



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: September 12, 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 September 11, 2023.

The agenda item also proposes a revision to the Executive Assistant to the Superintendent and Governing Board job description to reflect additional responsibilities; and an adjustment to the salary placement schedule as result of the added responsibilities.

RECOMMENDATION:

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

INITIATED BY:


John Hastings, Director of Human Resources

Date: September 11, 2023


Todd A. Jaeger, J.D., Superintendent

9/12/2023

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hopkins	Kenna	Psychologist	CT-PR	Holaway Elementary	Increase FTE		+0.20 FTE	
Arrendondo	Mateo	Teacher - Generalist	CT	Amphi Middle School	Added Duty		\$9,085.70	
Arthurs	Robbin	Curriculum, Instruction, & Interv. Sup	CT	Keeling Elementary	Correction		FTE	
Arthurs	Robbin	Teacher - Academic Intervention	CT	Keeling Elementary	Additional Position		\$28,933.38	
Ball	Kori	Teacher - Preschool Director	CT	Copper Creek Elementary	Added Duty		\$9,593.37	
Blayda	Meghan	Teacher - Preschool Director	CT	Holaway Elementary	Added Duty		\$9,416.39	
Bratthauer-Heaps	Dawn	Teacher - Social Studies	CT	Amphi Academy Online	Additional Position		\$9,342.44	
Brower	Kristy	Teacher - Music	CT	Harelson Elementary	Added Duty		\$11,329.39	
Brown	Karen	Teacher - Nursing Services	CT	Innovation Academy	Increase FTE		+0.20 FTE	
Burgin	Samantha	Special Education Facilitator	CT	Amphi Academy Online	Added Duty		\$10,733.93	
Carter	Beth	Teacher - Study Skills	CT	Cross Middle School	Added Duty		\$11,281.94	
Celaya	Luis	Teacher - Adaptive P.E.	CT	Cross Middle School	Added Duty		\$11,399.91	
Cochran	James	Teacher - Choir	CT	Coronado K-8 School	Additional Position		\$7,700.69	
Dadeppo	Lisa	Teacher - REACH	CT	CDO High School	Increase FTE		+0.2 FTE	
Daigle	Joyce	Teacher - Academic Intervention	CT	Coronado K-8 School	Additional Position		\$26,946.71	
Daigle	Joyce	Instructional Coach	CT	Coronado K-8 School	Added Duty		\$9,838.11	
Daigle	Joyce	Curriculum, Instruction, & Interv. Sup	CT	Coronado K-8 School	Correction		FTE	
Dean	Pamela	Teacher - Preschool Director	CT	Ironwood Ridge High	Added Duty		\$7,800.45	
Desjarlais	Paul	Teacher - Physics	CT	Ironwood Ridge High	Added Duty		\$13,402.73	
Di Vetta	Trista	Teacher - Social Studies	CT	Amphi Academy Online	Additional Position		\$11,159.99	
Emans	Deborah	Teacher - Academic Intervention	CT	Harelson Elementary	Additional Position		\$31,750.61	
Emans	Deborah	Curriculum, Instruction, & Interv. Sup	CT	Harelson Elementary	Correction		FTE	

