

H.R.T.C - EXPLANATION OF RESPONSIBILITIES

HIRED STAFF	Dr. Adelle McNiece	Laurie Westfall	Sally Jacunski	Eileen Bates
JOB TITLE	Senior Program Coordinator	Senior Program Coordinator (Position is currently vacant. Magnet Department has been directed to not repost.)	Senior Graphic Designer (Position under the supervision of the Communication Department)	Administrative Assistant
PREVIOUS JOB TITLE	International Baccalaureate Program Coordinator	Data and Intervention Specialist	Project Specialist	Office Manager
CREDENTIALS	BS, MA, PhD 3 years exp. Magnet school programs 7 years exp. coordinating programs	BA, MEd 3 years exp. Magnet services 16 years teaching 2 years admin AP 3 years exp. coordinating program 2 years Assistant Director, Adult and Family Education	Credentials available from Communications Department.	Associates 20 years exp. admin assistant/office management
DATES OF EMPLOYMENT IN PRESENT POSITION	7/29/13 - present	7/29/13 - 6/2/15 Position currently vacant.	7/1/14 - present	8/13/14 - present
OTHERS CONSIDERED FOR THIS POSITION?	Yes - Procedures for competitive process were followed.	Yes - Procedures for competitive process were followed.	Yes - Procedures for competitive process were followed.	Yes - Procedures for competitive process were followed.
EXPLANATION OF RESPONSIBILITIES	• Support Magnet Director as needed in grant writing, magnet plan development, desegregation and achievement data analysis, community outreach and forums, and serve on School Support Teams for Priority 1 schools • Support and improve all TUSD magnet elementary, middle, and high school programs • Attend site-based magnet leadership team meetings • Provide regular site-based professional development sessions for school leadership teams and instructional staff • Provide monthly professional development for magnet coordinators • Visit sites to conduct classroom walkthroughs for theme visibility and theme implementation		• Develop Branding Components for each Magnet School – Brochures, Banners, Ads, etc. • Coordinate Magnet Recruitment events • Develop, Code and Maintain Magnet Web-Sites • Train and Support Magnet School Webmasters • Maintain Magnet School Webs when necessary • Assist Magnet Schools with Theme Visibility by providing - photography, videos, posters, etc.	• Manages Office • Manages Budgets • Calendars • Meeting Preparation • Minutes of Meetings

H.R.I.C - EXPLANATION OF RESPONSIBILITIES

HIRED STAFF	Bryant Nodine	Charlotte Patterson	Victoria Callison
JOB TITLE	Director of Student Assignment	Director of Student and Community Outreach	Magnet Program Director
PREVIOUS JOB TITLE	Same	Principal	Magnet Grant Director
CREDENTIALS	Education: Bachelor of Science-Oceanography Master of Science – Planning & Engineering TUSD Planning & MIS Pgrm 7/09-10/13 TUSD School Dist Planner 9/05-7/09 Town of Oro Valley 3/96 – 8/05 TUSD Planner 11/89 – 3/96		MA- Educational Leadership K-8 Administrator Certification BA- Elementary Education and Early Childhood International Baccalaureate Administrators Certification
DATES OF EMPLOYMENT IN PRESENT POSITION	TUSD Acting Director Student Assignment 10/1/2013 (active)	Sept. 2014 to Present	May, 2012
OTHERS CONSIDERED FOR THIS POSITION?	All documentation regarding the competitive process for this position are located in HR.	Yes- Competitive Process	Yes- Competitive Process
EXPLANATION OF RESPONSIBILITIES	• Directs student assignment, magnet and open enrollment activities. • Coordinates student placements with all relevant TUSD departments including, Transportation, Facilities, Magnet Schools and other programs. • Directs the development of short – and long-range enrollment projections, land use and space utilization planning, and administration of the Operations Management Information System. • Reviews census data, input from Site Administrators, dept heads, and demographic data to determine basis for enrollment projections. • Directs enrollment eligibility with TUSD Governing Board policies for the purpose of determining residence address of parents and students. Authorizes attendance either on tuition or non-tuition basis.	• Directs the assignment activities and open enrollment. • Coordinates those student placements with all relevant TUSD departments • Insures compliance and eligibility with TUSD district and I boundary policies for the purpose of determining residency address of parents and students. • Reviews requests for student transfers, determines appropriate policy, statue or court order and approves movement between magnet and open enrollment schools. • Coordinates with foreign exchange agencies in school placement. Initiates I20 foreign student visa documentation. • Attends, participates and presents at workshops, conferences, and school and community meetings involving school placement through the District lottery system.	• Collaborates with central and site staff to develop, establish, and evaluate magnet school policy and procedures; ensures that state and federal requirements are followed. • Coordinates central and site efforts to strengthen magnet programs; includes ensuring the continuity of specific magnet themes K-12. • Develops a yearly magnet timeline plan of tasks including a five year/minimum 5-6 program rotating evaluation plan of existing magnet school programs • Identifies, investigates, all applicable grants. • Directs curriculum specialists in the development of standards-aligned magnet curriculum, directs development of instructional strategies, directs the implementation and evaluation of magnet programs. • Directs the preparation of media and promotional items to publicize magnet school programs and communications. Promotes markets magnet schools to the public.



