

EXPLANATION OF RESPONSIBILITIES

HIRED STAFF	Alma Iniguez
JOB TITLE	Director, Family and Community Outreach
PREVIOUS JOB TITLE	Title I Project Facilitator for Family Engagement Center
CREDENTIALS	-Master's degree in Education Administration -5 years of Management/Supervisory experience -15 years demonstrated experience with diverse populations -9 years experience working with community agencies, local and state governments Partnership development experience
DATES OF EMPLOYMENT IN PRESENT POSITION	01/15/2015- present
OTHERS CONSIDERED FOR THIS POSITION?	Yes - Procedures for competitive process were followed. Refer to the following section as this is being reported by Human Resources: USP IV.K.1.a
EXPLANATION OF RESPONSIBILITIES	<ul style="list-style-type: none"> • Direct, supervise and manage Family and Community Outreach Department and personnel to provide advocacy and support services for TUSD families • Develop and monitor budget which utilize federal, state and private funds to provide support services • Develop a process for identifying and engaging new partnerships • Supervise the design and monitor the utilization of the TUSD Clothing Bank • Organize meetings as needed for the expansion of TUSD's Family Resource Centers • Attend professional development trainings, community activities and meetings • Act as a resource to District Staff and families on best practices in areas of family engagement, elements of homelessness and resource development • Maintain a TUSD presence and collaborate with outside agencies focused on the well being of TUSD students and families including but limited to: Pima County Juvenile Court, United Way of Tucson and Southern Arizona, the Southern Arizona Community Schools Alliance, and Healthy Pima, Youth on their Own

EXPLANATION OF RESPONSIBILITIES

CODE: 26113
UNIT: ADE
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR—FAMILY AND COMMUNITY OUTREACH

REPORTS TO: Assistant Superintendent of Student Support Services

SUMMARY

The Director of Family and Community Outreach plans, directs, and administers programs and resources for the benefit of students and their families within the Tucson Unified School District (TUSD). The Director provides direction and oversight of all Family Engagement activities ensuring compliance with Federal, State, and Private Grants that come under his/her direction. The Director will provide TUSD participation and leadership within Community Partnerships dedicated to improving the educational outcomes of our students.

MINIMUM REQUIREMENTS

Master's degree in Education, Public Administration, Social Work or related field

Five years of Management/Supervisory experience

Demonstrated experience with diverse populations

Experience working with community agencies, local and state governments

Partnership development experience

Demonstrated verbal and written communication skills

Experience writing and monitoring grants

Experience with and a commitment to collaboration

PREFERRED QUALIFICATIONS

Doctorate degree

Experience with the fields of Family Engagement, Systems Thinking, Restorative Practices, and Community Impact

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

Directs, supervises and manages assigned departments and personnel to provide advocacy and support services for homeless, neglected, and delinquent students and their families.

Supervises the design and monitors the utilization of the TUSD Clothing Bank in conjunction with the District's Family Engagement Plan.

Maintains a TUSD presence and collaborates with outside agencies focused on the well being of TUSD students and families including but not limited to: Pima County Juvenile Court, United Way of Tucson and Southern

EXPLANATION OF RESPONSIBILITIES

Arizona, the Southern Arizona Community Schools Alliance, Healthy Pima, Youth On Their Own, and The Tucson Pima Collaboration to End Homelessness.

Develops a process for identifying and engaging in new partnerships.

Develops and monitor budgets which utilize federal, state, and private funds to provide support services.

Apprises District Leadership and School Sites of Department offerings and projects.

Acts as the TUSD Homeless Liaison including providing and monitoring Professional Development requirements contained within the McKinney Vento Homeless Assistance Act annually.

Acts as a resource to District staff and families on best practice in the areas of Juvenile Justice, the effects of trauma on school success, elements of homelessness, family engagement, and resource development.

Applies current research in systems thinking and collective impact to program development.

Provides professional development for staff to understand cultural diversity and the effects of poverty.

