



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

DATE OF MEETING: June 26, 2018

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 June 25, 2018.

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: June 25, 2018

Todd A. Jaeger, J.D., Superintendent

6/26/2018

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Bejarano	Michael	Associate Supt-Secondary	CT-AD	Wetmore Center	Reclassification	CAB-A	D	
Arechiga	Steven	SEI Teacher	CT	Donaldson Elementary	Transfer	MA	T	
Boone-Sampsel	Jodi	Special Ed Preschool Tchr	CT	Walker Elementary	Promotion	MA	A	Range E; Step 4
McKee	Kevin	Special Ed Resource Tchr	CT	Holaway Elementary	Promotion	BA	A	Range D; Step 3
Paul	Kayleigh	Academic Intervention Tchr	CT	Rio Vista Elementary	Reassignment	MA	B	
Phinney	Martha	EL Art Teacher	CT	Harelson Elementary	Increase FTE	BA	E	
Weaver	Colette	HS Physics Teacher	CT	Amphi High School	Increase FTE	BA	A	
Hastings	John	Human Resources Manager	CL-PR	Wetmore Center	Added Duty	PR EX	43.0	
Abbe	Joyce	Administrative Asst II	CL	Wetmore Center	Reclassification	M	3.0	
Becker	Elizabeth	Inst Technology Spec.	CL	Copper Creek Elementary	Increase FTE	E	9.0	
Bojorquez	Ramon	Routing Coord - Trans	CL	Transportation	Transfer	I	4.0	*
Chavez	Raquel	Custodian I	CL	Nash Elementary	Transfer	D	12.0	
Gorgees	Nahrin	Special Ed Teaching Asst	CL	Amphi High School	Transfer	E	3.0	
Gray	Sandra	Inst Technology Spec.	CL	Amphi Middle School	Additional Position	E	2.0	
Jimenez	Raul	Behavioral Interv Monitor	CL	Cross Middle School	Promotion	D	5.0	Range A; Step 10
McAdam	Debbie	Secretary II	CL	Wetmore Center	Calendar Change	F	10.0	
Nowak	Linda	Administrative Asst II	CL	Wetmore Center	Reclassification	M	3.0	
Schoene	Richard	Bus Driver	CL	Transportation	Status Change	I	7.0	
Truman	Marianne	Crossing Guard	CL	Copper Creek Elementary	Additional Position	A	10.0	
Wegner	Marty	Groundskeeper II	CL	Facilities Support	Promotion	E	5.0	Range D; Step 5
Arthurs	Robbin	Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Arthurs	Robbin	Certified Staff Trainer	ADCT	Wetmore Center	Addendum			*\$30.00 per hour

*	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**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Ayers	Brenda	Curriculum Development	ADCT	Amphi Middle School	Addendum			\$25.00 per hour
Boknevit	Christopher	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Carter	Pamela	Curriculum Development	ADCT	Amphi Middle School	Addendum			\$25.00 per hour
Cummins	Courtney	School Support Team (CT)	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Griffith	Heather	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Hartz	Megan	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Higgins	Kellie	School Support Team (CT)	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Holt	Kris	Certified Staff Trainer	ADCT	Wetmore Center	Addendum			*\$30.00 per hour
Jackson-Cunha	Blanca	Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Jackson-Cunha	Blanca	Certified Staff Trainer	ADCT	Wetmore Center	Addendum			*\$30.00 per hour
Langley	Shannon	Curriculum Development	ADCT	Amphi Middle School	Addendum			\$25.00 per hour
Laughter	Marlana	Curriculum Development	ADCT	Amphi Middle School	Addendum			\$25.00 per hour
Lewis	Kay	Curriculum Development	ADCT	Coronado K-8 School	Addendum			*\$25.00 per hour
Mapes	Darin	School Support Team (CT)	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Martinez	Aaron	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Millerd	Lisa	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Nason	Ronald	School Support Team (CT)	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Perry	Lindsay	School Support Team (CT)	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Prentis	Peggy	Curriculum Development	ADCT	Coronado K-8 School	Addendum			*\$25.00 per hour
Ramsey	Julie	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Reis	Cary	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Resley	Robin	Curriculum Development	ADCT	Coronado K-8 School	Addendum			*\$25.00 per hour
Schlotterer	Patrick	School Support Team (CT)	ADCT	Amphi Middle School	Addendum			\$20.00 per hour
Schneider	Daniel	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour

