



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

DATE OF MEETING: **June 26, 2018**

TITLE: **Approval of Appointment of Administrative Personnel**

BACKGROUND:

Administration presents the following candidates to the Governing Board for review and approval for hire:

- A. Matthew Munger - Ironwood Ridge High School
- B. Christopher Trimble - Walker Elementary School
- C. Michelle Valenzuela - Director of Communications

- A. When the position of Principal at Ironwood Ridge High School became vacant, the position was advertised as open and the applicants reviewed. Michael Bejarano, Tara Bulleigh, Tassi Call, and Wendy Biallas-Odell screened ten files for the position of High School Principal. Four candidates were interviewed: (1) Joseph McKnight, (2) Matthew Munger, (3) William Donner, and (4) James Palacios.

The interview committee consisted of:

- Michael Bejarano Chief Academic Officer, Secondary Education (Chair)
- Tara Bulleigh, Principal-Canyon del Oro
- Tassi Call, Director of 21st Century Education
- Wendy Biallas-Odell, Principal-Painted Sky
- Megan Appelt, Teacher
- Samantha Burgin, Teacher
- Amy Davidson, Counselor
- William Lang, Teacher
- Vanessa Klier, School Administrative Assistant
- David Ifflander, Parent
- Hope Goldsmith, Parent
- C.J. Mustain, Student
- Jana Welch, Student

Based on the ratings of the school-based committee, Joseph McKnight and Matthew Munger were recommended as finalists for interviews with Superintendent Todd Jaeger; Scott Little, Chief Financial Officer; Michael Bejarano, Chief Academic Officer, Secondary Education; Monica Nelson, Associate Superintendent; and Michelle Tong, Associate to the Superintendent and General Counsel.

The Superintendent recommends **Matthew Munger** for the position of Principal for Ironwood Ridge High School, beginning FY 2018-2019.

- B. When the position of Principal at Walker Elementary School became vacant, the position was advertised as open and the applicants reviewed. Dr. Roseanne Lopez, Bob Hehli, and Julie Valenzuela screened 20 files for the position. Seven candidates were interviewed: (1) James



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Buckwalter, (2) Jerel Green, (3) Robert Jewett, (4) Ann Kobritz, (5) Christopher Trimble, (6) Christina Valdez, and (7) Sara Willetts.

The interview committee consisted of:

- Dr. Roseanne Lopez, Chief Academic Officer Elementary Education (Chair)
- Bob Hehli, Principal-Nash
- Julie Valenzuela, Principal-La Cima
- Amy Martinez, Teacher
- Gina Graham, Teacher
- Jane Peterson, Teacher
- Carolyn Rondeau, Teacher
- Linda Lee, Library Assistant
- Mary Sierra, Behavior Intervention Monitor
- Priscilla Burrola, Parent
- Lindsay Morrill, Parent

Based on the ratings of the school-based committee, Christopher Trimble and Ann Kobritz were recommended as finalists for interviews with Superintendent Todd Jaeger; Scott Little, Chief Financial Officer; Dr. Roseanne Lopez, Chief Academic Officer for Elementary Education; Monica Nelson, Associate Superintendent; and Michelle Tong, Associate to the Superintendent and General Counsel.

The Superintendent recommends **Christopher Trimble** for the position of Principal for Walker Elementary School, beginning FY 2018-2019.

- C. When the position of Director of Communications became vacant, the position was advertised as open and the applicants reviewed. Michelle Tong, Associate to the Superintendent and General Counsel, and John Hastings, Human Resources Manager screened six files for the position. Six candidates were interviewed: (1) Scott Coleman, (2) Thomas Davis, (3) Beth Lake, (4) Corey Leith, (5) Jeff Robertson, and (6) Michelle Valenzuela.

