

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)

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.]

Name	Hire/Designate	Active Position	Credentials
Pamela Palmo	Designate	Job Code: 102397 Interim Executive Director – Human Resources	<u>Education:</u> Masters - Human Resources Management 21 credits towards a Masters in Public Administration <u>Licenses and Certifications:</u> None <u>Experience:</u> 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)

Director-level employee to coordinate personnel recruitment efforts [IV.B.2.]

Name	Hire/Designate	Active Position	Credentials
Pamela Palmo	Designate	Job Code: 102397 Interim Executive Director – Human Resources	<u>Education:</u> Masters - Human Resources Management 21 credits towards a Masters in Public Administration <u>Licenses and Certifications:</u> None <u>Experience:</u> 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	<u>Education:</u> Bachelors - Business <u>Licenses and Certifications:</u> None <u>Experience:</u> 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, Dillard's, Ogden, UT



CODE: 202397
UNIT: SPT
FLSA: Exempt

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.

M:JOB202397
Review: 4/93 & 5/00
Unit Chg 5/03, 7/04
Revised 6/04, 3/13
USP Reviewed: 3/13



CODE: 92244
UNIT: Exempt Coord (EXC)
GRADE: 3
FLSA: Exempt

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.

M: JOB 92244
New: 8/06
Revised: 5/13
USP Reviewed 5/13

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

Name	Hire/Designate	Previous Position	Credentials
Richard Foster	Designate	Job Code: 92240 Program Coordinator, Senior – Professional Development	<u>Education:</u> Master – Elementary Education, Bachelor - Radio/ TV/ General Business and Post BA Elementary Education and Social Studies
			<u>Licenses and Certifications:</u> Standard Elementary Education K-8 Principal Substitute <u>Endorsement:</u> English as a Second Language K-12 <u>Experience:</u> 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)

CODE: 92240
UNIT: EXC
GRADE: 3
FLSA: Exempt

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

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Veronica Altamirano	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> <ul style="list-style-type: none"> • Bachelors of Arts – Business & Public Administration • Masters - Educational Leadership <u>Licenses and Certificates:</u> <ul style="list-style-type: none"> • Standard Elementary Education, K-8 <u>Endorsements:</u> <ul style="list-style-type: none"> • English as a Second Language, K-12 • Reading Specialist, K-12, • Early Childhood, Birth-Age 8 <u>Experience:</u> <p>TUSD Teacher Mentor Dates: 8/10/11 (Active)</p> <p>TUSD Teacher Dates: 8/10/06 – 8/10/11</p> <p>TUSD Instructional Coach Dates: 8/11/05 – 8/10/06</p> <p>TUSD Teacher Dates: Starting date in employee file – 8/10/05 (1999 Conversion for Active Employee in PeopleSoft)</p>

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Monica Ayon	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelors of Science – Special Education & Rehab Masters ED – Counseling-Human Relations <u>Licenses and Certificates:</u> Standard Cross Categorical Special Ed, K-12 <u>Endorsements:</u> Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 8/10/11 (Active) TUSD Teacher Dates: 8/11/04 – 8/10/11
Gloria Carrington	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Science Masters <u>Licenses and Certificates:</u> Substitute Standard Elementary Education, 1-8 <u>Endorsements</u> Library Master of Education Specialist, K-12 Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 10/19/09 (Active) TUSD Library Master of Education Specialist Dates: 8/06/08 – 8/12/09 TUSD Librarian Dates: Starting date in employee file – 8/06/08 (1999 Conversion for Active Employee in PeopleSoft)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Rosaisela Cota	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts Master of Arts <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 Substitute <u>Endorsements</u> Spanish Bilingual, K-12 <u>Experience:</u> 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)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Mary Carmen Cruz	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts Master of Arts <u>Licenses and Certificates:</u> Standard Secondary Education, 7-12 <u>Approved Area//Highly Qualified</u> English <u>Endorsements</u> English as a Second Language, K-12 <u>Experience:</u> 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)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Kristin Enger (Michels)	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Master – Special Education <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 Standard Cross Categorical Special Ed, K-12 <u>Approved Area/Qualified/Highly Qualified</u> Middle Grades Language Arts 7-8 <u>Endorsements</u> Reading Specialist, K-12 Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 7/29/11 (Active) TUSD Teacher Dates: 8/28/09 – 8/10/11

