



**LEGAL DEPARTMENT
P.O. BOX 40400
1010 EAST TENTH STREET
TUCSON, ARIZONA 85717-0400**

**Julie C. Tolleson, General Counsel
Nancy H. Woll, Legal Counsel
Samuel E. Brown, Legal Counsel**

**Telephone (520) 225-6040
Facsimile (520) 225-6651
Email: samuel.brown@tusd1.org**

February 3, 2015

To: Dr. Willis Hawley
From: Samuel Brown, Legal Counsel
Re: Dr. Hawley's January 31, 2015 Letter re the Appointment of CRPI Director

Dr. Hawley:

We received your letter of January 31, 2015 re the Appointment of the CRPI Director, Lorenzo Lopez. Please find below our responses to the points you raised – we hope that this additional information will assist you in finalizing your R&R.

1. "...too little time [was] given for responses..."

As indicated in our previous response, the thirty day posting period is four times TUSD's minimum, and is used in rare situations (such as this one).

2. "...the position statement says nothing of the unique and important role to be played, [and] doesn't anticipate concerns that might be expected given the attacks by the state."

TUSD posted the following job announcement.

Tucson Unified School District invites applications for the position of Director, Culturally Responsive Pedagogy. This position is responsible for directing and managing activities related to district-wide culturally responsive instructional strategies to enhance achievement of all students, especially those at-risk. The Director will oversee the

Letter to Dr. Willis Hawley re CRPI Director
February 3, 2015
Page 2 of 4

development and implementation of culturally responsive pedagogy and works with appropriate TUSD personnel to establish and implement district policies and procedures to have an equity based and culturally responsive curriculum and instructional services that result in high achievement for all students.

In TUSD we value direct educational approaches and practices which create and support inclusive learning environments utilizing learner centered approaches that emphasize students' cultural assets, backgrounds, social conditions, and individual strengths, while engaging families of students as partners and resources in instruction, culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies. For a complete position description, please visit www.tusd1.org or contact TUSD HR at (520) 225-6035.

The job announcement does refer to the “unique and important role to be played” by the Director. The announcement refers to the fact that the Director will be responsible for directing and managing activities related to “district-wide culturally responsive instructional strategies to enhance achievement of all students,” and will oversee “the development and implementation of culturally responsive pedagogy and works with appropriate TUSD personnel.”

3. The job announcement “was not sent to sources with great potential to yield candidates...”

Please refer to TUSD’s January 8, 2015 response in which we listed the following entities where the position was posted:

- TUSD Website (10/6/14-11/2/14)
- Diversity Recruitment partners (national)
- AZ Dept. of Education
- HBCU (national)
- NASBE (national) [sic, NABSE]
- Hispanic Chamber of Commerce
- Phoenix Career Services

TUSD sent the job announcement to every applicable entity listed on page 7 of the Outreach, Recruitment, and Retention Plan, as well as additional entities such as Phoenix Career Services and the Arizona Department of Education.

Letter to Dr. Willis Hawley re CRPI Director

February 3, 2015

Page 3 of 4

- 4. Job description “sets criteria unlikely to be met—there are few places where a degree like the one required could be earned, and the requirement for an AZ administrator’s certificate virtually eliminates—or at least seriously discourages candidates from elsewhere (and is unnecessary given the position). The consultant who knows the field well did not recommend most of the provisions.**

On September 18, 2014, Janet Rico-Uhrig (Director of Talent Acquisition and Recruitment) emailed the initial job description to Dr. Irvine. (See Attachment A – 9.18.14 Email and Job Description 1.0). On September 25, 2014, Dr. Irvine returned the job description with several revisions. (See Attachment B – 9.25.14 Email and Job Description 2.0). The CRPI Hiring Committee met to discuss further revisions to the job description. In the revised job description, TUSD changed the minimum required degree from “Bachelor’s Degree in related field” to “Master’s degree in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.” This change incorporated the language provided by Dr. Irvine, and elevated the minimum requirement from a Bachelor’s degree to a Master’s degree. TUSD also added two additional minimum requirements to align the CRPI Director job description with the Multicultural Curriculum Director job description: “Arizona Administrator Certificate with a Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification” and “Three (3) years program management and/or supervisory experience.” (See Attachment C – Job Description 3.0).

