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 IV.K(1)(a)

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**Appendix 26**
**IV. Administrator and Certificated Staff**

Individual in the human resources department who shall coordinate and review the District’s outreach, recruitment, hiring, assignment and retention efforts and any reductions in force [IV.B.1.]

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire/Designate</th>
<th>Active Position</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Palmo</td>
<td>Designate</td>
<td>Job Code: 102397&lt;br&gt;Interim Executive Director – Human Resources</td>
<td>Education:&lt;br&gt;Masters - Human Resources Management&lt;br&gt;21 credits towards a Masters in Public Administration</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Licenses and Certifications:&lt;br&gt;None</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Experience:&lt;br&gt;TUSD Interim Executive Director – HR&lt;br&gt;Dates: 8/15/12 (Active)</td>
</tr>
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<td></td>
<td>TUSD Director-Food Services&lt;br&gt;Dates: Starting date in employee file – 8/15/12&lt;br&gt;(1999 Conversion for Active Employee in PeopleSoft)</td>
</tr>
</tbody>
</table>
Director-level employee to coordinate personnel recruitment efforts [IV.B.2.]

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire/Designate</th>
<th>Active Position</th>
<th>Credentials</th>
</tr>
</thead>
</table>
| Pamela Palmo  | Designate      | Job Code: 102397 Interim Executive Director – Human Resources | Education: Masters - Human Resources Management  
21 credits towards a Masters in Public Administration  
Licenses and Certifications: None  
Experience:  
TUSD Interim Executive Director – HR  
Dates: 8/15/12 (Active)  
TUSD Director-Food Services  
Dates: Starting date in employee file – 8/15/12  
(1999 Conversion for Active Employee in PeopleSoft) |
| Tracey McGhee | Considered     | Job Code: 92241 Sr. Human Resources Program Coordinator Hire Date: 08/08/11 | Education: Bachelors - Business  
Licenses and Certifications: None  
Experience:  
8/8/11 - present Sr HR Program Coordinator,  
8/7/11-12/15/08 - Human Resources Assistant, Tohono O'odham Community College, Sells, AZ;  
9/15/08-7/1,06 - Teller, Vantage West, Tucson, AZ;  
6/30/04-8/15/03 - School Bus Safety/Security Aid, Aviano Air Force Base, Aviano, Italy;  
7/15/03-10/28/02 - Counter Manager/Elizebeth Arden, Dillards, Ogden, UT |
CLASSIFICATION TITLE
EXECUTIVE DIRECTOR, HUMAN RESOURCES

SUMMARY
Directs the operations and staff of the Human Resources Department for Tucson Unified School District (TUSD). Directs appropriate personnel to ensure that outreach, recruitment, applicant processes, retention, reductions in force, and other Human Resource functions ensure a highly qualified and diversified workforce for TUSD.

MINIMUM REQUIREMENTS
Master's degree in Personnel Management, Business Administration or a related field
AND
Five years of progressively responsible experience in Human Resources and/or educational administration
Four years Supervisory/Management experience
Demonstrated knowledge of the collective bargaining process, and state and federal laws as they relate to human resource management.
Ability to use high level interpersonal skills in order to maintain effective relationships.
Experience developing and managing budgets.
Experience facilitating the development and implementation of a strategic plan.

PREFERRED REQUIREMENTS
Three years of demonstrated experience in public personnel administration.
Demonstrated experience in process improvement or the re-engineering of a Human Resources Department.
Experience in a large urban educational setting or school district.
Bilingual (English/Spanish).

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.

Provides direction and oversight of the Human Resources (HR) Department with planning that is aligned with District strategic goals and objectives.

Directs the districts effort to maintain compliance with the Department of Labor, Fair Labor Standards Act.

Directs appropriate personnel to ensure that outreach, recruitment, applicant processes, retention, reductions in force, and other Human Resource functions ensure a highly qualified and diversified workforce for TUSD.

Advises the Executive Team on the formulation and implementation of Human Resource plans, policies, programs, procedures and services.

Assists the Superintendent in organizational analysis and development.
Plan, direct and monitor the application and employment process of certified and classified employees, ensuring outreach and recruitment of a highly qualified and diversified TUSD workforce.

Interprets Governing Board policies, state and federal regulations and special rulings to ensure TUSD compliance with overall Human Resource practices. Collaborates with the Legal Advisor on areas that require legal interpretation.