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PERSONNEL CHANGES**

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Spillane	Mamie	School Support Team (CT)	ADCT	Wetmore Center	Addendum			*\$20.00 per hour
Spillane	Mamie	Certified Staff Trainer	ADCT	Wetmore Center	Addendum			*\$30.00 per hour
Taouil	Sarah	Curriculum Development	ADCT	Coronado K-8 School	Addendum			*\$25.00 per hour
Urreiztieta	Melissa	Speech /Lang. Pathologist	ADCT	Rillito Center	Addendum	SLP	15.0	
Valencia	Brian	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Watson	Laura	Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Whitney	Asami	Curriculum Development	ADCT	Coronado K-8 School	Addendum			*\$25.00 per hour
Woolsey	Douglas	School Support Team (CT)	ADCT	Amphi High School	Addendum			\$20.00 per hour
Youngling III	Roland	Summer School Teacher	ADCT	Amphi High School	Addendum			\$1920.00
Barrie	Tammy	Bus Driver	ADCL	Transportation	Addendum	I	14.0	*
Blauser	DeVonne	Bus Driver	ADCL	Transportation	Addendum	I	11.0	*
Bojorquez	Ramon	Bus Driver	ADCL	Transportation	Addendum	I	4.0	*
Campbell	Tammy	Bus Driver	ADCL	Transportation	Addendum	I	12.0	*
Carlson	Eugene	Bus Driver	ADCL	Transportation	Addendum	I	14.0	*
Colvert	Cathryn	Bus Driver	ADCL	Transportation	Addendum	I	1.0	*
Evans IV	Lauren	Transportation Attendant	ADCL	Transportation	Addendum	B	8.0	*
Glen	Laurie	Bus Driver	ADCL	Transportation	Addendum	I	6.0	*
Gutierrez	Sharon	Bus Driver	ADCL	Transportation	Addendum	I	14.0	*
Harnick	Maria	Transportation Attendant	ADCL	Transportation	Addendum	B	14.0	*
Harnick	Michael	Bus Driver	ADCL	Transportation	Addendum	B	8.0	*
Hernandez	Karen	Bus Driver	ADCL	Transportation	Addendum	I	2.0	*
Klasen	Marianne	Transportation Attendant	ADCL	Transportation	Addendum	B	8.0	*
Mendibles	Sherrilee	Transportation Attendant	ADCL	Transportation	Addendum	B	8.0	*
Nava	Ruben	Bus Driver	ADCL	Transportation	Addendum	I	4.0	*

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Pearcy	Cynthia	Clerk II	ADCL	Federal/State Programs	Addendum	C	5.0	*
Pittman	Allisa	Transportation Attendant	ADCL	Transportation	Addendum	B	11.0	*
Siqueiros	Angelica	Bilingual Inst Assistant	ADCL	Prince Elementary	Addendum	D	12.0	*
Stickney	Lisa	Bus Driver	ADCL	Transportation	Addendum	I	6.0	
Stickney	Lisa	Bus Driver	ADCL	Transportation	Addendum	I	6.0	*
Thatcher	Mary	School Admin Assistant	ADCL	Prince Elementary	Addendum	H	2.0	*
Torregrosa	Dennis	Bus Driver	ADCL	Transportation	Addendum	I	9.0	
Williamson	Elaine	Bus Driver	ADCL	Transportation	Addendum	I	6.0	*

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ASSOCIATE SUPERINTENDENT OF ELEMENTARY EDUCATION (K-5)