*	2022-2023 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
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Falcon	Leah	Teacher - Mathematics	CT	Cross Middle School	Increase FTE			+0.1667 FTE
Figueroa	Andrea	Teacher - Preschool Director	CT	Amphi High School	Added Duty			\$7,954.44
Fletcher	Peter	Teacher - Biology	CT	Ironwood Ridge High	Added Duty			\$11,541.24
Gerard	Michelle	Teacher - Adaptive P.E.	CT	CDO High School	Added Duty			\$11,068.39
Hebert	Patricia	Teacher - Pandemic Recovery	CT	CDO High School	Decrease FTE			<0.4 FTE>
Hebert	Patricia	Teacher - Mathematics	CT	CDO High School	Increase FTE			+0.4 FTE
Hess	Charles	Teacher - P. E.	CT	Cross Middle School	Added Duty			\$10,601.02
Isom	Christa	Teacher - Preschool Director	CT	Donaldson Elementary	Added Duty			\$9,116.02
Kautz	Douglas	Teacher - Mathematics	CT	Ironwood Ridge High	Added Duty			\$11,806.74
King	Brenda	Site Program Coordinator	CT	Amphi Middle School	Added Duty			\$8,913.55
King	Nicole	Teacher - Special Education Resourc	CT	Coronado K-8 School	Added Duty			\$11,009.30
Kolata	Amanda	Teacher - Preschool Director	CT	Painted Sky Elementary	Added Duty			\$9,918.79
Lackow	Seth	Teacher - Pandemic Recovery	CT	Cross Middle School	Increase FTE			+1.666 FTE
Larkin	Jennifer	Teacher - Preschool Director	CT	Copper Creek Elementary	Added Duty			\$10,293.29
McGowan	Alissa	Teacher - Student Government	CT	Ironwood Ridge High	Correction			assignment
Mercilloitt	Christopher	Teacher - Social Studies	CT	Amphi Middle School	Added Duty			\$7,848.56
Merendo	Erin	Teacher - Special Education Resourc	CT	Ironwood Ridge High	Decrease FTE			<.5 FTE>
Merendo	Erin	Teacher - Early Childhood Education	CT	Ironwood Ridge High	Increase FTE			+0.50 FTE
Munoz	Joseph	Teacher - Band	CT	Painted Sky Elementary	Decrease FTE			<0.20 FTE>
Perchuzal	Caroline	Teacher - Biology	CT	CDO High School	Increase FTE			+0.2 FTE
Pike	Deche	Teacher - ED (SPED) Classroom	CT	Harelson Elementary	Promotion	CTT-BA	0 years	
Queiruga	Jennifer	Teacher - Academic Intervention	CT	Amphi Middle School	Added Duty			\$11,140.94
Rawn	Melissa	Teacher - P. E.	CT	Painted Sky Elementary	Added Duty			\$4,663.06
Rawn	Melissa	Teacher - Pandemic Recovery	CT	Painted Sky Elementary	Additional Position			+0.20 FTE

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PR	Professional
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Resio	Ashley	Teacher - Preschool Director	CT	Painted Sky Elementary	Added Duty			\$8,255.00
Robertson	Marla	Teacher - Spanish Language	CT	Ironwood Ridge High	Added Duty			\$11,441.61
Ruiz	Jamie	Teacher - Pandemic Recovery	CT	Ironwood Ridge High	Added Duty			\$346.89
Slattery	Ruth	Teacher - English	CT	Ironwood Ridge High	Added Duty			\$11,591.31
Smerz	Hans	Teacher - Cross Categorical Classroc	CT	Wilson K-8 School	Added Duty			\$10,293.33
Smith	Shawn	Teacher - History	CT	Amphi High School	Added Duty			\$10,387.97
Steen	Susan	Curriculum, Instruction, & Interv. Sup	CT	Ironwood Ridge High	Correction			FTE
Steen	Susan	Teacher - Academic Intervention	CT	Ironwood Ridge High	Additional Position			\$243,540.98
Sutton	Kyle	Teacher - Earth Science	CT	CDO High School	Decrease FTE			<0.2 FTE>
Taplin	Colby	Curriculum, Instruction, & Interv. Sup	CT	Holaway Elementary	Correction			FTE
Taplin	Colby	Teacher - Academic Intervention	CT	Holaway Elementary	Additional Position			\$23,2780.70
Traweek	Donna	Teacher - Pandemic Recovery	CT	Ironwood Ridge High	Added Duty			\$9,277.35
Watkins	Jillian	Teacher - Special Education Resourc	CT	Ironwood Ridge High	Added Duty			\$9,950.54
Watkins	Sean	Teacher - Mathematics	CT	Ironwood Ridge High	Added Duty			\$11,633.84
Weiler	Karissa	Teacher - Preschool Director	CT	Keeling Elementary	Added Duty			\$9,918.79
Weiss	Allison	Teacher - Language Arts	CT	Cross Middle School	Salary Adjustment	CTT-BA+	+\$666.75	
Wentworth	Ann	Teacher - Mathematics	CT	Ironwood Ridge High	Added Duty			\$9,870.36
Wilkes	Chelsie	Teacher - Academic Intervention	CT	Copper Creek Elementary	Additional Position			\$24,144.47
Wilkes	Chelsie	Curriculum, Instruction, & Interv. Sup	CT	Copper Creek Elementary	Correction			FTE
Wirth	Valerie	Teacher - Academic Intervention	CT	Cross Middle School	Additional Position			\$32,716.61
Wirth	Valerie	Curriculum, Instruction, & Interv. Sup	CT	Cross Middle School	Correction			FTE
Wojdyla	Cheryl	Teacher - P. E.	CT	Cross Middle School	Added Duty			\$9,686.47
Yewell	Robin	Teacher - REACH	CT	CDO High School	Added Duty			\$10,426.85
Andeson	Jennifer	Executive Assistant to the Superinter	CL-PR	Wetmore Center	Salary Adjustment	PR EX	7 years	

