



GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

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**DATE OF MEETING:** May 22, 2018

**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 May 21, 2018.

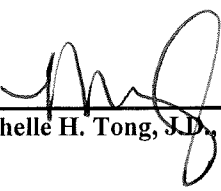
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**RECOMMENDATION:**

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: May 21, 2018

  
Todd A. Jaeger, J.D., Superintendent

5/22/2018

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

**EXHIBIT - 2**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Rishor	Donna	Math Coordinator	CT-PR	Wetmore Center	Correction	PR EX	33.0	Salary
Guymon	Kate	REACH Teacher	CT	La Cima Middle School	Transfer	BA+	A	
Houser	Jennifer	EL Physical Ed Teacher	CT	Painted Sky Elementary	Decrease FTE	BA	H	
Houser	Jennifer	EL Physical Ed Teacher	CT	Painted Sky Elementary	Decrease FTE	BA	H	
Iverson	Elizabeth	Special Ed ED-P Teacher	CT	Keeling Elementary	Transfer	EDS	L	
LaRussa	Lori	EL Second Grade Teacher	CT	Innovation Academy	Transfer	MA	E	
Langley	Shannon	Special Ed Preschool Tchr	CT	Donaldson Elementary	Transfer	M	F	
Levine	Bonnie	SEI Teacher	CT	Holaway Elementary	Transfer	MA	H	
Lira	Ashley	Special Ed Resource Tchr	CT	La Cima Middle School	Transfer	BA	A	
Lopez	Lindsay	MS Language Arts Teacher	CT	Cross Middle School	Transfer	BA	D	
Martinez	Desiree	EL Fifth Grade Teacher	CT	Prince Elementary	Transfer	BA	F	
Reynolds	James	MS Physical Ed Teacher	CT	Wilson K-8 School	Increase FTE	MA	I	
Shaheen	John	MS Band Teacher	CT	Coronado K-8 School	Transfer	BA	A	
Tate	Caryn	EL Kindergarten	CT	Harelson Elementary	Correction	DOC	C	*Step
Thomas	Shauna	EL Fifth Grade Teacher	CT	Harelson Elementary	Transfer	MA	J	
Urrea	Tianna	EL First Grade Teacher	CT	Keeling Elementary	Transfer	BA	A	
Woolsey	Douglas	MS Language Arts Teacher	CT	Amphi Middle School	Transfer	BA	B	
Yewell	Robyn	REACH Teacher	CT	Harelson Elementary	Transfer	MA	D	
Rischar	Bertha	School Nurse MS	CL-PR	Wetmore Center	Transfer	BA	E	
Corea	Yolanda	Bus Driver Trainee	CL	Transportation	Transfer	A	10.0	*
Johnson	Karynina	Preschool Aide/Caregiver	CL	Innovation Academy	Decrease FTE	A	8.0	
Juarez	Heather	Admin Asst II - Int Ops	CL	Wetmore Center	Title Change	M	9.0	

