

APPENDIX IV – 98

**IV(K)(1)(a) Hire or Designated USP Positions**

In SY2015-16, one Administrator assignment changed. As a result of the Director of Professional Development and Support being assigned to the Interim Assistant Superintendent for Curriculum and Instruction position, the District appointed an Interim Director of Professional Development and Support.

USP Section	USP Page	Position Description	Employee's Name	Race/Ethnicity	Hire/Designate
IV.B.3.	16	Director Professional Development and Support (Interim)	MaryCarmen Cruz -	Hispanic	Designate

Additionally, the District assigned three additional Professional Development Academic Trainers (PDATs) and nine Teacher Mentors in SY 2015-2016. Others considered for the position and their credentials are provided.

FULL NAME	JOB TITLE	PREVIOUS JOB TITLE	OTHER CONSIDERED FOR THE POSTION	CREDENTIALS
<b>PROFESSIONAL DEVELOPMENT ACADEMIC TRAINERS AND TEACHER MENTORS (NEW HIRES 15-16)</b>				
Deeds, Michelle F.	Academic Trainers	TUSD: Math Teacher Coach / Curriculum Facilitator	HR hiring protocols were followed.	*TUSD: Professional Development Academic Trainer, Curriculum Development (6/4/2015-Present) * TUSD: Math Teacher Coach / Curriculum Facilitator- Roberts Naylor - TUSD: Tucson, AZ (07/17/2013 - present) * TUSD: K-5 Math Specialist- Peter Howell - Tucson, AZ (08/2012 - 07/2013) * TUSD: 1st Grade Teacher- Peter Howell Elementary - Tucson, AZ (08/2006 - 08/2012)
Hall, Melissa M.	Academic Trainers	TUSD: Teacher	HR hiring protocols were followed.	* Teacher Coach - TUSD - Cholla High Magnet School: Tucson, AZ (08/2012 - Present) * Teacher - TUSD - Cholla High Magnet School: Tucson, AZ (08/2006 - 05/2012) * Teacher - TUSD - Doolen Middle School: Tucson, AZ (08/1997 - 05/2006) * Teacher - TUSD - Pistor Middle School: Tucson, AZ (10/1996 - 05/1997) Education: Masters

				Degree
Slaine, Elizabeth Michelle	Academic Trainers	TUSD: Teacher Secondary English/Dual Enrollment Facilitator	HR hiring protocols were followed.	* Teacher Secondary English/ TUSD Dual Enrollment Facilitator - Tucson Unified School District : Tucson, AZ (08/2007 - present ) * Arizona State Coach for teacher leadership cadre - Teacher Leadership Institute : Washington DC, (8/2014 - present) * Adjunct Instructor Writing - Pima Community College: Tucson , AZ (1/2008 - present) * Master Teacher Curriculum Writer ELA 10th grade - Better Lesson: Cambridge , MA (08/2014 - 07/2015)
Bieberstein, Margaret Welch	Teacher Mentor	TUSD: Exceptional Education Teacher	HR hiring protocols were followed.	* Exceptional Education Teacher - Booth Ficket Math and Science Magnet TUSD: Tucson, AZ (08/2011 - present) * General education teacher 5th grade/3rd grade - TUSD Lawrence Intermediate: Tucson, AZ (08/2008 - 05/2011) * general education teacher grades 3 and 1 - Bonillas Back to Basic Magnet TUSD: Tucson, AZ (08/2003 - 05/2008) * Teacher kindergarten - Ford Elementary TUSD: Tucson, AZ (09/2002 - 05/2003) * 2nd Grade Teacher - Oracle School District Mountain Vista: Oracle, AZ (08/2001 - 05/2002) * teacher - Acacia Elementary School Vail Unified School District: Vail, AZ (08/1996 - 05/2001) Education: Masters Degree
Chapin, Diane Marie	Teacher Mentor	TUSD: Second Grade Teacher	HR hiring protocols were followed.	*TUSD: Teacher Mentor (9/2015-present) * Second Grade Teacher, Blenman - TUSD: Tucson, AZ (07/2014 - Present) * Fifth Grade Teacher, Tolson Elementary - TUSD: Tucson, AZ (07/2013 - 05/2014) * Fourth Grade Teacher, Blenman - TUSD: Tucson, AZ (07/2012 - 05/2013) Education:

				Masters Degree
Gonzales, Norma	Teacher Mentor	TUSD: 3rd Grade Classroom Teacher	HR hiring protocols were followed.	* 3rd Grade Classroom Teacher - TUSD Manzo Elementary: Tucson, AZ (08/2012 - Present) * Integration Specialist - TUSD Multiculture Curriculum Department: Tucson, AZ (08/2014 - Present) * Curriculum Specialist - TUSD Mexican American Department: Tucson, AZ (08/2003 - 05/2012) Education: Masters Degree
Hudson, Andrea	Teacher Mentor	TUSD: 3rd GATE Lineweaver Elementary	HR hiring protocols were followed.	* 3rd GATE Lineweaver Elementary - Elementary Teacher: Tucson, AZ (08/03 - current) Education: Masters Degree
Jaeger, Jesica	Teacher Mentor	TUSD: Intermediate Teacher	HR hiring protocols were followed.	* Intermediate Teacher - TUSD: Tucson, AZ (08/2012 - present) * 5th Grade Teacher - Omro Elementary School: Omro, WI (08/2004 - 07/2012) * Substitute teacher - Various WI Districts: , (01/2003 - 08/2004) Education: Masters Degree
Long, Rebecca	Teacher Mentor	TUSD: ExEd Teacher	HR hiring protocols were followed.	* ExEd Teacher - Tucson Unified School District (Sahuaro): Tucson, AZ (11/2010 - 05/2015) * ExEd Teaching Assistant - TUSD Sahuaro: Tucson, AZ (02/2009 - 11/2010) * ExEd Teaching Assistant - TUSD (Schumaker Elementary): Tucson, AZ (08/2002 - 05/2006) Education: Bachelors Degree

Paquette, Karen	Teacher Mentor	TUSD: Learning Supports Coordinator	HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* Learning Supports Coordinator - Tucson USD: Tucson, AZ (08/2012 - current)</li> <li>* Intermediate Self-Contained Teacher, Students with Emotional Disabilities - TUSD - Whitmore Elementary: Tucson, AZ (8/2007 - 9/2012)</li> <li>* Resourced ExEd Teacher - Palo Verde High School: Tucson, AZ (8/2006 - 5/2007)</li> </ul> Education: Masters Degree
Van Loan, Katherine R.	Teacher Mentor	Assistant Superintendent of Catholic Schools for the Diocese of Tucson - Diocese of Tucson	HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* Assistant Superintendent of Catholic Schools for the Diocese of Tucson - Diocese of Tucson: Tucson, AZ (07/01/2014 - 06/30/2015)</li> <li>* Interim Principal - St. Joseph Catholic School: Tucson, AZ (03/01/2014 - 06/30/2014)</li> <li>* Principal - Santa Cruz Catholic School: Tucson, AZ (06/01/2013 - 12/16/2013)</li> <li>* Assistant Principal, Junior High Coordinator, Teacher K - 8th grades - St. Elizabeth Ann Seton Catholic School: Tucson, AZ (07/01/2002 - 05/31/2013)</li> <li>* Modern Languages Dept. Chair and Teacher - Salpointe Catholic High School: Tucson, AZ (08/01/1985 - 05/30/2002)</li> </ul> Education: Masters Degree
Zbonack, Cathrine Mary	Teacher Mentor	TUSD: Math Co-Teacher	HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* Math Co-Teacher - Tucson Unified School District-Kellond Elementary School: Tucson, AZ (8/2015 - current)</li> <li>* Math Interventionist - Tucson Unified School District-Robins K-8 School: Tucson, AZ (08/2014 - 05/2015)</li> <li>* Math Interventionist - Tucson Unified School District-Kellond Elementary: Tucson, AZ (11/2010 - 05/2014)</li> <li>* Long Term Substitute-4th Grade - Tucson Unified School District-Safford Elementary: Tucson, AZ (01/2009 - 05/2009)</li> <li>* Teacher - Amphitheater School District: Tucson, AZ (01/1983 - 05/1995) Education: Masters Degree</li> </ul>