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Sawicki	Kathryn	Accountant	CL-PR	Wetmore Center	Salary Adjustment	PR EX	10 years	
Aldama	Ana	Transportation Attendant	CL	Transportation	Increase FTE			+0.1250 FTE
Alvo	Joy	Bus Driver	CL	Transportation	Increase FTE			+0.0937 FTE
Austin	Denise	Bus Driver	CL	Transportation	Increase FTE			+0.1250 FTE
Avila	Martha	Custodian I	CL	Wilson K-8 School	Decrease FTE			<0.2 FTE>
Chavez	Dora	Classroom Aide/Caregiver	CL	Nash Elementary	Transfer		N/A	
Cox	Kim	Transportation Attendant	CL	Transportation	Increase FTE			+0.1600 FTE
Dunlap	Mary	Campus Monitor	CL	Nash Elementary	Additional Position	1	0 years	
Glen	Laurie	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
Grammer	Angela	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
Gratien	Jerome	Bus Driver	CL	Transportation	Increase FTE			+0.0250 FTE
Hahn	Stephen	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
Hall	Ava	Preschool Aide/Caregiver	CL	CDO High School	Increase FTE			+0.5 FTE
Harnick	Michael	Transportation Attendant	CL	Transportation	Decrease FTE			<0.0125 FTE>
Hipple	Bryan	Bus Driver	CL	Transportation	Increase FTE			+0.0625 FTE
Houle	Barbara	Bus Driver	CL	Transportation	Increase FTE			+0.0125 FTE
Hyatt	Kristy	Transportation Attendant	CL	Transportation	Increase FTE			+0.0313 FTE
Icely	Benjamin	Bus Driver	CL	Transportation	Increase FTE			+0.0938 FTE
Klasen	Marianne	Transportation Attendant	CL	Transportation	Increase FTE			+0.0313 FTE
Lara	Melissa	Bus Driver	CL	Transportation	Increase FTE			+0.0125 FTE
Lizarraga	Dorys	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
Loman	Brenda	Campus Monitor	CL	Copper Creek Elementary	Additional Position	1	0 years	
Lopez	Ann	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
MacIntyre	Duncan	Bus Driver	CL	Transportation	Increase FTE			+0.1250 FTE