Assists the Superintendent and Staff in the selection of new Administrators and/or transfer of existing Administrators.

Collaborates with the District negotiation team, at the direction of the Superintendent by developing proposals, monitoring existing contracts and recommending negotiation strategy.

Collaborates with appropriate personnel and TUSD departments to ensure networking for the improvement of processing employee documents.

Represents the District at meetings of Personnel and Human Resources Professionals and at ACRD hearings.

Directs Benefits personnel and participates in the District insurance advisory committee.

Develops and monitors the departmental annual budget.

Assesses the effectiveness and accuracy of staff allocation plans.

Manages and maintains a comprehensive personnel data system in

Acts as the Primary Human Resource Advisor to the Governing Board and the District Staff.

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

**MENTAL TASKS**
Communicates. Evaluates Human Resources policies and practices and other written materials. Performs functions from written and oral instructions. 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 telephones, computers.

**WORKING CONDITIONS**
Indoor. Office environment. Contact with employees, public.

**CONTROL, SUPERVISION**
Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.
CLASSIFICATION TITLE
SENIOR 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 the district. This classification is differentiated from the program coordinator by the number of affected people, the greater impact on the district and the size of the program's budget, as determined by human resources.]

Note: Specific summary information relating to the program this position is being placed in will be provided by the department and approved by Human Resources.

MINIMUM REQUIREMENTS
Master's Degree.

AND

Two years of experience administering or coordinating programs

OR

Bachelor's Degree

AND

Five years of experience administering or coordinating programs

OR

Ten years of progressive experience administering or coordinating programs.

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

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

Three (3) years Supervisory Experience

Any equivalent combination of experience, training, or education.

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

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee's expense).

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

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

Coordinates the activities of the program with interrelated activities, or with other programs or departments or schools.

Supervises and evaluates assigned personnel.

Provides training, organize conferences and chair committees related to program.

Develops and recommends new or revised program goals and objectives. Develops and implements action plans.
Develops and schedules program work plans based upon established priorities, time and funding limitations or other specifications.

Monitors and approves program expenditures. Prepares or assists with funding or budget proposals.

Confers with and advises staff, students, community members, or others of program goals and objectives, and of the means to achieving those goals and objectives. Collaborates with community, governmental and/or social service agencies as needed.

Prepares periodic reports, financial statements and records on program activities, progress or status.

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

Note: Additional specific functions relating to the program this position is being placed in may be provided by the department and approved by Human Resources.

**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.
Director-level employee to coordinate professional development and support efforts [IV.B.3.]

<table>
<thead>
<tr>
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<th>Hire/Designate</th>
<th>Previous Position</th>
<th>Credentials</th>
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</thead>
<tbody>
<tr>
<td>Richard Foster</td>
<td>Designate</td>
<td>Job Code: 92240 Program Coordinator, Senior – Professional Development</td>
<td>Education: Master – Elementary Education, Bachelor - Radio/TV/ General Business and Post BA Elementary Education and Social Studies</td>
</tr>
</tbody>
</table>

- Licenses and Certifications:
  - Standard Elementary Education K-8
  - Principal
  - Substitute
  - Endorsement:
    - English as a Second Language K-12

- Experience:
  - TUSD Director – Professional Development
    Dates: 2/20/13 (Active)
  - TUSD Program Coordinator, Senior
    Dates: 2/28/08 – 7/01/12
  - TUSD Principal
    Dates: Starting date in employee file – 1/12/08 (1999 Conversion for Active Employee in PeopleSoft)
CLASSIFICATION TITLE
PROGRAM COORDINATOR, SENIOR - PROFESSIONAL DEVELOPMENT

SUMMARY
Plans and implements approved professional development programs for Tucson Unified School District (TUSD) Certified Staff. Elicits input from all schools/departments on staff development needs, and ensures alignment of instructional, curricular and leadership professional development offerings district-wide.

MINIMUM REQUIREMENTS
Master’s degree in Elementary/Secondary/Special Education or Education Leadership/Administration, Curriculum and Instruction or related field
Five years of teaching experience in elementary or secondary education
Current Arizona or Reciprocal Administrative Certificate with Structured English Immersion Endorsement (SEI).
Experience working with curriculum and instruction issues, national and state standards, instructional design, facilitation, and event planning.
Experience in program planning and development required. Any equivalent combination of education and experience which meet the minimum requirements.
Word Processing/Database/Spreadsheet Program Knowledge

PREFERRED REQUIREMENTS
Experience as a school administrator

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at your own expense) or submission of valid Fingerprint 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.