CODE: 92244
UNIT: Exempt Coord (EXC)
GRADE: 3
FLSA: Exempt

CLASSIFICATION TITLE

SENIOR PROGRAM COORDINATOR

SUMMARY

Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program are accomplished according to established priorities, time and funding limitations or other specifications.

[A "program" refers to carrying out a specific service or specific activity within the district. This classification is differentiated from the program coordinator by the number of affected people, the greater impact on the district and the size of the program's budget, as determined by human resources.]

Note: Specific summary information relating to the program this position is being placed in will be provided by the department and approved by Human Resources.

MINIMUM REQUIREMENTS

Master's Degree.

AND

Two years of experience administering or coordinating programs

OR

Bachelor's Degree

AND

Five years of experience administering or coordinating programs

OR

Ten Years of progressive experience administering or coordinating programs.

Knowledge of federal and state legislative requirements related to specific program is required.

Knowledge and ability to use word processing, database, and spreadsheet programs

Three (3) years Supervisory Experience

Any equivalent combination of experience, training, or education.

Some positions within this classification may require some type of certification.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Coordinates the activities of the program with interrelated activities, or with other programs or departments or schools.

Supervises and evaluates assigned personnel.

Provides training, organize conferences and chair committees related to program.

Develops and recommends new or revised program goals and objectives. Develops and implements action plans.

Develops and schedules program work plans based upon established priorities, time and funding limitations or other specifications.

Monitors and approves program expenditures. Prepares or assists with funding or budget proposals.

Confers with and advises staff, students, community members, or others of program goals and objectives, and of the means to achieving those goals and objectives. Collaborates with community, governmental and/or social service agencies as needed.

Prepares periodic reports, financial statements and records on program activities, progress or status.

Adheres to all federal and state laws, court orders, and District policies, and regulations.

Note: Additional specific functions relating to the program this position is being placed in may be provided by the department and approved by Human Resources.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

May coordinate, monitor or supervise the activities of subordinates.

M: JOB 92244
New: 8/06
Revised: 5/13
USP Reviewed 5/13



CODE: 61310
UNIT: SCF
GRADE: 13
FLSA: Non-Exempt

CLASSIFICATION TITLE

Graphic Designer, Sr.

SUMMARY

This position is responsible for generating fresh and creative approaches to visual messaging, publications, related materials and computer graphics to support the Tucson Unified School District (TUSD) brand.

MINIMUM REQUIREMENTS

Associate degree (or completion certificate) in Computer Graphic Art/Design, Electronic prepress, Desktop Publishing or related area.

AND

Three (3) years of computer graphic design experience.

Experience and proficiency using Adobe Illustrator, Adobe InDesign and Photoshop

Proficiency in design and layout skills for multiple messaging delivery vehicles

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Experience with Web Design

Photography skills

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Creates composites and develops concepts depending on needs and budgetary considerations for TUSD assigned projects. Determines and advises appropriate personnel of the most artistic, efficient, and economical method of present and reproducing materials regarding project specifications such as paper stock, graphic content, layout, costs and media requirements.

