



GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

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**DATE OF MEETING:** October 8, 2019

**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 October 7, 2019.

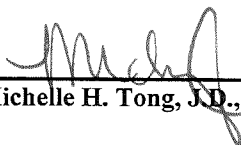
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**RECOMMENDATION:**

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: October 7, 2019

  
Todd A. Jaeger, J.D., Superintendent

10/8/2019

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

**EXHIBIT - 2**

LAST NAME	FIRST NAME	TITLE	CT/GL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Alvarez	Kristen	Site Program Coordinator	CT-PR	Nash Elementary	Added Duty	PR EX		\$7,828.95
Moga	Brianna	Speech /Lang. Pathologist	CT-PR	Wilson K-8 School	Promotion	SLP	0 Years	
Bakken	Carrie	MS Art Teacher	CT	Cross Middle School	Additional Position	CTT-MA	N/A	\$6,306.99
Ferre	Leslie	STEM (Engineering) Tchr	CT	La Cima Middle School	Increase FTE	CTT-MA	N/A	
Glavin	Kelsey	SEI Teacher	CT	Prince Elementary	Transfer	CTT-BA	6 Years	
Johnson	Neely	MS Social Studies Teacher	CT	La Cima Middle School	Increase FTE	CTT-BA	N/A	
Lemieux	Laurie	EL Second Grade Teacher	CT	Mesa Verde Elementary	Reassignment	CTT-BA	N/A	
Russell	Cynthia	EL Music Teacher	CT	Walker Elementary	Increase FTE	CTT-EDS	N/A	
Aguilar Herrera	Cruz	Cook II	CL	Amphi High School	Promotion	C	+ \$.20	
Broome	Steven	Inst Technology Spec.	CL	Amphi Middle School	Transfer	E	N/A	
Coronado Medina	Magda	FS Attendant I	CL	La Cima Middle School	Increase FTE	A	N/A	
Fogle III	Tommy	Campus Monitor	CL	Coronado K-8 School	Increase FTE	A	N/A	
Fogle III	Tommy	Security Officer	CL	Coronado K-8 School	Reassignment	D	N/A	
Grant	Elizabeth	FS Attendant I	CL	Wilson K-8 School	Transfer	A	N/A	
Harasimowicz	Nicole	Human Resource Specialist	CL	Wetmore Center	Promotion	I	+\$1.12	
Harwood	Ana	Cook II	CL	Cross Middle School	Promotion	C	+\$0.55	
Hernandez	Paula	Cert & Train Specialist	CL	Wetmore Center	Promotion	L	+\$1.93	
Holyoak	Melissa	Payroll Specialist - Lead	CL	Wetmore Center	Promotion	L	+\$2.48	
Kurtz	Steven	Clerk II	CL	Amphi High School	Additional Position	C	N/A	
Lewis	Bret	Inst Technology Spec.	CL	Prince Elementary	Increase FTE	E	N/A	

*	2018-2019 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)		
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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Miller	Lorie	Library Assistant	CL	Amphi High School	Promotion	F	+\$0.84	
Pineda	Yanet	FS Attendant III - Lead	CL	Amphi High School	Transfer	D	N/A	
Ripley	Lori	Special Ed Teaching Asst	CL	Ironwood Ridge High	Increase FTE	E	N/A	
Schofield	Kimberly	FS Attendant I	CL	Painted Sky Elementary	Increase FTE	A	N/A	
Tadeo	Gabriela	Special Ed Teaching Asst	CL	Cross Middle School	Rescind	E	N/A	
Taylor	Janalynn	FS Attendant I	CL	Ironwood Ridge High	Increase FTE	A	N/A	
Velarde Delgado	Sara	FS Attendant I	CL	Ironwood Ridge High	Transfer	A	N/A	
Alvarado	Alicia	Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Anderson	Mallory	Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Aragon	Jennifer	Certified Tutor	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Bermudez	Monica	Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Berry-Kelley	Monique	Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Brestel	Emily	Certified Staff Trainer	ADCT	La Cima Middle School	Addendum			\$30.00 per hour
Brestel	Emily	Psychologist	ADCT	Wetmore Center	Added Duty			\$11,351.89
Bruce	Kathryn	Student Council EL	ADCT	Coronado K-8 School	Addendum			\$950.00
Burnett	Rebecca	Certified Staff Trainer	ADCT	Amphi Middle School	Addendum			\$30.00 per hour
Chen	Kelly	School Support Team (CT)	ADCT	Donaldson Elementary	Addendum			\$20.00 per hour
Churchill	Shannon	Certified Tutor	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Cochran	James	Performing Arts MS	ADCT	Coronado K-8 School	Addendum			\$1800.00
Cox	Lu	Certified Tutor	ADCT	Holaway Elementary	Addendum			\$30.00 per hour
Dent	Rebecca	Speech /Lang. Pathologist	ADCT	Wetmore Center	Added Duty	SLP		\$1559.40
Diamond	Rebecca	EL Band Teacher	ADCT	Rio Vista Elementary	Added Duty			\$7,094.51

