

APPENDIX II – 26

II.K.1.c - Job Descriptions and Responsibilities

(New 2017-18 SY)

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Bonillas Basic Curriculum Magnet School 1131	Voelkel, Christine Coverdale	Program Coordinator	New to District	Competitive recruitment process. All documents located in HR.	HS Diploma BA Psychology Masters Curriculum and Instruction Nursing	Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.	✓
Booth-Fickett Math/Science Magnet School 1510	Ayala, Sherry Lee	Teacher (Math Interventionist)	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma BA Elementary Education MA Educational Technology EdD Leadership	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Booth-Fickett Math/Science Magnet School 1510	Cahoon, Julie Lynn	Instruct Data Intervent Spec	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Post Baccalaureate Elementary Education Bachelor of Science General Business Administration Masters Curriculum and Instruction: Reading	Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum.	✓
Booth-Fickett Math/Science Magnet School 1510	Chamberlain, Richard W III	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma AS Retail Management BS Management Masters of Arts in Education/Secondary Teacher Ed Secondary Education MA Elementary Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Booth-Fickett Math/Science Magnet School 1510	Conte, Kathleen T	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma B.S. Social Studies Certification Economics	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Booth-Fickett Math/Science Magnet School 1510	Green, Shawn Joy	Teacher (Math Interventionist)	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelor of Science in Education: Elementary and Special Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Booth-Fickett Math/Science Magnet School 1510	Snow, Tamara Lee	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Non-degree Continuing ED Education Certificate Education BA Business Administration Accounting MS in Management	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and mentor students' performance in order to advance student achievement.	✓
Borton Magnet Elementary School 1143	Holden, Victoria Rose	Teaching Assistant	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Cosmetology License Technical Certification	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Borton Magnet Elementary School 1143	Randall, Meghan Janelle	Teaching Assistant	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Associate of Liberal Arts General Study Certificate in Phlebotomy Technician	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Carrillo Magnet School 1161	Matsushino, Jonathan T	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelors Degree in Elementary Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Davis Bilingual Elementary Magnet School 1191	Arnquist Burke, Catherine Ann	Program Coordinator	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Teaching Certificate Elementary Education Post Masters Certificate Education Administration BA Sociology Med International Education	Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.	✓

II.K.1.a - Job Descriptions and Responsibilities

(New 2017-18 SY)

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Davis Bilingual Elementary Magnet School 1191	Valenzuela, Araceli Mercedes	Instructional Specialist	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Passed ParaPro Assessment exam	Instructs students in class subjects related to TUSD Curriculum. Assists regular and special education students in subjects for instructional programs.	✓
Dodge Traditional Magnet Middle School 1502	Stroup, Rebeca	Program Coordinator	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelors Social Studies	Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.	✓
Drachman Montessori Magnet School 1203	Alegria Bernal, Angelica Beatriz	Teaching Assistant	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Associates Admin Justice (in progress) Bachelor's Public Admin (in progress) 78 semester hours from NAU/PCC	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Drachman Montessori Magnet School 1203	Beltran, Edward	Behavior Intervention Monitor	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Associates Chemistry	Assists regular and special education students in behavior intervention programs; Monitor and conduct dialogues with students; Serve as liaison between students and the administration.	✓
Drachman Montessori Magnet School 1203	Bonillas, Cristina	Teaching Assistant	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelor of Science Molecular and Cellular Biology	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Drachman Montessori Magnet School 1203	Weeks, Wendy Gordon	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Post Bacc Teacher Certification Secondary Education B.A. Theater, English M.A. Theatre Studies	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Holladay Magnet Elementary School 1239	Altamirano, Deborah Dawn	Teacher (Math Interventionist)	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelors Elementary Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Holladay Magnet Elementary School 1239	Pugh, Paublo Demetric	Instructional Specialist	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma 78 Semester hours at U of Phx Early Childhood	Instructs students in class subjects related to TUSD Curriculum. Assists regular and special education students in subjects for instructional programs.	✓
Holladay Magnet Elementary School 1239	Schreiber, Zoe Lee	Program Coordinator	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma BFA Studio Art M.Ed. Education	Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.	✓
Magnet Department 5092	Westfall, Laurie Ann	Program Coordinator Senior	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma B.a. Human Movement Studies M.Ed. Educational Leadership	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.	✓
Mansfeld Middle Magnet School 1520	Ryan, Jennifer Marie	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma B.Arch Architecture B.F.A. Art Education M.Arch Architecture	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Palo Verde High Magnet School 2620	Baxter Smith, Demetra M	Instruct Data Intervent Spec	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma superintendent Certification Supervisions. Human Resource Development M.Ed. Secondary Curriculum PhD Human Resource Development	Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum.	✓

