

APPENDIX II – 44

Job Description Explanation of Responsibilities

II.K.1.c

Name	Job Title	Previous Job Title (if appropriate)	Others Considered for the position	Credentials	Explanations of Responsibilities
Nodine, Bryant	Director of Student Assignment	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	BS - Oceanography MS - Planning/Engineering TUSD Planning/MIS 7/09-10/13 TUSD Planner 9/05-7/09 Town of Oro Valley 3/96 – 8/05 TUSD Planner 11/89 – 3/96	<ul style="list-style-type: none"> • Directs student assignment, magnet and open enrollment activities. • Coordinates student placements with all relevant TUSD departments including, 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. • Reviews census data, input from Site Administrators, dept heads, and demographic data to determine basis for enrollment projections. • Directs enrollment eligibility.
Patterson, Charlotte	Director of Student & Community Outreach	Principal	Yes. Competitive process followed. All documentation with Human Resources Department.		<ul style="list-style-type: none"> • Directs the assignment activities and open enrollment. • Coordinates those student placements with all relevant TUSD departments • Insures compliance and eligibility with TUSD district and I boundary policies for the purpose of determining residency address of parents and students. • Reviews requests for student transfers and approves movement between magnet and open enrollment schools. • Coordinates with foreign exchange agencies in school placement. Initiates I20 foreign student visa documentation. • Attends, participates and presents at workshops, conferences, and school and community meetings

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Callison, Victoria	Director - Magnet Program	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	MA- Educational Leadership K-8 Administrator Certification BA- Elementary Education and Early Childhood International Baccalaureate Administrators Certification	<ul style="list-style-type: none"> • Collaborates with central/site staff to develop, establish, and evaluate magnet school policy/procedures; ensures state/federal reqs are followed. • Coordinates central/site efforts to strengthen magnet programs; ensuring continuity of magnet themes K-12. • Develops a yearly magnet timeline of tasks incl. a five yr/min. 5-6 prgrm rotating evaluation plan of existing magnet school programs • Identifies, investigates, all applicable grants. • Directs curriculum specialists in developing standards-aligned magnet curriculum, development of instructional strategies, & implementation/evaluation of magnet programs. • Directs the preparation of media/promotional items to publicize magnet school programs and communications. Promotes markets magnet schools to the public.
McNiece, Adelle	Senior Program Coordinator	IB Program Coordinator	Yes. Competitive process followed. All documentation with Human Resources Department.	BS, MA, PhD 3 years exp. Magnet school programs 7 years exp. coordinating programs	<ul style="list-style-type: none"> • Support Magnet Director as needed in grant writing, magnet plan development, desegregation and achievement data analysis, community outreach and forums, and serve on School Support Teams for Priority 1 schools • Support and improve all TUSD magnet elementary, middle, and high school programs • Attend site-based magnet leadership team meetings
Bates, Eileen	Administrative Assistant	Office Manager	Yes. Competitive process followed. All documentation with Human Resources Department.	Associates 20 years exp. admin assistant/office management	<ul style="list-style-type: none"> • Manages Office • Manages Budgets • Calendars • Meeting Preparation • Minutes of Meetings

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Jacunski, Sally	Senior Graphic Designer	Project Specialist	Yes. Competitive process followed. All documentation with Human Resources Department.	3+ years of computer graphic design experience. Proficiency in design and layout skills for various departments. Experience using Adobe Illustrator, Adobe InDesign and Photoshop	<ul style="list-style-type: none"> • Develop Branding Components for each Magnet School – Brochures, Banners, Ads, etc. • Coordinate Magnet Recruitment events • Develop, Code and Maintain Magnet Web-Sites • Train and Support Magnet School Webmasters • Maintain Magnet School Webs when necessary • Assist Magnet Schools with Theme Visibility by providing - photography, videos, posters, etc.
Mack, Kelly	Magnet Site Coordinator @Bonillas	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Maurer, Jessica/ Roberts, James	Magnet Site Coordinator @Booth-Fickett K-8		Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Crowell, Caryl	Magnet Site Coordinator @Borton	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.

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Soza-Villanueva, Robert	Magnet Site Coordinator @Carrillo		Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Jensen, Kathryn (IB)/ Adams, Cathy	Magnet Site Coordinator @Cholla	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Rodriguez, Alexander	Magnet Site Coordinator @Cragin	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Atjian, Pilar	Magnet Site Coordinator @Davis	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.

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Livingston, Sue	Magnet Site Coordinator @Dodge	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Bruce, Charlene	Magnet Site Coordinator @Drachman K-6		Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Rodriguez, Alexander	Magnet Site Coordinator @Holladay	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Bittel, Kirstin	Magnet Site Coordinator @Mansfeld	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.

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Gabaldon, Jeannette	Magnet Site Coordinator @Ochoa	Learning Support Coordinator	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Gastellum, Mario	Magnet Site Coordinator @Palo Verde		Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Gallego, Laura/ Richards, Bill	Magnet Site Coordinator @Pueblo	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Herring, Sharon	Magnet Site Coordinator @Robison	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.

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Zepp, Marcela	Magnet Site Coordinator @Roskruge K-8	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Billings, Illse	Magnet Site Coordinator @Safford K-8	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Erickson, Kathleen/ Ingram, Sharon	Magnet Site Coordinator @Tucson	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.
Lohn, Shawn Blair	Magnet Site Coordinator @Tully	Same	Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.

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Schiavone, Angela	Magnet Site Coordinator @Utterback		Yes. Competitive process followed. All documentation with Human Resources Department.	Experience with Magnet School Plan, Magnet Evaluation System, Standards & Measures, Knowledge of USP Arizona Teaching Certificate SEI requirement Experience with Thematic units 5 years teaching experience PD trainer experience	This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. Conducts PD related to both content and pedagogy of magnet theme. Collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School information.