*	2018-2019 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
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Donahue	Brian	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Donahue	Brian	Elementary Coordinator	ADCT	Wetmore Center	Addendum		\$1500.00	
Elandt-Goolsby	Ann	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Elandt-Goolsby	Ann	Special Ed Resource Tchr	ADCT	CDO High School	Added Duty		\$9,303.55	
Engelhard	Erin	Facilitator Sped EL	ADCT	Copper Creek Elementary	Addendum		\$750.00	
Floyd	Katherine	Certified Staff Trainer	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Gaither	Loralyn	One-Time Signing Bonus	ADCT	Cross Middle School	Addendum		\$3356.10	
Gates	Julia	Site Program Coordinator	ADCT	Wetmore Center	Addendum		\$8319.06	
Goldberg	Gina	Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Gray	Mary	Certified Tutor	ADCT	Wilson K-8 School	Addendum		\$30.00 per hour	
Green Jr.	Jonathan	Facilitator Sped EL	ADCT	Painted Sky Elementary	Addendum		\$750.00	
Harper	Ellis	HS Foreign Lang. Teacher	ADCT	Amphi High School	Added Duty		\$8454.12	
Hayes	Jeremy	Annual MS	ADCT	Coronado K-8 School	Addendum		\$1500.00	
Hayes	Jeremy	Technology Coach MS	ADCT	Coronado K-8 School	Addendum		\$1550.00	
Henson-Heaps	Haley	Performing Arts MS	ADCT	Coronado K-8 School	Addendum		\$1800.00	
Higgins	Kellie	Certified Staff Trainer	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Hinz	Crystal	Academic Assistant	ADCT	Copper Creek Elementary	Addendum		\$700.00	
Hinz	Crystal	Academic Assistant	ADCT	Copper Creek Elementary	Addendum		\$350.00	
Horetski	Christine	HS American Sign Lang	ADCT	Amphi High School	Added Duty		\$7815.31	
Houser	Jennifer	Admin Asst Addendum EL	ADCT	Painted Sky Elementary	Addendum		\$2000.00	
Irwin-Stazenski	Emily	Academic Assistant	ADCT	Copper Creek Elementary	Addendum		\$175.00	
Irwin-Stazenski	Emily	Student Council EL	ADCT	Copper Creek Elementary	Addendum		\$475.00	

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Jech	Allison	School Support Team (CT)	ADCT	Donaldson Elementary	Addendum		\$20.00 per hour	
Johnson	Leonard	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Kati	Stephanie	SEI Teacher	ADCT	CDO High School	Added Duty		\$8,154.60	
King	Nicole	Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
King	Nicole	Dept Head-Support Program	ADCT	Coronado K-8 School	Addendum		\$1200.00	
King	Nicole	Facilitator Sped EL	ADCT	Coronado K-8 School	Addendum		\$750.00	
Krim	Jennifer	Academic Assistant	ADCT	Holaway Elementary	Addendum		\$700.00	
La Joy	Elisa	Student Council	EL	Painted Sky Elementary	Addendum		\$950.00	
Lackow	Seth	Certified Staff Trainer	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Latin	Susan	Academic Assistant	ADCT	Copper Creek Elementary	Addendum		\$350.00	
Laughter	Marlana	Certified Staff Trainer	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Lewis	Loralee	Section 504	ADCT	Copper Creek Elementary	Addendum		\$600.00	
Lewis	Loralee	Technology Coach	EL	Copper Creek Elementary	Addendum		\$1550.00	
Lewis	Rachael	Preschool Director/Tchr	ADCT	Innovation Academy	Added Duty		\$9145.39	
LoVerde	Emily	Odyssey Of The Mind	EL	Copper Creek Elementary	Addendum		\$950.00	
Marlatt	Lauren	Dept Head-Science	MS	Coronado K-8 School	Addendum		\$1200.00	
Marlatt	Lauren	Student Council	MS	Coronado K-8 School	Addendum		\$1350.00	
Marnar	Peggy	Academic Assistant	ADCT	Holaway Elementary	Addendum		\$700.00	
Marnar	Peggy	Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Martinez	Amy	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Maxwell	Bernice	Psychologist	ADCT	Wetmore Center	Added Duty		\$13,382.00	
Mendez	Melisa	MS Counselor	ADCT	Amphi Middle School	Added Duty		\$26.22 per hour	

