

USP Position Credentials – Student Assignment

Name	Hire/Designate	Active Position	Race / Ethnicity	Credentials
Bryant Nodine	Designated as the Director of Student Assignment	Job Code: 15699 Director of Student and Community Outreach	White	Education: Bachelor of Science –Oceanography Master of Science – Planning & Engineering
				Licenses and Certifications:
				Experience: <ul style="list-style-type: none"> • TUSD/Acting Director Student Assignment Dates: 10/01/2013 (Active) • TUSD/Planning & MIS Program Manager Dates: 7/14/2009 – 10/01/2013 • TUSD/School District Planner – Hourly Dates: 9/22/2005 – 7/13/2009 • Town of Oro Valley Dates: 3/1996 – 8/2005 • TUSD/Planner Dates: 11/1989 – 3/1996

Name	Hire/Designate	Active Position	Race / Ethnicity	Credentials
Noreen Wiedenfeld	Designated as the Director of Student Assignment	Job Code: 14699 Director – Student Placement and Community Outreach	White	Education: Masters -Education Counseling Bachelors -Elementary Education
				Licenses and Certifications: Principal Guidance Counselor (PreK-12) Substitute Teacher Standard Elementary Ed. (1-8) Endorsement: Structured English Immersion, K-12
				Experience: <ul style="list-style-type: none"> • TUSD Director – Student Placement and Community Outreach Dates: 1/13/10 (Active) • TUSD Director – School, Parent Development Dates: 1/04/10 – 1/13/10 • TUSD Counselor Dates: Starting date in employee file – 1/04/10 (1999 Conversion for Active Employee in PeopleSoft)

USP II.K.1.c



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



CODE: 15699 (Acting 115699)
UNIT: ADE
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – STUDENT ASSIGNMENT

SUMMARY

The Director is responsible for the implementation of all Tucson Unified School District (TUSD) student assignment strategies including magnet and open enrollment, the development of short- and long-range enrollment projections, designation of school district boundaries, land use and space utilization planning.

MINIMUM REQUIREMENTS

Masters Degree in Urban Planning, business administration, or related field

Five (5) years experience in urban or regional planning practices to include three (3) years of experience in administration and educational planning, policy, research and/or evaluation.

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

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

Any equivalent combination of experience, training, or education.

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.

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.

Directs student assignment, magnet and open enrollment activities. Coordinates student placements with all relevant TUSD departments including, but not limited to, Transportation, Facilities, Magnet Schools, and other programs.

Directs the development of short- and long-range enrollment projections, land use and space utilization planning, and administration of the Operations Management Information System (MIS).

May direct other programs relevant to support student assignment as assigned.

Directs and supervises assigned staff. Responsible for oversight of departmental budgets. Responsible for ensuring requests for student transfers, adhere to appropriate policy, statute, or court order and oversees movement between magnet and open enrollment schools.

Reviews census data, input from Site Administrators, Department Heads and demographic data to determine basis for enrollment projections.

Directs enrollment eligibility with TUSD Governing Board policies for the purpose of determining residence address of parents and students. Authorizes attendance either on tuition or non-tuition basis.

Manages the compilation of data into usable format. Directs the development of short- and long-range land use and space planning for the District.

Responsible for the availability of adequate facilities by developing short and long-range plans, goals, and projections for facilities based on student enrollment, community development, and instructional program requirements. Identifies new sites and facilities needs and remodeling of existing facilities. Coordinates program processes with other departments and government agencies.

Directs the coordination and development of specifications for portable classrooms.

Directs the designation of receiving schools and transportation arrangements for students opting out of schools in improvement under Elementary and Secondary Education Act. Responsible for oversight of database maintenance and reports to the state of Arizona.

Directs the analysis of demographic changes, rezoning, and housing developments to determine the impact on TUSD to predict enrollment figures by school and class. Advises appropriate personnel of findings for facility utilization, budgeting, and staffing needs.

Directs inspections of District owned land and evaluation land as a potential building site. Directs Development of site assessment reports and makes recommendations on land use.

Coordinates and participates in negotiations with Federal and State Agencies for acquisition of school sites by patent, lease or dedication. Submits offers and terms for approval.

Serves as principal resource person on planning committees for location and boundaries of new schools. Directs data compilation for committee review. Presents findings recommendations to committee.

Responsible for the preparation of reports as requested.

Directs and participates in reviews of city, county, and state plans for road changes or development in school areas. Responsible for determining traffic safety or transportation impact on District. Makes decisions on how to resolve and potential problems. Collaborates with city, county, state, and federal departments to resolve potential traffic safety or transportation impact on the District.

Directs the formulation, interpretation, and/or implementation of policy.

Directs the execution of major assignments related to Operations. -

Directs the maintenance of the reference library and related planning reports and documents on all district sites.

Provides continued analysis and advice regarding uses for TUSD's facilities and school campuses.

Represents TUSD as designated to appropriate individuals, groups, and/or agencies regarding the strategic and long-range planning, development, and infrastructure processes and policies of the district.

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

MARGINAL FUNCTIONS

Serve on district committees as needed.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others. Interpersonal skills such as critical thinking and problem analysis and resolution.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weight up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. 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 computers, telephones, printers and copiers. Operates a standard or automatic transmission motor vehicle.

WORKING CONDITIONS

Indoor. Shop environment. Office environment. Exposure to noise, dust, pollution. Outdoor. Exposure to all weather/climate conditions and temperatures. May work in small cramped areas. May drive in all types of traffic conditions.

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:JOB
New 12/13

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

USP II.K.1.c



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