II.K.1.a - Job Descriptions and Responsibilities

(New 2017-18 SY)

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Roskruge Bilingual Middle Magnet School (K-8) 1595	Cortez, Juanita E	Teaching Assistant	New to District	Competitive recruitment process. All documentation located in HR.	GED Passed Bilingual Assessment 02/10/2017	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Roskruge Bilingual Middle Magnet School (K-8) 1595	Ensey, John Rathbun	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelor of Science Music	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Roskruge Bilingual Middle Magnet School (K-8) 1595	Mendoza, Carmina	Teaching Assistant	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Passed bilingual Assessment 04/13/2017	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Safford K-8 1535	French, Timothy S	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	GED BA Education K-12 Art Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
School and Community Development 5035	Gopalan, Meera	Program Coordinator	New to District	Appointed to fulfill the requirements of this Section.	MBA Pace University MA Communication Finance & Accounting Certified Project Management Professional NIH - Human Research by National Institute of Health	Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.	✓
Tucson High Magnet School 2660	Chiknaikin, Diana Renatovna	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	Masters of Music Performance Graduate Diploma of Education Bachelor of Music in Cello Performance	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Tucson High Magnet School 2660	Grebloski, Kristina Elizabeth	Curriculum Service Provider	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelors Mathematics	Provide curriculum and instructional support for teachers and school leaders under the direction of Curriculum, Instruction and Professional Development.	✓
Tucson High Magnet School 2660	Hough, Victoria L	Curator Asst-Artifact/Exhibit	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Early Childhood Development	Oversees a variety of artifacts, which include collecting, preserving, maintaining, exhibiting, researching, and documenting the pieces. Plans and constructs displays and public service activities for the district.	✓
Tucson High Magnet School 2660	Krupovlyanskaya, Kira Mikhail	Instructional Tech Liaison	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Instructional Design and Technology Instructional Design Business Administration	Serve as a resource to help integrate technology into the curriculum and into the classroom. Serve as a liaison between schools and technology resources and departments in TUSD.	✓
Tucson High Magnet School 2660	Levey, Ondrea Nicole	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelor of Fine Art & Visual Culture Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Tucson High Magnet School 2660	Ochoa Rash, Kaitlin Marie	Teacher	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Bachelors Deaf Studies Masters Teaching and Teacher Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓



CODE: 92243
UNIT: Exempt
Coord (EXC)
GRADE: 2
FLSA: Exempt

CLASSIFICATION TITLE
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 a department or the district.]

Note: Specific summary information relating to the program for this position will be provided by the department and approved by Human Resources

MINIMUM REQUIREMENTS

Bachelor's Degree.

AND

Four years of experience administering or coordinating programs.

OR

Eight (8) years of progressive experience administering or coordinating programs.

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

One (1) year of supervisory experience.

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

Any combination of experience, training, or education.

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

PREFERRED QUALIFICATIONS

Master's Degree.

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.

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 92243
New: 7/06
Revised 5/13
USP Reviewed 5/13

CODE: 35001
UNIT: Teacher
FLSA: Exempt

CLASSIFICATION
CERTIFIED TEACHER

SUMMARY

Effectively manage the learning environment to prepare lesson plans, instruct student, evaluate and monitor students' performance in order to advance student achievement. Understand and appreciate diversity. Work collaboratively with a team to plan instruction. Demonstrate commitment to continuous learning.