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Melzer	Donna	Bus Driver	CL	Transportation	Increase FTE			+0.0313 FTE
Meneses	Annmarie	Transportation Attendant	CL	Transportation	Increase FTE			+0.0313 FTE
Mercado	Alma	Bus Driver	CL	Transportation	Increase FTE			+0.0250 FTE
Moody	Dora	Bus Driver	CL	Transportation	Increase FTE			+0.0625 FTE
Morris-Gilfillan	Patricia	Special Education Teaching Assistan	CL	Amphi Middle School	Transfer		N/A	
Nelson	Kerry	Special Education Teaching Assistan	CL	Copper Creek Elementary	Promotion	2	+\$0.58	
Pacheco	Alma	Bus Driver	CL	Transportation	Decrease FTE			<0.2200 FTE>
Pacheco	Felipe	Bus Driver	CL	Transportation	Increase FTE			+0.0625 FTE
Pike	Dache	Special Education Teaching Assistan	CL	Harelson Elementary	Transfer	3	<\$0.70>	
Plattor	Edward	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
Rundquist	Jamie	Bus Driver	CL	Transportation	Increase FTE			+0.0313 FTE
Salvas	Paul	Bus Driver	CL	Transportation	Increase FTE			+0.0250 FTE
Schoene	Richard	Bus Driver	CL	Transportation	Increase FTE			+0.0125 FTE
Squibb	Holly	Bus Driver	CL	Transportation	Increase FTE			+0.0937
St. Onge	Mindy	Bus Driver	CL	Transportation	Increase FTE			+0.0312 FTE
Strong	Titus	Bus Driver	CL	Transportation	Increase FTE			+0.0663 FTE
Topar	Robin	Bus Driver	CL	Transportation	Increase FTE			0.0625 FTE
Trimble	Richard	Bus Driver	CL	Transportation	Increase FTE			+0.1687 FTE
Walker	Sabine	Bus Driver	CL	Transportation	Increase FTE			+0.0625 FTE
Wilson	Hermon	Bus Driver	CL	Transportation	Increase FTE			+0.05 FTE
Yoder	Daniel	Bus Driver	CL	Transportation	Increase FTE			+0.0062 FTE
Ammon	Connie	ADDN - Section 504	ADCT	Coronado K-8 School	Addendum			\$1,100.00
Arnold	Monika	ADDN - Academic Assistant EL	ADCT	Harelson Elementary	Addendum			\$700.00
Arredondo	Mateo	Coach - Cross Country Head MS	ADCT	Amphi Middle School	Addendum			\$1,700.00

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Arviso	Victoria	ADDN - Extra Hours	ADCT	Walker Elementary	Added Duty		\$27.02 per hour	
Ayers	Nathan	Coach - 4th Q. Extracurricular Activiti	ADCT	Amphi Middle School	Addendum		\$2,000.00	
Ayers	Nathan	Coach - 2nd Q. Extracurricular Activit	ADCT	Amphi Middle School	Addendum		\$2,000.00	
Ayers	Nathan	Coach - 3rd Q. Extracurricular Activiti	ADCT	Amphi Middle School	Addendum		\$2,000.00	
Ayers	Nathan	Coach - 1st Q. Extracurricular Activiti	ADCT	Amphi Middle School	Addendum		\$2,000.00	
Bennett	John	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Blayda	Meghan	ADDN - Extra Hours	ADCT	Holaway Elementary	Addendum		\$28.57 per hour	
Bratthauer-Heaps	Dawn	ADDN - Section 504	ADCT	Wetmore Center	Addendum		\$800.00	
Bratthauer-Heaps	Dawn	ADDN - Certified Tutor	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Brower	Kristy	ADDN - Performing Arts MS	ADCT	Harelsn Elementary	Addendum		\$1,800.00	
Bruce	Kathryn	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Brungardt	Elizabeth	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Burgin	Samantha	ADDN - Certified Staff Trainer	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Busby	Devon	ADDN - Certified Tutor	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Campbell	Jennifer	ADDN - Dyslexia Training Designee	ADCT	Prince Elementary	Addendum		\$3,350.00	
Carson	Cara	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Castro	Sylvestre	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Cooper	Esther	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Cote	Lorena	ADDN - Certified Tutor	ADCT	Nash Elementary	Addendum		\$30.00 per hour	
Culver	Jacob	ADDN - Certified Tutor	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Dadeppo	Lisa	ADDN - Section 504	ADCT	CDO High School	Addendum		\$2,000.00	
Dallman	Ashley	ADDN - Technology Coach EL	ADCT	Harelsn Elementary	Addendum		\$1,550.00	
Davis	Rachel	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Duran	Juanita	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	