OTHERS CONSIDERED FOR PROFESSIONAL DEVELOPMENT ACADEMIC TRAINER AND TEACHER MENTORS				
Christ, James	Applied for PD Academic Trainer	AP teacher	HR hiring protocols were followed.	* AP teacher - Tanque Verde Unified: Tucson, AZ (07/2012 - 05/2013) * Principal, Interim Director of Resource Development - Tucson Unified: Tucson, AZ (07/2003 - 06/2011) * Assistant Principal - Tempe Union HSD: Tempe, AZ (07/2000 - 06/2003) Education: Master Degree
Glyn-Anderson, Elizabeth	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* Teacher - TUSD Safford K-8 International Baccalaureate Magnet: Tucson, AZ (09/01/2012 - 05/25/2015) * Teacher - Hohokam Middle School: Tucson, AZ (09/2009 - 05/2012) * Teacher - Catalina High School: Tucson, AZ (01/2009 - 05/2009) Education: Master Degree
Meyer, Christine	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* Middle School math teacher - TUSD - Pueblo Gardens: Tucson, AZ (07/2013 - present) * 6th grade math teacher - TUSD - Carson Middle School: Tucson, AZ (07/2009 - 05/2013) * 4th grade teacher - TUSD - Reynolds Elementary: Tucson, AZ (08/2008 - 05/2009) Education: Master Degree
Manickam, Sent	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* Math Teacher - Project MORE High School (TUSD): Tucson, AZ (07/2013 - 05/2014) * Math Teacher ( Algebra 2, Advanced Math, Japanese Elective) - Toltecalli High School (Charter): Tucson, AZ (08/2011 - 06/2013) * Math Instructor (Pre-Algebra, Introductory Alg, Intermediate Alg, College Alg, Pre-Calculus. - Tohono O'odham Community College: Sells, AZ (08/2006 - 01/2010) * Math Teacher ( Geometry, Honors Geometry) - Cholla High Magnet School (TUSD): Tucson, AZ (08/2000 - 08/2006) Education: Master Degree

Basurto, Xavier	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* Math Teacher - Tucson Unified School District: Tucson, AZ (08/2002 - 05/2015) Education: Master Degree
Voelkel, Christine	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* Sixth grade science long-term sub - Doolen Middle School: Tucson, AZ (03/2015 - present) * teacher - Desert Christian School: Tucson, AZ (07/1992 - present) * Executive Assistant and Student Activities Coordinator - Association of Christian Schools International: Tucson, AZ (06/2010 - 05/2013) * ELD Director, Instructional Coach, teacher - Wildcat School: Tucson, AZ (06/2007 - 05/2010) * community development liaison - Food for the Hungry International: Phoenix, AZ (01/1981 - 12/1990) Education: ED Specialist 6th Yr
Kane, Erica	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* TEACHER-21st CCLC COORDINATOR - TUSD-SAFFORD K-8: TUCSON, AZ (08/2013 - 07/2015) * MATH INTERVENTIONIST - TUSD-WAKEFIELD MIDDLE SCHOOL: TUCSON, AZ (08/2012 - 07/2013) * TEACHER - 6,7,8 ALGEBRA AND MATH INTERVENTIONIST - TUSD-HOHOKAM MIDDLE SCHOOL: TUCSON, AZ (08/2009 - 07/2012) * TEACHER-GRADE 5 - BROWARD COUNTY SCHOOL DISTRICT: FORT LAUDERDALE, FL (12/2002 - 07/2009) Education: Master Degree
Johnson-Marlow, Jennifer	Applied for PD Academic Trainer	TUSD: Teacher	HR hiring protocols were followed.	* Teacher, Culturally Relevant Dept. - Tucson Unified School District: Tucson, AZ (July 2015 - Present) * General/Exceptional Education Teacher, Dept. Chair - Alice Vail Middle School: Tucson, AZ (July 2011 - July 2015) * Teacher - Flowing Wells School District: Tucson, AZ (1999 - 2005) Education: Master Degree

