



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: February 8, 2022

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of January 31, 2022.

The following job descriptions are being presented for approval:

HR Recruitment Specialist

RECOMMENDATION:

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

INITIATED BY:

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

Date: January 31, 2022

Todd A. Jaeger, J.D., Superintendent



HR RECRUITMENT SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework in business, human resources, or equivalent or three (3) years of progressive human resources or administrative support work may substitute for the degree
- One year of work experience in progressive human resources, payroll, and/or other administrative support positions

B. DESIRED

- Prior recruitment experience
- Prior experience working in an educational setting
- Bilingual/Spanish speaking
- Knowledge of employment laws

SUMMARY

Assists Human Resources administration with the recruitment of prospective candidates for career opportunities within the District to include community networking, advertising of positions, interviewing candidates, conducting background checks, administering pre-employment tests, and recommending candidates for hire.

Reports to: HRIS Analyst

ESSENTIAL FUNCTIONS

- Establishes and supports recruiting requirements and goals by studying the District's strategic plan and objectives
- Collaborates with hiring supervisors and principals to determine hiring needs of the sites
- Develop partnerships with universities, community services and agencies, providing District information, opportunities, and benefits; maintain rapport
- Attends job fairs, places job advertisements, uses newspapers, jobsites, and social media platforms to attract quality candidates
- Assists HR Manager with advertising and recruitment related activities for the District, including organization of the District's annual teacher career fair and updates to the District's Employment website
- Processes "requests to advertise" and maintains the job posting section of the Human Resources website
- Assists in screening, interviewing, analyzes responses, and comparing qualifications of candidates to job requirements
- Conducts backgrounds check on recommended candidates to include fingerprint clearance and prior employment references
- Confers with applicants and prepares correspondence regarding the outcome of application screening, requirements, and interview selection
- May facilitate the administrative review of candidate files
- Schedules and administers various pre-employment tests



HR RECRUITMENT SPECIALIST

- Prepares and/or reviews a variety of moderately complex reports related to recruitment, advertised positions, retention, and turnover data
- Tracks position openings, turnover and exit interviews to determine areas of improvement
- May serve as back-up to HR's general hiring function during times of high volume and need
- Communicates effectively, in a diverse setting
- Excellent critical thinking skills to evaluate best solutions
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs all duties with patience, courtesy, and tact
- 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 multi-task in an office setting
- Ability to interpret policies and communicate to others
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to stand for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to carry computer and job fair/recruiting event-related equipment as needed

2/8/2022

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Reynolds	Leighann	Instructional Support Assistant	CT-PR	Coronado K-8 School	Interim	CTNT-MAN/A		pending admin certificate; 1/3/22-1/14/22
Queiruga	Jennifer	Teacher - Technology	CT	Amphi Middle School	Added Duty			\$4,097.21
Raynolds	Leighann	ADDN - ISA Stipend - District	CT	Coronado K-8 School	Addendum			\$3,521.13
Allen	M. Michelle	Instructional Technology Specialist	CL	Harelson Elementary	Decrease FTE			<.40 FTE>
Allen	M. Michelle	Campus Monitor	CL	Harelson Elementary	Increase FTE			+.15 FTE
Arroyo Hernandez	Adan	Custodian I	CL	Amphi High School	Wage Adjustment	2	+\$0.24	experience credit related to compression
Burchwell	Craig	Security Officer	CL	La Cima Middle School	Wage Adjustment	2	+\$0.49	experience credit related to compression
Burgess	Sharon	Preschool Aide/Caregiver	CL	Painted Sky Elementary	Wage Adjustment	1	+\$0.49	experience credit related to compression
Calvelli	Kimberlee	Computer Systems Operator	CL	Ironwood Ridge High	Decrease FTE			<.25 FTE>
Caponigro	Deborah	Instructional Technology Specialist	CL	Rio Vista Elementary	Wage Adjustment	3	+\$0.49	experience credit related to compression
Carreon	Ricardo	Supervisor of Food Service	CL	Food Service Admin	Promotion	8	+\$0.89	
Christensen	Christine	Campus Monitor	CL	Painted Sky Elementary	Wage Adjustment	1	+\$0.49	experience credit related to compression
Collette	Tracey	Student Records Management Spe	CL	Wetmore Center	Reassignment		<\$1.53>	
Cristo	Jocelyn	Administrative Assistant I	CL	Wetmore Center	Promotion	8	+\$2.27	
Duarte	Mario	Custodian I	CL	Wilson K-8 School	Wage Adjustment	2	+\$0.49	experience credit related to compression
Ford	Kayley	Special Education Teaching Assist	CL	Nash Elementary	Wage Adjustment	3	+\$0.49	experience credit related to compression
Frankenberg	Viviana	Preschool Aide/Caregiver	CL	Walker Elementary	Wage Adjustment	1	+\$0.49	experience credit related to compression
Gomez	Ignacio	Instructional Technology Specialist	CL	Mesa Verde Elementary	Wage Adjustment	3	+\$0.49	experience credit related to compression
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*	2020-2021 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

