

Copies of all job descriptions and explanations of responsibilities for all persons hired or assigned to fulfill the requirements of this Section, identified by name, job title, previous job title (if appropriate), others considered for the position, and credentials. USP Section II.K(1)(c)

Appendix 11

II. Student Assignment

Director of Student Assignment [II.C.1.]

Name	Hire/Designate	Active Position	Credentials
Noreen Wiedenfeld	Designate	Job Code: 14699 Director – Student Placement and Community Outreach	<p><u>Education:</u> Masters - Education Counseling Bachelors - Elementary Education</p> <hr/> <p><u>Licenses and Certifications:</u> Principal Guidance Counselor (PreK-12) Substitute Teacher Standard Elementary Ed. (1-8)</p> <p><u>Endorsement:</u> SEI Endorsement</p> <hr/> <p><u>Experience:</u> TUSD Director – Student Placement and Community Outreach Dates: 1/13/10 (Active)</p> <p>TUSD Director – School, Parent Development Dates: 1/04/10 – 1/13/10</p> <p>TUSD Counselor Dates: Starting date in employee file – 1/04/10 (1999 Conversion for Active Employee in PeopleSoft)</p>



CODE: 14699
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – STUDENT PLACEMENT AND COMMUNITY OUTREACH

SUMMARY

This position is responsible for all student assignment activities and open enrollment. The Director is responsible for coordinating student placements with all relevant Tucson Unified School District (TUSD) departments including, but not limited to Transportation, Facilities, Magnet Schools, Facilities, and other programs. This position manages the Community Services Department including school choice and other community related responsibilities. The Director is responsible for overseeing Family Centers, and other programs relevant to support Student Placement and Community Outreach.

MINIMUM REQUIREMENTS

Masters degree in education, business administration or related field

Three (3) years of experience managing community programs or agencies

Five (5) years of teaching and/or experience in school site administration

Administrative certificate

Structured English Immersion (SEI) endorsement

Arizona IVP Fingerprint Clearance Card

Any equivalent combination of education and experience which meet the minimum requirements.

PREFERRED QUALIFICATIONS

Demonstrated knowledge of State requirements under Open Enrollment and the history of the Federal Desegregation Court order regarding Magnet schools.

ADDITIONAL REQUIREMENTS AFTER HIRE

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

ESSENTIAL FUNCTIONS

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

Directs the assignment activities and open enrollment. Coordinates those student placements with all relevant Tucson Unified School District (TUSD) departments including, but not limited to Transportation, Facilities, Magnet Schools, and other programs.

Directs and supervises assigned staff

May direct other programs relevant to support Student Placement and Community Outreach as assigned.

Insures compliance and eligibility with TUSD District and I boundary policies for the purpose of determining residency address of parents and students. Authorizes attendance either on tuition or non-tuition basis.

Attends, participates, and presents at workshops, conferences, and school and community meetings involving school placement through the District lottery system.

Reviews requests for student transfers, determines appropriate policy, statute or court order and approves movement between magnet and open enrollment schools.

Coordinates with foreign exchange agencies in school placement. Initiates I20 foreign student visa documentation.

Investigates parent, student, staff and community complaints or concerns related to student placement and community outreach in the District. Responsible for satisfactory resolution of complaints or concerns.

Represents TUSD to community agencies, including but not limited to, such agencies as United Way, American Red Cross, and other Board approved fund raisers.

Coordinates with Child Protective Services, foster homes and law enforcement agencies such as Juvenile Court, Tucson Police Department, and Sheriff's Department. Makes recommendations for student placement.

Investigates reports regarding parent and student behaviors such as truancy and child abuse. Collaborates with School Safety officers. Initiates corrective action.

Researches and gathers information on agencies that wish to provide services and information to TUSD. Verifies their organizational affiliation. Determines relevancy. Approves their presentations and monitors their actions.

Shares information with District staff regarding services for students/parents. Interacts and communicates with other departments in Programs & Outreach.

Maintains and updates database information for District, federal, and State reports regarding open enrollment and other relevant programs that support Student Services and Community Outreach.

Manages and keeps department budgets for student placement.

Designates receiving schools and arranges transportation for students opting out of schools in improvement under Elementary and Secondary Education Act. Maintains database and reports to State.

Writes grants and oversees implementation of grants for Title 1 monies: Homeless, Refugees and Neglected & Delinquent students.

Manage and maintain district volunteer program and reports; provide information to Risk Management. Shares information regarding school requirements for volunteers.

Collaborates with Superintendent's Staff on students regarding expulsions and suspensions. Develops conditions for re-admission. Monitors probationary students' conduct and recommends corrective action if necessary.