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Edmiston	Karen	ADDN - Odyssey of the Mind	ADCT	Mesa Verde Elementary	Addendum		\$1,200.00	
Eljerdi	Samah	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Emans	Kaylee	ADDN - Technology Coach EL	ADCT	Prince Elementary	Addendum		\$1,550.00	
Engelhard	Erin	Special Education Facilitator	ADCT	Copper Creek Elementary	Addendum		\$750.00	
Engelhard	Erin	ADDN - Certified Tutor	ADCT	Copper Creek Elementary	Addendum		\$30.00 per hour	
Escalante	Ana	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Escalante	Ana	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Escalante	Ana	DH - Student Services MS	ADCT	Cross Middle School	Addendum		\$1,200.00	
Esposito	Kimberly	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Fischer	Lauren	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Flores Zamora	Jesus	Coach - Tennis MS	ADCT	Amphi Middle School	Addendum		\$1,700.00	
Gallegos	Carmen	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Garmon	Guadalupe	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Gibson-Sinclair	Jill	ADDN - Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Glavin	Kelsey	ADDN - AVID Site Team Coordinator	ADCT	Prince Elementary	Addendum		\$1,500.00	
Gonzalez	Gabriela	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Gonzalez	Gabriela	ADDN - Odyssey of the Mind	ADCT	Prince Elementary	Addendum		\$1,200.00	
Gotlieb	Hayley	ADDN - Teacher Referral Program	ADCT	Wetmore Center	Addendum		\$300.00	
Gowen	Jean	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum		\$25.00 per hour	
Gradillas	Brittney	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Gran	Jennifer	ADDN - Extra Hours	ADCT	Rillito Center	Added Duty		*\$39.99 per hour	
Green	Rebecca	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Greenberg	Elyse	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Harding	Kevin	Special Events Worker	ADCT	Amphi High School	Addendum		\$13.85 per hour	

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Holt	Kris	ADDN - Administrative Designee (Ad	ADCT	Prince Elementary	Addendum		\$2,000.00	
Holt	Kris	ADDN - Academic Assistant EL	ADCT	Prince Elementary	Addendum		\$700.00	
Holt	Kris	ADDN - Academic Assistant EL	ADCT	Prince Elementary	Addendum		\$700.00	
Holt	Kris	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Holt	Kris	ADDN - Academic Assistant EL	ADCT	Prince Elementary	Addendum		\$700.00	
Iadevaia	Jennifer	ADDN - Certified Tutor	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Jackson-Rawdin	Jillian	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Jacobs	Jessica	ADDN - Essential Recruit Stipend	ADCT	Innovation Academy	Stipend		\$1,000.00	
Kadous	Julissa	ADDN - Certified Tutor	ADCT	Nash Elementary	Addendum		\$30.00 per hour	
Kimler	Courtney	ADDN - Certified Tutor	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
King	Nicole	ADDN - Certified Staff Trainer	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Kipley	Kayla	ADDN - Dyslexia Training Designee	ADCT	Amphi High School	Addendum		\$3,350.00	
Kitay	Hillary	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Lidbetter	Erin	ADDN - Section 504	ADCT	Wetmore Center	Addendum		\$400.00	
Lipich	Brandi	ADDN - Extra Hours	ADCT	Rillito Center	Added Duty		\$33.59 per hour	
Lisowski	Christina	ADDN - Extra Hours	ADCT	Wetmore Center	Added Duty		\$50.61 per hour	
Loehr	Lizabeth	ADDN - Certified Staff Trainer	ADCT	Harelsan Elementary	Addendum		\$30.00 per hour	
Loehr	Lizabeth	Special Education Facilitator	ADCT	Harelsan Elementary	Addendum		\$750.00	
Lopez	Stephanie	ADDN - Administrative Designee (Ad	ADCT	Walker Elementary	Addendum		\$2,000.00	
Loudon	Matthew	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Lovins	Rachel	ADDN - Vocal Music HS	ADCT	Ironwood Ridge High	Addendum		\$1,950.00	
Martinez	Amy	ADDN - Technology Coach MS	ADCT	La Cima Middle School	Addendum		\$1,550.00	
Martinez	Jennifer	ADDN - Certified Tutor	ADCT	Mesa Verde Elementary	Addendum		\$30.00 per hour	
Mercilllott	Christopher	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	