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Cara Gabor	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Science - Psych/Sociology/Behav Science Master of Arts – Special Education and Rehab <hr/> <u>Licenses and Certificates:</u> Substitute Standard Cross Categorical Special Ed, K-12 Provisional elementary Education, 1-8 <u>Endorsements</u> Structured English Immersion, K-12 Reading, K-8 <hr/> <u>Experience:</u> TUSD Teacher Mentor Dates: 8/10/11 (Active) TUSD Teacher Dates: 8/10/06 – 8/10/11

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Sarah Hann	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts - Education Master – Education, Language, Reading and Culture <hr/> <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Endorsements</u> Gifted, K-12 Reading Specialist, K-12 Structured English Immersion, K-12 <hr/> <u>Experience:</u> TUSD Teacher Mentor Dates: 7/30/12 (Active) TUSD Teacher Dates: 3/30/05 – 7/30/12

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Patricia Hurley	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Science Master of Science <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Approved Area/Highly Qualified:</u> Middle Grades General Science 7-8 <u>Endorsements</u> Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 7/30/12 TUSD Teacher Mentor Dates: 8/06/08 TUSD Teacher Dates: 10/03/02 – 8/06/08

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Jacqueline Krieg	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Endorsements</u> Library-Master of Education Specialist, K-12 Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 8/11/10 (Active) TUSD Teacher Dates: 8/11/10 – 8/11/10 TUSD Librarian/Library Master of Education-Specialist Dates: 8/10/06 – 8/11/10 TUSD Teacher Dates: Starting date in employee file – 8/10/06 (1999 Conversion for Active Employee in PeopleSoft)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Dawn Markley	Designate	Job Code:350013 Teacher Mentor	<p><u>Education:</u> Bachelor of Arts - Psychology Master of Arts – Special Education and Rehab</p> <p><u>Licenses and Certificates:</u> Standard Special Education ED K-12 Standard Special Education LD K-12</p> <p><u>Approved Area:</u> Emotional Disability Special Educ Learning Disability Special Educ</p> <p><u>Endorsements</u> Structured English Immersion, K-12 Early Childhood, Birth-Age 8</p> <p><u>Experience:</u> TUSD Teacher Mentor Dates: 8/12/09 (Active)</p> <p>TUSD Teacher Dates: 8/12/02 – 8/12/09</p>
James Marr	Designate	Job Code:350013 Teacher Mentor	<p><u>Education:</u> Masters – Music Education</p> <p><u>Licenses and Certificates:</u> Principal</p> <p><u>Endorsements</u> Structured English Immersion, K-12</p> <p><u>Experience:</u> TUSD ACR Teacher Mentor Dates: 12/12/11 (Active)</p> <p>TUSD Assistant Principal Dates: 9/12/01 – 7/01/04</p> <p>TUSD Teacher Dates: Starting date in employee file – 8/15/01 (1999 Conversion for Active Employee in PeopleSoft)</p>

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Jennifer Martin	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts – Elementary Education Master of Education – Counseling-Human Resources <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Endorsements</u> Spanish bilingual, K-12 Reading Specialist, K-12 Early Childhood, Birth-Age 8 <u>Experience:</u> 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)
Brenda Meneguín	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts Master of Arts <u>Licenses and Certificates:</u> Standard Elementary Education, 1-8 <u>Approved Area/Highly Qualified:</u> Middle Grades Mathematics 7-8 <u>Endorsements</u> Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 8/10/11 (Active) TUSD Teacher Dates: Starting date in employee file – 8/10/11 (1999 Conversion for Active Employee in PeopleSoft)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Robbie Ramirez	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Science – Criminal Justice <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Endorsements</u> Reading Specialist, K-12 Structured English Immersion, K-12 Early Childhood, Birth-Age 8 <u>Experience:</u> TUSD Teacher Mentor Dates: 12/02/11 (Active) TUSD Teacher Dates: 8/16/2000 – 12/02/11

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Tanya Schrantz	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts Master of Arts <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Endorsements</u> Structured English Immersion, K-12 Early Childhood, Birth-Age 8 <u>Experience:</u> 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)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Julie Shivanonda	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Science – Elementary Edu Master of Education – Elementary Edu <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Endorsements</u> Structured English Immersion, K-12 <u>Experience:</u> TUSD Teacher Mentor Dates: 7/30/12 - (Active)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Kelly Sobey	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts - Education <u>Licenses and Certificates:</u> Standard Elementary Education , 1-8 <u>Approved Area/Highly Qualified:</u> Language Arts <u>Endorsements</u> English as a Second Language, K-12 <u>Experience:</u> 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)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Tamela Thomas	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Science - Microbiology Master of Education – Educational Specialist <u>Licenses and Certificates:</u> Provisional Secondary Education, 7-12 Provisional Structured English Immersion Endorsement, K-12 <u>Approved Area/Highly Qualified:</u> Biology Science <u>Endorsements</u> <u>Experience:</u> TUSD Teacher Mentor Dates: 10/08/12 (Active)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Louise Till	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts <u>Licenses and Certificates:</u> Standard Elementary Education K-8 <u>Endorsements</u> Reading Specialist, K-12 Structured English Immersion, K-12 Early Childhood, Birth-Age 8 <u>Experience:</u> TUSD Teacher Mentor Dates: 7/30/12 (Active) TUSD Literacy Coach Dates: 8/11/10 – 7/30/12 TUSD Librarian/Master of Education Specialist Dates: 8/10/06 – 8/11/10 TUSD Teacher Dates: Starting date in employee file – 8/10/06 (1999 Conversion for Active Employee in PeopleSoft)