The interview committee consisted of:

- James Burns, Executive Manager of Operational Support
- Jamie Gurule, Manager of Graphics & Printing
- John Hastings, Human Resources Manager
- Kristin McGraw, Executive Director of Student Services
- Jason Weaver, Principal-Harelson

Based on the ratings of the interview committee, Thomas Davis and Michelle Valenzuela were recommended as finalists for interviews with Superintendent Todd Jaeger; Scott Little, Chief Financial Officer; Dr. Roseanne Lopez, Chief Academic Officer for Elementary Education; Michael Bejarano, Chief Academic Officer for Secondary Education; and Michelle Tong, Associate to the Superintendent and General Counsel.

The Superintendent recommends **Michelle Valenzuela** for the position of Director of Communications, beginning FY 2018-2019.



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RECOMMENDATION:

It is the recommendation of the Administration that the appointment(s) be approved as presented.

INITIATED BY:

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

Date: June 19, 2018

Todd A. Jaeger, J.D., Superintendent

6/26/2018

**GOVERNING BOARD MEETING
APPOINTMENTS**

EXHIBIT - 6

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	RANGE STEP	ADD'L INFO	CERTIFIED	SCHOOL	DEG	RECOMMENDED BY	COMMENT
Munger	Matthew	HS Principal	CT-AD	Ironwood Ridge High	HSP C	Replacement	Yes	NAU	MA	Mr. Jaeger	
Trimble	Christopher	Elem Principal	CT-AD	Walker Elementary	ESP A	Promotion	Yes	ACE	MA	Mr. Jaeger	
Valenzuela	Michelle	Dir of Communications	CL-AD	Wetmore Center	MSP C	Replacement	Yes	UA	BA	Mr. Jaeger	

*	2017-2018 School Year	HSP High School Principal	ADCT	Addendum Certified
Addendum	Former employee or new hire receiving extra-curricular position	MSP Middle School Principal	ADCL	Addendum Classified
New	New hire filling a newly created position	ESP Elementary School Principal	ADACS	Addendum Amphi Community Schools
Rehire	Former employee returning to a position in the district	HSA High School Assistant Principal	ADDM	Addendum Only
Replacement	New hire filling a vacated position	MSA Assistant Middle School Principal	CT-AD	Certified Administrative
Rescind	Declined position after appointment	ESA Elementary Assistant Principal	CT	Certified
		SAS Support Administrator	CL-AD	Classified Administrative
			CL	Classified
			PR	Professional
			ASW	Student Worker

Matthew P. Munger

EDUCATIONAL BACKGROUND:

Northern Arizona University
B.S. Ed. History & Social Studies
Minor: Political Science
Graduated: December 1999 (GPA: 3.24)

Northern Arizona University
M.A. Educational Leadership
Graduated: December 2002 w/ Distinction (GPA: 4.0)

Northern Arizona University
Principal's Certification Program including Administrative Internship
Completed: December 2004 / State Certified: May 2005

PROFESSIONAL EXPERIENCE:

Tucson Unified School District
1010 E. Tenth St. Tucson, AZ 85710
520.225.6422

Position: Director of High Schools

Supervisor: Dr. Gabriel Trujillo – Superintendent of Tucson Unified School District

Dates of Position Held: July 2016 – Present

Duties:

- Oversee TUSD's ten comprehensive high schools and four alternative high schools, working with site administration on annual budgets, master schedule development, site programs (Advanced Learning Experiences [AP, Dual Credit, Honors and GATE], Career and Technical Education Fine Arts, Interscholastic, staffing, intervention programs/policies, discipline, buildings/grounds facilities, bell schedules, graduation data and site-based instructional and assessment data.
- Collaborate with district and site leaderships in monitoring assessment data, discipline data, graduation rates and F to address disproportionality, systemic intervention programs, and achievement gaps between demographic groups.
- Collaborate in the review and updating of TUSD's code of conduct (Guidelines for Student Rights and Responsibilities), including participating in working group sessions with stakeholders and conducting community presentations around the district and to the Governing Board.
- Work with site leadership in addressing and resolving parent and/or student concerns.
- Participate in site instructional walk-throughs as part of ADE school improvement requirements, Magnet department requirements and Title I requirements. Identifying trends in student engagement, assessment and instructional planning.
- Meet with principals in weekly check-in meetings.
- Participate in weekly desegregation meetings with departments involved in TUSD's Unitary Status Plan that include addressing budgets, academic program development, family engagement, communication and professional development.
- Support site leadership and school communities in responding to crises, including development of parent/student communiques and safety support.
- Coordinate department support for expansion of high school programs in extended day learning programs.
- Collaborate with the Superintendent's office, Curriculum and Instruction department, Magnet department and other district departments in the development and facilitation of TUSD's K-12 annual professional development plan, including bi-weekly Instructional Leadership Academy, Cadre meetings, Back-to-School administrator sessions, and New Teacher Induction.
- Develop, facilitate and monitor credit-recovery opportunities provided at each site and throughout TUSD.
- Collaborate with site and district leadership on curriculum and course development, including ALE, CTE, Culturally Responsive, Fine Arts, and Language Acquisition.
- Co-facilitate meetings with TUSD's Student Support Departments (African-American Dept, Mexican American Dept., Native American Dept, Pan-Asian Dept. and Dropout Prevention Dept.)
- Developed AzMERIT Action Plan guidelines and development AzMERIT elective credit options.
- Facilitate monthly meetings with TUSD's Synergy to review site and district access, review of job roles, registration and enrollment options and professional development.
- Collaborate with community leaders and organizations (Mayor's office, Pascua Yaqui leadership, Tucson Chamber of Commerce) in development of district events, new course offerings and/or college and career planning events.

- Meet and collaborate with TUSD district departments to provide site support, including Food Service, Transportation, School Safety, Magnet, Grants and Federal programs, Finance, Human Relations, Counseling department, Assessment and Evaluation, Facilities and Legal office.
- Collaborate with district Media and Communications department and site leadership on marketing and promotion strategies.
- Work with TUSD's Exceptional Education department in ensuring compliance to IEPs, providing required accommodations on district, state and national tests.
- Coordinate with community support organizations, such as AmeriCorp, Upward Bound, Pima Community College, University of Arizona, Higher Ground in developing and implementing Memorandums of Understanding and Intergovernmental Agreements for provide student support and dual credit programs on TUSD campuses.
- Co-facilitate meetings with TUSD Legal department, TUSD School Safety, Tucson Police Department and Pima County Sheriff's Department in development of Mandatory Reporting guidelines, district professional development and quick reference guideline documents.
- Facilitate a district-wide committee to review and revision of TUSD travel packet and field trip requirements and documents.
- Conduct annual administrative evaluations through beginning of the year, mid-year and end of year meetings.
- Participate in TUSD's School Community Partnership Council meetings.
- Develop and co-facilitate Leadership Prep Academy for aspiring administrators.
- Coordinate district summer school site and program options.
- Oversee site and district spring, summer and winter graduation ceremonies and activities and coordinate with TUSD Media and Communications and TUSD School Safety to provide assistance and coverage of activities.

Sabino High School

5000 N. Bowes Rd., Tucson, AZ 85749

520.584.7700

Position: Principal

Supervisor: Dr. Abel Morado – Asst. Superintendent of Secondary Schools; Mr. Herman House – Director of High Schools

Dates of Position Held: July 2013 – June 2016

Duties:

- Develop and monitor annual budget plan based on student needs and FTE allocation. Advocate for additional funding to support student and site needs that are based on the changing demographics and educational needs of Sabino's student population.
- Develop annual Master Schedule via online registration and student choice, including developing/offering new course options, such as AP or Honors course, CTE courses, World Language courses, Math and ELA needs, etc.
- Monitor enrollment reports, registration and confer with administrative team to adjust course placement as necessary to ensure that students have the most course options possible with the least amount of conflicts.
- Develop annual bell schedule and ensure schedule meets instructional hours required by district and state. Submit bell schedule to district for approval.
- Advocate for community needs:
 - Expanded, out-of-district transportation, including working with Sun Tran on transportation options that can serve a wider range of students coming from across Tucson.
 - Develop 3 year plan for grade-level expansion to include grades 7th and 8th working in conjunction with district leadership and Fruchthendler Elementary School.
- Monitor and expand ALE learning opportunities for GATE, Honors and Advanced Placement classes.
- Schedule and facilitate Leadership Council meetings, Advanced Placement teacher meetings, Administration meetings, Admin. Leadership Team meetings and PBIS meetings.
- Participate in Sabino Site Council and Sabino's PTSA organization.
- Participate in MTSS and PBIS committees.
- Develop assessment schedules for AIMS, ATI, AzMERIT, School City, PSAT and ACT.
- Participate in data reviews of student achievement, discipline and attendance.
- Work with TUSD Leadership on site goals and needs for facilities, interscholastics and curriculum and instruction.
- Collaborate on development of and completion of annual site goals based on alignment to TUSD 5 Yr. Strategic Plan and Unitary Status Plan.
- Develop, based on collaboration, three year strategic plan on staff development based on alignment to TUSD's PLC focus.

- Evaluation of certified and classified staff using Charlotte Danielson Framework for Teaching instrument, ISLLC evaluation instrument and Classified Evaluation instrument.
- Work with assistant principals, counselors, and staff preparing site for the start of school each year, including start-of-year meetings and start of the year checklist.
- Plan and participate in major school events:
 - New Student Orientation
 - Open House
 - Parent Teacher Conferences
 - Open House for Future Sabercats
 - Welcome to Success Night
 - ALE/AP Night
 - Honors Night
 - Graduation
- Collect and analyze student and community data based on School Quality Survey and Survey Monkey data.
- Collaborate and develop marketing plan for Sabino High School to increase enrollment.
- Monitor student enrollment, conduct data reviews of incoming/outgoing students.
- Publish community newsletter.
- Publish information Sabino's Facebook page that celebrates student successes, staff successes or provides reminders/information on key events.
- Use ParentLink to disseminate critical information to parents.

Dodge Traditional Magnet Middle School

5813 E. Pima St., Tucson, AZ 85712
520.731.4100

Position: Assistant Principal

Supervisor: Dr. Dan Schuller - Principal

Dates of Position Held: July 2012 – June 2013

Duties:

- Organize hiring committees to fill certified and classified staff openings. Complete required evaluations for certified and classified staff.
- Developed Dodge TUSD High School Expo and coordinated with all TUSD high schools, worked with TUSD leadership, and TUSD middle schools.
- Coordinated and collaborated in scheduling of ATI testing
- Met with principal, counselor, LSC, and teachers and subject-based teachers on ATI Data Talks.
- Collaborated in the revision of Academic and Behavioral Expectations flowcharts
- Developed surveys, via Survey Monkey, for parents and teachers regarding summer school opportunities and parent presentations.
- Disseminate information to students and parents utilizing available technologies, i.e. PhoneMaster system, Parental Access Network, and school website.
- Oversee student discipline, including investigations, suspensions, and hearings.
- Supervise extra-curricular activities.
- Conducted eligibility checks throughout the school year.
- Collaborate with principal on publishing of bi-monthly Dodge Dispatch.
- Participated in monthly community service Saturdays.
- Set up lighting and sound system in auditorium/multi-purpose room or library for presentations.
- Developed scheduling template and scheduled staff for registration pick-up and annual Dodge carnival.
- Attended and participated in monthly site council and PAC meetings.

