



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

DATE OF MEETING: May 9, 2023

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 May 8, 2023.

In addition, this agenda item provides the following job description for consideration and approval by the Governing Board:

Curriculum and Instruction Program Specialist – Special Education
Curriculum and Instruction Program Specialist
EL District Coordinator
Literacy (ELA) Curriculum Coordinator (9-12)
Math Curriculum Coordinator (9-12)
Science-STEM Curriculum Coordinator (9-12)
Social Studies Coordinator (PK-12)
Social Studies Curriculum Coordinator (9-12)

The Curriculum and Instruction Support Specialist (CISS) position currently receives a stipend of \$4,000 because they do not participate in the District's 301 Plan. To avoid confusion with the new Curriculum, Intervention and Instruction Support Specialist position that the Board recently approved, it is recommended that the job title for the CISS be changed to "Curriculum and Instruction Program Specialist (CIPS). The CIPS work schedule is 216 days effective FY 23-24 and, for this reason, it is further recommended that the Board approve a stipend for CIPS in the amount of \$8,000, instead of their original \$4,000 stipend, to account for the extra work days. CIPS are not assigned to school sites and, therefore, will still not be able to participate in the District's 301 program.

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: May 9, 2023


Todd A. Jaeger, J.D., Superintendent

5/9/2023

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Aguilera	Ramirez	Maria		Teacher - ELL/SEI	CT	Painted Sky Elementary	Transfer	*
Brown	Ashlyn		CT	Teacher - Literacy Intervention	CT	Copper Creek Elementary	Transfer	*
Cook	Cheryl		CT	Teacher - Grade 3	CT	Painted Sky Elementary	Rescind	*
Dresher	Jennifer		CT	Teacher - Grade 3	CT	Painted Sky Elementary	Transfer	*
Kolata	Amanda		CT	Teacher - Preschool Director	CT	Painted Sky Elementary	Transfer	*
Kozubal	April		CT	Teacher - History	CT	Ironwood Ridge High	Increase FTE	*+0.20 FTE
Lee	Auvie		CT	Teacher - REACH	CT	Cross Middle School	Increase FTE	*+0.1667 FTE
Lee	Auvie		CT	Teacher - Study Skills	CT	Cross Middle School	Decrease FTE	*<0.50 FTE>
Novinski	Garrett		CT	Teacher - Adaptive P.E.	CT	Wilson K-8 School	Correction	Amount - \$1,854.44
Rodrigues	Michaela		CT	Teacher - Grade 3	CT	Innovation Academy	Transfer	*
Rohrer	Christopher		CT	Teacher - Spanish Language	CT	Cross Middle School	Transfer	*
Tuo	Alexis		CT	Teacher - Literacy Intervention	CT	Walker Elementary	Transfer	*
Briseno	Ramona		CL	Custodian I	CL	Coronado K-8 School	Decrease FTE	<0.55 FTE>
Broome	Steve		CL	Instructional Technology Specialist	CL	Holaway Elementary	Increase FTE	*+0.15FTE
Brown	Kelly		CL	Food Service Attendant	CL	Copper Creek Elementary	Increase FTE	+0.25 FTE
Loman	Brenda		CL	Clerk	CL	Copper Creek Elementary	Status Change	*
McQuown	Brianna		CL	Speech/Language Pathologist	CL	Wetmore Center	Increase FTE	+0.2 FTE
O'Connell	Amanda		CL	Classroom Aide/Caregiver	CL	Keeling Elementary	Status Change	*
Olivares Velarde	Sara		CL	Campus Monitor	CL	Prince Elementary	Transfer	*
Sneyd	Ashley		CL	Crossing Guard	CL	Harelson Elementary	Added Duty	1 0 years
Taylor	Miriah		CL	Preschool Instructional Specialist	CL	Copper Creek Elementary	Transfer	*
Acuna	Dawn		ADCT	ADDN - Summer School Teacher EL	ADCT	Walker Elementary	Addendum	\$882.00

*	2023-2024 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
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Aldworth	Nicole	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Altemara - Arnold	Sara	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$125.00	
Alvarez	kristen	ADDN - Summer School Lead Teach	ADCT	Nash Elementary	Addendum		\$4,126.50	
Anderson	Lea	ADDN - Summer School Special Ed.	ADCT	Rio Vista Elementary	Addendum		\$882.00	
Atwell	Betty	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Bishop	Jordan	ADDN - Summer School Teacher EL	ADCT	Harelson Elementary	Addendum		\$2,866.50	
Blount	Denita	ADDN - CTE Placement Survey	ADCT	Amphi High School	Addendum		\$25.00	
Boe	Bradley George	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$775.00	
Borden	Kylie	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$882.00	
Borden	Kylie	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Boyer	Lisa	ADDN - Summer School Counselor	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Bronson	Kelcy	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$3,748.50	
Brown	Karen	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$100.00	
Brungardt	Elizabeth	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Brunswick	Samantha	ADDN - Summer School Teacher EL	ADCT	Harelson Elementary	Addendum		\$2,866.50	
Cannon	Robert	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$25.00	
Carlson	Joanne	ADDN - Summer School Lead Teach	ADCT	Wilson K-8 School	Addendum		\$4,126.50	
Carter	Beth	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum		\$882.00	
Colaianne	Nina	ADDN - Summer School Lead Teach	ADCT	Painted Sky Elementary	Addendum		\$4,126.50	
Colbert	Kimberly	ADDN - Summer School Psychologis	ADCT	Walker Elementary	Addendum		\$2,866.50	
Cooper	Esther	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$3,748.50	
Cordell	Mandi	ADDN - Vex Robotics	ADCT	Innovation Academy	Correction		Start Date; \$1,200.00	
Cote	Lorena	ADDN - Summer School Teacher EL	ADCT	Nash Elementary	Addendum		\$2,866.50	
Crist	Gary	ADDN - CTE Placement Survey	ADCT	Amphi High School	Addendum		\$325.00	

