

APPENDIX VII – 27

Name	Job Title	Previous Job Title (If appropriate)	Others Considered for the position	Credentials	Explanations of Responsibilities
Howard, Terri	Program Coordinator	Site Coordinator, Infant & Early Learning Center at Schumaker	Total of 36 candidates applied. 7 candidates screened for interview. Of the 7 candidates, 3 declined. See Human Resources, Job #1920 for actual names.	<ul style="list-style-type: none"> <li>▪BA Elementary Education, University of Arizona</li> <li>▪State of Arizona K-8 Certificate with Early Childhood and ESL Endorsements</li> <li>▪14 yrs classroom teaching experience</li> <li>▪More than 15 yrs experience working effectively with students and community members from diverse and at-risk populations</li> <li>▪6+ yrs combined experience administering and coordinating programs</li> <li>▪3+ yrs supervisory experience</li> <li>▪Experience creating partnerships with individuals, private, nonprofit, government, and other organizations</li> <li>▪Experience in ensuring adherence to federal, state, local regulations as applicable</li> <li>▪Experience in writing and monitoring grants</li> </ul>	<ul style="list-style-type: none"> <li>▪Ensure adequate and appropriate staffing for program related activities.</li> <li>▪Maintain a TUSD presence and collaborate with outside agencies focused on the well being of TUSD students and families</li> <li>▪Identify and engage in new partnerships</li> <li>▪Communicate support of district goals, decisions, initiatives, and policy to staff, students, families, and the community</li> <li>▪Attend professional development trainings as appropriate</li> <li>▪Supervise assigned personnel, including scheduling and evaluation</li> <li>▪Identify and create outreach opportunities for Family Resource Centers</li> <li>▪Ensure current and accurate information is available on TUSD Website and maintain Family Resource Center Facebook page</li> <li>▪Develop monthly calendars of classes and workshops for Family Resource Centers</li> <li>▪Ensure adherence to federal, state, and local laws, court orders, and district policies and regulations as applicable</li> <li>▪Schedule, plan, promote, and facilitate community building, fundraising, promotional, outreach, and service-related public events</li> <li>▪Prepare reports and records on program activities</li> <li>▪Develop and recommend new or revised program goals and objectives, and develop action plans</li> <li>▪Provide professional development training related to program</li> <li>▪Act as representative for Family Resource Centers as directed by supervisor</li> <li>▪Collect data and report findings to appropriate parties</li> </ul> <p>Identify and secure funding and other resources necessary to support programs</p> <p>Coordinate staff, volunteers, and resources to accomplish goals and meet objectives</p> <p>Create and maintain record keeping systems</p> <p>Attend meetings as directed by supervisor</p> <p>Any other activities as directed by supervisor</p>



CODE: 92243  
UNIT: Exempt  
Coord (EXC)  
GRADE: 2  
FLSA: Exempt

**CLASSIFICATION TITLE**

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 a department or the district.]

Note: Specific summary information relating to the program for this position will be provided by the department and approved by Human Resources

**MINIMUM REQUIREMENTS**

Bachelor's Degree.

**AND**

Four years of experience administering or coordinating programs.

**OR**

Eight (8) years of progressive experience administering or coordinating programs.

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

One (1) year of supervisory experience.

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

Any combination of experience, training, or education.

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

**PREFERRED QUALIFICATIONS**

Master's Degree.

**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.

**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 92243  
New: 7/06  
Revised 5/13  
USP Reviewed 5/13