*	2017-2018 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)		
Temporary	Employee working for a limited period of time		
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McFarland	Connie	Admin Asst II - Legal	CL	Wetmore Center	Title Change	M	17.0	
McGowan	Mark	Chief Mechanic - Garage	CL	Transportation	Promotion	L	3.0	* Range J; Step 4
Nerini	Patsy	FS Attendant III - Lead	CL	Rio Vista Elementary	Reassignment	D	13.0	*
Polito	Brennan	FS Attendant I	CL	CDO High School	Increase FTE	A	10.0	*
Rudd	David	Computer Repair Tech.	CL	CDO High School	Promotion	K	3.0	Range E; Step 3
Smith	Karin	Exec Asst to Supt & Board	CL	Wetmore Center	Reclassification	P	4.0	*
Aguilera Ramirez	Maria	School Support Team (CT)	ADCT	Coronado K-8 School	Addendum			*\$20.00 per hour
Alvarez	Kristen	Site Program Coordinator	ADCT	Nash Elementary	Addendum	PR EX	14.0	
Broughton-Bejaran	Carrie	Certified Tutor	ADCT	Amphi High School	Addendum			*\$30.00 per hour
Bultman	Benjamin	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Christensen	Brittney	Essential Recruit Stipend	ADCT	Amphi High School	Addendum			*\$253.66
Combs	Christy	State Grant Tutoring	ADCT	Amphi Middle School	Addendum			\$33.37 per hour
Daigle	Joyce	Site Program Coordinator	ADCT	Keeling Elementary	Addendum	PR EX	14.0	
Estey	Clara	Certified Tutor	ADCT	Amphi High School	Addendum			*\$30.00 per hour
Garcia Salcido	Jose	Certified Tutor	ADCT	Amphi High School	Addendum			*\$30.00 per hour
Gates	Julia	Site Program Coordinator	ADCT	Nash Elementary	Addendum	PR EX	16.0	
Gibson-Sinclair	Jill	Certified Tutor	ADCT	Holaway Elementary	Addendum			*\$30.00 per hour
Gomez	Jennifer	Site Program Coordinator	ADCT	Nash Elementary	Addendum	PR EX	14.0	
Haverty	Matthew	Certified Tutor	ADCT	Amphi High School	Addendum			*\$30.00 per hour
Inbody-Klein	Amy	Site Program Coordinator	ADCT	Keeling Elementary	Addendum	PR EX	14.0	
Johnson	Marian	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Kuhn	Brandon	Certified Tutor	ADCT	Amphi High School	Addendum			*\$30.00 per hour
Lange	Brockton	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Lise Jr	Ronald	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Luciano	Susan	Site Program Coordinator	ADCT	Nash Elementary	Addendum	PR EX	14.0	
Santiesteban	Melinda	Summer School Teacher	ADCT	Amphi High School	Addendum			\$3840.00
Betancourt	Michelle	Instructional Aide-Presch	ADCL	CDO High School	Addendum	A	10.0	
Russell	Carolyn	Preschool Teaching Asst	ADCL	CDO High School	Addendum	E	3.0	
Alzner	David	HS Librarian	ADACS	CDO High School	Addendum			\$2460.00
Arthurs	Robbin	Summer School Admin	ADACS	CDO High School	Addendum			\$7105.00
Bonar	Ann	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Christman	Jill	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Fife III	John	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Floyd	Scott	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Godlewski	Fabienna	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Harris	Noreen	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Hughes	Emile	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Larson	Lisa	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Neier-Gordon	Tami	HS Librarian	ADACS	CDO High School	Addendum			\$2460.00
Powell	Matthew	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00
Ripp	Timothy	Summer School Admin	ADACS	CDO High School	Addendum			\$7105.00
Rudd	David	Computer Repair Tech.	ADACS	CDO High School	Addendum	K	3.0	
Singer	Sharon	Summer School Teacher	ADACS	CDO High School	Addendum			\$4725.00

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Job Code 01IJ  
Range P  
May 2018

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND GOVERNING BOARD**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree in public or business administration; ten years of work experience may substitute for the degree
- Six years of progressively responsible administrative experience or equivalent combination of education/training/experience
- Exceptional customer service, interpersonal, and analytical skills, initiative, and work ethic
- Strong communication skills, ability to express oneself clearly and concisely, both verbally and in writing
- Excellent skills in administrative policies, and procedures
- Ability to accurately type 65 WPM or pass a Word/Excel skills assessment
- Strong working knowledge of computer applications, including Microsoft Office, word-processing, database, and spreadsheet packages
- Available to work extended hours and/or flex time when necessary

#### **B. DESIRED**

- Previous experience in an educational setting
- Course work in public or business administration, or related field
- Supervisory experience
- Proficiency in Microsoft Office Suite, including ability to create multiple appointments with multiple recipients, tasks, and reminders in Outlook calendars

### **SUMMARY**

Responsible for executing confidential administrative duties, support, and special projects on behalf of the District's Superintendent and Governing Board, under limited supervision. Maintains a schedule that requires extended and evening hours, with two or more evening meetings per month. Trains and oversees the work of a part-time assistant.