McAllister, Amy	Applied for Teacher Mentor	TUSD: Teachers	HR hiring protocols were followed.	* Teacher - Tucson Unified School District: Tucson, AZ (08/2007 - present) * Teacher/Mentor/Cognitive Coach - Vail School District: Vail, AZ (07/1999 - 05/2007) * Teacher/Curriculum Management Team - Marana School District: Marana, AZ * Teacher - Clark County School District: Las Vegas, NV Education: Masters Degree
Beider, Kenneth	Applied for Teacher Mentor	Teacher	HR hiring protocols were followed.	* Drama Teacher (1st through 6th grades) - BASIS Tucson: Tucson, AZ (07/17/2012 - 05/29/2015) * Lecturer-Division of Curriculum & Instructional Leadership, School of Education, UMKC - School of Education, University of Missouri-Kansas City * Language Arts Teacher - PPEP TEC High School: Tucson, AZ (08/2006 - 04/2012) Education: Masters Degree
Fiore, Analizbeth	Applied for Teacher Mentor	Assistant Principal	HR hiring protocols were followed.	* Assistant Principal - Vail School District/Andrada Polytechnic High School: Tucson, AZ (06/2012 - present) * Teacher and Administrative Designee - Vail School District/Pantano High School: Tucson, AZ (06/2008 - 06/2012) * Clinical Assistant Professor/Student Teacher Supervisor - University of Arizona: Tucson, AZ (06/2004 - 06/2007) Education: Masters Degree
Schaub, Elsa	Applied for Teacher Mentor	Graduate Research Assistant	HR hiring protocols were followed.	* Coordinator of Instruction, Research, and Evaluation - University of Arizona: Tucson, AZ (08/2014 - 07/2015) * 7th & 8th GATE Science Teacher - Tucson Unified School District: Tucson, AZ (07/2002 - 05/2009) * 7th and 8th GATE Bilingual Science Teacher - Tucson Unified School District: Tucson, AZ (07/2001 - 06/2003) Education: Doctorate Degree



O'Neill, Melissa	Applied for Teacher Mentor		HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* Teacher - Tucson Unified School District: Tucson, AZ (01/2015 - 05/2015)</li> <li>* Executive Director - Rutas Alternas, Inc.: Tucson, AZ (05/2011 - present)</li> <li>* Teacher and HS Math Specialist - Tucson Unified School District: Tucson, AZ (08/2007 - 03/2011)</li> <li>* Teacher - Bisbee Unified School District: Bisbee, AZ (08/2005 - 05/2007)</li> <li>Education: Master Degree</li> </ul>
Dalby, Patricia	Applied for Teacher Mentor	TUSD: Reading Specialist	HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* Reading Specialist - Tucson Unified School District: Tucson, AZ (08/2012 - 05/2013)</li> <li>* Literacy Specialist - Tucson Unified School District: Tucson, AZ (09/2010 - 05/2011)</li> <li>* Research Assistant Professor - University of Arizona: Tucson, AZ (06/2006 - 07/2008)</li> <li>* Research Coordinator - University of Arizona: Tucson, AZ (07/2005 - 06/2006)</li> <li>* Supervisor Protocol Development - Mayo Clinic Scottsdale: Scottsdale, AZ (02/2003 - 09/2004)</li> <li>Education: Doctorate Degree</li> </ul>
Davis, Bennie	Applied for Teacher Mentor	TUSD: Behavior Intervention Monitor	HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* Behavior Intervention Monitor - TUSD: Tucson, AZ (01/2015 - Current)</li> <li>* Judge Pro Tempore - City of South Tucson: Tucson, AZ (10/2008 - 5/2015)</li> <li>* Academic Specialist/Mentor - TUSD: Tucson, AZ (02/2014 - 05/2014)</li> <li>* AVID tutor - TUSD: Tucson, AZ (03/2012 - 04/2014)</li> <li>Education: Master Degree</li> </ul>
Higgins, Jessica	Applied for Teacher Mentor	Teacher	HR hiring protocols were followed.	<ul style="list-style-type: none"> <li>* English Teacher - Challenger Middle School: Tucson, AZ (07/2014 - 05/2015)</li> <li>* ELL/English Teacher - Desert View High School: Tucson, AZ (07/2013 - 05/2014)</li> <li>* Tutor - ARoad2Learning: Gilbert, AZ (12/2007 - 05/2013)</li> <li>Education: Master Degree</li> </ul>



CODE: 16301  
UNIT: ADM  
GRADE: 4-B  
FLSA: Exempt

**CLASSIFICATION TITLE**

DIRECTOR - PROFESSIONAL DEVELOPMENT

**SUMMARY**

Plans and implements all approved professional development programs for the Tucson Unified School District (TUSD). Elicits input from all schools/department on staff development needs and ensures alignment of offering district-wide. Coordinates and develops with appropriate personnel to implement culturally responsive pedagogy and instruction as appropriate. This position is responsible for New Administrator and Teacher Induction Programs, Teacher Mentors, Leadership Programs, and developing and implementing support for underperforming and/or struggling teachers.

**MINIMUM REQUIREMENTS**

Master's degree in Elementary/Secondary/Special Education or Education Leadership/Administration, Curriculum and Instruction or related field.

Five years of teaching experience in elementary or secondary education.

Arizona Administrative Certificate with Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification

IVP fingerprint clearance card.