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Guisinger	Delfina	Registrar - High School	CL	CDO High School	Wage Adjustment	4	+\$0.49	experience credit related to compression
Hammack	Stephanie	Campus Monitor	CL	Holaway Elementary	Wage Adjustment	1	+\$0.49	experience credit related to compression
Hansen	Meredith	Student Services Coordinator Assist	CL	Wetmore Center	Wage Adjustment	2	+\$0.49	experience credit related to compression
Headley	Erika	Special Education Teaching Assist	CL	Mesa Verde Elementary	Wage Adjustment	3	+\$0.24	experience credit related to compression
Hitchye	Jordan	Special Education Teaching Assist	CL	CDO High School	Wage Adjustment	3	+\$0.49	experience credit related to compression
Jordison	Lauren	Behavioral Intervention Monitor	CL	Harelson Elementary	Reassignment	2	<\$0.10>	
Knowlton	Nancy	Behavioral Intervention Monitor	CL	Amphi Middle School	Reassignment	2	N/A	
Kraft	Guadalupe	Transportation Attendant	CL	Transportation	Transfer	1	N/A	
Longway	Stephanie	Food Service Attendant	CL	Wilson K-8 School	Wage Adjustment	1	+\$0.49	experience credit related to compression
Longway	Stephanie	Food Service Attendant	CL	Ironwood Ridge High	Additional Position	1	N/A	
Mast-D'Bueno	Hollyann	Computer Systems Operator	CL	CDO High School	Wage Adjustment	3	+\$0.49	experience credit related to compression
McKenzie	Briana	Food service Attendant - Lead	CL	Donaldson Elementary	Reassignment	6	+\$1.48	
Miller	Mitchell	Community Technology Support Sp	CL	Wetmore Center	Promotion	7	+\$1.83	
Mork	Jennifer	Special Education Teaching Assist	CL	Mesa Verde Elementary	Wage Adjustment	3	+\$0.24	experience credit related to compression
Mustaficic	Edin	Custodian I	CL	CDO High School	Wage Adjustment	2	+\$0.49	experience credit related to compression
Ousley	Phoenix	Instructional Technology Specialist	CL	Amphi Middle School	Wage Adjustment	3	+\$0.49	experience credit related to compression
Pacholczyk	Maria	Library Assistant	CL	Harelson Elementary	Promotion	4	+\$0.51	
Pittman	Allisa	Transportation Attendant	CL	Transportation	Increase FTE		N/A	+0.1250 FTE
Ramirez	Maria	Custodian I	CL	Wilson K-8 School	Wage Adjustment	2	+\$0.49	experience credit related to compression
Reyes	Monica	Special Education Teaching Assist	CL	Nash Elementary	Wage Adjustment	3	+\$0.49	experience credit related to compression
Rodriguez-Gonzak	Julie	Clerk	CL	Nash Elementary	Wage Adjustment	1	+\$0.49	experience credit related to compression
Sonnek	Irma	Attendance Clerk	CL	Amphi High School	Wage Adjustment	2	+\$0.24	experience credit related to compression