MINIMUM REQUIREMENTS

Appropriate Arizona Teaching Certificate
Structured English Immersion (SEI) requirement
Arizona IVP Fingerprint Clearance Card

Certain endorsement/approved areas(s) may be required for highly qualified/appropriately carried purposes.

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.

Prepare lesson plans and instruct students in accordance with established curriculum and student need.

Assess student needs and performance. Develop, implement and evaluate daily lesson plans, to include scheduled activities and materials. Modify instruction to meet the needs of each child.

Plan, organize and display classroom materials appropriate to curricular activities.

Uses and implement classroom management techniques to maintain organization, orderliness, student safety, and a productive learning environment.

Plans instruction and implement instructional techniques to encourage and motivate students.

Evaluate students' performance regarding achievements in curriculum and activities. Make necessary provisions to meet learning needs.

Ensure parents and students are informed of methods of evaluation used in the classroom.

Inform parents of student progress and school activities. Advise parents of instructional methods that may assist student.

Participates as a member of an instructional team to promote learning activities for students, consistent with district and school education objectives.

Notify site administrator of the special needs of students who display characteristics that vary from the norm.

Collaborate with specialists as needed to assist students.

Observe behavior of children in the classroom and on the playground.

May monitor the activities of a teacher assistant and classroom volunteers.

MARGINAL FUNCTIONS

Order classroom supplies and instructional materials.

MENTAL TASKS

Communicates – verbally and in writing. Reads. Analyze and evaluate student progress and course curriculum. Develop, implement and evaluate plans. Manages classroom. Promotes learning and ensures safety. Perform functions from written and oral instructions and from observing and listening to others. Evaluate written materials to include written assignments and tests.

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 blackboard, whiteboard, easel, bulletin board, chalk, markers, and office or instructional equipment, such as telephones, fax-machines, computers and associated technology. May use hand tools and operate power-driven machinery.

WORKING CONDITIONS

Indoor - classroom environment. Outdoor - all weather conditions and temperatures. Playground environment. Contact with the public, employees, children and parents. Exposure to noise, dusts, gas and fumes.

CONTROL, SUPERVISION

Monitor control of students, volunteers and/or assistants in the classroom, playground, field-trips, lunchroom, library, school buses and other areas.

M: JOB35001
Review: 10/1992
Revised: 8/2002, 6/04



CODE: 92285
UNIT: EXC
GRADE: 3
FLSA: Exempt

CLASSIFICATION
INSTRUCTIONAL DATA & INTERVENTION COORDINATOR

SUMMARY

Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum. The Instructional Data & Intervention Coordinator is committed to improving staff assessment skills as well as data analysis and data collection skills to ensure that students meet state and district academic standards. This position provides principal, teachers, and interventionists with effective professional development in data collection, data analysis, student assessment, interventions, and researched-based pedagogy.

MINIMUM REQUIREMENTS

Master's Degree in Education or a related field

Arizona Teaching Certification in elementary or secondary education.

Three (3) years teaching experience

Knowledge of research in assessment for professional development

Knowledge of classroom assessment models and rubric formation and uses

One (1) year experience providing instructional data analysis.

Understands the antecedents of school reform

Knowledge of research on best practices, specific models to improve student achievement, and whole school reform

Experience working with diverse student populations.

Experience providing professional development including the integration of technology into professional development materials

Experience with Word Processing/Database/Spreadsheet programs

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

ESSENTIAL FUNCTIONS

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

Coordinates with site level staff to identify students who are not making adequate academic progress.

Designs effective research based interventions.

Implements and monitors the effectiveness of strategic plans, instructional strategies, and assessments.

Coordinates with sites to development and implement data collection models and tools to capture benchmark student achievement data.

Provides Professional Development, Training, and Coaching on interventions and data analysis.

Provides data analysis using AIMS, ATI, DIBELS and other Formative Assessments.

Collaborates with appropriate district and site personnel for data collection and analysis.