Ensures coordination of District-wide staff development; eliminates duplication and promotes efficient use of resources.
Collaborates with the Deputy and Assistant Superintendents in the design and delivery of administrative and certificated professional development.
Consults with school councils on the needed professional development.
Assists with the responsibility for planning and monitoring New Teacher induction and assumes primary responsibility for Administrator induction, mentor programs and back to school conferences.
Ensures support for teacher and administrator professional learning community study groups.
Coordinates training for all instructional coaches.
Evaluates programs to determine if objectives have been met.

Assists the Deputy Superintendent with the Professional Development budget

Supervises assigned staff.

Represents the District in professional and community activities directly related to Professional Growth programs.

Expertise in the use of Microsoft Office Suite including Word, Excel, Outlook and Power Point

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 safety and security.

M:JOB92240
New 3/15/11
<table>
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<tr>
<th>Name</th>
<th>Hire/Designate</th>
<th>Active Position</th>
<th>Credentials</th>
</tr>
</thead>
</table>
| Veronica Altamirano | Designate      | Job Code:350013       | **Education:**  
|                |                | Teacher Mentor        | • Bachelors of Arts – Business & Public Administration  
|                |                |                       | • Masters - Educational Leadership  
|                |                |                       | **Licenses and Certificates:**  
|                |                |                       | • Standard Elementary Education, K-8  
|                |                |                       | • English as a Second Language, K-12  
|                |                |                       | • Reading Specialist, K-12,  
|                |                |                       | • Early Childhood, Birth-Age 8  
|                |                |                       | **Experience:**  
|                |                |                       | TUSD Teacher Mentor  
|                |                |                       | Dates: 8/10/11 (Active)  
|                |                |                       | TUSD Teacher  
|                |                |                       | Dates: 8/10/06 – 8/10/11  
|                |                |                       | TUSD Instructional Coach  
|                |                |                       | Dates: 8/11/05 – 8/10/06  
|                |                |                       | TUSD Teacher  
|                |                |                       | Dates: Starting date in employee file – 8/10/05  
|                |                |                       | (1999 Conversion for Active Employee in PeopleSoft)  
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<th>Name</th>
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<th>Credentials</th>
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<tr>
<td>Monica Ayon</td>
<td>Designate</td>
<td>Job Code:350013 Teacher Mentor</td>
<td>Education: Bachelors of Science – Special Education &amp; Rehab Masters ED – Counseling-Human Relations</td>
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<td>Licenses and Certificates: Standard Cross Categorical Special Ed, K-12 Endorsements: Structured English Immersion, K-12</td>
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<td>Experience: TUSD Teacher Mentor Dates: 8/10/11 (Active)</td>
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<td>TUSD Teacher Dates: 8/11/04 – 8/10/11</td>
</tr>
<tr>
<td>Gloria Carrington</td>
<td>Designate</td>
<td>Job Code:350013 Teacher Mentor</td>
<td>Education: Bachelor of Science Masters</td>
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<tr>
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<td>Licenses and Certificates: Substitute Standard Elementary Education, 1-8 Endorsements Library Master of Education Specialist, K-12 Structured English Immersion, K-12</td>
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<td>TUSD Librarian Dates: Starting date in employee file – 8/06/08 (1999 Conversion for Active Employee in PeopleSoft)</td>
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| Rosaisela Cota  | Designate      | Job Code:350013       | Education:
<p>|                 |                | Teacher Mentor        | Bachelor of Arts                                                        |
|                 |                |                       | Master of Arts                                                             |
|                 |                |                       | Licenses and Certificates:                                                 |
|                 |                |                       | Standard Elementary Education, K-8                                           |
|                 |                |                       | Substitute                                                                  |
|                 |                |                       | Endorsements                                                               |
|                 |                |                       | Spanish Bilingual, K-12                                                     |
|                 |                |                       | Experience:                                                                |
|                 |                |                       | TUSD Teacher Mentor                                                        |
|                 |                |                       | Dates: 8/10/11 (Active)                                                    |
|                 |                |                       | TUSD Teacher                                                               |
|                 |                |                       | Dates: 8/06/08 – 8/10/11                                                   |
|                 |                |                       | TUSD Instructional Coach                                                   |
|                 |                |                       | Dates: 8/10/05 – 8/06/08                                                   |
|                 |                |                       | TUSD Teacher                                                               |
|                 |                |                       | Dates: Starting date in employee file – 8/10/05 (1999 Conversion for Active Employee in PeopleSoft) |</p>
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<th>Name</th>
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<th>Active Position</th>
<th>Credentials</th>
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</thead>
</table>
| Mary Carmen Cruz  | Designate      | Job Code:350013 Teacher Mentor | Education: 
Bachelor of Arts 
Master of Arts 