New Teacher Mentor [IV.I.1.]

Name	Hire/Designate	Active Position	Credentials
Julie Torres	Designate	Job Code:350013 Teacher Mentor	<u>Education:</u> Bachelor of Arts – Elementary Edu Master of Education - Interdisciplinary Studies <hr/> <u>Licenses and Certificates:</u> Standard Elementary Education, K-8 Standard Early childhood Education, Birth Through Age 8 or Grade 3 <u>Endorsements</u> English as a Second Language, K-12 <hr/> <u>Experience:</u> TUSD Teacher Mentor Dates: 8/10/11 (Active) TUSD Teacher Dates: 8/10/06 – 8/10/11



Job Code: 350013
Unit: TCH
FLSA: Exempt

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

Professional Development Trainer [IV.J.2.]

Name	Hire/Designate	Active Position	Credentials
Janine Strand	Designate	Job Code: 35204 PD Academic Trainer	<p><u>Education:</u> Master of Arts - Psychology</p> <p><u>Licenses and Certificates:</u> Standard Cross Categorical Special ED, K-12</p> <p><u>Endorsements</u> Library-Master of Education Specialist, K-12 Structured English Immersion, K-12</p> <p><u>Experience:</u> TUSD Professional Development Academic Trainer Dates: 7/30/12 - (Active)</p> <p>TUSD Diagnostician Dates: 8/11/10 – 7/30/12</p> <p>TUSD Librarian/Library Master of Education Specialist Dates: 8/10/06 – 8/11/10</p> <p>TUSD Teacher Dates: 8/25/99 – 8/10/06</p>
Patricia Hurley	Designate	Job Code: 35204 PD Academic Trainer	<p><u>Education:</u> Bachelor of Science Master of Science</p> <p><u>Licenses and Certificates:</u> Standard Elementary Education, K-8 <u>Approved Area//Highly Qualified/Highly Qualified:</u> Middle Grades General Science 7-8</p> <p><u>Endorsements</u> Structured English Immersion, K-12</p> <p><u>Experience:</u> TUSD Professional Development Academic Trainer Dates:7/30/12 (Active)</p> <p>TUSD Teacher Mentor Dates: 7/30/12 - 7/30/12</p> <p>TUSD Teacher Mentor Dates: 8/06/08 -</p> <p>TUSD Teacher Dates: 10/03/02 – 8/06/08</p>

<p>Janelle Odom</p>	<p>Designate</p>	<p>Job Code: 35204 PD Academic Trainer</p>	<p><u>Education:</u> Bachelor of Arts - Education Master of Arts- Curriculum and Instruction</p> <p><u>Licenses and Certificates:</u> Standard Elementary Education, K-8</p> <p><u>Endorsements</u> English as a Second Language, K-12 Reading Specialist, K-12</p> <p><u>Experience:</u> TUSD Professional Development Academic Trainer Dates: 7/18/13 (Active)</p> <p>TUSD School Improvement Coach Dates: 8/06/08 – 5/26/13</p> <p>TUSD Instructional Coach Dates: 8/10/05 – 8/06/08</p> <p>TUSD Curriculum Specialist Dates: 8/11/04 – 8/10/05</p> <p>TUSD Teacher Dates: Starting date in employee file – 8/01/04 (1999 Conversion for Active Employee in PeopleSoft)</p>
<p>Jillian Parkhurst</p>	<p>Designate</p>	<p>Job Code: 35204 PD Academic Trainer</p>	<p><u>Education:</u> Master of Science – Music Ed</p> <p><u>Licenses and Certificates:</u> Standard Arts Education, PreK-12 Music</p> <p><u>Endorsements</u> Structured English Immersion K-12</p> <p><u>Experience:</u> TUSD Professional Development Academic Trainer Dates: 7/18/13 (Active)</p> <p>TUSD School Improvement Coach Dates: 9/16/11 – 5/26/13</p> <p>TUSD Teacher Dates: 8/11/10 – 8/10/11</p>