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Ohlmaier	Hillary	Academic Assistant	ADCT	Copper Creek Elementary	Addendum		\$350.00	
Olszewski	Cynthia	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Olszewski	Cynthia	Facilitator Sped EL	ADCT	Mesa Verde Elementary	Addendum		\$750.00	
Owen	Lorraine	Certified Tutor	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Paulson-Midgley	Tamara	MS Instrumntl Music Tchr	ADCT	Amphi Middle School	Added Duty		\$11,544.74	
Penna	Kelli	Certified Tutor	ADCT	Keeling Elementary	Addendum		\$30.00 per hour	
Peterson	Jane	Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Peterson	Jane	Elementary Coordinator	ADCT	Wetmore Center	Addendum		\$1500.00	
Peterson	Jennifer	Certified Tutor	ADCT	Mesa Verde Elementary	Addendum		\$30.00 per hour	
Pike	Jennifer	Odyssey Of The Mind MS	ADCT	Coronado K-8 School	Addendum		\$950.00	
Porteous	M	Newspaper MS	ADCT	Coronado K-8 School	Addendum		\$1200.00	
Post	Trina	Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Radtke	Heidi	Section 504	ADCT	Painted Sky Elementary	Addendum		\$300.00	
Radtke	Heidi	Technology Coach EL	ADCT	Painted Sky Elementary	Addendum		\$1550.00	
Reavis	Pamela	Certified Tutor	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Ruiz	Judith	Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Russell	Cynthia	EL Band Teacher	ADCT	Walker Elementary	Added Duty		\$5,117.77	
Ryan	Frank	Psychologist	ADCT	Wetmore Center	Added Duty		\$15,525.50	
Santoyo	Michelle	Academic Assistant	ADCT	Copper Creek Elementary	Addendum		\$175.00	
Santoyo	Michelle	Student Council EL	ADCT	Copper Creek Elementary	Addendum		\$475.00	
Scheffel	Liesl	Certified Staff Trainer	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Scheffel	Liesl	Technology Coach EL	ADCT	Coronado K-8 School	Addendum		\$1572.00	

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Shaheen	John	Performing Arts MS	ADCT	Coronado K-8 School	Addendum		\$1800.00	
Sherman	Stacey	Odyssey Of The Mind EL	ADCT	Coronado K-8 School	Addendum		\$950.00	
Smith	Kimberly	Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Sparlin	Erika	Dept Head-Soc Studies MS	ADCT	Coronado K-8 School	Addendum		\$1200.00	
Sparlin	Erika	Nat'l Jr Honor Society	ADCT	Coronado K-8 School	Addendum		\$750.00	
Stewart	Patricia	Academic Assistant	ADCT	Coronado K-8 School	Addendum		\$700.00	
Testa	Christina	Psychologist	ADCT	Wetmore Center	Added Duty		\$11,481.75	
Thomas	Kelley	Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Upmann	Adam	Math Counts MS	ADCT	Coronado K-8 School	Addendum		\$950.00	
Walden	Sandra	Admin Asst Addendum EL	ADCT	Copper Creek Elementary	Addendum		\$2000.00	
Wells	Shyla	Section 504	ADCT	Mesa Verde Elementary	Addendum		\$300.00	
Willis	John	Section 504	ADCT	Amphi High School	Addendum		\$2000.00	
Hauer	Capella	Instructional Aide -Clstrm	ADCL	Holaway Elementary	Addendum		\$11.00 per hour	
Santillan	Mary Beth	Homeless Education Liaison	ADCL	Federal/State Programs	Added Duty	P	\$28.13 per hour	

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Job Code 01KK  
Level K  
Revised October 2019

## **DISTRICT SUBSTITUTE COORDINATOR**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Associate's degree or two years of college coursework in business, human resources or equivalent. Three years of progressive human resources or administrative support work may substitute for the degree
- One year of work experience in progressive human resources, payroll, and/or administrative support positions
- Demonstrated knowledge of word processing, database and spreadsheet applications

#### **B. DESIRED**

- Previous experience working in a school setting
- Bilingual/Spanish speaking
- Knowledge of employment laws

### **SUMMARY**

Oversees the placement of certified and classified/support staff substitutes for the District; maintains the District's automated substitute management system; and performs responsible human resources functions of a confidential, varied and moderately complex nature.