Licenses and Certificates: 
Standard Secondary Education, 7-12 
Approved Area/Highly Qualified English Endorsements 
English as a Second Language, K-12 

Experience: 
TUSD Teacher Mentor 
Dates: 8/06/08 (Active) 

TUSD Teacher 
Dates: 4/03/05 – 8/06/08 

TUSD Curriculum-Spec-Bilingual 
Dates: Starting date in employee file – 4/03/05 
(1999 Conversion for Active Employee in PeopleSoft)
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<th>Name</th>
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<th>Active Position</th>
<th>Credentials</th>
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</table>
| Kristin Enger    | Designate      | Job Code:350013 Teacher Mentor | Education: Master – Special Education  
Licenses and Certificates:  
Standard Elementary Education, K-8  
Standard Cross Categorical Special Ed, K-12  
Approved Area/Qualified/Highly Qualified  
Middle Grades Language Arts 7-8  
Endorsements  
Reading Specialist, K-12  
Structured English Immersion, K-12  
Experience:  
TUSD Teacher Mentor  
Dates: 7/29/11 (Active)  
TUSD Teacher  
Dates: 8/28/09 – 8/10/11 |
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<th>Credentials</th>
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</thead>
</table>
| Cara Gabor  | Designate      | Job Code:350013 Teacher Mentor                      | **Education:** Bachelor of Science - Psych/Sociology/Behav Science  
              |                             |                                                                                                                                  | Master of Arts – Special Education and Rehab  
              |                             |                                                                                                                                  | **Licenses and Certificates:** Substitute  
              |                             |                                                                                                                                  | Standard Cross Categorical Special Ed, K-12  
              |                             |                                                                                                                                  | Provisional elementary Education, 1-8  
              |                             |                                                                                                                                  | **Endorsements:** Structured English Immersion, K-12  
              |                             |                                                                                                                                  | Reading, K-8  
              |                             |                                                                                                                                  | **Experience:** TUSD Teacher Mentor  
              |                             |                                                                                                                                  | Dates: 8/10/11 (Active)  
              |                             |                                                                                                                                  | TUSD Teacher  
<pre><code>          |                             |                                                                                                                                  | Dates: 8/10/06 – 8/10/11 |
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</table>
| Sarah Hann | Designate      | Job Code:350013 Teacher Mentor | Education:  
 Bachelor of Arts - Education  
 Master – Education, Language, Reading and Culture  
 Licenses and Certificates:  
 Standard Elementary Education, K-8  
 Endorsements  
 Gifted, K-12  
 Reading Specialist, K-12  
 Structured English Immersion, K-12  
 Experience:  
 TUSD Teacher Mentor  
 Dates: 7/30/12 (Active)  
 TUSD Teacher  
 Dates: 3/30/05 – 7/30/12 |
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<th>Credentials</th>
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</table>
| Patricia Hurley | Designate      | Job Code:350013 Teacher Mentor | Education:  
 Bachelor of Science  
 Master of Science  
  