Coordinates Federal, State and District report preparation and data collection.

Attend trainings and workshops as required.

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.

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 telephones, computers and copiers.

WORKING CONDITIONS

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

CONTROL, SUPERVISION

Supervises assigned personnel.

M: JOB92285
New: 3/12

CODE: 44001
UNIT: WHITE
GRADE: 2
FLSA: Non-Exempt

CLASSIFICATION TITLE
TEACHER ASSISTANT

SUMMARY

Assists teachers in performing their classroom teaching responsibilities.

MINIMUM REQUIREMENTS

Speak, read and write in English.
One year of experience working with youth.
High School Diploma or G.E.D.

Associate's (or higher) degree OR
60 Semester-Hour credits from an accredited institution OR
AZ Dept. of Education-approved Academic Assessment Test

Related training or education

ADDITIONAL REQUIREMENTS AFTER HIRE

Copy of diploma, transcript or test results must be submitted at time of 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.

Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them. May also assist students in the use of the English language.

Under the teacher's supervision, develops and implements lesson plans and instructs students in subjects such as creative writing, handwriting, art, language arts, social studies and math in accordance with the curriculum guide.

Assists teacher in arranging students into cooperative reading groups. Coordinates a group discussion of a story and encourages all students participation. Reinforces the development of comprehension, vocabulary and pronunciation skills.

Assists teacher in developing lesson plans for students. Implement instructional games in areas such as spelling or math to reinforce lessons. Prepares supplies and materials needed for lessons.

Scores tests, workbooks, book reports, assignments and homework in accordance with teacher's answer key. Records grades and scores in teacher's grade book or by computer entry.

Orders instructional supplies and materials and maintains the classroom inventory. Maintains student files.

Arrange field trips for students. Contacts parents to participate and arranges for transportation. Also collects money and records amount received.

Perform clerical functions such as typing, filing, laminating and copying

Compile an honor roll report and assists in the preparation of report cards for distribution. Assist teacher in the administration of tests. Translates tests. Arrange and participate in teacher/parent/staff conferences to review student's progress.

Assist students with special projects such as computer lab, cooking and sewing.

Assists students in developing their library skills in areas such as how to research, how to use the card index and how to check out a book.

MARGINAL FUNCTIONS

Prepare bulletin boards of current events and prepares display of students' works and achievements. Decorates classroom with appropriate themes during the school year.

Takes attendance. Prepare the hot lunch count of students and records amount of money received for lunch. Inform Food Service personnel of number of students ordering hot lunch.

Monitors student behavior in class. Assists teacher in disciplining students for misconduct in accordance with the Student Code of Conduct.

Arrange student learning centers for children in appropriate grade areas.

Attend and participates in instructional workshops and in-services to improve methods of instruction and performance in the classroom.

MENTAL TASKS

Communicates. Comprehends. Reads to children. Evaluates written material.

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 weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. 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 typewriter, copier, and computer.

WORKING CONDITIONS

Indoors. Classroom, library, lunchroom environment. Outdoors. Playground.
Exposure to noise.

CONTROL, SUPERVISION

Monitor students indoors and outdoors.

M: JOB 44001
REVIEW DATE: 2/93
Revised 7/02 & 4/03, 06/04

CODE: 44011
UNIT: WHITE COLLAR
GRADE: 6
FLSA: Non-Exempt

CLASSIFICATION TITLE

INSTRUCTIONAL SPECIALIST – GENERAL SUBJECTS

*(*the subjects will vary in the minimum qualifications and the equipment used will vary depending on the job.)*

SUMMARY

Instruct students in class subjects related to TUSD curriculum.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Associate's (or higher) degree, or two-years (60 Semester-Hour credits) of study at an institute of higher learning

OR

Completion of an AZ Department of Education-approved Academic Assessment Test.

Copy of diploma, transcripts or test results must be submitted at time of hire.

Two years of experience (*department must provide subject(s) before advertisement).

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.

PREFERRED QUALIFICATIONS

Experience as a teacher aide.

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.