Responsible for the cohesive design of art and copy layouts such as logos, posters, brochures, etc. for District staff.

Utilizes knowledge of layout principles and aesthetic design concepts to transform written copy into clear visual representations for district staff.

Responsible for quality checks and reviewing for content and clarity.

Responsible for maintaining equipment and computer hard/software such as peripherals, hard drives and scanners. Responsible for maintaining computer graphic/electronic prepress inventory.

Responsible for managing multiple concurrent projects and meeting assigned deadlines.

Supervises and responsible for the utilization and maintenance of a fiery unit and color copier to output first generation color copies from computer or disk.

Prepares ad hoc reports and maintains files.

May make design presentations to various District personnel, including the TUSD Governing Board.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written, graphic, and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, fax, and modem. Computer equipment including (but not limited to printer, scanner, modem, removable drives and software. Graphics equipment and copier. Proportional scale, E-scale, and densitometer.

WORKING CONDITIONS

Indoor. Shop environment. Exposure to noise. Contact with employees, students, and public. Exposure to chemicals and noxious substances.

CONTROL, SUPERVISION

May supervise assigned personnel.

M:JOB61310
New 2/14



CODE: 41187
UNIT: White Collar
GRADE: 9
FLSA: Non-Exempt

CLASSIFICATION

Administrative Assistant

SUMMARY: Acts on administrative decisions and provides confidential secretarial or office support. May have additional functions specific to area of assignment.

MINIMUM REQUIREMENTS

Four (4) years Business/Office Experience

Basic knowledge of accounting/bookkeeping practices and principals

Proficient using word processing, database, and spreadsheet programs

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Supervisory Experience

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Provides confidential administrative/secretarial support to supervisor and staff and may manage office activities. May have additional functions specific to area of assignment.

Greets visitors, receives and distributes telephone calls, messages and mail. Sorts, screens and prioritizes supervisor's mail and attaches relevant information. Monitors departmental email; answers, sorts, screens, and attaches relevant information when forwarding

Coordinates or monitors and/or supervises the activity of classified staff, temporary workers and/or student helpers; provides training as appropriate. Arranges for substitute personnel; orients and explains policies and procedures to substitutes.

Investigates and responds to concerns of parents, staff, administrators, district offices, public agencies and the general public. Serves as a reference source on district and board policies and procedures.

Serves as resource to parents and staff for the interpretation of interscholastic regulations.

Coordinates with vendors, delivery persons and TUSD property control regarding miscellaneous equipment, athletic equipment and supplies.

Composes, types, and transcribes correspondence, reports, meeting minutes, agendas and personnel forms. Maintains files.

Assists supervisor with special projects.

Assists with specialized clerical functions and special projects.

Coordinates schedules, appointments, and arranges for meetings and in-services. Prepares information necessary for appointments, meetings, or in-services. Coordinates out of town travel arrangements.

Researches information to assist supervisor with the compilation of reports.

Maintains and reconciles budgets/funds for various activities. Monitors account expenditures. Recommends transfer of funds to meet changing requirements and ensure that limits are not exceeded.

Orders equipment and office supplies as approved by supervisor. Maintains records of purchase orders, invoices and requisitions. Contacts vendors for purchases, obtain quotes, evaluate prices and quality and recommend selection of vendors. Acknowledges receipt of equipment and supplies received and approve invoices for payment.

Coordinates and prepares bids for special equipment and supplies for solicitation and Purchasing Department.

May approve requisitions within funding limitations.

Maintains the inventory stock levels of office and instructional supplies.

Performs annual equipment and supply inventory verifications.

Coordinates the collection and submission of Board Agenda items as required and verifies for content, completeness and accuracy.

Assists supervisor with payroll for department staff. Processes timesheets, ensuring accuracy and completeness. May prepare time sheets for teachers who have extra duty school activities. Makes payroll calculations as needed. Distributes paychecks.

Handles limited amounts of money within established guidelines.

MARGINAL FUNCTIONS

May serve as a Notary Public

MENTAL TASKS

Communicating. Comprehending. Reads.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses telephone, computers, copiers, fax, printers, calculators, shredding machine, manuals, and forms.

