

# APPENDIX VII – 41

## VII.E.1.a

## Job Descriptions and Responsibilities

HIRED STAFF	Lacey Grijalva
JOB TITLE	Program coordinator-Family Engagement Coordinator
PREVIOUS JOB TITLE	Learning Support Coordinator
CREDENTIALS	<ul style="list-style-type: none"> <li>• BA Journalism, University of Arizona</li> <li>• MA Education, Northern Arizona University</li> <li>• More than 7 yrs experience working with students and community members from diverse and at risk populations</li> </ul>
DATES OF EMPLOYMENT IN PRESENT POSITION	July 2016-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"> <li>• 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.</li> <li>• Review the assessment of the District’s existing family engagement and support programs, resources, and practices, focusing on students who are struggling, disengaged, and/or at risk of dropping out.</li> <li>• Develop strategies to provide information to families about the services, programs, and courses of instruction available in the District</li> <li>• Participates in the development and implementation of the outreach and recruitment plan for Family Engagement resources</li> <li>• Learns how families best meet the needs of their children</li> <li>• Collaborate with local colleges and universities as well as community groups and resources to provide relevant information and guidance to families designed to improve the educational outcomes for all students.</li> <li>• Assist in preparing and implementing relevant reporting data on prevention activities and family resources. (USP)</li> <li>• Plans, facilitates, and evaluate staff development for district personal</li> <li>• Provide information for family engagement in the Continuous Improvement Plan for School Community Liaisons.</li> <li>• Collect, review, and analyze USP School Site Family Engagement reports.</li> <li>• Supervise staff at two centers</li> <li>• Coordinate FRC and district childcare</li> </ul>

VII.E.1.a

## Job Descriptions and Responsibilities

HIRED STAFF	Tanisha Tatum
JOB TITLE	Program Coordinator
PREVIOUS JOB TITLE	Learning Supports Coordinator
CREDENTIALS	<ul style="list-style-type: none"> <li>• Bachelor of Arts, Elementary Education</li> <li>• Master of Education, School Counseling and Guidance</li> </ul>
DATES OF EMPLOYEMNT IN PRESENT POSITION	March 2016
OTHERS CONCIDREED 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"> <li>• Coordinates the activities of the program with interrelated activities, other programs, and departments/schools</li> <li>• Supervises and evaluates assigned personnel</li> <li>• Provides training/Professional Development related to programs coordinated: McKinney-Vento</li> <li>• Monitors program expenditures</li> <li>• 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</li> <li>• Collaborates with community, governmental and social service agencies (Pima County Juvenile Court, Foster Ed, CODAC, Shelters, DCS, Cenpatico, HUD, YOTO, United Way, Pima Collaboration to End Homelessness, Goodwill Metro, etc.)</li> <li>• Creates and maintains new community partnerships</li> <li>• Prepares reports and records on program activities/progress</li> <li>• Adheres to all federal and state laws, court orders, and District policies and regulations</li> <li>• Provide coordination between TUSD, the courts, and court schools to transition students</li> <li>• Attends and organizes group home, juvenile court, and McKinney-Vento Liaison meetings- collects data documentation and data correlations</li> <li>• Serves as a resource (support services) to all TUSD stakeholders</li> <li>• Oversees Delinquent and Neglected Homeless Youth- TUSD Homeless Liaison</li> <li>• Communicates with Arizona Department of Education regarding Homeless, Neglected and Delinquent programs</li> <li>• Supervises and monitors Duffy Clothing Bank</li> <li>• Attends professional conferences at state levels, community activities and other meetings representing TUSD</li> <li>• Provides Outreach to TUSD stakeholders at local events</li> <li>• Seek donations for Duffy Clothing Bank and FRCs</li> </ul>

VII.E.1.a

Job Descriptions and Responsibilities

# TUSD

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.

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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.

Mt: JOB 92243  
New: 7/06  
Revised 5/13  
USP Reviewed 5/13