 Licenses and Certificates:  
 Standard Elementary Education, K-8  
 Approved Area/Highly Qualified:  
 Middle Grades General Science 7-8  
 Endorsements  
 Structured English Immersion, K-12  
 Experience:  
 TUSD Teacher Mentor  
 Dates: 7/30/12  
 TUSD Teacher Mentor  
 Dates: 8/06/08  
 TUSD Teacher  
 Dates: 10/03/02 – 8/06/08 |
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<td>Jacqueline Krieg</td>
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<td>Education:</td>
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<td>Library-Master of Education Specialist, K-12</td>
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<td>Structured English Immersion, K-12</td>
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<td>TUSD Teacher Mentor</td>
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<td>Dates: Starting date in employee file – 8/10/06 (1999 Conversion for Active Employee in PeopleSoft)</td>
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</tbody>
</table>
| Dawn Markley | Designate      | Job Code: 350013 Teacher Mentor | Education:  
Bachelor of Arts - Psychology  
Master of Arts – Special Education and Rehab  
Licenses and Certificates:  
Standard Special Education ED K-12  
Standard Special Education LD K-12  
Approved Area:  
Emotional Disability Special Educ  
Learning Disability Special Educ  
Endorsements  
Structured English Immersion, K-12  
Early Childhood, Birth-Age 8  
Experience:  
TUSD Teacher Mentor  
Dates: 8/12/09 (Active)  
TUSD Teacher  
Dates: 8/12/02 – 8/12/09 |
| James Marr   | Designate      | Job Code: 350013 Teacher Mentor | Education:  
Masters – Music Education  
Licenses and Certificates:  
Principal  
Endorsements  
Structured English Immersion, K-12  
Experience:  
TUSD ACR Teacher Mentor  
Dates: 12/12/11 (Active)  
TUSD Assistant Principal  
Dates: 9/12/01 – 7/01/04  
TUSD Teacher  
Dates: Starting date in employee file – 8/15/01  
(1999 Conversion for Active Employee in PeopleSoft) |
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<tbody>
<tr>
<td>Jennifer Martin</td>
<td>Designate</td>
<td>Job Code:350013 Teacher Mentor</td>
<td>Education: &lt;br&gt; Bachelor of Arts – Elementary Education &lt;br&gt; Master of Education – Counseling-Human Resources &lt;br&gt; Licenses and Certificates: &lt;br&gt; Standard Elementary Education, K-8 &lt;br&gt; Endorsements &lt;br&gt; Spanish bilingual, K-12 &lt;br&gt; Reading Specialist, K-12 &lt;br&gt; Early Childhood, Birth-Age 8</td>
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<td>Brenda Meneguin</td>
<td>Designate</td>
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<td>Education: &lt;br&gt; Bachelor of Arts&lt;br&gt; Master of Arts &lt;br&gt; Licenses and Certificates: &lt;br&gt; Standard Elementary Education, 1-8 &lt;br&gt; Approved Area/Highly Qualified: &lt;br&gt; Middle Grades Mathematics 7-8 &lt;br&gt; Endorsements &lt;br&gt; Structured English Immersion, K-12</td>
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Experience:  
TUSD Teacher Mentor  
Dates: 8/06/08 (Active)  
TUSD Teacher  
Dates: Starting date in employee file – 8/06/08  
(1999 Conversion for Active Employee in PeopleSoft)
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| Robbie Ramirez | Designate       | Job Code:350013 Teacher Mentor   | Education:  
|               |                |                                  | Bachelor of Science – Criminal Justice  
|               |                |                                  | Licenses and Certificates:  
|               |                |                                  | Standard Elementary Education, K-8  
|               |                |                                  | Endorsements  
|               |                |                                  | Reading Specialist, K-12  
|               |                |                                  | Structured English Immersion, K-12  
|               |                |                                  | Early Childhood, Birth-Age 8  
|               |                |                                  | Experience:  
|               |                |                                  | TUSD Teacher Mentor  
|               |                |                                  | Dates: 12/02/11 (Active)  
|               |                |                                  | TUSD Teacher  
|               |                |                                  | Dates: 8/16/2000 – 12/02/11  

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| Tanya Schrantz| Designate      | Job Code:350013 Teacher Mentor | Education:  
Bachelor of Arts  
Master of Arts  
Licenses and Certificates:  
Standard Elementary Education, K-8  
Endorsements  
Structured English Immersion, K-12  
Early Childhood, Birth-Age 8  |
|               |                |                           | Experience:  
TUSD Teacher Mentor  
Dates: 8/06/08 – 5/26/13  
TUSD Instructional Coach  
Dates: 8/10/05 – 8/06/08  
TUSD Teacher  
Dates: Starting date in employee file – 8/10/05  
(1999 Conversion for Active Employee in PeopleSoft) |
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| Julie Shivanonda | Designate      | Job Code:350013 Teacher Mentor | Education:  
Bachelor of Science – Elementary Edu  
Master of Education – Elementary Edu  
Licenses and Certificates:  
Standard Elementary Education, K-8  
Endorsements  
Structured English Immersion, K-12  
Experience:  
TUSD Teacher Mentor  
Dates: 7/30/12 - (Active) |
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| Kelly Sobey  | Designate      | Job Code:350013 Teacher Mentor   | Education:  
Bachelor of Arts - Education  
Licenses and Certificates:  
Standard Elementary Education, 1-8  
Approved Area/Highly Qualified:  
Language Arts  
Endorsements  
English as a Second Language, K-12 |
|              |                |                                  | Experience:  
TUSD Teacher Mentor  
Dates: 8/11/10 - (Active)  
TUSD Teacher  
Dates: 8/09/07 – 8/11/10  
TUSD Instructional Coach  
Dates: 8/10/05 – 8/09/07  
TUSD Teacher  
Dates: Starting date in employee file – 8/10/05  
(1999 Conversion for Active Employee in PeopleSoft) |