Solicits funds for various TUSD initiatives from business and community agencies.

Develops and maintains the annual school calendar in collaboration with such agencies as T.E.A., T.A.I., S.C.P.C. and the Governing Board.

Adheres to all court orders, state and federal laws, and District policies and regulations pertaining to student assignment and placement.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials. Reads and comprehends complex 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.

REVIEWED MAY 2000
M:JOB14699
REVIEW DATE: March 1993
Revised 6/04, 3/09, 10/09, 3/13
USP Review: 3/13

Director of Magnet Strategy and Operations [II.C.2.]

Name	Hire/Designate	Active Position	Credentials
Victoria Callison	Designate	Job Code: 16250 Director of Magnet School Programs	<p><u>Education:</u></p> <ul style="list-style-type: none"> • Masters - Education Administration • Bachelors - Elementary Education <p><u>Licenses and Certifications:</u></p> <ul style="list-style-type: none"> • Principal • SEI (K-12) • Standard Elementary Ed. (1-8) <p><u>Endorsement:</u></p> <ul style="list-style-type: none"> • SEI Endorsement <p><u>Experience:</u></p> <p>TUSD Director of Magnet School Programs Dates: 5/14/12 (Active)</p> <p>TUSD Program Manager Dates: 11/01/10 – 5/14/12</p> <p>TUSD Principal Dates: 7/30/07 – 11/01/10</p> <p>TUSD Assistant Principal Dates: 8/05/02 – 7/30/07</p> <p>TUSD Teacher Dates: 2/21/01 – 8/05/02</p>



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: JOB16250

New: 1/12

USP II.K.1.c. Others Considered for Positions and Credentials

Last	First	Education	Certificates/Approved Area	Endorsements	Experience
14-0570 - Magnet Site Coordinator (Borton Elementary School)					
Rutman	Robert	Educational Specialist Degree	Standard Special Education Guidance Counselor Principal SpEd Cross Categorical	SEI (K-12)	ExEd Teacher @ Cavett E.S. Dates: 9/17/07 (Active) Resource Teacher & Coord. @ Cat Foothills H.S. Dates: 8/4/05 - 5/25/06 Principal @ Fairbanks North Star Borough School District Dates: 8/16/97 - 5/28/01 Director of Special Programs @ NW Arctic Borough School District Dates: 7/15/80 - 6/10/05
14-0574 - Magnet Site Coordinator (Booth-Fickett Magnet K-8)					
Caucci	Laura	Not Provided	Coop Ed (K-12) Prov CTE - Business Prov. CTE - Industrial	SEI (K-12)	Business/PLATO Teacher @ Pueblo H.S. Dates: 09/30/08 - 05/26/11 Marketing Consultant @ Freedom Communications Dates: 05/25/04 - 09/25/08
Dineley	Shannon	Masters - Education	Standard Secondary (7-12)	ESL (K-12) MS (5-9) English	Teacher @ Vail M.S. Dates: 08/10/06 (Active) Principal/Teacher @ Calli Ollin Academy Schools - Chicanos Por la Causa Dates: 01/07/02 - 07/28/06 Title VII Coordinator/English @ Pimeria Alta H.S. Dates: 11/08/00 - 12/18/01 Adjunct Faculty - Education @ Pima Community College Dates: 08/01/00 (Active) Educational Consultant @ NovaNET Learning Dates: 05/01/99 - 07/15/00
Hartmann	Terry	Masters - Education	Standard Elementary (K-8) Principal (K-12)	Gifted (K-12) Early Childhood SEI (K-12)	Teacher @ Hughes E.S. Dates: 08/20/02 (Active) Ex Ed Teaching Assistant @ Miles E.S. Dates: 05/21/00 - 08/19/02 Media Tech/Co-Teacher @ AZ School for the Deaf and Blind Dates: 08/20/98 - 05/20/00 Media Ops Mgr/Adj Faculty @ Univ. of AZ 01/03/94 - 06/20/97 Adjunct Faculty @ Pima Community College Dates: 08/20/82 - 08/20/97 Dir. Video and Audio Svcs @ Pima Community College Dates: 01/03/82 - 12/20/93