*	2023-2024 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
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Cruz	Cynthia	ADDN - Summer School Teacher EL	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Daigle	Joyce	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum		\$1,302.00	
Davis	Shelby	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$882.00	
Davis	Shelby	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$2,866.50	
Deitering	Joseph	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$2,184.00	
Diaz	Richard	ADDN - CTE Placement Survey	ADCT	Amphi High School	Addendum		\$75.00	
Emans	Deborah	ADDN - Summer School Teacher EL	ADCT	Walker Elementary	Addendum		\$882.00	
Emans	Kaylee	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$2,866.50	
Emans	Kaylee	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$882.00	
Ernsky	Steven	ADDN - Summer School Teacher EL	ADCT	Nash Elementary	Addendum		\$882.00	
Estrella	Crystal	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$3,748.50	
Fein	Dorothy	ADDN - Summer School Teacher EL	ADCT	Keeling Elementary	Addendum		\$2,866.50	
Felix	Jennifer	ADDN - Student Government HS	ADCT	CDO High School	Addendum		\$1,256.34	
Ferris	Rachelle	ADDN - Vex Robotics	ADCT	Innovation Academy	Correction			Start Date; \$1,200.00
Fritton	Teresa	ADDN - Summer School Teacher EL	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Gallegos	Carmen	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$882.00	
Gates	Julia	ADDN - Summer School Lead Teach	ADCT	Nash Elementary	Addendum		\$1,302.00	
Gilchrist	Lindsey	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$882.00	
Gilchrist	Lindsey	ADDN - Summer School Teacher EL	ADCT	Rio Vista Elementary	Addendum		\$2,866.50	
Glavin	Kelsey	ADDN - Summer School Lead Teach	ADCT	Prince Elementary	Addendum		\$2,714.25	
Glor	Daniel	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$325.00	
Golden	Brande	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$600.00	
Gonzalez	Gabriela	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$2,866.50	
Gowen	Jean	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$900.00	

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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
Extension	End date being extended					CL	Classified
Increase FTE	Increase in hours/contract					PR	Professional
Promotion	Employee receiving a promotion to another position					EL	Elementary
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Gran	Jennifer	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$2,184.00	
Higgins	Kellie	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Higgins	Kellie	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$882.00	
Hoel	Lindsay	ADDN - Summer School Teacher EL	ADCT	Harelson Elementary	Addendum		\$2,866.50	
Holt	Kris	ADDN - Summer School Lead Teach	ADCT	Prince Elementary	Addendum		\$2,714.25	
Howell	Luke Summers	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$425.00	
Inbody	Amy	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Inbody	Amy	ADDN - Summer School Lead Teach	ADCT	Keeling Elementary	Addendum		\$4,126.50	
Johnson	Maggie	ADDN - Arizona Teaching Fellow	ADCT	CDO High School	Addendum		\$800.00	
Keller	Jennifer	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Keller	Jennifer	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$42.00 per hour	
Keller	Jennifer	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$882.00	
Kitay	Hillary	ADDN - Certified Staff Trainer	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Klein	Andrea	ADDN - Summer School Lead Teach	ADCT	Harelson Elementary	Addendum		\$4,126.50	
Krater	Caroline	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$150.00	
Krater	Caroline	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
La Joy	Elisa	ADDN - Summer School Teacher EL	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Lang	William	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$125.00	
Le	Thanhliem	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$882.00	
Lepore	Andrew	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$150.00	
Linn	David	ADDN - Summer School Teacher EL	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Lipich	Brandi	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$2,184.00	
Lopez	Stephanie	ADDN - School Support Team	ADCT	Walker Elementary	Addendum		\$20.00 per hour	
Lortie	Sarah	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$882.00	

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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Lortie	Sarah	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Loudon	Matthew	Teacher - Academic Intervention	ADCT	Amphi Middle School	Added Duty		\$1,078.96	
Luciano	Susan	ADDN - Summer School Teacher EL	ADCT	Walker Elementary	Addendum		\$2,866.50	
Manno	Theodore	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$25.00	
Meitner	Nickolas	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$325.00	
Menzies	Sophia	ADDN - Summer School Teacher EL	ADCT	Nash Elementary	Addendum		\$882.00	
Mercillott	Christopher	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Mercillott	Christopher	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$1,375.50	
Mercillott	Christopher	ADDN - Summer School Teacher MS	ADCT	Amphi Middle School	Addendum		\$2,866.50	
Mooney	Becky	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Mounts	Brianna	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Mounts	Deborah	ADDN - Summer School Teacher EL	ADCT	Prince Elementary	Addendum		\$3,748.50	
Munoz	Joseph	ADDN - Summer School Teacher EL	ADCT	Nash Elementary	Addendum		\$882.00	
Okonya	Elizabeth	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$2,184.00	
Oros	Lourdes	ADDN - Summer School Teacher EL	ADCT	Walker Elementary	Addendum		\$2,2866.5	
Owen	Marjorie	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$2,184.00	
Penna	Kelli	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Peterson	Jane	ADDN - Summer School Lead Teach	ADCT	Walker Elementary	Addendum		\$5,428.50	
Pickard Vazquez	Emma	ADDN - Summer School Teacher EL	ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Pingry	Bonnie	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum		\$33.35 per hour	
Poland	Carly	ADDN - Summer School Teacher EL	ADCT	Painted Sky Elementary	Addendum		\$2,866.50	
Queiruga	Jennifer	ADDN - School Support Team	ADCT	Amphi Middle School	Addendum		\$20.00 per hour	
Queiruga	Jennifer	ADDN - Summer School Lead Teach	ADCT	Amphi Middle School	Addendum		\$4,126.50	
Randall	Lesa	ADDN - CTE Placement Survey	ADCT	Amphi High School	Addendum		\$150.00	