Experience in working with curriculum and instruction issues, national and state standards, instructional design, facilitation, and event planning.

Three (3) years program management and/or supervisory experience.

**PREFERRED REQUIREMENTS**

Experience as a school administrator.

**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 coordination of District-wide staff development; eliminates duplication and promotes efficient use of resources.

Directs professional development with appropriate personnel to implement culturally responsive pedagogy and instruction as appropriate.

Collaborates with the Deputy and Assistant Superintendents to direct the design and delivery of administrative, certificated, and classified professional development.

Directs and coordinates district wide training with administrators and certified staff for programs including, but not limited to, Advanced Academic Courses, Professional Learning Communities, Unitary Status Plan (USP) and provides expertise, training, and resources necessary to ensure successful professional development for all TUSD personnel.

Directs and coordinates with administrators and certified staff for targeted training to staff members.

Coordinates educational opportunities for school councils; consults with school councils on the development of their professional development plans.

Directs programs including but not limited to New Teacher and Administrator Induction, Teacher Mentor, Teacher Coaching programs Leadership Administrator programs, and other district programs.

Ensures support for teacher and administrator professional learning community study groups.

Coordinates support for teachers and paraprofessionals to become highly qualified.

Evaluates programs to determine if objectives have been met.

Prepares and monitors the Professional Development budget.

Develops and monitors district wide professional development strategic plans for areas such as New Teacher Induction Programs, Underperforming/Struggling Teacher Plans, PLC Training Plan, and Plans for Identifying/Developing Administrative Leaders.

Directs and coordinates analyzing and presenting performance data related to practical research-based strategies in the areas including but not limited to: professional evaluations, student engagement, student data, working with students with diverse needs, behavior and discipline, and culturally relevant teaching strategies.

Represents the District in professional and community activities directly related to Professional Growth programs.

Supervises and evaluates assigned staff

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

#### **MENTAL TASKS**

Communicates. 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**

Utilizes office equipment such as telephone, computer, printer and copier. Expertise in the use of Microsoft Office Suite including Word, Excel, Outlook and Power Point

#### **WORKING CONDITIONS**

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

#### **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:JOB16301  
REVIEW: Jan 1993, May 2000  
R: 9/15/99  
Revised 6/04; 5/07, 3/09, 4/13  
Regrade: 4/13  
USP Review 4/13



CODE: 35204  
UNIT: Consensus (TCH)  
FLSA: Exempt

**CLASSIFICATION**

PROFESSIONAL DEVELOPMENT ACADEMIC TRAINER

[Note: Central Administration Based Only, 10 ½ Months]

**SUMMARY**

This position serves as a member of a team, serving in multiple capacities to support district academic initiatives: teacher development; school development; cross content academic writing; instructional support for teachers; and support of district instructional goals.

**MINIMUM REQUIREMENTS**

Knowledge and/or experience as a trainer in the Essential Elements of Instruction, or willingness to complete this requirement within one year

Knowledge of and/or experience as a trainer in the most recent Arizona State Standards (including the Common Core Standards) or willingness to complete this requirement within one year

Master's degree in Education, Curriculum & Instruction, a Core Content Area or a related field

Arizona Teachers Certification with Arizona Structured English Immersion (SEI)

Arizona IVP fingerprint clearance card

Seven (7) years of teaching experience

Three (3) years experience working with at risk populations

Three (3) years experience providing professional development

*Availability to work flex hours as needed, to include evenings and weekends.*

**PREFERRED QUALIFICATIONS**

Three (3) years experience with Tucson Unified School District

**ADDITIONAL REQUIREMENTS AFTER HIRE**

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

**PROFESSIONAL SKILLS REQUIRED**

Knowledge and or experience training in cognitive coaching or other similar coaching frameworks or methodologies

Demonstrates excellent communication skills, including coaching skills, writing competency, professional development presentation skills, well versed in the use and integration of technology, and flexibility.

Works successfully with diverse populations

Demonstrates successful collaboration

**ESSENTIAL FUNCTIONS**

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

Co-plans professional learning for Teacher/Coaches and provides ongoing support for the role.

Provides training in researched-based instructional strategies to teachers and principals.

Provides support and monitoring for the successful implementation and evaluation of District instructional programs.

Provides on site coaching and modeling of instructional strategies for teachers and site Teacher/Coach.

Interprets data from the Department of Accountability and Research and state mandated assessments for instructional purposes in the classroom in collaboration with administration, support staff and teachers.