Sabino High School

5000 N. Bowes Rd., Tucson, AZ 85749
520.584.7700

Position: Assistant Principal for Curriculum, Instruction & Building Operations

Supervisor: Mrs. Valerie Payne - Principal

Dates of Position Held: June 2006 – June 2012

Duties:

- Develop Master Schedule of course offerings based on projected school enrollment, course requests, district teacher allocation, district graduation requirements, university entrance requirements, Arizona Department of Education graduation requirements.
- Collaborate with Ex. Ed. department chair on inclusion classes based on student needs.
- Work with principal, assistant principal, counselors, and staff preparing site for the start of school each year, including start-of-year lesson plans,

- Meet with directors of TUSD ethnic studies department to collaborate on staff professional development and promote minority enrollment in Honors and AP courses.
- Design walk-through evaluation template to assess teacher use of principles of Elements of Essential Instruction, SEI strategies, and facets of Differentiated Instruction.
- Organize hiring committees to fill certified and classified staff openings. Complete required evaluations for certified and classified staff.
- Schedule new teacher meetings, including pairing new hires with experienced teachers.
- Plan and co-conduct 1st and 2nd semester presentations to freshmen on organizational strategies, graduation requirements, TUSD Student Rights and Responsibilities.
- Develop annual bell schedule and ensure schedule meets instructional hours required by district and state. Submit bell schedule to district for approval.
- Plan and speak at parent-teacher conference nights, Open House, Freshman Orientation, and Welcome to Success Night for incoming students.
- Coordinate district and state-mandated tests (Arizona's Instrument to Measure Standards, Stanford 10, and ACT) at site with counseling staff, teachers, and support staff.
- Disaggregate and analyze district, site, and student data to determine programmatic efficiency.
- Develop interventions for struggling learners and meet with students on a weekly basis to track progress via Parental Access Network, use of student planner, and feedback from teachers.
- Designed and participated in committee work for AdvancEd accreditation renewal in SY2011-2012. Present information to staff on accreditation standards and requirements. Completed AdvancEd online documents required in advance of accreditation visit.
- Conduct parent-teacher meetings, including Child Studies, 504-related meetings including revising and designing new plans, and IEP reviews.
- Plan weekly and yearly professional development activities, present information to staff on topics, such as Essential Elements of Instruction, 301 goals, site strategic plan, technology trainings, and review of new district and state policies.
- Meet with contractors and TUSD Facilities staff to plan for site-based facilities projects, such as lighting upgrades, installation of solar array, or renovation of rooms/buildings.
- Publish curriculum handbook for students, parents, and staff.
- Communicate key information to staff regarding upcoming district and site events, grant opportunities, trainings, and policy changes. Facilitate grant writing activities for staff.
- Disseminate information to students and parents utilizing available technologies, i.e. PhoneMaster system, Parental Access Network, and school website.
- Set up lighting and sound system and computer systems in auditorium and/or Little Theater for presentations.
- Write articles for bi-monthly school mailing to parents.
- Oversee student discipline, including investigations, suspensions, and hearings.
- Supervise extra-curricular activities.
- Co-coordinated school improvement days for students.
- Work with principal and assistant principals on annual graduation ceremony, including publishing Commencement program, coordinating military color guard, security, community notification, set up, rehearsal, and all related events preceding the actual ceremony.

Accomplishments Beyond Job-Related Duties:

- Create and revise promotional information, including creating a promotional DVD and pamphlet.
- Solve computer-related issues, including software problems, and repair/replace LCD projector bulbs or projectors.
- Developed Exit Survey for site and shared with High School Leadership.

Sabino High School

Position: Teacher: GATE Non-Western Civilizations / World History / American History

Supervisor(s): Valerie Payne - Principal / Susan Preimesberger Principal (Retired)

Dates of Position Held: January 2000 – May 2006

Duties:

- Plan daily, weekly, and yearly objectives based on site, district, and state standards
- Develop daily lesson plans and assignments using district-approved textbooks and supplemental materials
- Maintain accurate student attendance records.
- Grade and enter student work.
- Maintain website
- Use available technologies to create engaging, relevant PowerPoint presentations.