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Raney	Heather	ADDN - ESY Speech/Language Path	ADCT	Wetmore Center	Addendum		\$44.99 per hour	
Ratliff	Katherine	ADDN - Summer School Teacher	EL ADCT	Walker Elementary	Addendum		\$2,866.50	
Rawn	Melissa	ADDN - Summer School Teacher	EL ADCT	Painted Sky Elementary	Addendum		\$2,866.50	
Reddoch	Laura	ADDN - Summer School Teacher	EL ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Rice	Christel	ADDN - Summer School Teacher	EL ADCT	Prince Elementary	Addendum		\$2,866.50	
Riggs	Jennifer	ADDN - Summer School Teacher	EL ADCT	Harelson Elementary	Addendum		\$2,866.50	
Rini	Kaitlyn	ADDN - Dyslexia Training Designee	ADCT	Ironwood Ridge High	Addendum		\$3,350.00	
Rivas	Bianca	ADDN - Summer School Lead Teach	ADCT	Rio Vista Elementary	Addendum		\$5,428.50	
Robles	Nickolas	ADDN - Summer School Teacher	EL ADCT	Prince Elementary	Addendum		\$2,866.50	
Rondeau	Caroline	Special Education Facilitator	ADCT	Walker Elementary	Addendum		*\$750.00	
Rondeau	Hana	ADDN - Summer School Teacher	EL ADCT	Keeling Elementary	Addendum		\$882.00	
Ronstandt	Joshua	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$375.00	
Roseman	Ronny	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$500.00	
Ruboyianes	Amy	ADDN - ESY Teacher	EL ADCT	Rillito Center	Addendum		\$2,184.00	
Rudolph	Natalie	ADDN - Summer School Teacher	EL ADCT	Rio Vista Elementary	Addendum		\$3,748.50	
Sallee	Katherine	ADDN - Summer School Teacher	EL ADCT	Keeling Elementary	Addendum		\$882.00	
Shugert	Carmen	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$25.00	
Silvas	Sharon	ADDN - Summer School Teacher	EL ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Street	Lee	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$325.00	
Tapling	Colby	ADDN - Summer School Teacher	EL ADCT	Wilson K-8 School	Addendum		\$2,866.50	
Tarbet	Jeremy	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$425.00	
Taylor	Sean	ADDN - Summer School Teacher	EL ADCT	Rio Vista Elementary	Addendum		\$3,748.50	
Testerman	Nicole	ADDN - Summer School Teacher	EL ADCT	Harelson Elementary	Addendum		\$2,866.50	
Triphan	Stephanie	ADDN - Summer School Teacher	EL ADCT	Walker Elementary	Addendum		\$882.00	