Marco Pizano	Designate	Job Code: 35204 PD Academic Trainer	<p><u>Education:</u> Bachelor of Science – Social Studies</p> <p><u>Licenses and Certificates:</u> Standard Secondary Education, 7-12 Substitute Standard Cross Categorical Special Ed, K-12</p> <p><u>Approved Area/Highly Qualified:</u> Social Studies</p> <p><u>Endorsements</u> Structured English Immersion, K-12</p> <p><u>Experience:</u> TUSD Professional Development Academic Trainer Dates: 7/18/13 - 7/18/13 (Active)</p> <p>TUSD Teacher Dates: 8/11/04 – 5/26/13</p>
Bruce Weigold	Designate	Job Code: 35204 PD Academic Trainer	<p><u>Education:</u> Bachelor of Science – Physical Edu Master of Education – Elementary Edu</p> <p><u>Licenses and Certificates:</u> Standard Secondary Education, 7-12 Principal</p> <p><u>Approved Area/Highly Qualified:</u> Physical Education</p> <p><u>Endorsements</u> Physical Education, K-12 Structured English Immersion, K-12</p> <p><u>Experience:</u> TUSD ACR Professional Development Academic Trainer Dates: 7/30/12 (Active)</p>



CODE: 35204
UNIT: Consensus (TCH)
FLSA: Exempt

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

USP IV.K.1.a. Others Considered for Positions and Credentials

Last	First	Education	Certificates/Approved Area	Endorsements	Experience
14-0028 - PD Academic Trainer (CIPD)					
Evans	Karen	Doctrate - Professional DC	Standard Elementary (K-8) MS Language Arts/Reading (7-8) MS Math (7-8) MS Gen Science (7-8)	SEI (K-12)	School Improvement Coach @ Valencia M.S. Dates: 8/10/02 - 8/1/11 Substitute Teacher @ Flowing Wells S.D. Dates: 8/20/01 - 12/05/01 Adjunct Faculty @ Pima Comm. College Dates: 07/05/99 - 05/14-04
Horton	Amy	Masters - Education	Standard Secondary (7-12) Guidance Counselor Spanish MS Math (7-8)	Bilingual/Spanish	Teacher/School Improvement Coach @ Maxwell M.S. Dates: 08/1/11 - 12/17/11 School Improvement Coach @ Maxwell M.S. Dates 8/16/09 (Active) Teacher @ Naylor M.S. 08/03/07 - 05/25/09 Counseling Practicum/Intern @ Gridley M.S. Dates: 08/08/06 - 05/25/07 Instructional Coach @ Gridley M.S. Dates: 08/01/05 - 05/27/07 Teacher @ Gridley M.S. Dates: 08/01/02 - 05/25/05 Teacher @ Utterback M.S. Dates:08/24/94 - 05/25/01
Martin	Jennifer	Masters - Education	Standard Elementary (K-8)	Early Childhood Bilingual/Spanish Reading Splst (K-12)	New Teacher Mentor @ CIPD TUSD Dates: 08/01/08 (Active) SEI Teacher @ Ft Lowell E.S. Dates: 08/01/05 - 05/31/08 Teacher @ Brichta E.S. Dates: 08/01/97 - 05/31/05 Bilingual Teacher @ Van Buskirk E.S. Dates: 08/01/96 - 05/31/97
Saraceni	Mary	Doctrate - Ed Leadership	Guidance Counselor Standard Elementary (K-8) Principal (K-12) Standard Special Ed - Cross Categorical	SEI (K-12) Reading Splst (K-12)	Sp Ed Teacher CCS @ Henry E.S. Dates: 08/09/10 (Active) School Counselor/ELD Teacher @ Kellond E.S. 02/01/95 - Not Provided Teacher @ Dodge Magnet M.S. Dates: 11/05/90 - Not Provided
Zanin	Kathryn	Masters - Education	Standard Elementary (K-8) Principal (K-12) Superintendent (K-12) MS Math (7-8)	SEI (K-12) Gifted (K-12)	Academic Trainer @ TUSD HS Leadership Dates: 08/08/07 - 05/25/13 Assistant Principal @ Globe USD Dates: 07/26/05 - 06/30/07 Teacher @ Sahuarita USD Dates: 07/21/95 - 05/20/05 Teacher @ Sunnyside USD Dates: 08/01/88 - 05/26/95