

APPENDIX II – 66

## II.K.1.c Job Description and Responsibilities

II. Student Assignment Personnel  
(New 2016-17 SY)**Janna Acevedo: Director of Magnet Programs**

<i>Previous Job Title:</i>	District Shepard, School Improvement (Innovation Zone)
<i>Other considered for position:</i>	Assigned on September 6, 2016
<i>Credentials:</i>	1980 B.A. Special Education, University of Toledo, Toledo, OH 1997 M.A. Education, University of Arizona, Tucson, AZ
<i>Responsibilities:</i>	<ul style="list-style-type: none"> <li>• Collaborates with central and site staff to develop, establish, and evaluate magnet school policy and procedures; ensure that state and federal requirements are followed</li> <li>• Coordinate central and site efforts to strengthen magnet programs; includes ensuring the continuity of specific magnet themes K-12.</li> <li>• Develops a yearly magnet timeline plan of tasks including a five year/minimum 5-6 rotating evaluation plan of exiting magnet school programs</li> <li>• Facilitates principal and resource teacher meeting, collaborates with principals and teachers to develop course descriptions, syllabi, units of study and instructional strategies.</li> </ul>

**Valerie Jackson: Administrative Assistant**

<i>Previous Job Title:</i>	Office Assistant, Sabino High School
<i>Other considered for position:</i>	Competitive recruitment process. All documentation located in HR.
<i>Credentials:</i>	2003 HS Diploma
<i>Responsibilities:</i>	<ul style="list-style-type: none"> <li>• Provides confidential administrative/secretarial support to supervisor and staff.</li> <li>• Maintains and reconciles budgets/funds for various activities. Monitors account expenditures. Orders office supplies and maintains records of purchase orders, invoices and requisitions followed by receipt of equipment/supplies received and approve invoices for payment.</li> <li>• Occasionally coordinates and prepares bids, obtain quotes.</li> </ul>

## II.K.1.c Job Description and Responsibilities

	<ul style="list-style-type: none"> <li>• Coordinates schedules, appointments, and arranges for meetings and in-services; prepares information necessary.</li> <li>• Occasionally coordinates out of town travel arrangements.</li> </ul>
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**Kim Gunn: Consultant**

<i>Previous Job Title:</i>	N/A
<i>Other considered for position:</i>	District Approved Vendor #17-13-21
<i>Credentials:</i>	1978 B.S. Home Economics, University of WI – Stout Menominee, WI 1987 M.A. School Administration, Northern Arizona University Flagstaff, AZ Resume attached
<i>Responsibilities:</i>	Provided professional development service to sites based on needs analysis.

**Marzano Research: Consultants**

<i>Previous Job Title:</i>	N/A
<i>Other considered for position:</i>	District Approved Vendor #17-13-21 (August 26 – October 18, 2016) See attached Scope of Work
<i>Credentials:</i>	See attached Justification for the purchase of vendor – Marzano Research
<i>Responsibilities:</i>	Marzano completed the following services: <ul style="list-style-type: none"> <li>• Evaluate existing magnet programs and provide research and data-based recommendations for TUSD.</li> <li>• Address two primary questions: To what extent have current magnet programs attracted students to assist in student integration? To what extent have current magnet programs enhanced student achievement?</li> <li>• Review existing district and site-level magnet plans.</li> <li>• Review data regarding student achievement and demographics relevant to magnet schools.</li> <li>• Develop, administer, and analyze results from a survey of community members.</li> <li>• Provide a review of successful magnet programs nationally.</li> <li>• Provide recommendations for programmatic revision and enhancement.</li> </ul>

## II.K.1.c Job Description and Responsibilities

	<ul style="list-style-type: none"> <li>• Complete the preliminary evaluation and assessment work within the first 60-90 days and provide ongoing consultation for the remainder of the contract term, through June 30, 2017.</li> <li>• Complete the scope of work for a grand total of \$25,000.00.</li> </ul>
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**Erin Van Riper, Student Services Assistant**

<b>Previous Job Title:</b>	Purchasing Clerk
<b>Other considered for position:</b>	Competitive recruitment process. All documentation located in HR.
<b>Credentials:</b>	B.S. Family Studies and Human Development
<b>Responsibilities:</b>	Takes direct services of School Community Services out into community on the Enrollment Bus. Provides services at School Community Services when Enrollment Bus is not scheduled for community function. Additional duties are: assists families with school choice, school marketing, K-8 registration services, transportation options, Family Center resources, access to McKinney-Vento resources and guardianship assistance