Employees assigned to certain sites that are working towards or hold NAEYC (National Association for the Education of Young Children) accreditation, are required to have or be pursuing ECE (Early Childhood Education) certification; ECE Certification is required within two years of hire.

ESSENTIAL FUNCTIONS

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

Assists regular and Special Education students in subject(s) for instructional programs.

Implements lesson plans for students to include tasks and projects in a variety of subjects.

Corrects tests and book reports for content, grammar, spelling and sentence structure. Administers tests.

Plans and conducts informational lectures in subject areas.

Assists teacher with classroom instruction and in the preparation of tests for students. Distributes workbooks and recommends homework assignments to teacher.

Demonstrates the use and safety of hand and power equipment and materials.

Assists students in the preparation of school projects.

Prepares materials and substances for class projects.

Maintains the inventory of equipment and tools. Orders materials for projects as approved by principal.

MENTAL TASKS

Communicates. Performs functions from oral and written instructions and from observing others.

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

Department must provide the equipment, tools, aids, materials required.

WORKING CONDITIONS

Indoor. Classroom and shop environment. Outdoor. Playground environment. Contact with students, employees and public.

CONTROL, SUPERVISION

None.

M: JOB44011

9/1999

Revised 11/99, 7/02, 4/03, 6/04, 8/04



CODE: 45045
UNIT: WHITE COLLAR
GRADE: 6
FLSA: Non-Exempt

CLASSIFICATION TITLE
BEHAVIOR INTERVENTION MONITOR

SUMMARY

Provide support for the Behavior Intervention Program under the direction of the Principal. Monitor and conduct dialogues with students, serves as liaison between students and the administration, maintain documentation, and monitor after-school detention.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Associate's (or higher) degree, or two-years (60 Semester-Hour credits) of study at an institute of higher learning.
OR

Completion of an AZ Department of Education-approved Academic Assessment Test.

Copy of diploma, transcripts or test results must be submitted at time of application.

Two years of experience working with students.

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 training, education or experience that meets the minimum requirements will be accepted.

PREFERRED QUALIFICATIONS

Experience with Mojave software.

Experience as a Teachers Aide.

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.

Assists regular and Special Education students in behavior intervention programs.

Monitor students' individual tutorials on social/emotion competencies.

Facilitate and assist students to complete computer based modules.

Monitor and assist students in maintaining passing grades in classes.

Conduct dialogues with students about behaviors.

Plan weekly follow-up appointments for continuing dialogues on changing behaviors.

Schedule students for follow-up appointments with counselors, peer mediators, probation officers or with other appropriate agencies.

Serve as a liaison between students, teachers and administrators.

Prepare and maintain records and documentation on student contacts.

Monitor students in after-school or lunch detention, parent conferences or related programs.

Observe the behavior of students, gathers information regarding that behavior and its frequency, and documents it.

MENTAL TASKS

Communicates – verbally and in writing. Performs functions from oral and written instructions and from observing others.

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

Use office equipment and materials such as fax, copier, and computer.

WORKING CONDITIONS

Indoor. Classroom and shop environment. Outdoor. Playground environment. Contact with students, employees and public.

CONTROL, SUPERVISION

None.

M: JOB45045
New: 5/08
Revised 2/14



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



CODE: 92652
UNIT: Teacher
FLSA: Exempt
LENGTH: 10 ½ months

CLASSIFICATION TITLE
CURRICULUM SERVICE PROVIDER

SUMMARY

This district level position provides curriculum and instructional support for teachers and school leaders under the direction of Curriculum, Instruction and Professional Development. This position supports district initiatives and instructional goals, curriculum training and implementation, teacher development of professional knowledge and instructional skills improvement.

This position assists in overseeing the district's curriculum and instruction, linking teachers and other instructional staff with the resources and support they need to help students achieve in a standards-based system.

MINIMUM REQUIREMENTS

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

Arizona IVP fingerprint clearance card

Seven (7) years of teaching experience

Proven outstanding classroom teaching performance as evidenced by performance evaluation results

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

Experience working with district adoptions and initiatives

Experience working with adult learners.

