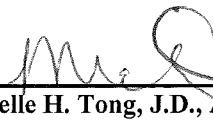
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**RECOMMENDATION:**


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: February 27, 2023

  
Todd A. Jaeger, J.D., Superintendent

3/7/2023

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Farmer	Courtney	Transportation Attendant	CL	Transportation	Decrease FTE			<0.25 FTE>
Hardin	Kristy	Computer Systems Operator	CL	Ironwood Ridge High	Transfer	3	N/A	
Caldwell	Theresa	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$42.00 per hour
Ousley	Wendi	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$42.00 per hour
Rice	Christel	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum			\$42.00 per hour
Shugert	Carmen	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Smith	Lucas	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$42.00 per hour
Young	Robert	ADDN - R.I.S.E. (Teacher)	ADCT	Amphi High School	Addendum			\$42.00 per hour
Berkej	Thomas	Special Events Worker	ADCL	Amphi High School	Addendum			\$13.85 per hour
Velasquez	Claudia	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$14.56 per hour

*	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		



## **SPECIAL EDUCATION RECORDS SPECIALIST LEAD**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED
- Five (5) years of experience in handling records of a confidential nature
- Demonstrated knowledge of computer applications such as Microsoft Word and Excel
- Ability to communicate effectively and relate to others in dealing with confidential materials
- Strong interpersonal and analytical skills
- Ability to exhibit patience, courtesy, and tact in dealing with others

#### **B. DESIRED**

- Associated Degree or Higher
- Knowledge of special education laws/procedures and records
- Experience with TYLER/Infinite Campus and E-IEP Pro software programs
- Previous experience in a school setting
- One year of supervisory experience

### **SUMMARY**

The Special Education Records Specialist Lead is responsible for overseeing highly confidential services in the area of records management for the Special Education Department. This position prepares, maintains, and controls all District special education and 504 student records as well as submission of records to the State Department of Education in coordination with the Software/Database Application Specialist and other departments.

The Special Education Specialist Lead is also responsible for assessing, developing, and providing training to teachers and coordinator assistants in records compliance.

Under the general direction of the Executive Director of Student Services, the Special Education Records Specialist is charged with overseeing maximum accuracy, confidentiality, security and control of all special education student records for the department. Independent judgment is exercised, and the position works with a minimum of supervision under established guidelines. Work is reviewed through periodic conferences.

Reports to: Executive Director of Student Services

### **ESSENTIAL FUNCTIONS**

- Formulates and implements procedures for records management, oversees maintenance and storage in accordance with state, federal and local laws, and district policies and regulations
- Survey feedback on all procedures and continue evolving



## **SPECIAL EDUCATION RECORDS SPECIALIST LEAD**

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- Oversees maintenance of records of students referred for special education services, placed in special education services, and discharged from special education services in accordance with applicable federal and state statutes and regulations
- Oversees maintenance informs advocates of compliance or areas of non-compliance
- Oversees maintains computer database of all student information, program information, and compiles data from various special education programs and services for the development of reports and census.
- Serves as liaison between Software/Database Application Specialist and Student Service Department.
- Oversees system maintenance including year closeouts, year starts, monthly system cleanups
- Gathers data, answers inquiries, explains department policy and procedures, and assists in solving moderately complex problems.
- Holds all information contained in active and inactive files confidential
- Works with the Director of Special Education to research, provide, and report required information for state and federal reports
- Ensures that State and Federal reports are completed and submitted per requirements and timelines
- Advises supervisor of pertinent developments, the need for policy statements or administrative action and may assist in developing or recommending procedures
- Responsible for providing accurate student record information in the areas of referral, placement, re-evaluation, placement data, etc.
- Assists various departments and school staff in the utilization of special education records, management systems, and procedures
- Acts as primary contact between supervisor, school officials, teachers, parents, students, outside agencies and/or public
- Trains and supports teachers in records compliance.
- Trains and supports coordinator assistants in records compliance.
- Survey training needs and solutions, implementing improvement initiatives, writing communications, and developing training
- 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

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate and remain seated 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 multi-task and coordinate activities in an office setting
- Ability to effectively communicate, both orally and in writing

FLSA: Non-Exempt  
Support Staff – Level 7  
March 2023



### **SPECIAL EDUCATION RECORDS SPECIALIST LEAD**

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- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials



## SCHOOL PSYCHOLOGIST INTERN SITE SUPERVISOR

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### QUALIFICATIONS

#### A. REQUIRED

- Master's degree
- Arizona certification as a School Psychologist
- Five (5) years of experience as a certificated School Psychologist
- Current Amphitheater School Psychologist with two (2) years of experience working as a School Psychologist in the District

#### B. DESIRED

- Training within an APA approved school psychology program
- Education Specialist or Doctorate in School Psychology

### SUMMARY

The school psychologist intern site supervisor will be the direct supervisor of a school psychologist intern. Supervisory requirements are year-round with greater support intended for the first semester and more independence intended for the intern during the second semester at a site to be supervised by the supervisor. Minimum of 2 hours direct, weekly supervision must be given to the intern.

Reports to: Department Head - Psychology

### ESSENTIAL FUNCTIONS

- Provides and schedules supervision sessions free from distraction
- Ensures a safe and secure work environment, and adequate office space
- Provides informative and summative evaluation of performance
- Addresses concerns regarding the performance of the intern
- Assists the School Psychologist Intern in developing self-awareness of strengths and areas for growth
- Protects the confidentiality of the supervisory relationship with the School Psychologist Intern
- Models and teaches appropriate school psychology practices
- Intervenes if client/student welfare is at risk
- Follows NASP and APA ethical guidelines as appropriate
- Follows University guidelines
- Approves and signs all necessary documentation for school site and university
- Discusses concerns in a timely manner, and documents discussion and plan of action in supervision notes
- 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 assigned

FLSA: Exempt  
Addendum  
March 2023



## **SCHOOL PSYCHOLOGIST INTERN SITE SUPERVISOR**

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### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to multi-task
- Ability to communicate clearly, both verbally and in writing
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team