



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: January 29, 2019

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of January 28, 2019.

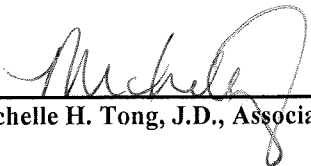
The following job descriptions will be reviewed:

Construction Project Manager
Director – Food Services
Director - Transportation

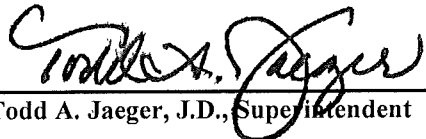
RECOMMENDATION:

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

INITIATED BY:


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

Date: January 28, 2019


Todd A. Jaeger, J.D., Superintendent

1/29/2019

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Shreve	Donna	REACH Teacher	CT-RET	Amphi High School	Additional Position			\$3722.44
Anderson	Jennifer	Administrative Asst I	CL	Wetmore Center	Reassignment	J	\$.99	
Garcia	Diana	Campus Monitor	CL	Rio Vista Elementary	Additional Position	D	N/A	
Green	Brandon	Transportation Attendant	CL	Transportation	Increase FTE	B	N/A	
Harnesberry	Danese	Transportation Attendant	CL	Transportation	Increase FTE	B	N/A	
Hooton	Rose	Special Ed Teaching Asst	CL	Holaway Elementary	Reassignment	E	<\$2.13>	
Mason	Kristin	Clerk II	CL	Prince Elementary	Transfer	B	N/A	
Mason	Kristin	Clerk II	CL	Prince Elementary	Minimum Wage Increase	B	N/A	\$11.00
Webb	Trudy	Preschool Aide/Caregiver	CL	Painted Sky Elementary	Correction	A	< .40>	Salary
Alvarez	Loretta	Certified Staff Trainer	ADCT	CDO High School	Addendum			\$30.00 per hour
Amedeo	Keri	Curriculum Development	ADCT	La Cima Middle School	Addendum			\$25.00 per hour
Arredondo	Mateo	MS Mathematics Teacher	ADCT	Amphi Middle School	Added Duty			\$4643.40
Beazer	Heidi	AZELLA Testing	ADCT	Wilson K-8 School	Addendum			\$30.00 per hour
Busby	Devon	Interscholastic Supervisor	ADCT	Wilson K-8 School	Addendum			\$500.00
Coleman	Kathleen	Interscholastic Supervisor	ADCT	Amphi Middle School	Addendum			\$500.00
Donahue	Brian	Wrestling Head Coach MS	ADCT	La Cima Middle School	Addendum			\$1700.00
Escalante	Ana	Certified Staff Trainer	ADCT	Cross Middle School	Addendum			\$30.00 per hour
Gordon-Johnson	Deborah	Spiritleading Asst Winter	ADCT	CDO High School	Addendum			\$2250.00
Guymon	Kate	Technology Coach MS	ADCT	La Cima Middle School	Addendum			\$695.61
Hayes	Jeremy	Soccer Head Coach III MS	ADCT	Coronado K-8 School	Addendum			\$1700.00

*	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		
Transfer	Employee moving from one position to another		