Knowledge and experience in planning, implementing and evaluating effective professional development, including but not limited to such activities such as coaching teachers

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) and district curriculum or willingness to complete this requirement within one year

Ability to apply current research in best practices to work with diverse student populations

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

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

PREFERRED QUALIFICATIONS

Knowledge of Formative Assessment Support System Tools

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

Two (2) years experience working with adult learners

Three (3) years experience working with diverse populations

Three (3) years experience with Tucson Unified School District

Knowledge, experience or training in a coaching framework or methodology

Strong knowledge of the Danielson Framework and how it defines effective instruction and assessment practices.

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.

Transcripts must be from an accredited university or college and Transcripts or official diploma must be presented at the time of hire.

ESSENTIAL FUNCTIONS

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

Assists teachers in implementing effective instruction and assessment strategies to meet students' differentiated learning styles and needs.

Determines teacher needs and provides support (onsite coaching and modeling of instructional strategies, whisper coaching, in and out coaching, data collection, reflective conversations, providing relevant feedback, co-planning, teacher visits/observations).

Provides training in researched-based instructional strategies at assigned sites.

Provides ongoing professional development in Arizona College and Career Ready Standards (ACCRS), assessment, instruction and other relevant curricular initiatives and instructional strategies.

Provides support and monitoring for the successful implementation of District Instructional Programs and curriculum

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.

Trains teachers how to read data and how to use it in planning and driving the district's curriculum and the school's Continuous Improvement Plan.

Assists teachers in using the district curriculum pacing guide and aligning resources to set instructional outcomes.

Attends required district training to maintain job responsibilities.

Collaborates with district content area specialists, district and site leadership teams, and Teacher Mentors to support teachers.

Maintains a schedule that is available to all school personnel and documents in a weekly work log.

Documents classroom observations and follow-up with teachers

Assists schools in becoming professional learning communities by attending and helping facilitate grade level or department meetings to promote learning and professional growth opportunities.

Attends and participates in Mentor Academy Year 1, Mentor Forums and Cognitive Coaching.

Conducts walk-throughs with site administration to collect data and provides feedback toward the goals stated in the schools Continuous Improvement Plan.

Meet weekly with program coordinator and other Curriculum Service Providers.

Demonstrates flexibility and willingness to reflect and analyze personal professional practice.

Use district protocols consistently to collect and share classroom data with teachers and site administration.

MENTAL TASKS

Written and verbal communication skills.

Assesses needs and progress and plans support.

Performs functions from written and oral instructions and from observing and listening to others.

Demonstrates critical thinking and problem-solving skills.

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 office equipment such as telephones, computers, copiers and easels. 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/classroom environment. Contact with the public, employees, and staff members

CONTROL, SUPERVISION

None

M: JOB 92652

New: 3/15

CODE: 65200
UNIT: SCF
GRADE: 11
FLSA: Non-Exempt

CLASSIFICATION
CURATOR OF ARTIFACTS AND EXHIBITS

POSITION SUMMARY

Oversees artifact collections that include collecting, preserving, maintaining, exhibiting, researching, and providing information of historical and artistic significance. Catalogs and makes available for reference documents of all art pieces and other artifacts in the collection. Supervises curatorial and technical staff on handling, mounting, storing, caring and exhibiting of art objects and other artifacts. Plans and construct displays and public service activities for the district.

MINIMUM REQUIREMENTS

Bachelor's degree in Art, Art History, Fine Arts, Museum Studies, or related field,
AND

Two years of curatorial experience required, which includes one year of exhibit design and construction experience;

OR

Six years of curatorial/museum experience, which includes one year of exhibit design and construction experience.

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

Any 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.

ESSENTIAL FUNCTIONS

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

Coordinates, assigns, and monitors the work activities of staff.

Oversees a variety of artifacts, which include collecting, preserving, maintaining, exhibiting, researching, and documenting the pieces.

Carries out matters of art collection and other artifacts by corresponding with management and directing activities toward education goals and objectives.