However, TUSD posted version 2.0 (the job description as edited by Dr. Irvine), not version 3.0 (the version which included the additional changes). On October 1, 2014, Mrs. Rico-Uhrig emailed version 2.0 to Luis Flores (HR Associate) with instructions to post the position through the SIGMA¹ applicant tracking system onto TUSD’s website. (See Attachment D – 10.1.14 Email). The SIGMA printout for the CRPI Director posting includes details such as the text of the job description (version 2.0, as edited by Dr. Irvine), duration of the posting, and details of the position. (See Attachment E – SIGMA Printout). Based on the job description 2.0, as posted, Mr. Lorenzo met all of the minimum qualifications.

- 5. The district apparently had two job announcements—I was provided with two different job announcements. I am referring here to the one sent to me by Sam Brown and on 1-12-15. ... The job announcement sent to me by Sam Brown (which says it was revised on 10-14). If the second job announcement—that is not dated-- was the one posted and used, Mr. Lopez seems to meet the criteria but the process was still lacking. How is this difference in the job announcements accounted for?**

¹ Last fall, TUSD was still using the “SIGMA” applicant tracking system which captured details of each job posting. In December 2014 TUSD began full implementation of the Applitrack applicant tracking system and phased out SIGMA in January 2015.

Letter to Dr. Willis Hawley re CRPI Director
February 3, 2015
Page 4 of 4

See above response to #4. The “job announcement” (aka job description) was changed twice: once based on Dr. Irvine’s feedback (Attachment B); and again based on further input from the CRPI hiring committee (Attachment C). Version 2.0 is the version that was posted.

- 6. Among the objections raised by the Fisher plaintiffs is the observation that Mr. Lopez does not meet some specific minimum requirements identified in the job announcement. In the District’s response to this concern, the District identifies three years of Mr. Lopez’ “program and/or supervisory experience”. While I suspect that the experiences reported are not what the people who drafted the job announcement had in mind, it seems arguable.**

TUSD’s HR Department staff screened all candidates and determined that Mr. Lopez had the requisite supervisory experience, based on the job description version 2.0.

- 7. However, the District’s report to me dated January 30 claims that Mr. Lopez met all minimum Job requirements...” He clearly does not. The job announcement initially sent to me by the District and to which the Fisher plaintiffs had access identifies as a “minimum requirement” a “Master’s degree in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies”.**

Mr. Lopez met all of the minimum qualifications listed on job description version 2.0.

- 8. I asked Mr. Lopez to send me his transcript so I could see if we could find a way around this problem. He agreed to do so. However, the District apparently decided that direct communication between me and Mr. Lopez was inappropriate and that I would not be sent his transcript. I make a point of this because I thought it was understood that the USP provided for my “unfettered” pursuit of information. I almost never contact staff directly and in this case I advised Martha Taylor. But, I did not expect the District to limit communication.**

Mr. Lopez forwarded his transcripts to you on Monday, February 2, 2015. TUSD did not intend to stifle contact, but sought to provide information in writing for an accurate record.

Attachments:

- A. 9.18.14 Email and Job Description 1.0
- B. 9.25.14 Email and Job Description 2.0
- C. Job Description 3.0
- D. 10.1.14 Email
- E. SIGMA Printout

Brown, Samuel

From: Rico Uhrig, Janet
Sent: Monday, February 02, 2015 9:58 AM
To: Brown, Samuel
Cc: Maiden, Anna
Subject: FW: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction
Attachments: JOB16176 - Director Cultural Resp Pedagogy.docx

Original JD sent to Irvine

From: Rico Uhrig, Janet
Sent: Thursday, September 18, 2014 9:48 AM
To: 'Irvine, Jacqueline'
Subject: RE: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction

Dr. Irvine,
Of course, you will find it attached. Thank you very much.
I look forward to your feedback,
Regards,
Janet