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Triphan	Stephanie	ADDN - Summer School Teacher EL	ADCT	Walker Elementary	Addendum		\$2,866.50	
Velasquez	Jeanne	ADDN - CTE Placement Survey	ADCT	Amphi High School	Addendum		\$100.00	
Walden	Sandra	ADDN - Summer School Lead Teach	ADCT	Copper Creek Elementary	Addendum		\$4,126.50	
Watson	Amy	ADDN - Summer School Teacher EL	ADCT	Painted Sky Elementary	Addendum		\$2,866.50	
Wexler	Douglas	ADDN - ESY Teacher EL	ADCT	Rillito Center	Addendum		\$2,184.50	
Wilson	Sara	ADDN - Summer School Teacher EL	ADCT	Nash Elementary	Addendum		\$882.00	
Young	Laurel	ADDN - School Support Team	ADCT	Keeling Elementary	Addendum		\$20.00 per hour	
Adams	Bonnie	ADDN - Summer School Campus Mo	ADCL	Harelson Elementary	Addendum		\$14.00 per hour	
Belisle	Jeanne	ADDN - Summer School Crossing Gt	ADCL	Wilson K-8 School	Addendum		\$17.86 per hour	
Belisle	Jeanne	ADDN - Summer School Campus Mo	ADCL	Wilson K-8 School	Addendum		\$17.86 per hour	
Blanco	Sandra	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$15.00 per hour	
Byrnes	Melani	ADDN - ESY Physical Therapist	ADCL	Rillito Center	Addendum		\$62.29 per hour	
Campbell	Scott	ADDN - Summer School Instructional	ADCL	Nash Elementary	Addendum		\$14.00 per hour	
Caponigro	Deborah	ADDN - Summer School IT Specialis	ADCL	Rio Vista Elementary	Addendum		\$15.79 per hour	
Carner	Nicole	ADDN - Summer School Classroom /	ADCL	Wilson K-8 School	Addendum		\$14.15 per hour	
Christensen	Christine	ADDN - Summer School Classroom /	ADCL	Painted Sky Elementary	Addendum		\$15.11 per hour	
Derfus	Robert	ADDN - Summer School Security Off	ADCL	Wilson K-8 School	Addendum		\$15.57 per hour	
Dickey	Anitra	ADDN - ESY Teaching Assistant EL	ADCL	Rillito Center	Addendum		\$16.55 per hour	
Estrella	Elinora	ADDN - Summer School Campus Mo	ADCL	Rio Vista Elementary	Addendum		\$14.00 per hour	
Estrella	Elinora	ADDN - Summer School Crossing Gt	ADCL	Rio Vista Elementary	Addendum		\$14.00 per hour	
Estrella	Elinora	ADDN - Summer School Campus Mo	ADCL	Rio Vista Elementary	Addendum		\$14.00 per hour	
Estrella	Elinora	ADDN - Summer School Crossing Gt	ADCL	Rio Vista Elementary	Addendum		\$14.00 per hour	
Felix	Nicole	ADDN - Summer School SpEd TA	ADCL	Wilson K-8 School	Addendum		\$14.87 per hour	
Finney	Stephanie	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.55 per hour	
* 2023-2024 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	
Extension	End date being extended					CL	Classified	
Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
Status Change	Employee changing status (i.e. short term to career)					HS	High School	
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Fiske	Hui	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$20.89 per hour	
Frost	Lindsay	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$16.55 per hour	
Frost	Rachel	ADDN - Instructional Aide	ADCL	Prince Elementary	Addendum		\$14.00 per hour	
Gregg	Bethani	ADDN - Summer School IT Specialis	ADCL	Hareison Elementary	Addendum		\$15.90 per hour	
Grosse	Caitlin	ADDN - Arizona Teaching Fellow	ADCL	Amphi Middle School	Addendum		\$800.00	
Hartwig	Georganne	ADDN - ESY Teaching Assistant EL	ADCL	Rillito Center	Addendum		\$16.55 per hour	
Hernandez	David	ADDN - ESY Teaching Assistant EL	ADCL	Rillito Center	Addendum		\$18.74 per hour	
Hersha	Dalton	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$16.55 per hour	
Hunter	Abby	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$15.30 per hour	
Jones	Bobbi	ADDN - Summer School Nurse	ADCL	Wilson K-8 School	Addendum		\$25.18 per hour	
Kirfman	Jessica	ADDN - Summer School Crossing Gt	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Kirfman	Jessica	ADDN - Summer School Crossing Gt	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Klinetop	Norman	ADDN - Summer School IT Specialis	ADCL	Wilson K-8 School	Addendum		\$15.84 per hour	
Lauscher	Kim	ADDN - Summer School Crossing Gt	ADCL	Hareison Elementary	Addendum		\$14.00 per hour	
Lee	Linda	ADDN - Summer School Campus Mc	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Lee	Linda	ADDN - Summer School Campus Mc	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Lindsey	Cathy	ADDN - Summer School Health Aide	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Lorentine	Priscilla	ADDN - Summer School Crossing Gt	ADCL	Keeling Elementary	Addendum		\$14.00 per hour	
Mason	Kristin	ADDN - Summer School Campus Mc	ADCL	Prince Elementary	Addendum		\$14.00 per hour	
Mastrorocco	Wendy	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$19.94 per hour	
Munoz	Mariana	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$18.47 per hour	
Neisius	Penelope	Special Events Worker	ADCL	CDO High School	Addendum		\$13.85 per hour	
Nelson	Katherine	ADDN - CTE Placement Survey	ADCL	Ironwood Ridge High	Addendum		\$125.00	
Noriega	Yvonne	ADDN - Summer School Crossing Gt	ADCL	Nash Elementary	Addendum		\$15.24 per hour	

*	2023-2024 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
Extension	End date being extended					CL	Classified
Increase FTE	Increase in hours/contract					PR	Professional
Promotion	Employee receiving a promotion to another position					EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School
Status Change	Employee changing status (i.e. short term to career)					HS	High School
Temporary	Employee working for a limited period of time						
Transfer	Employee moving from one position to another						

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Noriega	Yvonne	ADDN - Summer School Campus Mo	ADCL	Nash Elementary	Addendum		\$15.24 per hour	
Pinto	Arcilio	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$16.28 per hour	
Plimpton	Bethany	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.84 per hour	
Plimpton	Bethany	ADDN - ESY Teaching Assistant EL	ADCL	Rillito Center	Addendum		\$15.84 per hour	
Plimpton	John	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$17.64 per hour	
Riegert	Monica	ADDN - Summer School IT Specialis	ADCL	Hareison Elementary	Addendum		\$15.26 per hour	
Rodarte	Nora	ADDN - Summer School SpEd TA	ADCL	Rillito Center	Addendum		\$17.10 per hour	
Sattler	Laura	ADDN - Summer School Campus Mo	ADCL	Amphi Middle School	Addendum		\$14.00 per hour	
Schneider	Aitza	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$16.95 per hour	
Seeley	Lisa	ADDN - Summer School Health Aide	ADCL	Wilson K-8 School	Addendum		\$15.14 per hour	
Sevinsky	Nicole	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.46 per hour	
Shipton	Jody	ADDN - Summer School Health Aide	ADCL	Painted Sky Elementary	Addendum		\$18.19 per hour	
Sidwell	Loren	ADDN - Summer School Crossing Gt	ADCL	Amphi Middle School	Addendum		\$14.00 per hour	
Sierra	Mary	ADDN - Summer School Crossing Gt	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Sierra	Mary	ADDN - Summer School Crossing Gt	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Simmons	William	ADDN - Summer School IT Specialis	ADCL	Walker Elementary	Addendum		\$14.87 per hour	
Simmons	William	ADDN - Summer School Instructional	ADCL	Walker Elementary	Addendum		\$14.00 per hour	
Sipchen	James	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.55 per hour	
Slaton	Stephanie	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.00 per hour	
Small	Reina	ADDN - Summer School Classroom /	ADCL	Donaldson Elementary	Addendum		\$15.67 per hour	
Velasquez	Claudia	ADDN - Summer School Health Aide	ADCL	Amphi High School	Addendum		\$14.56 per hour	
Wulff	Thomas	ADDN - Summer School Crossing Gt	ADCL	Prince Elementary	Addendum		\$15.24 per hour	

*	2023-2024 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
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Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		