**Victoria Hough, Curator of Artifacts and Exhibits**

<b>Previous Job Title:</b>	Instructional Specialist
<b>Other considered for position:</b>	Competitive recruitment process. All documentation located in HR.
<b>Credentials:</b>	Diploma; Para Pro Assessment; 6 years or curatorial/museum experience.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Oversees a variety of artifacts, which include collecting, preserving, maintaining, exhibiting, researching, and documenting the pieces.</li> <li>• Carries out matters of art collection and other artifacts by corresponding with management and directing activities toward education goals and objectives.</li> <li>• Determines art theme, selects objects, and prepares objects for exhibit to be displayed.</li> <li>• Coordinates and engages in public and educational programs. Prepares educational and promotional materials.</li> </ul>

## II.K.1.c Job Description and Responsibilities

### Karla Escamilla, Multi-Media Producer

<b>Previous Job Title:</b>	New to District
<b>Other considered for position:</b>	Competitive recruitment process. All documentation located in HR.
<b>Credentials:</b>	1998 B.A. Arts, University of Arizona
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Coordinates, maintains, and conducts multi-media services for TUSD.</li> <li>Use video and still photography to tell the stories of TUSD from preproduction to production and postproduction.</li> <li>Deliver the content on the appropriate platform.</li> </ul>

**Danielle J. Aliotta, Magnet Site Coordinator** (Tully Elem); appntd 7.26.16  
**Kathleen Erickson, Magnet Site Coordinator** (Tucson MHS); appntd 8.1.16  
**Rhonda Rhudy, Magnet Site Coordinator** (Booth-Fickett K-8; appntd 8.1.16  
**Kira Moore-Rendon, Magnet Site Coordinator** (Ochoa Elem); appntd 9.19.16  
**William Richards, Magnet Site Coordinator** (Pueblo MHS); appntd 8.1.16

<b>Previous Job Title:</b>	Danielle J. Aliotta: New to TUSD Kathleen Erickson: Teacher Rhonda Rhudy: Teacher Kira Moore-Rendon: Learning Supports Coordinator William Richards: Teacher
<b>Other considered for position:</b>	Competitive recruitment process. All documentation located in HR.
<b>Credentials:</b>	<u>Danielle J. Aliotta</u> : 2006 B.A. Dramatic Arts; Minor Tchr Ed., Ramapo College of New Jersey; 2016 M.Ed. Curriculum & Instruction, Arizona State University <u>Kathleen Erickson</u> : 1977 B.A. University of San Francisco; 2006 M.A. University of Arizona <u>Rhonda Rhudy</u> : 1999 B.A. Prescott College; 2012 M.A. University of Arizona <u>Kira Moore-Rendon</u> : 1994 B.A. University of Arizona; 2007 M.Ed. Northern Arizona University <u>William Richards</u> : 2004 A.A. Paul Smith's College, New York; 2007 B.S. Paul Smith's College, New York
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Coordinates the activities and services to facilitate the Magnet Program at the assigned site.</li> <li>Conduct professional development related to both content and pedagogy of magnet theme, collect data, and work with appropriate personnel to provide</li> </ul>

### II.K.1.c Job Description and Responsibilities

	Magnet site with relevant and up-to-date information regarding Magnet School information.
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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: JOB10250  
New: 1/12



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

## **Resume of Kim Gunn**

Kim Gunn Educational Consultants LLC

2726 N. Rowen  
Mesa, AZ 85207

(602) 499-9767  
kingunnaz@aol.com

### **Education:**

1978 B.S. Home Economics University of WI – Stout Menominee, WI  
1987 M.A. School Administration Northern Arizona University Flagstaff, AZ

### **Experience:**

August, 2005 – Present Independent Educational Consultant  
May 22, 2009 Retired after 31 years in education  
January, 2006 – May, 2009 Instructional Specialist Group Leader / AVID  
(Advancement Via Individual Determination) District  
Coordinator  
August, 1982 – 2009 Mesa Public Schools  
Home Economics / Social Studies Teacher  
Instructional Specialist (1988 – 2005)