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hull	James	Basketball Head III MS	ADCT	Cross Middle School	Addendum		\$1700.00	
Hurguy	Erin	Basketball Asst III MS	ADCT	La Cima Middle School	Addendum		\$700.00	
Johnson	Wendy	Student Council MS	ADCT	Cross Middle School	Addendum		\$658.54	
Langley	Shannon	Curriculum Development	ADCT	Donaldson Elementary	Addendum		\$25.00 per hour	
Larson	Lisa	Basketball Head III MS	ADCT	Wilson K-8 School	Addendum		\$850.00	
Le	Thanh Liem	Wrestling Asst Coach MS	ADCT	Amphi Middle School	Addendum		\$1400.00	
McGowan	Sarah	Basketball Asst III MS	ADCT	Wilson K-8 School	Addendum		\$700.00	
Moran	Kimberly	Facilitator Sped EL	ADCT	Holaway Elementary	Addendum		\$750.00	
Obregon	Jose	Soccer Head Coach III MS	ADCT	Wilson K-8 School	Addendum		\$1700.00	
Panneck	Jeffrey	Interscholastic Supervisor	ADCT	La Cima Middle School	Addendum		\$500.00	
Pastor	Michael	Basketball Asst III MS	ADCT	Coronado K-8 School	Addendum		\$1400.00	
Peace	Dustin	Weight Training HS	ADCT	CDO High School	Addendum		\$2600.00	
Peru	Rachel	Basketball Asst III MS	ADCT	Cross Middle School	Addendum		\$1400.00	
Post	Brian	Interscholastic Supervisor	ADCT	Cross Middle School	Addendum		\$500.00	
Powell	Lisa	Extra Curr Activ Dir MS	ADCT	Amphi Middle School	Addendum		\$2000.00	
Ramsey	Julie	REACH Teacher	ADCT	Amphi High School	Added Duty		\$4044.45	
Retherford Jr.	Robert	Extra Curr Activ Dir MS	ADCT	Coronado K-8 School	Addendum		\$2000.00	
Shiba	Robert	Soccer Head Coach III MS	ADCT	Cross Middle School	Addendum		\$1700.00	
Smith	Alexander	Extra Curr Activ Dir MS	ADCT	Wilson K-8 School	Addendum		\$2000.00	
Smith	Lucas	REACH Teacher	ADCT	Amphi High School	Added Duty		\$3714.43	
Sparlin	Erika	Interscholastic Supervisor	ADCT	Coronado K-8 School	Addendum		\$500.00	
Stewart	Eric	Basketball Head III MS	ADCT	Coronado K-8 School	Addendum		\$1700.00	

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Extension	End date being extended	PR	Professional
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**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Stoxen	Amanda	Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Todd	Cary	Soccer Head Coach III MS	ADCT	La Cima Middle School	Addendum			\$1700.00
Wentworth	Ann	HS Mathematics Teacher	ADCT	Ironwood Ridge High	Correction	MA		\$8055.60
Williams	Dennis	Extra Curr Activ Dir MS	ADCT	Cross Middle School	Addendum			\$2000.00
Woodard	Nicholas	Extra Curr Activ Dir MS	ADCT	La Cima Middle School	Addendum			\$2000.00
Becerra	Manuel	Bus Driver	ADCL	Transportation	Addendum			\$13.68 per hour
Garcia	Diana	Bilingual Clerk	ADCL	Rio Vista Elementary	Addendum	D	N/A	
Neal-Westfall	Robert	Transportation Dispatcher	ADCL	Transportation	Addendum			\$13.13 per hour
Ralston	Scott	Bus Driver	ADCL	Transportation	Addendum			\$13.98 per hour
Vidal	Evelyn	Bus Driver	ADCL	Transportation	Addendum			\$14.17 per hour

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Job Code 01PR
Professional Exempt
January 2019

CONSTRUCTION PROJECT MANAGER

QUALIFICATIONS

A. REQUIRED

- Two years of college training focused on architecture, construction management or accounting
- Eight years of experience in fields related to building design, building construction trades, engineering or architecture
- Strong working knowledge of architectural design, project design, construction management and procurement procedures
- Adequate knowledge and experience in construction means and methods, building codes and standard construction practices
- Adequate knowledge in development and maintenance of project budgets and accounting procedures
- Adequate knowledge and experience in methods to evaluate and address constructability issues
- Valid Arizona Driver's License
- Equivalent combination of education/training/experience

B. DESIRED

- Bachelor's degree with emphasis in engineering, architecture, construction management, business administration or related equivalent
- Strong skills in the use of computerized applications utilized for accounting, scheduling and documentation
- Previous experience in a public school setting

SUMMARY

The Construction Project Manager will oversee and manage construction and repair projects and expenditures funded through various funding sources. The Construction Projects Manager will work closely with District administrators to maintain compliance and reporting requirements associated with funding sources. This position will also be responsible for managing the School Facilities Board grant process and construction projects funded by this program and other grants that may be obtained.