QUALIFICATIONS

A. REQUIRED

- A Master's degree or higher in the area of educational administration, curriculum development and design, or a closely related field
- A minimum of ten years of educational experience with five years of progressively responsible experience, including three (3) years of experience as a school principal
- A minimum of three (3) years of classroom teaching experience
- Arizona Administrative Certification
- Knowledge of the philosophical, educational, fiscal, and legal aspects affecting a school district
- Knowledge of organizational management, planning, and evaluation strategies, techniques and procedures
- Knowledge of curriculum and instruction research, data collection, principles, design, delivery and evaluation systems which determine process effectiveness, address standards and promote student achievement
- General knowledge of public school law and Arizona Statutes related to education (A.R.S. Title 15)
- Ability to work well with others in training, collecting data, and implementing change
- Experience with curriculum development, assessment, and professional development
- Knowledge of and background in the principles, practices, trends, standards, goals, and objectives of public education
- Knowledge of personnel evaluation techniques and legal requirements regarding personnel actions
- Experience managing and evaluating diverse budgets
- Strong interpersonal and group facilitation skills

B. DESIRED

- Ph.D. or Ed.D. in Education
- Familiarity with Arizona College and Career Ready Standards
- Familiarity with Arizona statewide assessments and other student outcome measures
- Familiarity with state and federal grants

SUMMARY

The Associate Superintendent of Elementary Schools plans, organizes, manages, and directs the daily operations of elementary (K-5) schools within the Amphitheater Public School District. The incumbent will assist in planning, developing, and implementing Board policies and District regulations in addition to providing primary communication to site administrators regarding District initiatives, policy changes, and concerns.

Reports to: Superintendent

ESSENTIAL FUNCTIONS

- Supervises the elementary (including K-8) principals and sites, Instructional Technology Director, Data Analyst, Math and STEM Coordinators, Art, Music, and Physical Education Coordinators, Curriculum and Instruction Support Specialists, Administrative Assistant(s) and designated office staff
- Serves as an advisor to the Superintendent and District personnel regarding school and District operations; makes recommendations to the Superintendent on appropriate or needed changes to District and school operations, policies, and practices
- Participates as a member of the Superintendent's Cabinet
- Plays a major role in the development, execution, and control of methods, systems or procedures which are designed to increase the overall effectiveness of various programs including initiatives in curriculum, assessment, and professional development
- Investigates parental concerns, negotiates solutions and counsels all participants regarding their duties and responsibilities
- Monitors and audits District testing programs and State mandated testing programs to ensure compliance with statute, policies and procedures
- Analyzes results of overall test scores, compares actual results with the desired and targeted results, and collaborates with staff to initiate appropriate changes or modifications to programs/practices that improve student achievement
- Monitors plan for improvement programs and special site programs; counsels participants and initiates appropriate action
- Interprets Board policy and State/Federal requirements for principals and department heads; develops procedures and provides leadership training to ensure proper management and compliance; acts in accordance with federal, state, and District regulations for various programs, including submission of required federal and state reports
- Assists with open enrollment
- Prepares reports for the Superintendent and Governing Board as directed
- Serves as a grievance and hearing officer
- Oversees site budget requirements and personnel actions; evaluates department and school needs and expenditures; allocates or reallocates funds and/or personnel as required
- Coordinates administrative hiring procedures at schools
- Attends required meetings (principals, cabinet, administrative team, advisory councils, community council, Governing Board, etc.)
- Represents the District and creates partnerships with local community, school and civic organizations
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Provides leadership for school improvement and development of school Integrated Action Plans
- Manages data flow; classifies and organizes information for use in decision-making and monitoring; and assures District compliance with federal and state regulations
- Provides purpose and direction for program development
- Plans and collaborates with the Associate Superintendent for Secondary Education, the Executive Director of Student Services, and other staff to implement a framework for curriculum, assessment and instruction; aligns curriculum with desired outcomes; monitors social and technological developments as they affect curriculum and assessment; and adjusts content as needs and conditions change
- Works with faculty, staff, and administration to identify professional development needs; assists in planning, organizing, and facilitating staff development programs that are consistent with District goals/needs, state standards, and grant requirements to improve