*	2022-2023 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
Morales	Maggie	Special Education Facilitator	ADCT	Rio Vista Elementary	Addendum		\$750.00	
Moreno	Kristin	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Mounts	Deborah	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum		\$37.28 per hour	
Munson	Kelly	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Murillo	Mindy	ADDN - Certified Tutor	ADCT	Mesa Verde Elementary	Addendum		\$30.00 per hour	
Nixon	Taylor	ADDN - Certified Tutor	ADCT	Holaway Elementary	Addendum		\$30.00 per hour	
Ochoa	Joy	Site Program Coordinator	ADCT	Coronado K-8 School	Correction		\$9,462.58	
Olea Rowe	Briana	ADDN - Certified Tutor	ADCT	La Cima Middle School	Addendum		\$30.00 per hour	
Oliver	Heather	ADDN - Dyslexia Training Designee	ADCT	Painted Sky Elementary	Addendum		\$1,675.00	
Paredes	Jerell	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Paredes	Jerell	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Parriott	Lisa	ADDN - Section 504	ADCT	CDO High School	Addendum		\$3,000.00	
Perkins	Mason	Coach - 1st Q. Interscholastic Super	ADCT	Amphi Middle School	Addendum		\$500.00	
Porteous	M C	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Prentis	Peggy	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Randolph	Rusti	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Reis	Cary	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum		\$30.00 per hour	
Robles	Nickolas	ADDN - Student Council EL	ADCT	Prince Elementary	Addendum		\$950.00	
Rodrigues	Michaela	ADDN - Section 504	ADCT	Innovation Academy	Addendum		\$300.00	
Rodrigues	Michaela	ADDN - Section 504	ADCT	Wetmore Center	Addendum		\$300.00	
Roseman	Ronny	ADDN - Technology Coach HS	ADCT	CDO High School	Addendum		\$1,550.00	
Rudolph	Natalie	ADDN - Teacher Referral Program	ADCT	Rio Vista Elementary	Addendum		\$200.00	
Schickling	Martha	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum		\$31.15 per hour	
Schultz	Amy	ADDN - Student Council MS	ADCT	Cross Middle School	Addendum		\$1,350.00	

*	2022-2023 School Year
Addendum	Employee receiving extra-curricular position or stipend
Added Duty	Employee working additional hours or days
Additional Position	Employee working an additional position
Correction	Correction to contract
Decrease FTE	Decrease in hours
Extension	End date being extended
Increase FTE	Increase in hours/contract
Promotion	Employee receiving a promotion to another position
Reassignment	Employee moving to another position at the direction of the administration
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Transfer	Employee moving from one position to another

ADCT	Addendum Certified
ADCL	Addendum Classified
ADACS	Addendum Amphi Community Schools
CT-AD	Certified Administrative
CT	Certified
CL-AD	Classified Administrative
CL	Classified
PR	Professional
EL	Elementary
MS	Middle School
HS	High School