WORKING CONDITIONS

Indoors. Office environment. Contact with public and employees.

CONTROL, SUPERVISION

Supervises and monitors employees and student aides.

M:JOB41187
New: 6/14



CODE: 15699 (Acting 115699)
UNIT: ADE
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE
DIRECTOR – STUDENT ASSIGNMENT

SUMMARY

The Director is responsible for the implementation of all Tucson Unified School District (TUSD) student assignment strategies including magnet and open enrollment, the development of short- and long-range enrollment projections, designation of school district boundaries, land use and space utilization planning.

MINIMUM REQUIREMENTS

Masters Degree in Urban Planning, business administration, or related field

Five (5) years experience in urban or regional planning practices to include three (3) years of experience in administration and educational planning, policy, research and/or evaluation.

Knowledge and ability to use word processing, database and spreadsheet programs

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Valid AZ Driver's License required within 10 days of hire. Must not have accrued eight points against Driver's license within the past two years.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Directs student assignment, magnet and open enrollment activities. Coordinates student placements with all relevant TUSD departments including, but not limited to, Transportation, Facilities, Magnet Schools, and other programs.

Directs the development of short- and long-range enrollment projections, land use and space utilization planning, and administration of the Operations Management Information System (MIS).

May direct other programs relevant to support student assignment as assigned.

Directs and supervises assigned staff. Responsible for oversight of departmental budgets. Responsible for ensuring requests for student transfers, adhere to appropriate policy, statute, or court order and oversees movement between magnet and open enrollment schools.

Reviews census data, input from Site Administrators, Department Heads and demographic data to determine basis for enrollment projections.

Directs enrollment eligibility with TUSD Governing Board policies for the purpose of determining residence address of parents and students. Authorizes attendance either on tuition or non-tuition basis.

Manages the compilation of data into usable format. Directs the development of short- and long-range land use and space planning for the District.

Responsible for the availability of adequate facilities by developing short and long-range plans, goals, and projections for facilities based on student enrollment, community development, and instructional program requirements. Identifies new sites and facilities needs and remodeling of existing facilities. Coordinates program processes with other departments and government agencies.

Directs the coordination and development of specifications for portable classrooms.

Directs the designation of receiving schools and transportation arrangements for students opting out of schools in improvement under Elementary and Secondary Education Act. Responsible for oversight of database maintenance and reports to the state of Arizona.

Directs the analysis of demographic changes, rezoning, and housing developments to determine the impact on TUSD to predict enrollment figures by school and class. Advises appropriate personnel of findings for facility utilization, budgeting, and staffing needs.

Directs inspections of District owned land and evaluation land as a potential building site. Directs Development of site assessment reports and makes recommendations on land use.

Coordinates and participates in negotiations with Federal and State Agencies for acquisition of school sites by patent, lease or dedication. Submits offers and terms for approval.

Serves as principal resource person on planning committees for location and boundaries of new schools. Directs data compilation for committee review. Presents findings recommendations to committee.

Responsible for the preparation of reports as requested.

Directs and participates in reviews of city, county, and state plans for road changes or development in school areas. Responsible for determining traffic safety or transportation impact on District. Makes decisions on how to resolve and potential problems. Collaborates with city, county, state, and federal departments to resolve potential traffic safety or transportation impact on the District.

Directs the formulation, interpretation, and/or implementation of policy.

Directs the execution of major assignments related to Operations.

Directs the maintenance of the reference library and related planning reports and documents on all district sites.

Provides continued analysis and advice regarding uses for TUSD's facilities and school campuses.

Represents TUSD as designated to appropriate individuals, groups, and/or agencies regarding the strategic and long-range planning, development, and infrastructure processes and policies of the district.

Adheres to all court orders, state, and federal laws, and District policies, and regulations.

MARGINAL FUNCTIONS

Serve on district committees as needed.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others. Interpersonal skills such as critical thinking and problem analysis and resolution.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weight up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as computers, telephones, printers and copiers. Operates a standard or automatic transmission motor vehicle.