faculty and staff effectiveness

- Involves appropriate staff in the planning and development process for various program budgets; makes qualitative staffing allocation determinations
- Acts in accordance with federal, state, and District regulations for various programs, including submission of required federal and state reports
- Works with designated committees of teachers, principals, students, parents, and community members in specific program/project development
- Acts as a liaison between the District and various community and state committees/task force groups, when assigned
- Compiles and maintains written records and reports on results of various local, state, and federal projects
- Supports and assists administrators with meeting grant requirements
- Advises and informs teachers and principals of requirements or changes in grants, titles, or other funding sources
- Researches parent and staff concerns, counsels them on program content, their obligations and responsibilities, and negotiates solutions
- Participates in the work of the District Intervention Team
- Attends High School performances, competitions, and other functions
- Assists in conducting discipline hearings
- Manages Performance Pay and Evaluation programs
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to appropriately handle confidential information and records
- Ability to understand complex systems
- Ability to analyze large quantities of data
- Ability to analyze and solve varied and complex problems
- Ability and temperament to sustain through extended work hours and problem (stressful) situations
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to work alone and as part of a team
- Ability to interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize, and “see the big picture”
- Ability to organize work and handle high volumes of information
- Ability to research, analyze, and formulate decisions quickly
- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to multi-task in an office setting
- Ability to pull, stoop, bend, twist, turn, and sit still for long periods of time
- Ability to operate phone, computer, and digital equipment

ASSOCIATE SUPERINTENDENT OF SECONDARY EDUCATION (6-12)

QUALIFICATIONS

A. REQUIRED

- A Master's degree or higher in the area of educational administration, curriculum development and design, or a closely related field
- A minimum of ten years of educational experience with five years of progressively responsible experience, including three (3) years of experience as a school principal
- A minimum of three (3) years of classroom teaching experience
- Arizona Administrative Certification
- Knowledge of the philosophical, educational, fiscal, and legal aspects affecting a school district
- Knowledge of organizational management, planning, and evaluation strategies, techniques and procedures
- Knowledge of curriculum and instruction research, data collection, principles, design, delivery and evaluation systems which determine process effectiveness, address standards and promote student achievement
- General knowledge of public school law and Arizona Statutes related to education (A.R.S. Title 15)
- Ability to work well with others in training, collecting data, and implementing change
- Experience with curriculum development, assessment, and professional development
- Knowledge of and background in the principles, practices, trends, standards, goals, and objectives of public education
- Knowledge of personnel evaluation techniques and legal requirements regarding personnel actions
- Experience managing and evaluating diverse budgets
- Strong interpersonal and group facilitation skills

B. DESIRED

- Ph.D. or Ed.D. in Education
- Familiarity with Arizona College and Career Ready Standards
- Familiarity with Arizona statewide assessments and other student outcome measures
- Familiarity with state and federal grants and/or Career and Technical education

SUMMARY

The Associate Superintendent of Secondary Schools plans, organizes, manages, and directs the daily operations of secondary (6-12) schools within the Amphitheater Public School District. The incumbent will assist in planning, developing, and implementing Board policies and District regulations in addition to providing primary communication to site administrators regarding District initiatives, policy changes, and concerns.