Reports to: Executive Manager, Operational Support

ESSENTIAL FUNCTIONS

- Knowledge of construction means, methods, materials and equipment
- Interprets construction documents (blueprints, specifications, technical documentation)

- Evaluates value engineering issues during design and construction phases of projects
- Knowledge of facility requirements of the Americans with Disabilities Act
- Knowledge of the facility requirements of the Arizona School Facilities Board
- Familiarity with the Arizona School District Procurement Code
- Communicates effectively, both orally and in writing
- Presents reports to the Governing Board
- Maintains up-to-date budget and records in compliance with program and project guidelines
- Coordinates all budget information with the appropriate personnel to ensure accurate reporting and maximization of fund usage
- Oversees the compilation and submission of all required documents associated with the funding
- Establishes and maintains harmonious working relationships with others to include site administrators, construction partners and District facilities personnel
- Promotes and supports district educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century

MENTAL AND PHYSICAL REQUIREMENTS

- Possesses excellent oral and written communication skills
- Patience, tact, and courtesy in dealing with others
- Ability to work under adverse weather conditions
- Ability to follow written and oral instructions
- Ability to kneel, pull, twist, bend and climb
- Ability to interpret written instructions, directions, schematics and reports
- Ability to climb stairs and ladders and work in elevated areas
- Ability to bend, squat, stoop, kneel, twist, crawl and lift one or both arms above shoulder level
- Ability to work in small, cramped, or confined spaces
- Ability to walk on uneven surfaces, if necessary
- Ability to work under adverse conditions involving noise, heat, cold, noxious chemicals, heights, high voltage electricity and all weather and temperature conditions
- Ability to work both indoors and outdoors

DIRECTOR – FOOD SERVICES

QUALIFICATIONS

REQUIRED

- Bachelor's degree in Food Services Management, Dietetics, Business, Nutrition, Culinary Arts, or related field
- Five (5) years of experience in food services to include three years in a management/supervisory role
- Must be able to provide or obtain a Pima County Consumer Health and Food Safety certificate 30 days from date of hire
- Equivalent combination of education/training/experience
- FBI fingerprint background check

DESIRED

- Master's degree in management, business administration, food services, or related field is preferred

SUMMARY

Administers a multiple-site foodservice program in accordance with policies, procedures, and federal/state requirements. Supervises and trains foodservice personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value. Maintains high standards of sanitation and safety. Maintains records of income and expenditures, food, supplies, personnel and equipment. Facilitates cooperation with education partners such as administrators, teachers, parents and students.

Reports to: Executive Manager-Operational Support

ESSENTIAL FUNCTIONS

- Ensures that Amphitheater Public Schools' food services comply with all Arizona Department of Education National School Lunch Program and Student Breakfast Program requirements
- Collaborates with other administrators to maximize the meals program for District and the individual sites. Determines impact of strategies in terms of short and long-term gains
- Ensures the District meets and complies with all requirements of all federal and state funding programs used in the operation of the department including menu planning, meal service, record keeping, and database management
- Plans budget and financial commitments to meet budgeting goals and maintains profitability of the food service program
- Determines annual requirements to support the District's food service operation for both staffing and procurement of supplies
- Recommends food prices to the Governing Board for approval
- Ensures accounting procedures are in accordance with current laws and regulations
- Ensures that all requirements related to monitoring and compliance related to income eligibility for meals are met
- Serves as a member or appoints an appropriate designee to negotiate food service issues and procurement as necessary