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| Tamela Thomas| Designate      | Job Code:350013 Teacher Mentor | Education:  
Bachelor of Science - Microbiology  
Master of Education – Educational Specialist  
Licenses and Certificates:  
Provisional Secondary Education, 7-12  
Provisional Structured English Immersion Endorsement, K-12  
Approved Area/Highly Qualified:  
Biology  
Science  
Endorsements  
Experience:  
TUSD Teacher Mentor  
Dates: 10/08/12 (Active) |
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<td>Louise Till</td>
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</table>
| Julie Torres  | Designate      | Job Code: 350013 Teacher Mentor | Education: Bachelor of Arts – Elementary Edu  
Master of Education - Interdisciplinary Studies  
Licenses and Certificates:  
Standard Elementary Education, K-8  
Standard Early childhood Education, Birth Through Age 8 or Grade 3  
Endorsements  
English as a Second Language, K-12  
Experience:  
TUSD Teacher Mentor  
Dates: 8/10/11 (Active)  
TUSD Teacher  
Dates: 8/10/06 – 8/10/11 |
JOB TITLE
TEACHER MENTOR

SUMMARY
The Teacher Mentor position serves a maximum of 4 years providing support for teachers new to the profession, teachers new to Tucson Unified School District (TUSD), and other teachers as assigned by building professional knowledge and refining instructional skills to enhance student learning and achievement. This position serves as a facilitator, coach, resource, and advocate for teachers, and will provide professional development opportunities as appropriate.

MINIMUM JOB REQUIREMENTS
Valid Arizona teaching certificate, with Structured English Endorsement (SEI)

Arizona IVP fingerprint clearance card

Five years teaching experience

Proven outstanding classroom teaching performance as evidenced by performance evaluation results

Two (2) years experience working with adult learners

Experience analyzing and interpreting student achievement data and its application to instruction

Experience working with district adoptions and initiatives

Experience providing job-embedded professional development such as coaching teachers.

Availability to work flex hours as needed, to include evenings and weekends.

PREFERRED QUALIFICATIONS
Master’s Degree in Education

Two (2) years experience within Tucson Unified School District

ADDITIONAL REQUIREMENTS AFTER HIRE
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

Valid AZ Driver’s License required within 10 days of hire. Must not have accrued eight points against driver’s license within the past two years.

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

Attend and participate in mentor trainings and forums.

Attend TUSD professional development about instructional best practices and content.

Attend summer trainings.

Work with a caseload of 15 new teachers.

Travel to multiple school sites to work with teachers.
Provide consistent, job-embedded support to each assigned new teacher once a week—dedicating an average of two hours per teacher per week.

Apply training about the skills of an effective mentor.

Use the Professional Teaching Standards as a tool to guide new teachers.

Identify new teacher needs and tailor support.
- Improve teacher skill and capacity through on-site coaching and mentoring.
- Help new teachers become familiar with school procedures.
- Help new teachers become familiar with school and district resources.
- Co-develop lesson plans.
- Model lessons, strategies or procedures.
- Suggest options for dealing with student behavior.
- Assist with room arrangement to facilitate effective lesson delivery.
- Employ a systematic approach to classroom observation beginning with a planning conference with new teacher, followed by an observation that includes gathering data and ending with a follow up conference to provide feedback.
- Use program protocols to collect and share classroom data with new teachers.
- Share strategies for student assessment and evaluation.
- Work with new teachers to examine examples of student work in order to assess student learning.
- Assist new teachers in preparing for communication with parents.
- Engage teachers in reflective conversations about issues or concerns.
- Guide new teachers in reflection to identify areas of strength and areas for professional growth.

Document activities in a work log and report to New Teacher Induction Coordinator.

Collaborate with program coordinator to maintain an accurate, updated caseload list of new teachers.