Reports to: Superintendent

ESSENTIAL FUNCTIONS

- Supervises the secondary (including K-8) principals and sites, District Athletic Director, 21st Century Education Director, Math and STEM Coordinators, Federal and State Programs Director, Data Analyst, Administrative Assistant(s) and designated office staff; supervises and coordinates the activities of the District Librarians and Counselors
- Serves as an advisor to the Superintendent and District personnel regarding school and District operations; makes recommendations to the Superintendent on appropriate or needed changes to District and school operations, policies, and practices
- Participates as a member of the Superintendent's Cabinet
- Plays a major role in the development, execution, and control of methods, systems or procedures which are designed to increase the overall effectiveness of various programs including initiatives in curriculum, assessment, and professional development
- Investigates parental concerns, negotiates solutions and counsels all participants regarding their duties and responsibilities
- Monitors and audits District testing programs and State mandated testing programs to ensure compliance with statute, policies and procedures
- Analyzes results of overall test scores, compares actual results with the desired and targeted results, and collaborates with staff to initiate appropriate changes or modifications to programs/practices that improve student achievement
- Monitors plan for improvement programs and special site programs; counsels participants and initiates appropriate action
- Coordinates with AdvancEd and institutions of higher education to ensure conformance to accreditation standards and requirements for college entry
- Interprets Board policy and State/Federal requirements for principals and department heads; develops procedures and provides leadership training to ensure proper management and compliance; acts in accordance with federal, state, and District regulations for various programs, including submission of required federal and state reports
- Assists with open enrollment
- Prepares reports for the Superintendent and Governing Board as directed
- Serves as a grievance and hearing officer
- Oversees site budget requirements and personnel actions; evaluates department and school needs and expenditures; allocates or reallocates funds and/or personnel as required
- Coordinates administrative hiring procedures at schools
- Attends required meetings (principals, cabinet, administrative team, advisory councils, community council, Governing Board, etc.)
- Represents the District and creates partnerships with local community, school and civic organizations
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Provides leadership for school improvement and development of school Integrated Action Plans
- Manages data flow; classifies and organizes information for use in decision-making and monitoring; and assures District compliance with federal and state regulations
- Provides purpose and direction for program development
- Plans and collaborates with the Associate Superintendent for Elementary Education, the Executive Director of Student Services, and other staff to implement a framework for curriculum, assessment and instruction; ensures alignment of curriculum with desired outcomes; monitors social and technological developments as they affect curriculum and assessment; and adjusts content as needs and conditions change
- Works with faculty, staff, and administration to identify professional development needs;

assists in planning, organizing, and facilitating staff development programs that are consistent with District goals/needs, state standards, and grant requirements to improve faculty and staff effectiveness

- Involves appropriate staff in the planning and development process for various program budgets; makes qualitative staffing allocation determinations
- Works with designated committees of teachers, principals, students, parents, and community members in specific program/project development
- Acts as a liaison between the District and various community and state committees/task force groups, when assigned
- Compiles and maintains written records and reports on results of various local, state, and federal projects
- Supports and assists administrators with meeting grant requirements
- Advises and informs teachers and principals of requirements or changes in Career and Technical Education/grants, titles, or other funding sources
- Researches parent and staff concerns, counsels them on program content, their obligations and responsibilities, and negotiates solutions
- Attends High School performances, competitions, and other functions
- Assists in conducting discipline hearings
- Consults with District legal counsel when appropriate
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to appropriately handle confidential information and records
- Ability to understand complex systems
- Ability to analyze large quantities of data
- Ability to analyze and solve varied and complex problems
- Ability and temperament to sustain through extended work hours and problem (stressful) situations
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to work alone and as part of a team
- Ability to interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize, and “see the big picture”
- Ability to organize work and handle high volumes of information
- Ability to research, analyze, and formulate decisions quickly
- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to multi-task in an office setting
- Ability to pull, stoop, bend, twist, turn, and sit still for long periods of time
- Ability to operate phone, computer, and digital equipment

Job Code A632/TP18
Certified Professional Exempt
May 2018

Career Education and Internship Coordinator

QUALIFICATIONS

A. REQUIRED

- Valid Arizona teaching or counseling certificate
- Valid AZ driver's license
- Independent means of transportation

B. DESIRED

- Previous experience with program development
- Knowledge of career and post-secondary pathways which includes industry certification processes
- Strong organizational skills
- Excellent verbal, written and interpersonal communication skills

SUMMARY

The Career Education and Internship Coordinator works with school district personnel and industry partners as a liaison to develop programs and internships for students.

Reports to: Director of 21st Century Education

ESSENTIAL FUNCTIONS

- Recruits, screens, trains, enrolls and prepares students to participate in internship programs
- Establishes and maintains exemplary professional relationships with teachers, parents, counselors, students, and business and industry partners
- Plans and presents internship workshops and informational programs for industry partners and student learners
- Develops and implements career strategies and professional development opportunities for internship students
- Works with students on pre-employment strategies such as resume building, the application process, and interviewing skills
- Promotes career awareness, exploration, and planning
- Oversee outreach and marketing strategies which include, but are not limited to social networking and digital marketing
- Monitors and evaluates students' work and progress at the job site, on campus, and in the community
- Provides support and assistance to employers and supervisors