WORKING CONDITIONS

Indoor. Shop environment. Office environment. Exposure to noise, dust, pollution. Outdoor. Exposure to all weather/climate conditions and temperatures. May work in small cramped areas. May drive in all types of traffic conditions.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

M:JOB
New 12/13



CODE: 14699
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – STUDENT PLACEMENT AND COMMUNITY OUTREACH

SUMMARY

This position is responsible for all student assignment activities and open enrollment. The Director is responsible for coordinating student placements with all relevant Tucson Unified School District (TUSD) departments including, but not limited to Transportation, Facilities, Magnet Schools, Facilities, and other programs. This position manages the Community Services Department including school choice and other community related responsibilities. The Director is responsible for overseeing Family Centers, and other programs relevant to support Student Placement and Community Outreach.

MINIMUM REQUIREMENTS

Masters degree in education, business administration or related field

Three (3) years of experience managing community programs or agencies

Five (5) years of teaching and/or experience in school site administration

Administrative certificate

Structured English Immersion (SEI) endorsement

Arizona IVP Fingerprint Clearance Card

Any equivalent combination of education and experience which meet the minimum requirements.

PREFERRED QUALIFICATIONS

Demonstrated knowledge of State requirements under Open Enrollment and the history of the Federal Desegregation Court order regarding Magnet schools.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Directs the assignment activities and open enrollment. Coordinates those student placements with all relevant Tucson Unified School District (TUSD) departments including, but not limited to Transportation, Facilities, Magnet Schools, and other programs.

Directs and supervises assigned staff

May direct other programs relevant to support Student Placement and Community Outreach as assigned.

Insures compliance and eligibility with TUSD District and I boundary policies for the purpose of determining residency address of parents and students. Authorizes attendance either on tuition or non-tuition basis.

Attends, participates, and presents at workshops, conferences, and school and community meetings involving school placement through the District lottery system.

Reviews requests for student transfers, determines appropriate policy, statute or court order and approves movement between magnet and open enrollment schools.

Coordinates with foreign exchange agencies in school placement. Initiates I20 foreign student visa documentation.

Investigates parent, student, staff and community complaints or concerns related to student placement and community outreach in the District. Responsible for satisfactory resolution of complaints or concerns.

Represents TUSD to community agencies, including but not limited to, such agencies as United Way, American Red Cross, and other Board approved fund raisers.

Coordinates with Child Protective Services, foster homes and law enforcement agencies such as Juvenile Court, Tucson Police Department, and Sheriff's Department. Makes recommendations for student placement.

Investigates reports regarding parent and student behaviors such as truancy and child abuse. Collaborates with School Safety officers. Initiates corrective action.

Researches and gathers information on agencies that wish to provide services and information to TUSD. Verifies their organizational affiliation. Determines relevancy. Approves their presentations and monitors their actions.

Shares information with District staff regarding services for students/parents. Interacts and communicates with other departments in Programs & Outreach.

Maintains and updates database information for District, federal, and State reports regarding open enrollment and other relevant programs that support Student Services and Community Outreach.

Manages and keeps department budgets for student placement.

Designates receiving schools and arranges transportation for students opting out of schools in improvement under Elementary and Secondary Education Act. Maintains database and reports to State.

Writes grants and oversees implementation of grants for Title 1 monies: Homeless, Refugees and Neglected & Delinquent students.

Manage and maintain district volunteer program and reports; provide information to Risk Management. Shares information regarding school requirements for volunteers.

Collaborates with Superintendent's Staff on students regarding expulsions and suspensions. Develops conditions for re-admission. Monitors probationary students' conduct and recommends corrective action if necessary.

Solicits funds for various TUSD initiatives from business and community agencies.

Develops and maintains the annual school calendar in collaboration with such agencies as T.E.A., T.A.I., S.C.P.C. and the Governing Board.

Adheres to all court orders, state and federal laws, and District policies and regulations pertaining to student assignment and placement.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials. Reads and comprehends complex materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff.