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Sheldon	Lisa	Special Education Facilitator	ADCT	Nash Elementary	Addendum		\$750.00	
Sherman	Stacey	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Sieminski	Angela	ADDN - Administrative Designee (Ad	ADCT	Harelsan Elementary	Addendum		\$2,000.00	
Sparlin	Erika	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Stewart	Eric	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Stewart	Patricia	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Stine	Laura	ADDN - Section 504	ADCT	Mesa Verde Elementary	Addendum		\$300.00	
Stine	Laura	ADDN - Certified Tutor	ADCT	Mesa Verde Elementary	Addendum		\$30.00 per hour	
Stott	Bryant	ADDN - Summer Weights	ADCT	Ironwood Ridge High	Addendum		\$883.02	
Striegel	Angeline	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Terrace	Tatum	ADDN - Certified Tutor	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Traweek	Donna	Teacher - Generalist	ADCT	Ironwood Ridge High	Correction		6/5th Assignment	
Veltre	Cassie	Special Education Facilitator	ADCT	Prince Elementary	Addendum		\$750.00	
Vining	Melanie	ADDN - Dyslexia Training Designee	ADCT	Painted Sky Elementary	Addendum		\$1,675.00	
Watkins	Jillian	ADDN - Section 504	ADCT	Ironwood Ridge High	Addendum		\$1,000.00	
Watson JR	David	Coach - Football Assistant HS	ADCT	Amphi High School	Addendum		\$2,500.00	
Wentworth	Ann	ADDN - Section 504	ADCT	Ironwood Ridge High	Addendum		\$1,500.00	
Wenzel	Martha	ADDN - Section 504	ADCT	Ironwood Ridge High	Addendum		\$1,500.00	
Wolf	Amber	ADDN - Administrative Designee (Ad	ADCT	Rio Vista Elementary	Addendum		\$2,000.00	
Wolf	Amber	ADDN - AVID Site Team Coordinator	ADCT	Rio Vista Elementary	Addendum		\$1,500.00	
Wong	Lindsay	ADDN - Student Council EL	ADCT	Harelsan Elementary	Addendum		\$950.00	
Wright	Treva	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Yrrizarry	Alexis	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	
Zhao	Wen	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		\$20.00 per hour	

*	2022-2023 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
Calderon	Jesus	ADDN - Extra Hours	ADCL	Amphi High School	Added Duty			\$18.87 per hour
Cangemi	Kerri	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty			\$16.00 per hour
Christensen	Christine	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty			\$15.55 per hour
Frankenberg	Viviana	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty			\$15.93 per hour
Hakes	Jacquelen	ADDN - Instructional Aide	ADCL	Holaway Elementary	Addendum			\$14.00 per hour
Kirfman	Jessica	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty			\$14.48 per hour
Lopez	Rebecca	ADDN - Instructional Aide	ADCL	Donaldson Elementary	Addendum			\$14.00 per hour
Pacheco	Isha	Special Events Worker	ADCL	CDO High School	Addendum			\$13.85 per hour
Robison	Julia	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$14.41 per hour
Sanchez	Jennifer	ADDN - Extra Hours	ADCL	Painted Sky Elementary	Added Duty			\$16.30 per hour
Soto	Rosemary	Special Events Worker	ADCL	CDO High School	Addendum			\$13.85 per hour

*	2022-2023 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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Transfer	Employee moving from one position to another		



EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND GOVERNING BOARD

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in public or business administration; ten (10) years of work experience may substitute for the degree
- Six (6) years of progressively responsible administrative experience or equivalent combination education//training/experience
- Exceptional customer service, interpersonal, and analytical skills, initiative, and work ethic
- Strong communication skills, ability to express oneself clearly and concisely, both verbally and in writing
- Excellent skills in administrative policies and procedures
- Strong skills in secretarial practices with demonstrated ability to obtain a passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Strong working knowledge of computer applications, including Microsoft Office, word-processing, database, and spreadsheet packages
- Available to work extended hours and/or flex time when necessary

B. DESIRED

- Previous experience in an educational setting
- Course work in public or business administration, or related field
- Supervisory experience
- Proficiency in Microsoft Office Suite, including ability to create multiple appointments with multiple recipients, tasks, and reminders in Outlook calendars

SUMMARY

Responsible for executing confidential administrative duties, support, and special projects on behalf of the District's Superintendent and Governing Board, under limited supervision. Maintains a schedule that requires extended and evening hours, with two or more evening meetings per month. Trains and oversees the work the Governing Board Secretary and the Administrative Assistant II (Legal)/Custodian of Records