Obtains, develops, and organizes new collections to expand and improve displays.

Examines art objects and other artifacts to determine need for repair, method of preservation, and authenticity.

Cleans art objects by using methods such as scraping and applying solvents, polishing, using soap, brushes, vacuum, and airbrush.

Determines art theme, selects objects, and prepares objects for exhibit to be displayed.

Researches information about artifacts. Catalogs, labels, and maintains inventory, and makes available for reference documents of all art pieces in the collection.

Conducts presentations concerned with the collection.

Prepares reports concerned with the collection, including reporting condition of collection.

Coordinates and engages in public and educational programs. Prepares educational and promotional materials.

Monitors the security of the collections.

Designs floor plans; designs and executes exhibits, and secures the artifacts on display.

Develops and writes policies and procedures.

MENTAL TASKS

Effective verbal and written communication skills. Performs functions from written and oral instructions. Evaluates written materials. Comprehends. Reads. Detail Oriented.

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 weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

WORKING CONDITIONS

Indoor and outdoor environment. Exposure to noise. Contact with employees, students, and public.

M: JOBS.65200
New 11/99
Revised 6/04



CODE: 44002
UNIT: WHITE COLLAR
GRADE: 6
FLSA: Non-Exempt

CLASSIFICATION TITLE
INSTRUCTIONAL TECHNOLOGY LIAISON

SUMMARY

Serves as a resource to help integrate technology into the curriculum and into the classroom. Serves as a liaison between schools and technology resources and departments within TUSD.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Two years computer operations or related experience which includes one year working in a school or related computer environment.

Associate's (or higher) degree or completion of two years (60 Semester-Hour credits) of study at an institution of higher education

OR

Completion of an AZ Department of Education-approved Academic Assessment Test.

Copy of diploma, transcript or test results must be submitted at time of hire.

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.

ESSENTIAL FUNCTIONS

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

Provides support in integrating technology into the curriculum and into the classroom.

Implements student achievement initiatives using technology tools.

Inputs and uploads student assessment data.

Assists in the implementation of lesson plans and instructs students in subjects such as language arts, social studies, science, and math in accordance with state standards in collaboration with the classroom teacher using technology as a tool.

Assists teacher in planning for student mastery of technology state standards.

Assists teachers in preparing technology resources needed for lessons.

Assists teachers and students in developing information literacy skills in conjunction with library resources.

Assists teachers and students with computer lessons and assessments.

Supports school improvement plans for increased student achievement.

Participates in online professional development and training sessions.

Identifies appropriate Internet materials for teachers and students to use.

Supports school website in accordance with district guidelines and policies.

Instruct parent classes on computer use.

Provides support for site technology use, following TUSD technology standards and procedures and Track-It! Help-Desk support guidelines.

Assists users with the TrackIt! Help-Desk support procedure.

Provides support and assists technology support staff in resolving technology issues.

Works with district staff regarding site technology needs.

Supports the district's software selection approval process.

Provides support to site staff in the use of a variety of peripherals and presentation devices, including scanners, CD-Roms, video and digital cameras, multi-media projectors, USBs, and SMARTBoards.

Maintains software-licensing records for the school site.

Maintains inventory records of hardware, software, and other support materials for school site.

MARGINAL FUNCTIONS

Attend and participates in instructional workshops and in-services to improve methods of instruction and performance in the classroom.

Attend training meetings.

MENTAL TASKS

Communicates, reads and comprehends. Ability to understand written and oral instructions, and by observing others. Ability to solve complex technological and mathematical problems.

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 weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. 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 technology tools, computers and computer peripherals. Uses manuals and forms. Uses office equipment such as telephones, copiers, facsimile machines and printers.

WORKING CONDITIONS

Indoors: Classroom and library. Contact with students, staff, and the public.

CONTROL, SUPERVISION

Monitors the control of computer activities for students, student aides, teachers, teacher aides, volunteers and staff. May monitor student behavior indoors.

M: JOB 44002
New: 5/05, 12/13