- Attends, collaborates with and supports the Career and Technical Education Advisory Boards that align to Career and Technical Education Programs and Internships
- Collects and maintains accurate data, records, and files to track the activities, achievements, participation, progress, and status of individual students
- Surveys and interviews participating students, faculty, and industry partners
- Conducts post-graduate follow-up on students
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to effectively communicate orally and in writing
- Ability to effectively communicate individually and in group settings
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to work alone and as part of a team
- Ability to handle multiple tasks in an office setting
- Ability to pull, stoop, bend, twist, turn, and sit still for long periods of time
- Ability to operate phone, computer, and digital equipment
- Ability to lift and organize boxes weighing as much as 35 pounds

Job Code 01YZ
Professional Exempt
Revised June 2018

HUMAN RESOURCES MANAGER

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Human Resources, Business, Public Administration, Educational Administration or related field
- Two years of related work experience
- Previous supervisory experience
- Two years of experience and working knowledge of computer applications, including word processing, spreadsheets, databases, and networked systems

B. DESIRED

- Previous Human Resources related experience in an educational setting
- Previous experience and familiarity with a public education environment
- Familiarity with Arizona Revised Statutes within a public education setting

SUMMARY

Acts in a supervisory capacity and performs professional level human resources work in several human resources areas, including employment. Performs duties of a highly specialized and complex nature on behalf of and in consultation with the Associate to the Superintendent. This position is exempt as defined in the Fair Labor Standards Act.

Reports to: Associate to the Superintendent

ESSENTIAL FUNCTIONS

- Supervises/evaluates the Human Resources Specialists, HRIS Support Analyst, Data Technicians, Customer Service Representative and Administrative Assistant
- Under the direction of the Associate to the Superintendent, coordinates and supervises administrative, certificated and classified employment for the District, consisting of recruitment, selection, affirmative action, assignment, transfer, promotion and termination of all school personnel
- Oversees personnel actions processed for the District, including hires, transfers, terminations and related certification issues
- Assists the Superintendent in determining staffing needs of the District in cooperation with principals, classified administrators, and central office administrators. Provides initial staffing recommendations to the Superintendent based upon the funding formulas approved by the Governing Board and coordinates annual staffing meetings with principals and central office administrators as needed
- Reviews personnel selection procedures to ensure that valid and reliable elements are utilized and makes recommendations for modifications and improvements
- Oversees the preparation, distribution and return of contracts for all exempt, professional staff and compensation sheets for all classified staff. Prepares and distributes all administrative contracts

- Coordinates the hiring of leased employees and serves as District liaison with third-party vendor for leased employees
- Assist Associate to the Superintendent with procurements for leased employees
- Responsible for maintenance of all personnel records, including but not limited to, applications, current certificated and classified employee lists, assignments, salaries, credential information, required health tests, various leave accruals and vacation schedules
- Determines FMLA eligibility for leaves of absence requests and assists with related correspondence
- Oversees applicant background checks and coordinates with the Legal Department to determine eligibility for employment
- Oversees fingerprinting of applicants and volunteers and coordinates with the Legal Department to determine eligibility for employment
- Oversees advertising and recruitment related activities for the District, including organization of the District's annual teacher job fair and updates to the District's Employment website
- Oversees New Employee Orientation program
- Provides assistance to administration employee on evaluation matters
- Supervises the substitute teacher and classified substitute programs of the District
- Ensures that the District's substitute employee placement and staffing needs are met and implements changes in the systems and procedures, as needed
- Supervises student teacher placement programs in the District
- Directs wage and salary administration and research, and produces various research reports as requested by the Associate to the Superintendent
- Coordinates responses to various federal and state reports concerning District employee data in consultation with the Associate to the Superintendent
- Identifies and recommends technology needs for Human Resources and directs implementation of technology resources in the department
- Provides human resources guidance and specialized technical assistance to District staff and administration
- Coordinates the completion of specialized reports, including the monthly DOL job openings and labor turnover survey, as well as other salary and fringe benefit surveys
- Maintains an adequate compensation/classification program providing administrative, certificated and classified job descriptions of a generic nature and arranges for position audits as needed
- Maintains the District's job descriptions, regularly making revisions and additions, and oversees the distribution of the documents, as necessary
- Oversees the analyses of positions throughout the District, in relation to established job descriptions and the District's classification and compensation system, and makes recommendations for reclassifications based upon established guidelines
- Assists the Associate to the Superintendent by coordinating an evaluation program for all personnel