Work in concert with Arizona Department of Education Homeless and Neglected & Delinquent Program Coordinators.

Communicates support of District goals, decisions, initiatives, and policy to staff, students, families, and the community.

Attends professional conferences at state and national levels, community activities, and other meetings representing TUSD.

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

Performs additional duties required to specific area of assignment.

MENTAL TASKS

Communicates. Develops, plans, and evaluates programs. Reads and comprehends complex materials. Utilizes problem solving techniques.

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 standard office equipment, telephone, computer, and copier.

WORKING CONDITIONS

Indoors: Office and school site environment. Outdoors: Contact with employees, students, families, and the public.

CONTROL, SUPERVISION

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

M: JOB26113
New: 6/14

Staff member	Anna Read
Job Title	Administrative Assistant
Previous Job Title	School Office Manager
Credentials	<ul style="list-style-type: none"> • High School Diploma – 1986 • Pima Community College – Business Administration – 22 credit hours • 15+ years Customer Service experience • 10 years experience assisting families in need • 10 years office management experience
Dates of employment	January 1997 – present
Others considered for this position	Yes- Procedures for competitive process were followed. All documentation should be available with the Human Resources Department.
Explanation of responsibilities	<ul style="list-style-type: none"> • Submitting work orders for Duffy, Wakefield & Palo Verde • Submitting employee timesheets, work logs, vacation requests for our department • Submitting Technology Work orders • Submitting, receiving & approving- Requisitions and okay to pay • Submitting mileage forms for department employees • Submitting requests for furniture to be delivered or picked up from site • Submitting request for mail room to pick up and deliver packages to and from our department or others • Submitting PAFs, RAFs, Release Time and reimbursement forms • Submit requisition for caps & gown for graduating seniors that are McKinney-Vento • Answering phones, taking messages, opening, sending & receiving mail, sending and receiving emails regarding our department and other information • Attending meetings as requested by my supervisor • Fill in other positions as needed • Assist with McKinney-Vento families • Coordinate volunteers to work in the clothing bank • Attend professional development and workshops to better assist and be knowledgeable in district policies and procedures • Maintain a list of McKinney-Vento families and make sure they receive "Qualification Letter" • Request from PCJC the adjudication dates for Foster Children, and keep a log of such dates. • Carry out monthly fire drill at site as well as submit the necessary forms • Any other requests or activities as requested by my supervisor



CODE: 61174
UNIT: SCF
GRADE: 9
FLSA: Non-Exempt

CLASSIFICATION TITLE
ADMINISTRATIVE ASSISTANT

SUMMARY

Acts on administrative decisions, provides confidential secretarial support and may serve as an office manager.

MINIMUM REQUIREMENTS

Four years business office experience.

Basic knowledge of accounting/bookkeeping practices and principals.

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.

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.

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.

Greets visitors, receives and distributes telephone calls, messages and mail. Sorts, screens and prioritizes supervisor's mail and attaches relevant information.

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.

Schedules appointments and arranges for meetings and in-services. Coordinates out of town travel arrangements.

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

Maintain and reconcile budgets/funds for various activities. Monitor 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. Maintain records of purchase orders, invoices and requisitions. Contact 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.

Maintains the inventory stock levels of office and instructional supplies.

Researches information to assist supervisor with the compilation of reports.

Assists supervisor with special projects.

Coordinates the collection and submission of Board Agenda items from department and verify for content, completeness and accuracy.

MARGINAL FUNCTIONS

May approve requisitions within funding limitations.

MENTAL TASKS

Reads. Communicates, comprehends, calculates and computes. Analyzes and evaluates information to be processed. Composes written information. Researches project information. Coordinates training programs.

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 various office equipment to including telephone, computer, typewriter, copier.

WORKING CONDITIONS

Indoors. Office environment. Contact with public and employees.

CONTROL, SUPERVISION

Monitor and/or supervise assigned personnel.

M:JOB 61174
New & Revised fm JOB1173 – 7/99
Revised: 3/01, 11/03
Reviewed: 6/04