Janet Rico Uhrig, M.Ed., SPHR | Director, Talent Acquisition, Recruitment & Retention– Human Resources

Tucson Unified School District – Human Resources
1010 E 10th Street, Tucson, AZ 85719
(520) 225-6035 - Human Resources Customer Service
(520) 798-8683 - FAX
Janet.RicoUhrig@tusd1.org

Delivering Excellence in Education Every Day
Grow – Reach - Succeed

From: Irvine, Jacqueline [<mailto:jjirvine@emory.edu>]
Sent: Thursday, September 18, 2014 8:29 AM
To: Rico Uhrig, Janet
Subject: Re: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction

Thanks for contacting me. The Tuscon School District is ground breaking since a position as Director of Culturally Relevant Pedagogy and Instruction is rarely found in districts. I understand that you have staff responsible for ELL, Multicultural Education Curriculum, and Family Engagement. Hence, it would be helpful if you would send me the last job description you used for this position in your previous search. Thanks.

Jacqueline Jordan Irvine
Candler Professor Emeritus



CODE: 16176
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – CULTURALLY RESPONSIVE PEDAGOGY

SUMMARY

Directs district wide culturally responsive pedagogy and practices to allow academic success for all students at Tucson Unified School District (TUSD).

MINIMUM REQUIREMENTS

Bachelor's Degree in related field

Experience in Mexican American Studies, African American Studies, Cultural Studies, Ethnic Studies, Urban Education, Multicultural Education or a related field

Five (5) or more years of any combination of teaching experience, administrative/supervisory or program management experience in a multicultural setting.

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

PREFERRED REQUIREMENTS

Master's or Doctorate degree in specific area of: African American Studies, Mexican American Studies, Cultural Studies, Ethnic Studies or Multicultural Education

Experience designing and implementing academic and/or social programs focusing on multicultural students.

Experience writing grants, fund development, public speaking and presentation preparation.

Experience developing and conducting student leadership groups.

Active participation in culturally diverse social and civic organizations.

Experience working with diverse urban populations.

Administrative experience in an educational environment

ADDITIONAL REQUIREMENTS AFTER HIRE

Must hold the Arizona IVP fingerprint clearance card.

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 District-wide culturally responsive instructional strategies to meet the needs of all students, especially those at-risk.

Oversees the development and implementation of culturally responsible pedagogy.

Works with appropriate TUSD personnel to establish and implement district policies and procedures to have an equity based and culturally responsive curriculum and instructional services.

Directs educational approaches and practices which create and support inclusive learning environments utilizing learner centered approaches that emphasize students' cultural assets, backgrounds, social conditions, and individual strengths, while engaging families of students as partners in the learning process.

Collaborates with appropriate TUSD personnel to facilitate opportunities to create best practices in the classroom and/or school to coach and mentor students for academic success using culturally responsive pedagogy.

Collaborates with appropriate TUSD personnel to develop and implement curriculum and instruction focusing on cultural and historical experiences to engage all TUSD students.

Supervises the implementation of culturally responsive courses.

Responsible for development and oversight of budget.

Promotes inclusive practices, respect for diversity and equity among TUSD staff, students, and public.

Prepares and monitors assigned budgets.

Supervises assigned staff.

Represents the District in professional and community activities as directed.

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

Prepares ad hoc reports as requested

Directs the collection and dissemination of information on available training sources for district wide personnel relating to Cultural Responsive Pedagogy and directs and coordinates the implementation.

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

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 staff safety and security.

M:JOB16176
New/Rev: 8/13
USP Rev: 4/14

Brown, Samuel

From: Rico Uhrig, Janet
Sent: Monday, February 02, 2015 10:00 AM
To: Brown, Samuel
Cc: Maiden, Anna
Subject: FW: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction
Attachments: job description edited Irvine 9-25.docx

Dr. Irvine revisions.

From: Irvine, Jacqueline [<mailto:jjirvine@emory.edu>]
Sent: Thursday, September 25, 2014 7:58 AM
To: Rico Uhrig, Janet
Subject: Re: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction

I have attached my feedback to the job description. Thought it would be helpful to include my thoughts by revising the old position description to be sure I maintained your format.