REVIEWED MAY 2000

M:JOB14699

REVIEW DATE: March 1993

Revised 6/04, 3/09, 10/09, 3/13

USP Review: 3/13



CODE: 16250
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

Director of Magnet School Programs

SUMMARY

The Director of Magnet School Programs will be responsible for working with site and central staff on magnet curricula, curriculum integration, district-wide program continuity, program evaluation, marketing and recruitment, parent/community involvement, and developing community and business partnerships. Additionally, the Director will be responsible for developing and monitoring magnet policies and procedures, conducting all necessary professional development, grant writing and being a liaison to the TUSD community.

MINIMUM REQUIREMENTS

Master's Degree in Education, Educational Administration, K-12 Curriculum & Instruction or closely related field(s).

Valid Supervisor PreK-12 Certificate, Arizona Administrative Certificate, or Principal Certificate

Three (3) years teaching experience

Five years program management and/or supervisory experience.

Experience developing and managing budgets.

Experience in writing successful local, state and federal grants.

Previous work experience with magnet schools/programs.

Knowledge of federal and state rules and regulations pertaining to the funding and implementation of grants.

Knowledge and ability to use word processing, database, and spreadsheet programs.

Excellent, and effective, verbal and written communication skills in English.

Experience in working with diverse constituencies/populations.

PREFERRED QUALIFICATIONS

Demonstrated successful private fundraising experience.

Demonstrated successful partnership development experience.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Collaborates with central and site staff to develop, establish, and evaluate magnet school policy and procedures; ensures that state and federal requirements are followed.

Coordinates central and site efforts to strengthen magnet programs; includes ensuring the continuity of specific magnet themes K-12.

Develops a yearly magnet timeline plan of tasks including a five year/minimum 5-6 program rotating evaluation plan of existing magnet school programs.

Identifies, investigates, and pursues all applicable federal, state, local and business assistance grants and/or relationship opportunities, including but not limited to the Magnet Schools Assistance Program Grant.

Provides in-services and leadership to staff on district integration needs and magnet school policies and procedures.

Takes leadership in directing, coordinating, planning, and implementing professional development related to magnet themes and shares research related to the themes and student learning.

Directs curriculum specialists in the development of standards-aligned magnet curriculum at individual sites, directs development of new instructional strategies, directs the implementation and evaluation of new alternative programs including technology integration, and directs development of unique and distinctive curricular course offerings, etc.

Facilitates principal and resource teacher meetings, collaborates with principals and teachers to develop course descriptions, syllabi, units of study, and instructional strategies.

Directs the preparation of media and promotional items to publicize magnet school programs. Communicates, markets, and promotes magnet schools to the public.

Represents the district at meetings, workshops, and in-service programs that support the magnet school program including, but not limited to magnet fairs, Governing Board meetings, and other events.

Visits, along with specific magnet school site staff, targeted community areas to inform parents and students of program availability and opportunities, including letter/phone call follow-up. Ensures continuing communication with parents, students, and community regarding magnet school opportunities.

Coordinates with magnet school sites in the analysis, evaluation, and improvement of student achievement.

Directs the evaluation of magnet program activities, and progress and ensures that state and federal requirements are followed.

Serves as liaison between transportation department and parents.

Performs all other duties as assigned.

MENTAL TASKS

Communicates, reads, and comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor, office environment. Contact with employees, students and the public.

CONTROL, SUPERVISION

Supervises assigned staff. Interviews, trains, directs, and appraises the work of others. Disciplines and handles employee complaints.

M: JOB16250
New: 1/12



CODE: 34701
UNIT: Teacher
FLSA: Exempt

CLASSIFICATION

Magnet Site Coordinator (Site Based)

SUMMARY

This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. The Magnet Coordinator will conduct professional development related to both content and pedagogy of magnet theme, collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School Information.

MINIMUM REQUIREMENTS

Appropriate Arizona Teaching Certificate

Structured English Immersion (SEI) requirement

Arizona IVP Fingerprint Clearance Card

Experience Developing Thematic Units

Experience providing Professional Development

Five (5) years teaching experience

PREFERRED QUALIFICATIONS

Experience with Magnet School Plan

Knowledge of Magnet Evaluation System

Knowledge of Magnet School Standards and Measures as related to school themes

Knowledge of Unitary Status Plans

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Coordinates with appropriate personnel to develop, manage, and monitor the magnet curriculum at assigned site.

