

USP Position Credentials – Family Engagement

Name	Hire/Designate	Active Position	Race / Ethnicity	Credentials
Noreen Wiedenfeld	Designated to carry out Family Engagement functions for the USP	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: 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)



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

USP VII.E.1.a

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.

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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