**SITE, DISTRICT
AND
COMMUNITY
COMMITTEES:**

2016 – Present:

- TUSD Code of Conduct Committee
- Restorative Practices RFP
- Desegregation/USP Committee
- TUSD – Law Enforcement Task Force
- Fine Arts Eligibility Guidelines

2016 Facilities Master Plan Committee

2015-2016 TUSD PBIS (MTBS) Committee

2015-2016 TUSD Synergy Planning Committee

2015 Student Assignment Committee (DLR Facilitated Group)

2015 ISLLC Principal Revision Evaluation Committee

2013 – 2014 TUSD 5 Year Strategic Plan

2009 North Central Accreditation Committee for Amphi and Sahuarita Districts

2008 - 2009 Chairperson for Curriculum & Instruction Assistant Principals

2007 - 2008 District Oversight Committee; Focus: District Attendance Policy

2006 - 2007 Social Studies Textbook Adoption Committee

2005 - 2007 Success for Children District Oversight Committee

2004 - 2006 Sabino Site Council Facilitator (Elected Position)

2004 - 2006 Student Advisory Committee

2002 - 2004 Sabino Site Council Teacher Representative (Elected Position)

2002 - Present Site and District Hiring Committees

**PROFESSIONAL
DEVELOPMENT
ACTIVITIES &
CERTIFICATES:**

2017-2018 Leadership Prep Academy

2017-2018 Instructional Leadership Academy

Fall 2017 Digital Threat Assessment Training

Fall 2017 Design Thinking Seminar

2016-2017 Instructional Leadership Academy

2015-2016 Sabino Staff Development (Facilitator)

2015 Sabino Summer Retreat (Facilitator and Participant)

2015 TUSD Professional Learning Community Conference (Tucson, AZ)

2015 Solution Tree Professional Learning Community Conference (Phoenix, AZ)

2014 – 2015 Superintendent's Book Club

2014 Sabino Summer Retreat (Facilitator and Participant)

2013 Sabino Summer Retreat (Facilitator and Participant)

2013 Common Core Standards - ELA and Math

2012 Essential Elements of Instruction

2011 Essential Elements of Instruction

2010 Small Learning Communities Grant Writing Project

2009 Committee to establish Sabino High School Foundation

2009 Understanding by Design

2008 Drug Impairment Training for Educational Professionals (in conjunction with Tucson Police Department)

2007 Model Schools Conference, Washington D.C.

2007 Qualified Evaluator Training

2006 Larry McBiles' "Best Practices" Workshop

2005 TUSD Leadership Academy

2003 ELI Leadership Conference

2003 ASU Asian Humanities Seminar

**PROFESSIONAL
RECOGNITION:**

2007 Who's Who of American Teachers (5 consecutive years)

2006 National Honor Roll's Outstanding American Teachers

2006 National Chancellor's List

2005 National Dean's List

**PROFESSIONAL
MEMBERSHIP:**

Phi Kappa Phi Honor Fraternity

**TECHNOLOGY
COMPETENCY:**

Office365

Synergy (EduPoint) SIS

ParentLink

True North Logic (Professional Learning Portal)

Survey Monkey

Mojave Student Management System

Adobe PageMaker

SmartBoard and Promethean Software

Promethean ActiVote & ActivEngage
Web 2.0 tools
Poll Everywhere tools
Survey Monkey
Microsoft Office (Word, Excel, PowerPoint and Publisher)
Windows Live MovieMaker

Christopher R. Trimble

~ Principal~

Highly skilled, student-focused educational leader that is committed to the growth of students and staff. Dedicated to providing a stimulating, safe, and motivating learning environment that meets needs of all learners. Dynamic visionary leader and solid team player with a proven track record in collaborating with the school community, increasing student academics, and maintaining excellence in education. Trustworthy professional with superior communication skills to develop strong and lasting relationships with all members of the school community.