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Ving	Dolores	Shipping/Receiving Clerk	CL	Warehouse	Wage Adjustment	2	+\$0.49	experience credit related to compression
Walder	Martina	Instructional Technology Specialist	CL	Innovation Academy	Wage Adjustment	3	+\$0.24	experience credit related to compression
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Brady	Linda	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum			\$22.26 per hour
Evans	Bethany	Coach - Track Assistant HS	ADCT	Amphi High School	Addendum			\$2,400.00
Foster	Alyssa	Coach - 3rd Q. Interscholastic Sup	ADCT	Wilson K-8 School	Addendum			\$460.00
Fritton	Teresa	ADDN - Homebound	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Hartman	Eric	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Heagle	Denise	ADDN - Curriculum Development	ADCT	Federal/State Programs	Addendum			\$25.00 per hour
Lang	William	Coach - Beach Volleyball - Head	ADCT	Ironwood Ridge High	Addendum			\$3,000.00
Larson	Lisa	ADDN - Homebound	ADCT	Wetmore Center	Addendum			\$30.00 per hour
McGowan	Alissa	Coach - Softball Assistant HS	ADCT	Ironwood Ridge High	Addendum			\$2,400.00
Panneck	Jeffrey	ADDN - Interscholastic Supervisor	ADCT	La Cima Middle School	Addendum			\$500.00
Pincus	Mark	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Pingry	Bonnie	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum			\$31.04 per hour
Puffet-Smith	Stephanie	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum			\$25.35 per hour
Reynolds	Leighann	ADDN - ISA Stipend - District	ADCT	Coronado K-8 School	Addendum			\$3,521.13
Todd	Cary	Coach - Baseball Head MS	ADCT	La Cima Middle School	Addendum			\$1,700
Adams	Bonnie	ADDN - School COVID Contact Tr	ADCL	Harelson Elementary	Addendum			\$1.97 per hour differential
Born	Alicia	ADDN - School COVID Contact Tr	ADCL	Coronado K-8 School	Addendum			\$1.97 per hour differential
Donahue	Brian	Coach - Volleyball Head MS	ADCL	La Cima Middle School	Addendum			\$1,700
Feltes	Laura	ADDN - School COVID Contact Tr	ADCL	Painted Sky Elementary	Addendum			\$1.97 per hour differential

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Henson	Janette	ADDN - Health and Pandemic Diff	ADCL	Innovation Academy	Added Duty			\$1.97 per hour differential
Horger	Alexis	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$12.80 per hour
Jimenez	Raul	ADDN - Interscholastic Activities M	ADCL	CDO High School	Addendum			\$2,850.00
Rischar	Bertha	Director of Health Services	ADCL	Health Services Admin	Added Duty			\$1,906.56
Rodriguez-Crespo	Sandra	ADDN - School COVID Contact Tr	ADCL	Keeling Elementary	Addendum			\$1.97 per hour differential
Sanchez Fernandez	Ana	ADDN - School COVID Contact Tr	ADCL	La Cima Middle School	Addendum			\$1.97 per hour differential
Schadt	Holly	ADDN - School COVID Contact Tr	ADCL	Copper Creek Elementary	Addendum			\$1.97 per hour differential
Serrano	Conchita	ADDN - School COVID Contact Tr	ADCL	Donaldson Elementary	Addendum			\$1.97 per hour differential
Sodari	Barbara	ADDN - Added Duty	ADCL	Holaway Elementary	Added Duty			\$12.80 per hour
Vega	Ana	ADDN - School COVID Contact Tr	ADCL	Amphi Middle School	Addendum			\$1.97 per hour differential
Verrett	Monica	ADDN - School COVID Contact Tr	ADCL	Holaway Elementary	Addendum			\$1.97 per hour differential
Williams	Susan	ADDN - School COVID Contact Tr	ADCL	Cross Middle School	Addendum			\$1.97 per hour differential

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