Maintain a schedule which is aligned to school site schedules.

Document classroom observations and follow-up with teachers.

Communicate directly with principal, new teachers, and district level personnel.

Collaborate with district content area specialists to support teachers in the implementation of curriculum.

Collaborate with coordinator and other mentors to provide professional development for new teachers.

Meet regularly with program coordinator and other mentors.

Collaborate with program coordinator to provide information to school leaders about supporting new teachers.

**MENTAL TASKS**
Communicates – verbally and in writing. Reads. Assesses needs and progress and plans support. Develops, implements, and evaluates plans. Performs functions from written and oral instructions and from observing and listening to others.

**PHYSICAL TASKS**
Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. 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 is 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.
WORKING CONDITIONS
Indoor - classroom environment. Contact with the public, employees, and staff members

CONTROL, SUPERVISION
Monitor control Teachers

M: JOB350013
New: 1/08
Revised 4/09, 9/12, 2/13
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| Janine Strand| Designate     | Job Code: 35204 PD Academic Trainer | **Education:** Master of Arts - Psychology  
**Licenses and Certificates:** Standard Cross Categorical Special ED, K-12  
**Endorsements:** Library-Master of Education Specialist, K-12  
Structured English Immersion, K-12  
**Experience:** TUSD Professional Development Academic Trainer  
Dates: 7/30/12 -  (Active)  
TUSD Diagnostian  
Dates: 8/11/10 – 7/30/12  
TUSD Librarian/Library Master of Education Specialist  
Dates: 8/10/06 – 8/11/10  
TUSD Teacher  
Dates: 8/25/99 – 8/10/06 |
| Patricia Hurley | Designate | Job Code: 35204 PD Academic Trainer | **Education:** Bachelor of Science Master of Science  
**Licenses and Certificates:** Standard Elementary Education, K-8  
**Approved Area//Highly Qualified/Highly Qualified:** Middle Grades General Science 7-8  
**Endorsements:** Structured English Immersion, K-12  
**Experience:** TUSD Professional Development Academic Trainer  
Dates: 7/30/12 (Active)  
TUSD Teacher Mentor  
Dates: 7/30/12 - 7/30/12  
TUSD Teacher Mentor  
Dates: 8/06/08 -  
TUSD Teacher  
Dates: 10/03/02 – 8/06/08 |
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<td>Dates: 8/10/05 – 8/06/08</td>
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<td>Jillian Parkhurst</td>
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<td>Master of Science – Music Ed</td>
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<td>Marco Pizano</td>
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CLASSIFICATION
PROFESSIONAL DEVELOPMENT ACADEMIC TRAINER
[Note: Central Administration Based Only, 10 ½ Months]

SUMMARY
This position serves as a member of a team, serving in multiple capacities to support district academic initiatives: teacher development; school development; cross content academic writing; instructional support for teachers; and support of district instructional goals.

MINIMUM REQUIREMENTS
Knowledge and/or experience as a trainer in the Essential Elements of Instruction, or willingness to complete this requirement within one year

Knowledge of and/or experience as a trainer in the most recent Arizona State Standards (including the Common Core Standards) or willingness to complete this requirement within one year

Master's degree in Education, Curriculum & Instruction, a Core Content Area or a related field

Arizona Teachers Certification with Arizona Structured English Immersion (SEI)

Arizona IVP fingerprint clearance card

Seven (7) years of teaching experience

Three (3) years experience working with at risk populations

Three (3) years experience providing professional development

Availability to work flex hours as needed, to include evenings and weekends.

PREFERRED QUALIFICATIONS
Three (3) years experience with Tucson Unified School District

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

PROFESSIONAL SKILLS REQUIRED
Knowledge and or experience training in cognitive coaching or other similar coaching frameworks or methodologies

Demonstrates excellent communication skills, including coaching skills, writing competency, professional development presentation skills, well versed in the use and integration of technology, and flexibility.

Works successfully with diverse populations

Demonstrates successful collaboration

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

Co-plans professional learning for Teacher/Coaches and provides ongoing support for the role.

Provides training in researched-based instructional strategies to teachers and principals.
Provides support and monitoring for the successful implementation and evaluation of District instructional programs.

Provides on site coaching and modeling of instructional strategies for teachers and site Teacher/Coach.

Interprets data from the Department of Accountability and Research and state mandated assessments for instructional purposes in the classroom in collaboration with administration, support staff and teachers.