Education & Credentials

Master of Science (2014); Leadership in Educational Administration with Distinction
Capella University – Minneapolis, MN

Master of Education (2012); Curriculum and Instruction
American College of Education – Indianapolis, IN

Bachelor of Science (2008); Science Education
University of Arizona – Tucson, AZ

Principal Certificate, Arizona
Secondary Education Certificate with Chemistry Endorsement, Arizona

Professional Experience

Assistant Principal

Richard B. Wilson K-8 – Oro Valley, AZ 2016-Present

- Monitored attendance and discipline grades K-8
- Supervised and evaluated certified staff in assigned grade levels and all middle school science and math
- Supervised and evaluated crossing guards, custodians, BIMs, monitors, and security
- In charge of math, English language arts, physical education and science curriculum and instruction
- Complete all math placement and acceleration recommendations
- Supervise elementary resource and cross-categorical instruction
- Developed and implemented school safety plan and supervision schedules
- Assisted in master schedule development and school budget

Instructional Support Assistant

Richard B. Wilson K-8 – Oro Valley, AZ 2015-2016

- Monitored attendance and discipline grade K,2,4,6,8
- Supervised and evaluated certified staff in assigned grade levels and all middle school science and math
- Supervised and evaluated crossing guards, custodians, monitors, and security
- In charge of math and science curriculum and instruction

- Complete all math placement and acceleration recommendations
- Supervise resource instruction
- Athletic Director
- Developed and implemented school safety plan and supervision schedules

High School Teacher

Canyon del Oro High School – Tucson, AZ

2013-2015

- Taught Chemistry
- Taught International Baccalaureate Chemistry SL
- Facilitated science department vision development

High School Teacher

Santa Rita High School – Tucson, AZ

Spring 2009-2013

- Taught Advanced Placement Chemistry, Honors Chemistry, General Chemistry, and Physics
- Developed curriculum and implemented Advanced Placement Chemistry program
- After school intervention teacher for 21st CCLC Program
- Participated on Mission and Vision development committee
- Freshman Academy teacher
- Advocate for at risk students

Head Men’s Swimming Coach

Rincon/University High School – Tucson, AZ

2012

- Monitored daily operations and student academic and athletic progress
- Undefeated regular season
- 3 state finalists

References

Christine Sullivan – Principal	Richard B. Wilson K-8
Adrian Hannah – Principal	Richard B. Wilson K-8
Paul DeWeerd – Principal	Canyon del Oro High School
Chandra Thomas – Principal	Mary Louise Robins K-8
Andy Heinemann – Principal	L.W. Cross Middle School

Michelle Valenzuela

EDUCATION

Bachelor of Arts degree in journalism from the University of Arizona

EXPERIENCE

Interim Communications & Media Relations Director, Tucson Unified School District, 2017 to current

Oversee internal and external communications and media relations for Tucson Unified School District, which serves about 46,000 students and more than 7,000 employees. Direct 10-person team to provide communications services to major district departments and 86 schools. Oversee events, social media channels, print and video communications and district and school websites. Direct school and district marketing and advertising efforts, including campaigns for open enrollment, kindergarten recruitment, programs and events. Work with superintendent on media relations and strategies and facilitate transparency of information. Collaborate with School Safety and Legal departments as well as school principals on crisis communications. Contribute to district's good faith efforts in desegregation case in the areas of marketing and outreach as well as assisting other departments with meeting goals.

Communications Coordinator, Tucson Unified School District, 2015 to current

Help coordinate internal and external communications and work with all departments to meet their communications needs and the needs of the district as a whole. Help develop communications strategies and short- and long-term plans and goals. Fill in for Communications Director when necessary. Write and edit communications materials including reports, media releases, articles for TUSD website, the weekly superintendent's team update, op-ed pieces and letters. Post district news on Facebook and Twitter. In just over a year, Facebook page likes and Twitter followers increased by more than 3,000 people.

Communications Writer, Tucson Unified School District, Tucson, Arizona 2013-2015

Wrote and edited communications materials including reports, media releases, articles for TUSD website, the weekly superintendent's team update, op-ed pieces and letters. Posted district news on Facebook and Twitter. Worked with communications team to launch a school garden series and managed, wrote and edited the school catalog. Work with local media to gain coverage of TUSD events including the Steps to Success event and the Five-Year Strategic Plan meeting.