- Collaborates and coordinates with local agencies on matters of food service operations, nutrition education and outreach endeavors that link the community and the school district
- Collaborates and coordinates with Facilities Support regarding policy, procedure and maintenance of food service equipment and facilities
- Ensures department compliance with agreements, district policies, and federal and state laws, such as EEOC, FSLA and OSHA
- Analyzes new concepts in food services administration and delivery systems and implements those that are identified as beneficial to the district through operations and services advantages
- Ensures that training and evaluation for employees occurs through appropriate staff and develops training plans to improve food service staff skill and ability
- Determines appropriate food delivery system. Implement processes related to food delivery system and food service safety
- Advises Superintendent and Governing Board about meals program(s) and nutrition related policies as needed or directed
- Determines standards and specifications for storage, production, assembly, and service areas for food services in sites and central facility
- Develops and assists the Facilities Department with projects related to construction or renovations of food service areas
- Serves as a liaison to the public regarding school meal service and child nutrition issues and the District's community meal programs
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Communicates, comprehends, develops, plans and evaluates food service programs.
- Performs functions from written and oral instructions and from observing others
- Work involves sitting for extended periods of time
- Moving from one location to another
- Reaching, stooping, bending, holding and grasping objects
- 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 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 40P
Exempt ESA
Revised January 2019

DIRECTOR – TRANSPORTATION

QUALIFICATIONS

A. REQUIRED

- Five years of management experience, including experience in planning, budgeting, hiring and supervising of staff
- Demonstrated leadership abilities
- Must meet all Arizona School Bus Driver requirements within four months of date of hire, including DOT's annual physical and drug screening requirements
- Demonstrated ability to utilize complex software systems

B. DESIRED

- Two years or more of college with emphasis on business administration, personnel management, logistics or equivalent
- Experience in fleet management
- Demonstrated knowledge of computer applications including spread sheets, databases and computerized scheduling software
- Experience in a transportation system
- Experience in a school district

SUMMARY

The Director of Transportation is responsible for directing the daily operations of the Transportation Department, including the District motor pool, to assure safe and efficient pupil transportation, vehicle maintenance, vehicle acquisition, routing, scheduling, and fiscal responsibilities in support of the school district's instructional and activity programs for students. This position requires strong proven abilities in organizations, leadership, and human relationships.

Reports to: Executive Manager - Operational Support

ESSENTIAL FUNCTIONS

- Provides leadership to the Transportation Department on day-to-day operations. Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines
- Supervises operations regarding the transportation of pupils and operation of school district equipment to provide proper operational safety standards
- Writes and directs the writing of standard operating procedures, analyzes personnel and equipment requirements, and audits personnel utilization
- Prepares reports by collecting, analyzing, and summarizing information and trends and submits reports as required to outside agencies
- Provides for the economical operation of school district equipment and economical conservation of personnel, materials and services

- Develops standards of student conduct on school district vehicles, and coordinates enforcement with school building administrators as required
- Manages the assignment of school district equipment for daily and special use, including fieldtrips, school business, etc.
- Procures vehicles by researching and recommending specifications, timing, and type of vehicle replacement
- Establishes and maintains positive customer relationships with parents, schools, and departments. Coordinates with transportation department staff, schools, and customers on start of school protocols and resolves concerns
- Coordinates the district transportation training program, collision investigations, safety programs, student management, drug and alcohol testing, bus driver performance evaluations, and staff development
- Achieves financial objectives by preparing an annual budget; recommending additions or deletions to fleet or personnel; scheduling expenditures; analyzing variances; initiating corrective actions
- Protects users by requiring mechanical checks and inspections; follows state Department Transportation procedures; maintains inventory of replacement parts, fuel, and supplies. Supervises the fleet maintenance program
- Complies with Federal, State and local legal requirements ensuring adherence to requirements
- Maintains inter-and intra-departmental work flow by fostering a spirit of cooperation between departments and customers
- Maintains department staff by recruiting, selecting, orientating, and training employees and develops training for career progression of staff
- Maintains departmental staff by scheduling, assigning, coaching, counseling, and disciplining employees; planning, monitoring and appraising job results
- Establishes transportation plans for emergency evacuation of students and staff from school
- Keeps informed on the latest trends, developments, and products in the area of pupil transportation
- Supervises the planning and organization of all transportation rules, regulations, routes, and stops
- Forecasts short and long range transportation requirements and develops appropriate course of action to meet district needs
- Represents the District to citizen groups and other outside agencies in the area of Transportation policies and procedures
- Serves as liaison between District, State and local Transportation Departments, traffic enforcement and traffic planners
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st 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