

APPENDIX V – 284

Report

Re: ALE Department Report on Job Descriptions for ALE

From: Michael Konrad, Interim Director of Advanced Learning Experiences

Date: June 15, 2015

There were three new GATE hires this year, one consolidated position, and one pending vacant position:

Pending

Clerk/Receptionist at University High School who was responsible for:

- Facilitation of materials distribution for UHS Admissions
- Facilitate admissions Testing and coordinate communication for 7th grade testing
- Increased parent communication through mailings, emails, face to face contact and phone calls including recruitment
- Data entry for student admissions applications and acceptance and registration
- Facilitate BOOST registration
- Facilitate the Essay assessment

Employee Name: Currently Vacant, Previously Hannah Heath – Clerk/Receptionist @ University HS

Previous Job Title : *Not In TUSD, (Previously at Command Center as Staffing Specialist)*

Credentials: No Degree's indicated on application.

Others Considered: xx other applicants were referred, x=Declined, x=Interviewed, Not Selected, x=Did not respond to school request for interview, x=referred, but not chosen for interview.

GATE Positions for 2015-16

1 Position was consolidated to a Resource Teacher and Librarian Position

Alzira Duncan- GATE Resource Teacher (Combined Position)

- GATE Itinerant Teacher for Pull-Out Program
- Monitors and Distributes GATE Library teacher resources

Employee Name: Alzira Duncan— GATE Resource Teacher
-Hired 8/3/15 –Present.

Previous Job Title : GATE Librarian

Credentials: Bachelors Degree indicated on application.

Others Considered: 3 applicants were referred, 1 did not return call, 3 Interviewed, 2 Not Selected

3 Vacancies were filled in GATE this year
Lynn Ramsey – GATE Itinerant Teacher Vacancy
GATE Itinerant Teacher for Pull-Out Program

Employee Name: Lynn Ramsey — GATE Resource Teacher
-Hired 8/27/15 –Present.

Previous Job Title: GATE Itinerant Teacher

Credentials: Bachelors Degree indicated on application.

Others Considered: 6 applicants were referred, 1 did not have teacher cert, 1 no GATE endorsement, 1 did not return call, 3 Interviewed, 2 Selected, 1 Not Selected

Rose Mazza – GATE Itinerant Teacher Vacancy
GATE Itinerant Teacher for Pull-Out Program

Employee Name: Rose Mazza — GATE Resource Teacher
-Hired 8/27/15 –Present.

Previous Job Title: GATE Itinerant Teacher

Credentials: Bachelors Degree indicated on application.

Others Considered: 6 applicants were referred, 1 did not have teacher cert, 1 no GATE endorsement, 1 did not return call, 3 Interviewed, 2 Selected, 1 Not Selected

Lori Jenkins- Administrative Secretary vacancy was filled this year for GATE office at Tully who was responsible for:

- Maintain personnel files for GATE Itinerant
- Facilitate distribution of materials for GATE Itinerant Program
- Coordinate and Facilitate GATE testing for K-6th grade
- Parent communication through mailings, emails, face to face contact and phone
- Data entry for student records, including admissions applications and acceptance and registration
- Coordinate out reach events for GATE Dept.

Employee Name: Lori Jenkins — Administrative Secretary -Hired 8/3/15 – Present.

Previous Job Title : Administrative Secretary

Credentials: No Degree's indicated on application.

Others Considered: 43 applicants were referred, 2 declined, 1=No Show, 1 did not return call, 4=Interviewed, 3 Not Selected