Jackie Jordan Irvine

On Sep 18, 2014, at 12:47 PM, Rico Uhrig, Janet <Janet.RicoUhrig@tusd1.org> wrote:

Dr. Irvine,
Of course, you will find it attached. Thank you very much.
I look forward to your feedback,
Regards,
Janet
Janet Rico Uhrig, M.Ed., SPHR | Director, Talent Acquisition, Recruitment & Retention– Human Resources

Tucson Unified School District – Human Resources
1010 E 10th Street, Tucson, AZ 85719
(520) 225-6035 - Human Resources Customer Service
(520) 798-8683 - FAX
Janet.RicoUhrig@tusd1.org

Delivering Excellence in Education Every Day
Grow – Reach - Succeed

From: Irvine, Jacqueline [<mailto:jjirvine@emory.edu>]
Sent: Thursday, September 18, 2014 8:29 AM



CODE: 16176
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – CULTURALLY RESPONSIVE PEDAGOGY

SUMMARY

Directs district wide culturally responsive pedagogy and practices to allow academic success for all students at Tucson Unified School District (TUSD).

MINIMUM REQUIREMENTS

Bachelor's Degree in related field

Experience in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Five (5) or more years of any combination of teaching experience, administrative/supervisory or program management experience in a K-12 educational setting.

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

PREFERRED REQUIREMENTS

Master's or Doctorate degree in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Experience designing, implementing, and evaluating culturally responsive instructional programs that enhance learning opportunities for multicultural students.

Experience designing, implementing, and evaluating culturally responsive teacher professional development programs as well student and administrator learning groups.

Active participation working with culturally diverse populations and organizations.

Experience writing grants, fund development, public speaking and presentation preparation.

ADDITIONAL REQUIREMENTS AFTER HIRE

Must hold the Arizona IVP fingerprint clearance card.

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 District-wide culturally responsive instructional strategies to enhance achievement of all students, especially those at-risk.

Oversees the development and implementation of culturally responsive pedagogy.

Works with appropriate TUSD personnel to establish and implement district policies and procedures to have an equity based and culturally responsive curriculum and instructional services that result in high achievement for all students.

Directs educational approaches and practices which create and support inclusive learning environments utilizing learner centered approaches that emphasize students' cultural assets, backgrounds, social conditions, and individual strengths, while engaging families of students as partners and resources in instruction, culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

in instruction, culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies. in the learning process.

Collaborates with appropriate TUSD personnel to facilitate opportunities to create best practices in the classroom and/or school to coach and mentor students for academic success using culturally responsive pedagogy.

Collaborates with appropriate TUSD personnel to develop and implement standards-based curriculum and instruction focusing on cultural and historical experiences to engage all TUSD students.

Supervises the design, implementation, and evaluation of culturally responsive courses for all district personnel

Promotes inclusive practices, respect for diversity, and equity among TUSD staff, students, and public.

Develops, and monitors assigned budgets.

Supervises assigned staff.

Represents the District in professional and community activities as directed.

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

Prepares ad hoc reports as requested.

Directs the collection and dissemination of information on available training sources for district wide personnel relating to cultural responsive pedagogy and directs and coordinates the implementation.

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

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 staff safety and security.

M:JOB16176
New/Rev: 8/13
USP Rev: 4/14



CODE: 16176
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – CULTURALLY RESPONSIVE PEDAGOGY

SUMMARY

Directs district wide culturally responsive pedagogy and practices to allow academic success for all students at Tucson Unified School District (TUSD).

MINIMUM REQUIREMENTS

Master's degree in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Experience in instruction and culturally responsive pedagogy, as well as related areas in curriculum and Ethnic Studies, Cultural studies, Mexican American Studies, African American Studies, Urban Education, Multicultural Education or a related field

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

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

Five (5) or more years of any combination of teaching experience, administrative/supervisory or program management experience in a multicultural K-12 educational setting.

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

PREFERRED REQUIREMENTS

Doctorate degree in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Experience designing, implementing, and evaluating culturally responsive instructional programs that enhance learning opportunities for multicultural students.