Reports to: Human Resources Manager

### **ESSENTIAL FUNCTIONS**

- Maintains the District's automated substitute management system including day to day maintenance, data entry and preparation of reports as needed
- Receives and screens all (certified and classified) substitute applications, notifies substitute applicant of status of application and determines suitability for employment
- Conducts reference checks on substitutes being considered for employment
- Processes all substitute documentation, background checks, tax withholding forms, employment verification processes such as the I-9 and E-Verify and all other new hire related paperwork
- Prepares files of recommended candidates for hire in the District
- Monitors and tracks substitute teacher certificates and fingerprint clearance and notifies if nearing expiration
- Assists with identifying substitutes for long-term placement and assignments with specific needs
- Provides guidance to building principals and department managers concerning substitute employment and placement
- Develops and maintains strong partnerships with schools and departments for a broad range of issues regarding substitute employment
- Prepares materials, organizes, and conducts substitute orientation and training



- Oversees and/or reconciles all daily certified absences and hours worked by substitutes (both certified and classified)
- Exports/imports substitute and absence data from SMS to the ERPS
- Audits and confirms the accurate transfer of data from the substitute management system (SMS) and the enterprise resource planning system (ERPS)
- Reviews and prepares substitute pay records for payroll processing
- Prepares and updates substitute handbook and assists with general Human Resources correspondence including annual notice of reasonable assurance
- Reviews and monitors all substitute evaluations and forwards to the Human Resources Manager as appropriate
- Compiles, prepares and processes administrative reports (including Board agenda items) regarding employment actions
- Attends job fairs and prepares recruitment materials as needed
- 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 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 calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity

Job Code 11D  
Range H  
Revised October 2019

## **PURCHASING CLERK**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED
- Minimum of two years of clerical experience
- Demonstrated knowledge of MS Office, spreadsheets and data entry procedures
- Demonstrated ability to accurately type (test required); or passing score on Word/Excel skills assessment

### **SUMMARY**

Performs clerical duties of a moderately varied and complex nature under general supervision involving the receipt, processing, and distribution of purchase orders for the District. Handles materials of a confidential nature. Requires regular attendance to perform the essential functions of the position.

Reports to: Purchasing/Warehouse Manager

### **ESSENTIAL FUNCTIONS**

- Receives all requisitions for materials and supplies. Verifies requisitions for procurement rules and corrects as needed or sends back to original requisitioner for revisions
- Prints purchase orders and distributes to vendors and sites via e-mail
- Processes change orders for increases in dollar amounts, budget codes, or other as needed changes
- Establishes and maintains all purchase order files
- Conducts due diligence requirements of cooperative purchase contracts
- Reviews, investigates and follows-up on all problems involving purchase orders (shortages, averages, price increases, shipment dates and incorrect invoices)
- Processes Request for Quotes (RFQs) as needed from beginning to award of contract and maintains the corresponding procurement file
- Conducts solicitation openings and processes tabulations as needed
- Maintains District "One Click" contract list by doing due diligence for contract expiration dates
- Updates reports on District Intranet on a daily basis
- Enters new Fixed Assets into database and updates Fixed Assets information as needed
- Trains new requisitioners and provides continuous training for all requisitioners as needed. Advises vendors and District staff on procurement issues/policies
- 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
- Provides customer service assistance to end users, vendors, and other people via telephone, e-mail, computer/website, or in person
- Schedules vendor appointments for the Purchasing/Warehouse Manager

- Schedules viewing appointments for material surplus auction items
- Signs for deliveries when Shipping/Receiving Clerks are not available
- Performs related duties, as assigned

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate effectively, both orally and in writing
- Ability to perform functions from written, graphic and oral instructions
- Ability to evaluate written materials
- Ability to bend, stoop, twist, squat and kneel
- Ability to sort, separate and file documents and forms
- Ability to occasionally lift or move objects weighing less than 20 pounds