CURRICULUM & INSTRUCTION PROGRAM SPECIALIST – SPECIAL EDUCATION

QUALIFICATIONS

A. REQUIRED

- Bachelor's Degree
- Valid Arizona special education teaching certificate
- Teaching background and experience utilizing effective instructional practices for students with special needs
- Experience in assessment
- Experience in a school based or district based leadership role
- Knowledge of appropriate interventions at Tier 1, Tier 2, and Tier 3 levels
- Thorough working knowledge of the various theories, teaching strategies, and techniques applicable to support students with special needs
- Knowledge of Federal and State Special Education laws and requirements

B. DESIRED

- Depth of Knowledge background
- Staff development experience

SUMMARY

The primary role of the Curriculum and Instruction Program Specialist for special education is to positively impact student achievement in the general education and special education class for students with special needs. This will be accomplished by participating in continuous school improvement efforts, assisting teachers in the development of appropriate formative and summative assessments, analyzing data based on the assessments, observing in classrooms and providing feedback, coaching, mentoring new special education teachers, professional development, and planning instruction using data to drive instructional decisions. The Curriculum and Instruction Program Specialist for special education assists teachers with the process of determining appropriate interventions and extensions based on evidence of student progress and learner needs. The Curriculum and Instruction Program Specialist for special education collaborates with the Student Services Department and the Director of Curriculum and Instruction.

Reports to: School Operations

ESSENTIAL FUNCTIONS

- Demonstrates knowledge and skills in the process of continuous improvement
- Works directly with school administration, teachers, district level personnel to facilitate the effective implementation of the School Improvement Process
- Collects and analyzes appropriate data including factors contributing to classroom environment, instructional delivery, student engagement to help teachers determine areas of need
- Conducts instructional planning conferences with special education teachers and general education teachers based on student progress data
- Assists in developing instructional strategies based on data
- Conducts classroom observations and provides feedback



CURRICULUM & INSTRUCTION PROGRAM SPECIALIST – SPECIAL EDUCATION

- Assists with intervention plans for students based on academic achievement and behavioral need
- Mentors new special education teachers
- Applies criteria from teacher evaluation system to assist in teacher improvement or development
- Provides formative, individualized, staff development for teachers new to the profession and for teachers struggling with student progress data
- Develops professional development plans to address targeted areas for students with special needs
- As requested by administrators, provides input and support for special education teacher improvement plans
- Demonstrates knowledge of content and strong, appropriate pedagogical skills to support students with special needs
- Builds collaborative capacity in schools by creating systems that encourage teachers to work together supporting co-teaching and inclusive practices
- Contributes to and assists in the development of professional learning communities focusing on academic and behavioral needs for students with special needs throughout the District
- Effectively models in-class lessons in research based instructional practices to support teachers in providing specially designed instruction across the full continuum of services
- Plans and conducts appropriate learning activities, utilizing a variety of differentiated strategies, and setting appropriate expectations for adult learners
- Develops effective training materials
- Assists teachers in the design of formative and summative assessments
- Assist teachers in data collection, analysis and utilization to support growth toward students Individualized Education Plan (IEP)
- Possesses experience working with a variety of student groups (Title I, ELL, Special Needs) across grade levels
- Organizes time effectively and is self-directed
- Exhibits patience, courtesy and tact when dealing with others
- Maintains appropriate confidentiality at all levels
- Positively accepts and responds to feedback and new learning situations
- Maintains appropriate records and documentation
- Serves on committees and works on projects related to instructional practices
- Maintains knowledge of and complies with state, federal and district regulations
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Accepts other duties as assigned

FLSA: Exempt
Certificated Teacher
May 2023



CURRICULUM & INSTRUCTION PROGRAM SPECIALIST – SPECIAL EDUCATION

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate individually and in group settings
- Ability to establish positive and productive relationships on multiple levels
- Ability to be flexible and function under tight deadlines
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate office equipment



CURRICULUM & INSTRUCTION PROGRAM SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Valid Arizona teaching certificate
- Teaching experience utilizing effective instructional practices
- Experience in assessment
- Experience in a school based or district-based leadership role
- Knowledge of appropriate interventions at Tier 1, Tier 2, and Tier 3 levels
- Teaching background in math, literacy, science, social studies, or technology

B. DESIRED

- Depth of Knowledge background
- Staff development experience

SUMMARY

The primary role of the Curriculum and Instruction Program Specialist is to positively impact student achievement. This will be accomplished by participating in continuous school improvement efforts, assisting teachers in the development of appropriate formative and summative assessments, analyzing data based on the assessments, observing in classrooms, and providing feedback, coaching, mentoring new teachers, professional development, and planning instruction using data to drive instructional decisions. The Curriculum and Instruction Program Specialist assists teachers with the process of determining appropriate interventions and extensions based on evidence of student progress and learner needs.

Reports to: School Operations

ESSENTIAL FUNCTIONS

- Demonstrates knowledge and skills in the process of continuous improvement
- Works directly with school administration, teachers, district level personnel to facilitate the effective implementation of the School Improvement Process
- Collects and analyzes appropriate data including factors contributing to classroom environment, instructional delivery, student engagement to help teachers determine areas of need
- Conducts instructional planning conferences with teachers based on student progress data
- Assists in developing instructional strategies based on data
- Conducts classroom observations and provides feedback
- Assists with intervention plans for students based on academic achievement
- Mentors new teachers
- Applies criteria from teacher evaluation system to assist in teacher improvement or development
- Provides formative, individualized, staff development for teachers new to the profession and for teachers struggling with student progress data
- Develops professional development plans to address targeted areas