Experience designing, implementing, and evaluating culturally responsive teacher professional development programs as well student and administrator learning groups.

Active participation working with culturally diverse populations and organizations.

Experience writing grants, fund development, public speaking and presentation preparation.

ADDITIONAL REQUIREMENTS AFTER HIRE

Must hold the Arizona IVP fingerprint clearance card.

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 District-wide culturally responsive instructional strategies to enhance achievement of all students, especially those at-risk.

Oversees the development and implementation of culturally responsive pedagogy.

Works with appropriate TUSD personnel to establish and implement district policies and procedures to have an equity based and culturally responsive curriculum and instructional services that result in high achievement for all students.

Directs educational approaches and practices which create and support inclusive learning environments utilizing learner centered approaches that emphasize students' cultural assets, backgrounds, social conditions, and individual strengths, while engaging families of students as partners and resources in instruction, culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Collaborates with appropriate TUSD personnel to facilitate opportunities to create best practices in the classroom and/or school to coach and mentor students for academic success using culturally responsive pedagogy.

Collaborates with appropriate TUSD personnel to develop and implement standards-based curriculum and instruction focusing on cultural and historical experiences to engage all TUSD students.

Supervises the design, implementation, and evaluation of culturally responsive courses for all district personnel

Promotes inclusive practices, respect for diversity, and equity among TUSD staff, students, and public.

Develops, and monitors assigned budgets.

Supervises assigned staff.

Represents the District in professional and community activities as directed.

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

Prepares ad hoc reports as requested.

Directs the collection and dissemination of information on available training sources for district wide personnel relating to cultural responsive pedagogy and directs and coordinates the implementation.

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

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 staff safety and security.

M:JOB16176
New/Rev: 8/13, 10/14
USP Rev: 4/14

Rico Uhrig, Janet

From: Rico Uhrig, Janet
Sent: Wednesday, October 01, 2014 11:22 AM
To: Flores, Luis
Subject: Fwd: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction
Attachments: job description edited Irvine 9-25.docx; ATT405346.htm

Please edit the posting to reflect this JD

Sent from my iPhone

Begin forwarded message:

From: "Irvine, Jacqueline" <jirvine@emory.edu>
Date: September 25, 2014 at 7:58:18 AM MST
To: "Rico Uhrig, Janet" <Janet.RicoUhrig@tusd1.org>
Subject: Re: TUSD and search for Director of Culturally Relevant Pedagogy and Instruction

I have attached my feedback to the job description. Thought it would be helpful to include my thoughts by revising the old position description to be sure I maintained your format.

Jackie Jordan Irvine

On Sep 18, 2014, at 12:47 PM, Rico Uhrig, Janet <Janet.RicoUhrig@tusd1.org> wrote:

Dr. Irvine,
Of course, you will find it attached. Thank you very much.
I look forward to your feedback,
Regards,
Janet

Janet Rico Uhrig, M.Ed., SPHR | Director, Talent Acquisition, Recruitment & Retention– Human Resources

Tucson Unified School District – Human Resources
1010 E 10th Street, Tucson, AZ 85719
(520) 225-6035 - Human Resources Customer Service
(520) 798-8683 - FAX
Janet.RicoUhrig@tusd1.org

Delivering Excellence in Education Every Day
Grow – Reach – Succeed



CODE: 16176
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – CULTURALLY RESPONSIVE PEDAGOGY

SUMMARY

Directs district wide culturally responsive pedagogy and practices to allow academic success for all students at Tucson Unified School District (TUSD).

MINIMUM REQUIREMENTS

Bachelor's Degree in related field

Experience in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Five (5) or more years of any combination of teaching experience, administrative/supervisory or program management experience in a K-12 educational setting.

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

PREFERRED REQUIREMENTS

Master's or Doctorate degree in instruction and culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

Experience designing, implementing, and evaluating culturally responsive instructional programs that enhance learning opportunities for multicultural students.

Experience designing, implementing, and evaluating culturally responsive teacher professional development programs as well student and administrator learning groups.