Develops and facilitates curriculum using instructional school improvement framework.

Supports the development of district and site level assessment framework

Supports instructional initiatives under School Improvement Grants

MENTAL TASKS
Written and verbal communication skills. Evaluates policies, practices, and other written materials. Performs functions from written and oral instructions. Reads and comprehends professional literature and materials required to effectively carry out role responsibilities. Demonstrates critical thinking and problem-solving skills.

PHYSICAL TASKS
Work involves the performance of duties where physical exertion is required to perform some 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 telephones, computers and copiers. Uses Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint. Uses projection equipment, and other technology incorporated with curriculum such as SMART/Promethean boards.

WORKING CONDITIONS
Indoor. Office environment. Contact with employees and the public.

CONTROL, SUPERVISION
None

M: JOB35204
New: 5/2003
Revised 6/04, 12/06, 5/07, 5/11, 5/12, 2/13
Title Change 5/11
USP Review 6/13
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<td>Evans</td>
<td>Karen</td>
<td>Doctrate - Professional DC</td>
<td>Standard Elementary (K-8)</td>
<td>SEI (K-12)</td>
<td>School Improvement Coach @ Valencia M.S. Dates: 8/10/02 - 1/11</td>
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<td>MS Gen Science (7-8)</td>
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<tr>
<td>Horton</td>
<td>Amy</td>
<td>Masters - Education</td>
<td>Standard Secondary (7-12)</td>
<td>SEI/ Bilingual/Spanish</td>
<td>Teacher/School Improvement Coach @ Maxwell M.S. Dates: 08/1/11 - 12/17/11</td>
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<td>Guidance Counselor Spanish</td>
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<td>School Improvement Coach @ Maxwell M.S. Dates 8/16/09 (Active)</td>
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<td>MS Math (7-8)</td>
<td></td>
<td>Teacher @ Naylor M.S. Dates 08/03/07 - 05/25/09</td>
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<td>Counseling Practicum/Intern @ Gridley M.S. Dates: 08/08/06 - 05/25/07</td>
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<td>Instructional Coach @ Gridley M.S. Dates: 08/01/05 - 05/27/07</td>
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<td>Teacher @ Gridley M.S. Dates 08/01/02 - 05/25/05</td>
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<td>Teacher @ Utterback M.S. Dates 08/24/14 - 05/25/01</td>
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<td>Martin</td>
<td>Jennifer</td>
<td>Masters - Education</td>
<td>Standard Elementary (K-8)</td>
<td>Early Childhood Bilingual/Spanish</td>
<td>New Teacher Mentor @ CIPD TUSD Dates: 08/01/08 (Active)</td>
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<td>Reading Split (K-12)</td>
<td>SEI Teacher @ Ft Lowell E.S. Dates: 08/01/05 - 05/31/08</td>
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<td>Teacher @ Brichta E.S. Dates: 08/01/97 - 05/31/05</td>
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<td>Bilingual Teacher @ Van Buskirk E.S. Dates: 08/01/96 - 05/31/97</td>
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<td>Saraceni</td>
<td>Mary</td>
<td>Doctrate - Ed Leadership</td>
<td>Guidance Counselor Standard Elementary (K-8)</td>
<td>SEI (K-12)</td>
<td>Sp Ed Teacher CCS @ Henry E.S. Dates: 08/09/10 (Active)</td>
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<td>Principal (K-12)</td>
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<td>School Counselor/ELD Teacher @ Kellond E.S. 02/02/95 - Not Provided</td>
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<td>Standard Special Ed - Cross Categorical</td>
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<td>Teacher @ Dodge Magnet M.S. Dates: 11/05/92 - Not Provided</td>
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<tr>
<td>Zanin</td>
<td>Kathrynn</td>
<td>Masters - Education</td>
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<td>SEI (K-12)</td>
<td>Academic Trainer @ TUSD M.S Leadership Dates: 08/08/07 - 05/25/13</td>
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<td>Principal (K-12)</td>
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<td>Assistant Principal @ Globe USD Dates: 07/06/95 - 06/26/07</td>
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<td>Superintendent (K-12)</td>
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<td>Teacher @ Sahuarita USD Dates: 07/21/95 - 05/26/05</td>
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<td>MS Math (7-8)</td>
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<td>Teacher @ Sunnyside USD Dates: 08/01/88 - 05/26/95</td>
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