CURRICULUM & INSTRUCTION PROGRAM SPECIALIST

- As requested by administrators, provides input and support for teacher improvement plans
- Demonstrates knowledge of content and strong, appropriate pedagogical skills
- Builds collaborative capacity in schools by creating systems that encourage teachers to work together
- Contributes to and assists in the development of professional learning communities focusing on math and literacy issues throughout the District
- Effectively models in-class lessons in research based instructional practices
- Plans and conducts appropriate learning activities, utilizing a variety of differentiated strategies, and setting appropriate expectations for adult learners
- Develops effective training materials
- Assists teachers in the design of formative and summative assessments
- Possesses experience working with a variety of student groups (Title I, ELL, Special Needs) across grade levels
- Organizes time effectively and is self-directed
- Exhibits patience, courtesy and tact when dealing with others
- Maintains appropriate confidentiality at all levels
- Positively accepts and responds to feedback and new learning situations
- Maintains appropriate records and documentation
- Serves on committees and works on projects related to instructional practices
- Maintains knowledge of and complies with state, federal and district regulations
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Accepts other duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate individually and in group settings
- Ability to establish positive and productive relationships on multiple levels
- Ability to be flexible and function under tight deadlines
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift, and carry up to 20 pounds
- Ability to operate office equipment



EL DISTRICT COORDINATOR

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree
- Valid Arizona Teaching Certification with one of the following endorsements:
 - Bilingual Education
 - English as a Second Language (ESL)
 - Structured English Immersion (SEI)
- Three (3) years of successful ELD/SEI classroom experience, administering EL programming; or an equivalent combination of education and experience
- Valid Arizona Driver's License

B. DESIRED

- Master's Degree in Education, preferably in Reading, Administration, and/or TESOL
- Comprehensive understanding and working knowledge of curriculum and instruction
- Knowledge of state and federal policies specific to working with English language learners
- Experience supervising educational programs, services, or personnel
- Experience developing and presenting professional development
- Strong organizational, communication, public relations, and interpersonal skills
- Strong writing and computer skills, including proficiency with word-processing, PowerPoint, and spreadsheet software

SUMMARY

Serves as the main liaison between the school sites, the District, and the Arizona Office of English Language Acquisition Services to ensure compliance in assessment, records management, and the implementation of the State Board of Education approved research based SEI models. Provides instructional support and professional development to ELD teachers in developing curriculum and the use of best teaching practices to accelerate English proficiency. Uses student data for assisting in the completion of required reports to the District and the State; and oversees the Language Assessment Specialist in the maintenance of the database for EL information.

Reports to: the Director of State and Federal Programs

ESSENTIAL FUNCTIONS

- Responsible for the enforcement of compliance mandates from the District and the Arizona Office of English Language Acquisition Services
- Provides mandated training to insure the proper implementation of the Arizona English Language Learner Assessment (AZELLA) in the placement and reassessment of EL students
- Provide additional professional development to support completion of SEL training as needed by Arizona Department of Education for certification.
- Inventories, orders, and receives AZELLA materials



EL DISTRICT COORDINATOR

- Schedules and monitors AZELLA testing activities
- Assists in the internal monitoring of procedures at all school sites
- Prepares and organizes District, school sites, and teachers for OELAS on-site monitoring visits
- Aids the District and schools in the planning and implementation of summer programs and other extended-day programs for English learners
- Provides guidance on the use of research-based supplemental materials
- Produces reports and analyzes data regarding English proficiency assessments and student placement accuracy, as well as other data needed for local, State, and federal reports
- Responds to all State directives and mandates in a timely manner
- Participates in monitoring the implementation of the approved research based SEI models for the District at all grade levels K-12
- Delivers District training for both certified and classified staff in areas such as assessment, instruction, and records management
- Assists the Director with the supervision and evaluation of personnel involved with instructional programming
- Utilizes available data for purposes of instructional and program improvement
- Participates in developing and maintaining a positive communication system with the community, staff, students, and parents
- Participates in curriculum study groups within the school and District, as appropriate
- Acts as liaison to various outside community agencies
- Oversees the refugee program and staff within the District as needed
- Encourages and supports development and implementation of innovative instructional programs relating to the continuous improvement plan of the district and the school improvement plan
- Facilitates the implementation of new materials, methodologies, philosophies, and innovations which will assist in meeting the needs of all students
- Exhibits patience, courtesy, and tact when dealing with others
- Promotes and supports District-wide educational initiatives
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to use strong communication skills, both verbal and written
- Ability to work irregular hours
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space, and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information

FLSA: Exempt
Professional Exempt
Revised May 2023



EL DISTRICT COORDINATOR

- Ability to concentrate for extended periods of time
- Ability to multi-task
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures



LITERACY (ELA) CURRICULUM COORDINATOR (9-12)

QUALIFICATIONS

A. REQUIRED

- Master's degree or higher
- Teaching experience in the use of effective practices related to reading and English Language Arts instruction
- Knowledge of the Arizona State Standards
- Staff Development experience
- Equivalent training, education or experience that would substitute for minimum requirements
- Valid Arizona teaching certificate with Reading Endorsement

B. DESIRED

- Highly qualified status in English Language Arts
- Reading Endorsement K-12
- Experience leading District level professional development

SUMMARY

The Literacy (ELA) Curriculum Coordinator (9-12) provides training, modeling, coordination, support, and assistance to support teachers' professional development in the area of reading, writing, speaking, and listening (ELA).