### **Adjunct Professor:**

2001 – 2003 ECI – 649 Instructional Strategies Northern Arizona University

### **Areas of Expertise (A Sampling):**

- Curriculum Mapping – Dr. Heidi Hayes Jacobs
- What Works in Schools – Dr. Robert Marzano
- Understanding by Design – Dr. McTighe and Dr. Wiggins
- Sheltered Instruction Observation Protocol (SIOP) – Debra Short
- Brain-Based Learning – Dr. Eric Jensen / Dr. Pat Wolfe
- Assessment For and Of Learning – Dr. Rick Stiggins
- Common Formative Assessments- Larry Ainsworth & Donald Viegut
- Classroom Management- Robert Marzano, Harry Wong, Fred Jones
- Essential Elements of Instruction- Dr. Madeline Hunter
- Collegial and Cognitive Coaching- Marilyn Tabor
- Instructional Coaching and Mentor Model- Jim Knight
- School Improvement Coaching- Dr. Larry McBiles
- Collaborative Structures – Dr. Spencer Kagan, David and Roger Johnson
- Professional Learning Communities – Shirley Hord, DuFour, Eaker & Many
- Quality Core Instruction – Doug Fisher & Nancy Frey

**Training Background:**

I have attended several conferences, institutes, and professional development sessions over the last 35 years, with these “guru’s” being my trainer. My role as an Instructional Specialist was to be on the “cutting-edge” on educational research and reform. I currently have a library of over 400 educational books (all of which I have read, at least once) and current research journals that I pull information from for newly developed workshops and presentations. I belong to ASCD and read their publications from cover-to-cover. I am well-respected in the educational community and loomed at as a resource for almost every aspect of current best practices.

**REFERENCES**

Bob Crispin, Principal  
Mesa Academy for Advanced Studies  
6919 E. Brown Rd.  
Mesa, AZ 85207  
(480) 308-7433

Dr. Suzie DePrez  
549 N. Stapley Drive  
Mesa, AZ 85203  
(480) 472-0430

Dr. Steve Green  
549 N. Stapley Drive  
Mesa, AZ 85203  
480-472-0262

Holly Foged, Principal  
ACAA MS/HS  
Phoenix, AZ  
602-266-4278

Dr. Patty Vogel  
602-616-5692  
Educational Consultant

Jim Vicich  
602-999-9588  
Math Educational Consultant

# TUCSON UNIFIED

## SCHOOL DISTRICT

### OFFICE OF CURRICULUM AND INSTRUCTION

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FROM: Richard Foster, Assistant Superintendent  
Curriculum & Instruction

TO: Kevin Startt, Director  
Purchasing Department

DATE: June 20, 2016

RE: Justification for the purchase of Vendor – Marzano Research  
RFQ – Evaluation/Consulting

- An RFQ was sent to six TUSD approved vendors for Evaluation/Consulting Services: Curriculum Management Systems, Marzano Research, Hezel Associates, MN Associates, Westat, Gibson Consulting.
- The proposed engagement dates are July 1, 2016 through June 30, 2017.
- Three vendors responded and submitted proposals for review. See table below for summary:

Marzano Research	Curriculum Management Solutions, Inc.	Hezel Associates
<p>Marzano Research plans to evaluate existing magnet programs and provide research and data-based recommendations for TUSD.</p> <p>Marzano Research plans to address two primary questions: To what extent have current magnet programs attracted students to assist in student integration? To what extent have current magnet programs enhanced student achievement?</p> <p>Marzano Research plans to review existing district and site-level magnet plans.</p> <p>Marzano Research plans to review data regarding student achievement and demographics relevant to magnet schools.</p> <p>Marzano Research plans to develop, administer, and</p>	<p>Curriculum Management Solutions, Inc. provided a quote for a single school for \$10,500 and for 8 schools for \$25,000.</p> <p>CMSi plans to evaluate one magnet plan and the overall district magnet plan in attracting students to assist in integration efforts.</p> <p>CMSi plans to create an implement a survey for one or more schools and analyze data based on the survey.</p> <p>CMSi plans to do a literature review of effective magnet programs</p> <p>CMSi plans to report the findings and recommendations for TUSD magnet programs.</p> <p>All work from CMSi would be conducted off site.</p> <p>The quote does not include on-site consultation services. On-site consultation is available for \$3,500 for the first day, and \$2,000 for each</p>	<p>Hezel Associates plans to provide TUSD with an evaluation of current magnet school programs, to ultimately provide research and data-based recommendations to guide follow-on programmatic improvements and potentially inform funding decisions.</p> <p>Hezel Associates did not specify methods to complete the work outlined in the RFQ.</p> <p>Hezel Associates will meet the \$25,000 requirement for the RFQ.</p>

<p>analyze results from a survey of community members.</p> <p>Marzano Research plans to provide a review of successful magnet programs nationally.</p> <p>Marzano Research plans to provide recommendations for programmatic revision and enhancement.</p> <p>Marzano Research plans to complete the preliminary evaluation and assessment work within the first 60-90 days and provide ongoing consultation for the remainder of the contract term.</p> <p>Marzano Research will meet the \$25,000 requirement for the RFQ.</p>	<p>additional day. Phone consultation is available at no extra charge.</p> <p>CMSI will meet the \$25,000 requirement for the RFQ, for up to 8 schools. TUSD currently has 19 magnet schools.</p>	
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In order to have evaluation and consulting coverage for all 19 Magnet Schools, we have selected vendor Marzano Research as the consulting service provider for the Magnet Program.