Coordinates with sites to develop and implement data collection models and tools as related to magnet theme to capture benchmark student achievement data

Provides instructional feedback to teachers and administration regarding magnet themes.

Provide all documentation of magnet activities

Conducts outreach, recruitment, and marketing to ensure students, parents, and public are aware of Magnet School programs.

Desegregates data including enrollment, grade, AIMS (or other state mandated assessments), ATI, DIBLES, and unit assessment to appropriate personnel.

Conducts professional development as related to both content and pedagogy of magnet theme.

In collaboration with appropriate TUSD personnel collaborates and researches outside resources for professional development

Uses Mohave for course designation.

Creates collaborative relationships with outside resources including but not limited to local and national businesses, charitable and professional resources, and community resources.

Works with appropriate district personnel to provide resources for teachers

Attends all district training required for teachers.

Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum.

Coordinates with site level staff to identify students who are not making adequate academic progress.

Using current research creates informs the district of the best methods and policies that will ensure an equitable educational experience for Magnet School students.

Adheres to all state magnet school laws, regulations and guidelines. Serves as a resource to TUSD personnel regarding magnet school regulations, guidelines, governing board policies, and specialist rulings.

Assists TUSD personnel with planning and monitoring professional development related to magnet school curriculum implementation. Researches magnet school curriculum practices and applies knowledge of training best practices and instructional design principals.

Attends mandatory trainings from the Magnet office including webinars.

Coordinates federal, state, and district report preparation and data collection

MARGINAL FUNCTIONS

Order classroom supplies and instructional materials.

MENTAL TASKS

Communicates – verbally and in writing. Reads. Analyze and evaluate student progress and course curriculum. Develop, implement and evaluate plans. Perform functions from written and oral instructions and from observing and listening to others. Evaluate written materials to include written assignments and tests.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses blackboard, whiteboard, easel, bulletin board, chalk, markers, and office or instructional equipment, such as telephones, fax-machines, computers and associated technology. May use hand tools and operate power-driven machinery.

WORKING CONDITIONS

Indoor - classroom environment. Contact with the public, employees, children and parents.

CONTROL, SUPERVISION

None

M: JOB34701
New: 4/13



CODE: 92285
UNIT: EXC
GRADE: 3
FLSA: Exempt

CLASSIFICATION

INSTRUCTIONAL DATA & INTERVENTION COORDINATOR

SUMMARY

Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum. The Instructional Data & Intervention Coordinator is committed to improving staff assessment skills as well as data analysis and data collection skills to ensure that students meet state and district academic standards. This position provides principal, teachers, and interventionists with effective professional development in data collection, data analysis, student assessment, interventions, and researched-based pedagogy.

MINIMUM REQUIREMENTS

Master's Degree in Education or a related field

Arizona Teaching Certification in elementary or secondary education.

Three (3) years teaching experience

Knowledge of research in assessment for professional development

Knowledge of classroom assessment models and rubric formation and uses

One (1) year experience providing instructional data analysis.

Understands the antecedents of school reform

Knowledge of research on best practices, specific models to improve student achievement, and whole school reform

Experience working with diverse student populations.

Experience providing professional development including the integration of technology into professional development materials

Experience with Word Processing/Database/Spreadsheet programs

Any equivalent combination of experience, training, or education

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Coordinates with site level staff to identify students who are not making adequate academic progress.

Designs effective research based interventions.

Implements and monitors the effectiveness of strategic plans, instructional strategies, and assessments.

Coordinates with sites to development and implement data collection models and tools to capture benchmark student achievement data.

Provides Professional Development, Training, and Coaching on interventions and data analysis.

Provides data analysis using AIMS, ATI, DIBELS and other Formative Assessments.

Collaborates with appropriate district and site personnel for data collection and analysis.

Coordinates Federal, State and District report preparation and data collection.

Attend trainings and workshops as required.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephones, computers and copiers.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees and the public.

CONTROL, SUPERVISION

Supervises assigned personnel.

M: JOB92285
New: 3/12