Reports to: Director of Curriculum and Assessment

ESSENTIAL FUNCTIONS

- Provides leadership and instruction regarding the best practices in literacy instruction
- Collects literacy assessment data
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Evaluates data from State testing and provides guidance to ELA teachers
- Conducts demonstration lessons using best practices in literacy instruction
- Facilitates the cycle of continuous improvement through data collection and analysis using literacy assessments
- Collaborates and coordinates with principals and staff regarding English Language Arts instruction and assists schools in the development of literacy improvement plans
- Provides coaching for teachers in the planning, development, and refinement of effective teaching practices
- Conducts staff development sessions on literacy topics
- Arranges and facilitates model teaching, observations, and debriefing within each school site
- Assists with implementation of English Language Arts activities, programs, and plans



LITERACY (ELA) CURRICULUM COORDINATOR (9-12)

- Familiar with providing instruction for children with reading disabilities (i.e. dyslexia)
- Assists in managing and coordinating district English Language Arts materials
- Understands and effectively applies educational research
- Evaluates, monitors, and assists with the selection of English Language Arts materials
- Serves on committees pertinent to literacy
- Assists in administration and creation of common formative assessments and curricular resources
- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Collaborates with teachers to provide instructional and programmatic support for IB, Cambridge, and Dual Enrollment subjects related to English Language Arts
- Develops, provides, and assists with staff development and initiatives regarding best practices in English Language Arts programs in grades 9-12
- Maintains knowledge of and complies with state, federal and district regulations
- Works flexible hours, including weekends and evenings as required
- Attends State trainings relative to standards-based instruction in English Language Arts and early reading acquisition
- Assists with the full implementation of the Arizona English/Language Arts (ELA) Standards
- 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 align with the district Portrait of a Graduate
- Demonstrates mastery of the use of Outlook, Word, Power Point, Publisher, etc.
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate individually and in group settings
- Ability to communicate effectively, both orally and in writing
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate digital office equipment
- Ability to drive a vehicle



MATH CURRICULUM COORDINATOR (9-12)

QUALIFICATIONS

A. REQUIRED

- Master's degree or higher
- Valid Arizona teaching certificate
- Teaching experience in the use of effective practices-related to mathematics instruction
- Knowledge of Arizona Mathematics Standards
- Staff Development Experience
- Equivalent training, education or experience that would substitute for minimum requirements

B. DESIRED

- Highly qualified status in Mathematics
- Valid Arizona Math Specialist Endorsement
- Experience leading District level professional development

SUMMARY

The Math Curriculum Coordinator (9-12) provides training, modeling, coordination, support, and assistance to support professional development in area of mathematics.

Reports to: Director of Curriculum and Assessment

ESSENTIAL FUNCTIONS

- Provides leadership and instruction regarding the best practices in mathematics instruction for grades 9-12
- Collects math assessment data from sites
- Assists with common finals in math
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Evaluates data from State testing and provides guidance to math teachers
- Conducts demonstration lessons using best practices in math instruction
- Facilitates the cycle of continuous improvement through data collection and analysis using common formative assessments
- Collaborates and coordinates with principals and staff regarding mathematics instruction and assists schools in the development of math improvement plans
- Collaborates with teachers to provide instructional and programmatic support for IB, Cambridge, and Dual Enrollment subjects related to Mathematics
- Develops, provides, and assists with staff development and initiatives regarding best practices in Mathematics programs in grades 9-12
- Provides coaching for teachers in the planning, development, and refinement of effective teaching practices
- Arranges and facilitates model teaching, observations, and debriefing within each school site



MATH CURRICULUM COORDINATOR (9-12)

- Assists with implementation of math activities, programs and plans
- Assists in managing and coordinating district math programs and initiatives
- Understands and effectively applies educational research
- Evaluates, monitors, and assists with the selection of math materials
- Assists in the administration of district assessments
- Serves on committees pertinent to learning and instruction
- Assists in administration of creation of common formative assessments and curricular resources
- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Maintains knowledge of and complies with state, federal and district regulations
- Works flexible hours, including weekends and evenings as required
- Attends state trainings relative to standards-based instruction in math subjects
- Assists with the full implementation of Arizona Math Standards
- 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 aligned with the district Portrait of a Graduate
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate effectively, both orally and in writing
- Ability to communicate individually and in group settings
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate digital office equipment
- Ability to drive a vehicle



SCIENCE/STEM CURRICULUM COORDINATOR (9-12)

QUALIFICATIONS

A. REQUIRED

- Master's degree or higher
- Valid Arizona teaching certificate
- Teaching experience in the use of effective practices related to science and STEM instruction
- Knowledge of Arizona Science Standards
- Staff Development experience
- Significant background in math, science, technology, or engineering by education or training
- Equivalent combination of training, education, or experience that would substitute for minimum requirements

B. DESIRED

- Highly qualified status in biology, chemistry, physics, or related subject specific endorsement
- Experience leading District level professional development

SUMMARY

The Science/STEM Curriculum Coordinator provides training, modeling, coordination, support, and assistance to support teachers' professional development in science and STEM

Reports to: Director of Curriculum and Assessment

ESSENTIAL FUNCTIONS

- Provides leadership and instruction regarding best practices in science and STEM instruction for grades PK-12
- Demonstrates best practices in science and engineering instruction
- Collects science/STEM assessment data from sites
- Assists with finals in science/STEM
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Evaluates data from State science testing and provides guidance to teachers
- Creates and supports implementation of a library of grade level, inquiry-based science/STEM lesson plans to advance the vision for strong science/STEM programs
- Conducts demonstration lessons using best practices in science/STEM instruction
- Facilitates the cycle of continuous improvement by data collection and analysis using common formative assessments
- Collaborates and coordinates with principals and staff regarding science/STEM instruction and assists schools in the development of science/STEM improvement plans
- Coordinates Engineering is Elementary (EIE) curriculum



SCIENCE/STEM CURRICULUM COORDINATOR (9-12)