Marzano will complete the following services:

- Evaluate existing magnet programs and provide research and data-based recommendations for TUSD.
- Address two primary questions: To what extent have current magnet programs attracted students to assist in student integration? To what extent have current magnet programs enhanced student achievement?
- Review existing district and site-level magnet plans.
- Review data regarding student achievement and demographics relevant to magnet schools.
- Develop, administer, and analyze results from a survey of community members.
- Provide a review of successful magnet programs nationally.
- Provide recommendations for programmatic revision and enhancement.
- Complete the preliminary evaluation and assessment work within the first 60-90 days and provide ongoing consultation for the remainder of the contract term, through June 30, 2017.
- Complete the scope of work for a grand total of \$25,000.00.

Although Hezel Associates did come in at an equal bid for this Request for Quotation, they were not selected because they were unable to specify methods to completing the work outlined in the Request for Quotation and did not show fully developed implementation plan for selected tasks, nor did they specify the ability to provide ongoing consultation throughout the contract term, June 30, 2017.

Curriculum Management Solutions, Inc. was not selected because the quote given was for up to 8 magnet schools for \$25,000. TUSD currently has 19 magnet schools, therefore the quote given was for 8 schools does not meet the required scope of work needed.

Richard A. Foster  
Interim Assistant Superintendent Curriculum and Instruction

July 14, 2016  
Date





CODE: 44565  
UNIT: White Collar  
GRADE: 9  
FLSA: Non-Exempt

**CLASSIFICATION**

Student Services Assistant

**SUMMARY:**

Serves as a liaison for the District for placement of Students. Assists parents/students with registration, attendance, student records preparation and other clerical functions with Community School Services.

**MINIMUM REQUIREMENTS**

Three (3) years business office or clerical experience

One year experience involving school registration or database management

Customer Service Experience

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

Computer Skills, to include word processing, spreadsheet, and database experience (Microsoft office)

Basic Math Skills

Any equivalent combination of experience, training, or education

**PREFERRED QUALIFICATIONS**

Experience working in a school setting.

Bilingual in English and Spanish

Demonstrated knowledge and involvement with community services

**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.**

Serves as resource to parents and staff for the interpretation of student placement regulations and transportation processes and routing.

Orients and explains policies and procedures to sites and parents pertaining to student placement. Verifies incentive transportation.

Maintains student, correspondence files and personnel files and other documents. Forwards, receives and maintains cumulative folders on students for sites.

Assist with reconciliation of daily online reports for student enrollment and placement.

Assists with financial and payroll processes.

Facilitates with initiation and monitoring of guardianship processes for non-custodial adults.



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

Processes student registrations and withdrawals for student transfers within the district.

Sorts, screens and prioritizes mail. Attaches relevant information

Assist in keeping student information updated and correct, assisting schools as needed.

Requires frequent contact with students, parents, faculty, staff and general public. Advises staff on interpretation of student placement procedures and resolving problems.

Composes, types, and transcribes correspondence, reports, meeting minutes, agendas and personnel forms. Maintains files. Organizes and participates in meetings as required.

May assist with the TUSD Clothing Bank

Assists with specialized clerical functions and special projects.

Orders equipment and office supplies as approved by supervisor. Monitors office expenditures.

Maintains absence records of staff.

**MARGINAL FUNCTIONS**

May serve as contact for School Safety, and Community Services

**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: Comp and Class JOB44565  
New: 8/15

CODE: 65200  
UNIT: SCF  
GRADE: 11  
FLSA: Non-Exempt

**CLASSIFICATION**

CURATOR OF ARTIFACTS AND EXHIBITS

**POSITION SUMMARY**

Oversees artifact collections that include collecting, preserving, maintaining, exhibiting, researching, and providing information of historical and artistic significance. Catalogs and makes available for reference documents of all art pieces and other artifacts in the collection. Supervises curatorial and technical staff on handling, mounting, storing, caring and exhibiting of art objects and other artifacts. Plans and construct displays and public service activities for the district.