Active participation working with culturally diverse populations and organizations.

Experience writing grants, fund development, public speaking and presentation preparation.

ADDITIONAL REQUIREMENTS AFTER HIRE

Must hold the Arizona IVP fingerprint clearance card.

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 District-wide culturally responsive instructional strategies to enhance achievement of all students, especially those at-risk.

Oversees the development and implementation of culturally responsive pedagogy.

Works with appropriate TUSD personnel to establish and implement district policies and procedures to have an equity based and culturally responsive curriculum and instructional services that result in high achievement for all students.

Directs educational approaches and practices which create and support inclusive learning environments utilizing learner centered approaches that emphasize students' cultural assets, backgrounds, social conditions, and individual strengths, while engaging families of students as partners and resources in instruction, culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies.

in instruction, culturally responsive pedagogy, as well as related areas in curriculum and ethnic/cultural studies. in the learning process.

Collaborates with appropriate TUSD personnel to facilitate opportunities to create best practices in the classroom and/or school to coach and mentor students for academic success using culturally responsive pedagogy.

Collaborates with appropriate TUSD personnel to develop and implement standards-based curriculum and instruction focusing on cultural and historical experiences to engage all TUSD students.

Supervises the design, implementation, and evaluation of culturally responsive courses for all district personnel

Promotes inclusive practices, respect for diversity, and equity among TUSD staff, students, and public.

Develops, and monitors assigned budgets.

Supervises assigned staff.

Represents the District in professional and community activities as directed.

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

Prepares ad hoc reports as requested.

Directs the collection and dissemination of information on available training sources for district wide personnel relating to cultural responsive pedagogy and directs and coordinates the implementation.

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

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 staff safety and security.

M:JOB16176
New/Rev: 8/13
USP Rev: 4/14

>>>>>>>>>>>> Form <<<<<<<<<<<<<<

CURRICULUM, INSTRUCTION, AND PROFESSIONAL
DEVELOPMENT DEPARTMENT
1010 E. 10TH ST.
TUCSON, AZ 85719

Directs district wide culturally responsive pedagogy and practices to allow academic success for all students at Tucson Unified School District (TUSD).

Experience designing, implementing, and evaluating culturally responsive teacher professional development programs as well student and administrator learning groups.

ATTACHMENT E – SIGMA PRINTOUT

Active participation working with culturally diverse populations and organizations.

Experience writing grants, fund development, public speaking and presentation preparation.

ADDITIONAL REQUIREMENTS AFTER HIRE

Must hold the Arizona IVP fingerprint clearance card.

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

Additional Info :

ADM - Grade 5-C - EXEMPT POSITION
\$80,775.93 commensurate with experience

ESSENTIAL FUNCTIONS

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

Directs District-wide culturally responsive instructional strategies to meet the needs of all students, especially those at-risk.

Oversees the development and implementation of culturally responsible pedagogy.

Works with appropriate TUSD personnel to establish and implement district policies and procedures to have an equity based and culturally responsive curriculum and instructional services.

Directs educational approaches and practices which create and support inclusive learning environments utilizing learner centered approaches that emphasize students' cultural assets, backgrounds, social conditions, and individual strengths, while engaging families of students as partners in the learning process.

Collaborates with appropriate TUSD personnel to facilitate opportunities to create best practices in the classroom and/or school to coach and mentor students for academic success using culturally responsive pedagogy.

Collaborates with appropriate TUSD personnel to develop and implement curriculum and instruction focusing on cultural and historical experiences to engage all TUSD students.

Supervises the implementation of culturally responsive courses.

Responsible for development and oversight of budget.

Promotes inclusive practices, respect for diversity and equity among TUSD staff, students, and public.

Prepares and monitors assigned budgets.

Supervises assigned staff.

Represents the District in professional and community activities as directed.

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

Prepares ad hoc reports as requested

Directs the collection and dissemination of information on available training sources for district wide personnel relating to Cultural Responsive Pedagogy and directs and coordinates the implementation.

>>>>>>>>>> Custom Report <<<<<<<<<<<