Reports to: Superintendent

ESSENTIAL FUNCTIONS

- Exhibits patience, courtesy and tact when dealing with others
- Integrates knowledge and skills to perform highly sensitive and/or complex administrative duties
- Serves as an intermediary between the Superintendent, the Governing Board, district administrators, teachers, staff, students, stakeholders, constituents, and/or the general public with discretion and tact
- Collaborate with and responds to district administrators, teachers, staff, parents, stakeholders, and/or the general public regarding questions, requests, complaints, and/or concerns



EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND GOVERNING BOARD

- Serves as a resource for district administrators, employees, and the public in locating, relating, and interpreting Governing Board policy, procedures, and practices
- Supervises and/or coordinates department personnel, administrative functions, and responsibilities
- Delegates work assignments to staff; monitors task progression, and assignment completion
- Communicates independently on behalf of the Superintendent and the Governing Board
- Represents Governing Board Members and the Superintendent at civic and educational events
- Coordinates non-profit campaigns throughout the district
- Assists in the supervision of Superintendent's Cabinet members and school officials
- Assists the Superintendent and Board President in the development of the Board agenda and distribution of Board materials to Governing Board members
- Prepares Governing Board and Superintendent recognitions of staff, students, and community members
- Oversees the preparation and posting "Notices of Meetings" in accordance with the state "Open Meeting Law" and handles meeting room arrangements
- Takes minutes of regular and special Governing Board meetings, as requested by the Board, as well as, recording actions during meetings and following up on details
- Attends required meetings, takes minutes, and sends out final minutes as required
- Completes and distributes Governing Board meeting minutes in a timely manner
- Oversees the preparation and distribution of the Board book
- Ensures that the Board Book is delivered to Governing Board members and specified administrators prior to each meeting
- Notifies the Governing Board regarding specific correspondence, and follows up with written notices
- Identifies and investigates situations of concern, compiles facts and prepares and/or initiates appropriate responses
- Budget responsibilities may include department procurement, department expenditures, account coding verification, and reimbursements
- Prepares/processes personnel-related documentation for hiring/separations, including matters involving sensitive/confidential information
- Coordinates and develops professional development for administrative assistance personnel throughout the district
- Organizes and maintains correspondence, projects, professional resources, and other office and/or department files
- Coordinates administrative functions and responsibilities; arranges conferences, seminars and appointments, and schedules travel arrangements
- Reviews District programs, flyers, etc., ensuring accuracy and compliance with District policies and practices



EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND GOVERNING BOARD

- Prepares monthly Superintendent and Governing Board meetings, including reminders to staff, agendas, and coordinates room set up with custodians and tech support personnel
- Composes documents, letters, mailings, and correspondence for the Superintendent and Governing Board
- Coordinates emergency responses as needed
- Promotes and supports continuing district-wide professional and educational advancement
- Performs other duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to meet deadlines within time constraints
- Ability to perform multiple tasks simultaneously within an active office environment
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to work independently and as an integral part of a team
- Ability to research, analyze, and formulate decisions quickly
- Ability to operate digital office equipment and tasks requiring manual dexterity
- Ability to concentrate and remain seated for extended periods of time
- Ability to listen and hear in conference room situations, on the phone, and with visitors, with or without reasonable accommodations
- Temperament to sustain extended work hours and stressful situations
- Ability to twist, bend, stoop, and pull
- Ability to occasionally lift up to 20 pounds

AMPHITHEATER PUBLIC SCHOOLS

FY24 PROFESSIONAL EXEMPT PLACEMENT SCHEDULE

<u>Professional Position</u>	<u>Minimum</u>	<u>Maximum*</u>
Executive Assistant to the Superintendent and Governing Board	\$58,624.33	\$97,096.55
Additional compensation may be given for years of experience.		
Salary amounts include override retention funding previously itemized separately on the salary schedule and are subject to reduction if the override expires.		
*This amount represents maximum earning potential in this classification.		09/12/2023