Michelle Valenzuela Editing and Writing Services, Tucson, Arizona, 2008 to 2013

Performed communications work such as writing, editing and proofreading for a client list that included corporate communications clients, local and national small businesses and large Web-based companies. Edited reports, articles and other documents for accuracy and readability and to ensure content met style and format requirements. Wrote and edited press releases, newsletters, social media postings and grant applications. Organized and publicized fundraising events.

News & Observer of Raleigh, North Carolina, 2005-2008

-- Capitol Editor: Worked with nine reporters, directly supervising five who covered politics, higher education, government, legal affairs and Eastern North Carolina. This team employed some of the newspaper's most seasoned reporters and produced some of the hardest-hitting and controversial work. Stories that we published freed a man who was wrongly held in jail for nearly three years with no formal charges against him. We shed light on problems with the state's policies on administering the death penalty and exposed corruption in state government. I led the newsroom's training committee, which was responsible for creating training programs for reporters, editors, graphic artists and photographers. Also worked with Web page managing editor to increase traffic on triangle.com, a site that aimed to create a virtual town hall for the Raleigh area.

-- Durham Editor: Managed staff of 11 reporters who wrote daily articles and longer-term coverage of news in Durham, North Carolina. On any given day, directed, wrote and edited five to 10 items for the Web, edited three to five stories for the daily newspaper and worked with reporters on longer-term stories for the weekend editions while also handling personnel matters and questions from the public. My team covered beats including crime, courts, education and local government. We reported on news small and large, including breaking the story of a rape accusation against Duke University lacrosse players. My duties also included coordinating with other departments such as photography, graphics and ad layout as well as negotiating with editors and supervisors to get my team's stories the best spots in the newspaper.

-- Section editor/designer: Edited, copy edited and designed popular weekly news section. Work included managing staff reporters and freelancers, maintaining a budget, working with photo and graphics and designing pages. This position showcased my ability to perform different types of journalistic work, from looking at the big picture in the editor's role to reporting, writing a column and composing headlines.

The Fayetteville Observer, Fayetteville, North Carolina, 1992-2005

Features editor: Responsible for staff of 10 reporters and editors and 10 weekly features sections, including overseeing design and editing stories from idea stage to final form for publication. Worked closely with reporters, photographers and graphic artists to produce clear, creative pieces for the newspaper. Considered a newsroom leader, managing projects including the newspaper's flagship special section, an annual newcomers' section that exceeded 100 pages. Redesigned sections, reinvented content and led major newsroom and company-wide projects. Worked across the company's departments, including advertising, marketing and production, to promote upcoming stories as well as special sections and our weekend entertainment guide. At periods while I was features editor, I wrote columns and lifestyle stories. Before becoming features editor, I was assistant features editor for a year and was a news copy editor for two years.

The Odessa American, Odessa, Texas, 1990-1992

Copy editor: Worked on the news desk of this 40,000 circulation newspaper in West Texas. Duties included editing, fact-checking, page layout and headline writing of news stories on tight deadlines. Skills required ability to adapt to constant change as news developed, think on my feet and take large amounts of information and quickly compile or summarize it for publication.

AWARDS

- Arizona School Public Relations Association Impact Award of Excellence for Knowledge Changes Everything initiative, 2017
- Public Relations Society of America Impact Award for National Foundation of Governors' Fitness Councils Fitness Center for Hollinger K-8, 2016
- Public Relations Society of America Impact Award for #RWB4Borman initiative, 2015
- North Carolina Press Association: First place in Special Sections in 2001; third place in Features Page Design in 1999; third place in Features Page Design in 2003
- N.C. Working Press: First place in criticism for review of a Dave Matthews Band concert in 2000; first place in criticism for review of Toby Keith concert in 2001.
- The Fayetteville Observer: Won every award the company offers, including several for dedication and hustle and a Spirit Award for caring and courage.

REFERENCES

- Jeffrey Coleman, School Safety Director Tucson Unified School District, ,
- Mary Canty, Video Producer, Tucson Unified School District, .
- Mike Arnholt, Managing Editor, The Fayetteville Observer. .