Reports to: Superintendent

### **ESSENTIAL FUNCTIONS**

- Exhibits patience, courtesy and tact when dealing with others
- Integrates knowledge and skills to perform highly sensitive and/or complex administrative duties

- Serves as an intermediary between the Superintendent, the Governing Board, district administrators, teachers, staff, students, stakeholders, constituents, and/or the general public with discretion
- Collaborates with and responds to, district administrators, teachers, staff, parents, stakeholders, and/or the general public regarding questions, requests, complaints, and/or concerns
- Serves as a resource for district administrators, employees, and the public in locating, relating, and interpreting Governing Board policy, procedures, and practices
- Supervises and/or coordinates department personnel, administrative functions, and responsibilities
- Delegates work assignments to staff; monitors task progression, and assignment completion
- Communicates independently on behalf of the Superintendent and the Governing Board
- Assists the Superintendent and Board President in the development of the Board agenda and distribution of Board materials to Governing Board members
- Oversees the preparation and posting “Notices of Meetings” in accordance with the state “Open Meeting Law” and handles meeting room arrangements
- Takes minutes of regular and special Governing Board meetings, as requested by the Board, as well as, recording actions during meetings and following up on details
- Attends required meetings, takes minutes, and sends out final minutes as required
- Completes and distributes Governing Board meeting minutes in a timely manner
- Oversees the preparation and distribution of the Board book
- Ensures that the Board Book is delivered to Governing Board members and specified administrators prior to each meeting
- Notifies the Governing Board regarding specific correspondence, and follows up with written notices
- Identifies and investigates situations of concern, compiles facts and prepares and/or initiates appropriate responses
- Budget responsibilities may include department procurement, department expenditures, account coding verification, and reimbursements
- Prepares/processes personnel-related documentation for hiring/separations, including matters involving sensitive/confidential information
- Organizes and maintains correspondence, projects, professional resources, and other office and/or department files
- Coordinates administrative functions and responsibilities; arranges conferences, seminars and appointments, and schedules travel arrangements
- Reviews District programs, flyers, etc., ensuring accuracy and compliance with District policies and practices
- Prepares monthly Superintendent and Governing Board meetings, including reminders to staff, agendas, and coordinates room set up with custodians and tech support personnel
- Composes documents, letters, mailings, and correspondence for the Superintendent and Governing Board

- Coordinates emergency responses as needed
- Promotes and supports continuing district-wide professional and educational advancement
- Performs other duties as assigned

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to meet deadlines within time constraints
- Ability to perform multiple tasks simultaneously within an active office environment
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to work independently and as an integral part of a team
- Ability to research, analyze, and formulate decisions quickly
- Ability to operate digital office equipment and tasks requiring manual dexterity
- Ability to concentrate and remain seated for extended periods of time
- Ability to listen and hear in conference room situations, on the phone, and with visitors, with or without reasonable accommodations
- Temperament to sustain extended work hours and stressful situations
- Ability to twist, bend, stoop, and pull
- Ability to occasionally lift up to 20 pounds

Job Code 0111  
Range M  
May 2018

## **ADMINISTRATIVE ASSISTANT II - LEGAL**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree in business administration; eight years of work experience may substitute for the degree
- Five years of working experience in administrative support positions
- Equivalent combination of education//training/experience
- Strong skills in secretarial practices with demonstrated ability to accurately type 65 WPM or pass a Word/Excel skills assessment
- Good working knowledge of computer applications, including word-processing, database and spreadsheet packages
- Demonstrated skill in and knowledge of administrative practices, policies and procedures

#### **B. DESIRED**

- Familiarity with legal terminology

### **SUMMARY**

Performs responsible administrative duties of a specialized and complex nature on behalf of the Associate to the Superintendent of the school district.