McGlory	Dinah	Masters - Education	Standard Elementary (K-8) Substitute (K-12) Principal (K-12) Business Standard Secondary (7-12)	SEI (K-12)	Interim Assistant Principal @ Utterback M.S. Dates: 11/19/13 (Active) Teacher @ Booth-Fickett Magnet K8 Dates: 08/19/09 - 06/24/11 New Teacher Mentor @ CIPD Dates: 08/16/08 - 05/20/09 Summer School Coordinator @ Tucson Urban League Dates: 5/06/07 - 07/06/07 Instructional Coach @ Holladay Magnet E.S. Dates: 08/14/06 - 05/22/08 Teacher @ Secrist M.S. Dates: 08/14/04 - 08/20/06 Various Positions - Chase Bank One Dates: 08/16/74 - 05/2/96
McKay	Catherine	Educational Specialist Degree	Standard Elementary (K-8) MS Gen Science (7-8)	ESL (K-12) Gifted (K-12)	Restorative Lrng/Sci Teacher @ Booth-Fickett Magnet K8 Dates: 12/16/11 - 05/24/13 Behavior Interventionist Monitor @ Doolen M.S. Dates: 08/15/11 - 12/16/11 Scorer/Rater @ Educ Testing Svcs Dates: 11/15/10 - 06/30/11 Panel Moderator Volunteer @ Expanding Your Horizons Conf, U of A Dates: 03/08/08 - 03/08/11 Instructional Coach @ Marana USD Dates: 08/01/07 - 11/24/10 Adj Professor @ Holy Names Univ Dates: 06/23/97 - 08/25/03 Secondary Science Coach/Teacher @ Oakland USD Dates: 10/23/89 - 07/31/07
Wiest	Paul	Doctrate - Education	Standard Secondary (7-12) Standard Elementary (K-8) H.S. Social Studies Guidance Counselor Standard Sp Ed - CC Math - H.S. Physical Science Principal (K-12) Supervisor (K-12) MS Math (7-8) Superintendent (K-12)	Reading Splst (K-12) ESL (K-12)	H.S. Math Teacher @ Leupp Schools Inc Dates: 08/13/12 - 10/09/12 Science @ Tohono O'dham SD Dates: 08/04/11 - 05/10/12 Sp Ed Teacher @ Indian Oasis Baboquivari USD Dates: 08/04/09 - 05/22/10 Ex Ed Teacher CC @ Utterback M.S. Dates: 07/25/08 - 05/25/09 Counselor/Sp Ed Teacher @ Sanders USD Dates: 07/20/07 - 06/13/08 Teacher @ Pinon USD Dates: 07/15/04 - 06/16/07 H.S. Math Teacher @ Decatur Pub Schools Dates: 08/01/03 - 06/01/04 Teacher @ Shonto Preparatory Shool Dates: 10/30/01 - 06/10/02 8th Gr Science Teacher @ Washington USD Dates: 08/10/01 - 10/29/01
14-0574 - Magnet Site Coordinator (Mansfed M.S.)					
Chumbley	Janet	Masters - Education	Standard Secondary (7-12) Art English	Library Educ Media Specialist Reading Splst (K-12) SEI (K-12)	English Teacher @ Tucson Magnet H.S. Dates: 08/20/09 - 05/24/13 K8 Librarian @ Booth Fickett Magnet K8 Dates: 08/09/04 - 05/30/09 K5 Librarian @ Warren E.S. Dates: 08/12/02 - 05/30/04

Manciet	Patricia	Masters - MS Math Leadership	HS Social Studies MS Language Arts/Reading (7-8) MS Math (7-8)	SEI (K-12)	Teacher @ Valencia M.S. Dates: 07/21/08 (Active) ED Sp Ed Teacher @ Sunnyside USD Dates: 07/31/05 - 06/18/08 LT Substitute @ Flowing Wells USD Dates: 01/03/06 - 05/26/06 Territorial Aide @ AZ Historical Society Dates: 05/18/05 - 08/01/05 Ex Ed Teacher Assist @ Magee M.S. Dates: 08/25/98 - 01/15/01 Community School Director @ Lineweaver E.S. Dates: 08/10/98 - 05/28/00
Merino	James R	Masters - Org Management	Standard Secondary (7-12) Principal (K-12) HS Social Studies	SEI (K-12)	SubTeacher/Instructional Coach @ Rincon H.S. Dates: 10/25/11 (Active) Reading/Math Interventionist @ Oddessy Educ Svcs Dates: 08/01/08 - Not Provided Govt Teacher/Jag Coord @ Sunnyside USD Dates: 07/01/03 - 10/24/11 Lead Corp Trainer @ AFNI Dates: 07/01/02 - 06/01/03
14-0644 - Magnet Site Coordinator (Utterback M.S.)					
Saucedo	Denise	Masters - Education	Standard Elementary (K-8) Substitute (K-12)	SEI (K-12)	Elementary Educator @ Fruchthendler E.S. Dates: 08/01/04 (Active) Sub Teacher @ TUSD Dates: 09/01/01 - 08/01/04 Exec. Officer @ U.S. Air Force Dates: 08/15/76 - 06/11/99



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