**MINIMUM REQUIREMENTS**

Bachelor's degree In Art, Art History, Fine Arts, Museum Studies, or related field,  
AND

Two years of curatorial experience required, which includes one year of exhibit design and construction experience;

OR

Six years of curatorial/museum experience, which includes one year of exhibit design and construction experience.

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

Any 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, assigns, and monitors the work activities of staff.

Oversees a variety of artifacts, which include collecting, preserving, maintaining, exhibiting, researching, and documenting the pieces.

Carries out matters of art collection and other artifacts by corresponding with management and directing activities toward education goals and objectives.

Obtains, develops, and organizes new collections to expand and improve displays.

Examines art objects and other artifacts to determine need for repair, method of preservation, and authenticity.

Cleans art objects by using methods such as scraping and applying solvents, polishing, using soap, brushes, vacuum, and airbrush.

Determines art theme, selects objects, and prepares objects for exhibit to be displayed.

Researches information about artifacts. Catalogs, labels, and maintains inventory, and makes available for reference documents of all art pieces in the collection.

Conducts presentations concerned with the collection.

Prepares reports concerned with the collection, including reporting condition of collection.

Coordinates and engages in public and educational programs. Prepares educational and promotional materials.

Monitors the security of the collections.

Designs floor plans; designs and executes exhibits, and secures the artifacts on display.

Develops and writes policies and procedures.

#### **MENTAL TASKS**

Effective verbal and written communication skills. Performs functions from written and oral instructions. Evaluates written materials. Comprehends. Reads. Detail Oriented.

#### **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 weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

#### **WORKING CONDITIONS**

Indoor and outdoor environment. Exposure to noise. Contact with employees, students, and public.

M: JOBS.65200  
New 11/99  
Revised 6/04

**TUCSON UNIFIED**  
SCHOOL DISTRICT

CODE: 61312  
UNIT: SCF  
GRADE: 12  
FLSA: Non-Exempt

**CLASSIFICATION TITLE**  
MULTI-MEDIA PRODUCER – COMMUNICATIONS

**SUMMARY**

Coordinates, maintains, and conducts multi-media services for Tucson Unified School District. Use video and still photography to tell the stories of TUSD from preproduction to production and postproduction. Deliver the content on the appropriate platform.

**MINIMUM REQUIREMENTS**

Bachelor's Degree

5 years experience creating media, professional photography experience, professional video recording/editing experience, experience using Adobe Creative Suite and photo editing applications, experience managing/creating content for social media.

Valid driver's license, use of personal vehicle with fuel reimbursement.

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**

Bilingual

Excellent writing skills, good spelling and grammar;

Experience of managing volunteers or work experience intakes;

An interest in developing project management skills;

Understanding of mobile and emerging social media platforms.

**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.**

Confer with and advise administrators, teachers, and support staff regarding project specifications such as graphic content, layout, costs and media requirements; may create composites and develop concepts depending on needs and budgetary considerations.

Maintains equipment and computer hard/software such as peripherals, hard drives and cameras. Maintain multi-media inventory.

Enhance and manipulate photos using photo imaging program and scanners to produce minimum printability and design effect.

Be responsible for capturing and producing rich multimedia content for digital platforms and delivering that content in a clear, concise manner.

An ability to work under tight deadlines and to balance often conflicting demands. Multi-tasking is a must

Use visual storytelling techniques and multimedia production and editing of visual and audio content to bring dynamic, shareable stories to our audience.

Support the department approach to announcements, speeches, events, working with colleagues in Communications.

Help to make content as widely usable as possible by journalists, online influencers and the TUSD community through Electronic Press Kits or other means

Organize photos and videos so they are easily found by colleagues and other TUSD departments

Be a digital and social media evangelist for the Communications department actively engaging with the community and online

Comply with policies on diversity and safety rules, procedures and guidelines.

A high level of interpersonal skills as well as the ability to influence stake holders.

Requires frequent contact with students, parents, faculty, staff and community.

Good editorial judgment & broad knowledge of journalism ethics and libel laws

Ability to work hours outside of the normal office hours, including evenings and weekends

#### **MENTAL TASKS**

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

#### **PHYSICAL TASKS**

Ability to lift and carry 15 pounds.

Work involves the performance of duties where physical exertion is may be 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. Various Multi-media equipment. Proportional scale, E-scale, and densitometer.

#### **WORKING CONDITIONS**

Indoor. Outdoor. Various environments. Exposure to noise. Contact with employees, students, and public. May have exposure to chemicals and noxious substances.

#### **CONTROL, SUPERVISION**

None

M:JOB 61312  
New 6/15



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