Reports to: Associate to the Superintendent

### **ESSENTIAL FUNCTIONS**

- Serves as an intermediary between the superintendent, superintendent associates and school officials, students, parents, businesses and/or the general public with discretion and tact
- Gathers data, supplies information, explains policy and procedure, and assists in solving complex problems
- Gives advice regarding pertinent developments, the need for policy statements or executive action and may assist in developing or recommending procedures
- Drafts and/or writes letters and memos
- Provides information and reminders regarding meetings, projects and programs to be attended
- Performs a wide variety of administrative functions, arranges conferences, seminars and appointments and makes travel arrangements
- Supervises or coordinates administrative functions, prepare and/or reviews a variety of management reports and assists various sections in budget preparations



- Takes minutes of meetings as requested
- Performs legal office duties, including legal research using legal terminology, preparing responses and motions to legal complaints, executing inter-governmental and other contracts, protecting confidentiality of legal matters, signing and accepting legal orders, and advising law enforcement officers as directed by upper administration
- 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 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 hear and listen in conference room situations, on the phone and with visitors, with or without reasonable accommodations
- Ability to twist, bend, stoop, and pull
- Ability to research, analyze and formulate decisions quickly
- Ability to communicate clearly, both verbally and in writing
- Ability to communicate with district personnel at all levels

Job Code 01IH  
Range M  
May 2018

## **ADMINISTRATIVE ASSISTANT II - INTERNAL OPERATIONS LIAISON**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree in business administration; eight (8) years of work experience may substitute for the degree
- Five (5) years of working experience in administrative support positions
- Equivalent combination of education//training/experience
- Strong skills in secretarial practices with demonstrated ability to accurately type 65 WPM or pass a Word/Excel skills assessment
- Good working knowledge of computer applications, including word-processing, database and spreadsheet packages
- Demonstrated skill in and knowledge of administrative practices, policies, and procedures

#### **B. DESIRED**

- Previous experience and familiarity with a public education environment
- Knowledge of effective conflict resolution strategies
- Effective communication skills

### **SUMMARY**

The Administrative Assistant II – Internal Operations Liaison position encompasses a wide range of duties that includes assisting in providing support to schools, the community, and the district on behalf of the Associate Superintendent(s) while maintaining the strictest level of confidentiality.

Reports to: Associate Superintendent(s)

### **ESSENTIAL FUNCTIONS**

- Serves as the liaison between the superintendent, superintendent's associates and school officials, students, parents, businesses, and/or the general public with professionalism, discretion – resolving issues quickly and tactfully
- Serves as the initial point of contact for schools in lockdown or similar situations – disseminates information quickly to Superintendent's Cabinet
- Gathers data, supplies information, explains policy and procedure, and assists in solving complex problems as needed
- Reviews/approves in-state travel requests for final approval by appropriate Associate Superintendent
- Reviews/approves out-of-state travel requests for final approval by appropriate Associate Superintendent and prepares Board item for Superintendent approval
- Reviews/processes Travel Expense Claim Forms for the District

- Prepares Board items related to Grants for Superintendent approval
- Manages and processes centralized Open Enrollment for the District
- Manages and processes summer registrations for elementary schools (including collection of K payment for full-day program)
- Coordinates administrative functions, prepares and/or reviews a variety of management reports, and assists with various aspects involved in budget preparations
- Assists with the placement of student teachers and practicum students as well as students seeking observation hours
- Writes grants as directed
- Provides suggestions regarding pertinent developments, the need for policy statements or executive action and may assist in developing or recommending procedures as requested
- Assists in preparation of the budget for, and monitors, the Title II funds
- Creates and maintains a monitoring system for “blocked searches” to report to principals; monitors names and frequency of searches
- Proofreads/edits content for distribution (online and otherwise) for errors, consistency, and brand validation
- Performs a wide variety of administrative functions
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> 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 lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to hear and listen in conference room situations, on the phone and with visitors, with or without reasonable accommodations
- Ability to twist, bend, stoop, and pull
- Ability to research, analyze, and formulate decisions quickly
- Ability to communicate clearly, both verbally and in writing
- Ability to communicate with district personnel at all levels