- Develops, provides, and assists with staff development and initiatives regarding best practices in science/STEM programs in grades 9-12 including inquiry-based instruction (e.g., scientific method, engineering design process)
- Provides coaching for teachers in the planning, development, and refinement of effective teaching practices
- Arranges and facilitates model teaching, observations, and debriefing within each school site
- Coordinates PLTW curriculum in order to expand the program
- Works with the Director of 21st Education to advance STEM opportunities PK-12
- Assists with implementation of science/STEM activities, programs and plans
- Assists in managing and coordinating district science/STEM programs and initiatives
- Understands and effectively applies educational research
- Evaluates, monitors, and assists with the selection of science/STEM materials
- Serves on committees pertinent to science/STEM
- Assists in administration of district assessments
- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Collaborates with teachers to provide instructional and programmatic support for IB, Cambridge, and Dual Enrollment subjects related to science/STEM
- Assists in the administration and creation of common formative assessments for science/STEM
- Maintains knowledge of and complies with state, federal and district regulations, and requirements
- Works flexible hours, including weekends and evenings as required
- Attends state trainings relative to standards-based instruction in science/STEM
- Assists with the full implementation of Arizona Science Standards
- Assists with the creation, review, and implementation of Health, Maturation Growth, and Substance Abuse Prevention curricula
- 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 align with the district Portrait of a Graduate
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate effectively, both orally and in writing
- Ability to communicate individually and in group settings
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds

FLSA: Exempt
Professional Exempt
May 2023



SCIENCE/STEM CURRICULUM COORDINATOR (9-12)

- Ability to operate digital office equipment
- Ability to drive a vehicle



SOCIAL STUDIES COORDINATOR (PK-12)

QUALIFICATIONS

A. REQUIRED

- Master's degree or higher
- Valid Arizona teaching certificate
- Knowledge of the Arizona History and Social Science Standards
- Teaching experience in the use of effective practices related to Social Studies instruction
- Staff development experience
- Equivalent training, education or experience that would substitute for minimum requirements

B. DESIRED

- Highly qualified status in Social Studies, History, Government, or Economics
- Experience leading District level professional development

SUMMARY

The Social Studies Coordinator (PK-12) provides training, modeling, coordination, support, and assistance to support teachers' professional development in Social Studies.

Reports to: Director of Curriculum and Assessment

ESSENTIAL FUNCTIONS

- Provides leadership and instruction regarding the best practices in Social Studies instruction for grades PK-12
- Supervises Social Studies Curriculum Coordinator (grades 9-12)
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Conducts demonstration lessons using best practices in Social Studies instruction
- Facilitates the cycle of continuous improvement through data collection and analysis using common formative assessments
- Collaborates and coordinates with principals and staff regarding Social Studies instruction
- Collaborates with teachers to provide instructional and programmatic support for IB, Cambridge, Dual Enrollment subjects related to Social Studies.
- Develops, provides and assists with staff development and initiatives regarding best practices in Social Studies programs in grades PK-12
- Provides coaching for teachers in the planning, development and refinement of effective teaching practices
- Assists with implementation of Social Studies activities, programs and plans
- Assists in managing and coordinating district Social Studies programs and initiatives
- Understands and effectively applies educational research
- Evaluates, monitors and assists with the selection of Social Studies materials
- Serves on committees pertinent to learning and instruction

FLSA: Exempt
Professional Exempt
May 2023



SOCIAL STUDIES COORDINATOR (PK-12)

- Assists in administration and creation of common formative assessments and curricular resources
- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Maintains knowledge of and complies with state, federal and district regulations
- Works flexible hours, including weekends and evenings as required
- Attends State trainings relative to standards-based instruction in Social Studies subjects
- Assists with the full implementation of the Arizona History and Social Science Standards
- 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 align with the district Portrait of a Graduate
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to communicate individually and in group settings
- Ability to communicate effectively, both orally and in writing
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate digital office equipment
- Ability to drive a vehicle



SOCIAL STUDIES CURRICULUM COORDINATOR (9-12)

QUALIFICATIONS

A. REQUIRED

- Master's degree or higher
- Valid Arizona teaching certificate
- Knowledge of the Arizona History and Social Science Standards
- Teaching experience in the use of effective practices related to Social Studies instruction
- Staff development experience
- Equivalent training, education or experience that would substitute for minimum requirements

B. DESIRED

- Highly qualified status in Social Studies, History, Government, or Economics
- Experience leading District level professional development

SUMMARY

The Social Studies Curriculum Coordinator provides training, modeling, coordination, support, and assistance to support teachers' professional development in Social Studies.

Reports to: Director of Curriculum and Assessment

ESSENTIAL FUNCTIONS

- Provides leadership and instruction regarding the best practices in Social Studies instruction for grades 9-12
- Analyzes data using technology tools and software (e.g., EXCEL, databases, etc.)
- Conducts demonstration lessons using best practices in Social Studies instruction
- Facilitates the cycle of continuous improvement through data collection and analysis using common formative assessments
- Collaborates and coordinates with principals and staff regarding Social Studies instruction
- Collaborates with teachers to provide instructional and programmatic support for IB, Cambridge, and Dual Enrollment subjects related to Social Studies.
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- Assists in managing and coordinating district Social Studies programs and initiatives
- Understands and effectively applies educational research
- Evaluates, monitors and assists with the selection of Social Studies materials
- Serves on committees pertinent to learning and instruction
- Assists in administration and creation of common formative assessments and curricular resources



SOCIAL STUDIES CURRICULUM COORDINATOR (9-12)

- Collaborates with other district personnel in the design and delivery of staff development services to schools
- Maintains knowledge of and complies with state, federal and district regulations
- Works flexible hours, including weekends and evenings as required
- Attends State trainings relative to standards-based instruction in Social Studies subjects
- Assists with the full implementation of the Arizona History and Social Science Standards
- Exhibits patience, courtesy and tact when dealing with others
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