Develops and facilitates curriculum using instructional school improvement framework.

Supports the development of district and site level assessment framework

Supports instructional initiatives under School Improvement Grants

**MENTAL TASKS**

Written and verbal communication skills. Evaluates policies, practices, and other written materials. Performs functions from written and oral instructions. Reads and comprehends professional literature and materials required to effectively carry out role responsibilities. Demonstrates critical thinking and problem-solving skills.

**PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required to perform some 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. Uses Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint. Uses projection equipment, and other technology incorporated with curriculum such as SMART/Promethean boards.

**WORKING CONDITIONS**

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

**CONTROL, SUPERVISION**

None

M: JOB35204  
New: 5/2003  
Revised 6/04, 12/06, 5/07, 5/11, 5/12, 2/13  
Title Change 5/11  
USP Review 6/13



Job Code: 350013  
Unit: TCH  
FLSA: Exempt

**JOB TITLE**  
TEACHER MENTOR

**SUMMARY**

The Teacher Mentor position serves a maximum of 4 years providing support for teachers new to the profession, teachers new to Tucson Unified School District (TUSD), and other teachers as assigned by building professional knowledge and refining instructional skills to enhance student learning and achievement. This position serves as a facilitator, coach, resource, and advocate for teachers, and will provide professional development opportunities as appropriate.

**MINIMUM JOB REQUIREMENTS**

Valid Arizona teaching certificate, with Structured English Endorsement (SEI)

Arizona IVP fingerprint clearance card

Five years teaching experience

Proven outstanding classroom teaching performance as evidenced by performance evaluation results

Two (2) years experience working with adult learners

Experience analyzing and interpreting student achievement data and its application to instruction

Experience working with district adoptions and initiatives

Experience providing job-embedded professional development such as coaching teachers.

*Availability to work flex hours as needed, to include evenings and weekends.*

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**PREFERRED QUALIFICATIONS**

Master's Degree in Education

Two (2) years experience within Tucson Unified School District

**ADDITIONAL REQUIREMENTS AFTER HIRE**

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.**

Attend and participate in mentor trainings and forums.

Attend TUSD professional development about instructional best practices and content.

Attend summer trainings.

Work with a caseload of 15 new teachers.

Travel to multiple school sites to work with teachers.

Provide consistent, job-embedded support to each assigned new teacher once a week-dedicating an average of two hours per teacher per week.

Apply training about the skills of an effective mentor.

Use the Professional Teaching Standards as a tool to guide new teachers.

Identify new teacher needs and tailor support.

- Improve teacher skill and capacity through on-site coaching and mentoring.
- Help new teachers become familiar with school procedures.
- Help new teachers become familiar with school and district resources.
- Co-develop lesson plans.
- Model lessons, strategies or procedures.
- Suggest options for dealing with student behavior.
- Assist with room arrangement to facilitate effective lesson delivery.
- Employ a systematic approach to classroom observation beginning with a planning conference with new teacher, followed by an observation that includes gathering data and ending with a follow up conference to provide feedback.
- Use program protocols to collect and share classroom data with new teachers.
- Share strategies for student assessment and evaluation.
- Work with new teachers to examine examples of student work in order to assess student learning.
- Assist new teachers in preparing for communication with parents.
- Engage teachers in reflective conversations about issues or concerns.
- Guide new teachers in reflection to identify areas of strength and areas for professional growth.

Document activities in a work log and report to New Teacher Induction Coordinator.

Collaborate with program coordinator to maintain an accurate, updated caseload list of new teachers.

Maintain a schedule which is aligned to school site schedules.

Document classroom observations and follow-up with teachers.

Communicate directly with principal, new teachers, and district level personnel.

Collaborate with district content area specialists to support teachers in the implementation of curriculum.

Collaborate with coordinator and other mentors to provide professional development for new teachers.

Meet regularly with program coordinator and other mentors.

Collaborate with program coordinator to provide information to school leaders about supporting new teachers.

#### **MENTAL TASKS**

Communicates – verbally and in writing. Reads. Assesses needs and progress and plans support. Develops, implements, and evaluates plans. 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. 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 is 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.

**WORKING CONDITIONS**

Indoor - classroom environment. Contact with the public, employees, and staff members

**CONTROL, SUPERVISION**

Monitor control Teachers

M: JOB350013  
New: 1/08  
Revised 4/09, 9/12, 2/13