- Under the guidance of the Associate to the Superintendent, directs the District's efforts to maintain compliance with the Fair Labor Standards Act and Department of Labor
- Maintains and monitors industrial injury and unemployment insurance claims on behalf of the District
- Responds to unemployment claims and represents the District in appeal hearings, as necessary
- Ensures District compliance with Governing Board policies and relevant laws including, but not limited to, FMLA, Section 504, ADA, Title VII, and ADEA
- Serves as hearing officer in pre-action hearings and/or grievance hearings
- Provides guidance and assistance to teachers and paraprofessional staff members in relation to ESSA compliance and requirements
- Participates and assists in the annual compilation of State certification reports, in collaboration with other departments
- Maintains the District's varied compensation programs and recommends necessary adjustments based on such factors as negotiations, legal issues, and market trends
- Prepares and adheres to Human Resources budget
- Directs the preparation of Governing Board Agenda items for HR related items for approval by the Associate to the Superintendent
- Acts as a District representative for human resources support organizations
- Acts as liaison between District and outside agencies and institutions relating to personnel
- Acts as liaison with Institutes of Higher Education and works in conjunction with School Operations and Associate Superintendent/General Counsel to maintain programs
- Facilitates and participates on various committees as needed
- Represents the District at meetings, conferences and retreats, as necessary
- Keeps informed of the changing role of the HR Manager through attendance at administrative conferences, seminars and professional development activities
- Exhibits patience, courtesy and tact when dealing with others
- 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 express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to sustain extended work hours and problem situations
- Ability to work alone and as part of a team
- Ability to multi-task in an office setting
- Ability to interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize and "see the big picture"

- Ability to appropriately handle confidential information and records
- Ability to organize work and handle high volumes of information
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to operate phone, computer and digital equipment

ADMINISTRATIVE ASSISTANT II

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 Superintendent and/or the Associate Superintendent of the school district.

Reports to: Associate Superintendent(s)

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
- Supervises or coordinates an administrative function, prepares and/or reviews a variety of management reports and assists various sections in budget preparations
- Plans, schedules, and coordinates events, such as appointments, conferences, meetings, events including coordinating all sponsors and participants; determining and monitoring appropriate funding; personnel support; facilities; logistics; speakers; purchasing; advertising; production of flyers, brochures and correspondence; and resolving problems
- Maintains calendar and arranges for travel accommodations as assigned
- Coordinates communication between the supervisor and District personnel, the Superintendent, Governing Board, parents, students, educational institutions, vendors, service providers, the community, and other civic and service organizations and the public
- Coordinates with various departments the dissemination of documents and information in a timely manner
- Provides technical assistance to line and staff officials, represents the agency at meetings and conferences pertinent to area of responsibility, and coordinates activities with other staff members

- Coordinates, compiles, and prepares Governing Board agenda materials
- Assists with the dissemination of information, collection of complaints, and requests for information, while adhering to applicable timelines
- Researches, reviews, checks, corrects, and compiles a variety of information; including assisting auditors, verifying data for accuracy, completeness and compliance with established procedures; inputting and retrieving computerized data in computer systems as required
- Responds to complaints, concerns, and requests for information from students, parents, staff, and the public regarding school issues, District programs, policies, regulations, and procedures with confidentiality, tact, sensitivity, and expedites referrals to the appropriate party for resolution with expediency
- Independently researches, composes, creates and processes a wide variety of complex materials such as correspondence, reports, contracts, forms, spreadsheets, flyers, brochures, applications, memoranda, and other documents
- Gathers data, supplies information, explains policy and procedure, and assists in solving complex problems
- Interprets and applies Governing Board policies and regulations; administrative procedures; and federal, state and local laws, as applicable
- 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
- Takes minutes of meetings as requested
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st 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