

## APPENDIX VII – 11

VII.E.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 Descriptions
African American Student Services 5060	Albritton, Albert Lee	Student Success Specialist	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma Master of Arts - Counseling	Under supervision, plans, coordinates, and develops student/family mentor programs to increase student academic and social achievement.	✓
Family Engagement Community Outreach 5037	Chavaria, Lydia Elena	School Community Liaison	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma Technical Certificate of Completion Computers & Writing	Serve as a liaison between school, home and encourages parents and community involvement in school activities. Provides information to staff, students and families as need regarding social services internal and external agencies.	✓
Family Engagement Community Outreach 5037	Hills, Divina Gracia	Campus Monitor	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma	Serve as a student support advocate. Monitors the behavior of students. Assist administrator as needed.	✓
Family Engagement Community Outreach 5037	Hills, Divina Gracia	Custodian	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma	Perform various cleaning duties in assigned areas of district building or schools. Ensure school buildings and secures areas are open at beginning of school and secured at night.	✓
Family Engagement Community Outreach 5037	Montoya, Hermelinda Martinez	School Community Liaison	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma Comouters Certificate from PCC	Serve as a liaison between school, home and encourages parents and community involvement in school activities. Provides information to staff, students and families as need regarding social services internal and external agencies.	✓
Family Engagement Community Outreach 5037	Olbert, Kristi Dyan	Clothing Bank Specialist	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma BA Sociology	Organize and manage the collection and distribution of clothing items for TUSD student enrichment.	✓
Language Acquisition 5028	Muhayimana, Ange Michel	Translator - Interp	New to Disrict	Competitive recruitment process. All documents located in HR.	BA Theology and Communication Arts	Translates verbal or written communications from English to another language or from another language to English.	✓
Language Acquisition 5028	Saleh, Amina	Translator - Interp	New to Disrict	Competitive recruitment process. All documents located in HR.		Translates verbal or written communications from English to another language or from another language to English.	✓
Language Acquisition 5028	Tafish, Manal Mohamed	Translator - Interp	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma Passed Bililingual Assessment Test BA Elementary Ed Master Instructional Leadership K-12	Translates verbal or written communications from English to another language or from another language to English.	✓
Mexican American Student Services 5044	Gamez, Guadalupe Marie	Student Success Specialist	New to Disrict	Competitive recruitment process. All documents located in HR.	HS Diploma BA Mexican Amercian Studies & Latin American Studies	Under supervision, plans, coordinates, and develops student/family mentor programs to increase student academic and social achievement.	✓
Pan-Asian Refugees 5046	Lee, Yoon Joo	Program Coordinator	Language Support Specialist	Competitive recruitment process. All documents located in HR.	HS Diploma AA Liberal Arts BS Elementary Education	Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.	✓



CODE: 46032  
UNIT: WCL  
GRADE: 13  
FLSA: NON-EXEMPT

**CLASSIFICATION TITLE**  
STUDENT SUCCESS SPECIALIST

**SUMMARY**

Under general supervision plans, coordinates, and develops student/family mentor programs to increase student academic and social achievement. This position disseminates information regarding the mentor program, performs related work as assigned, and serves as the liaison between Tucson Unified School District (TUSD) and the business community for mentoring program.

**MINIMUM REQUIREMENTS**

Bachelor's degree in Education, Social Services, Counseling, or a related field.

**AND**

Four (4) years experience in providing direct services and program oversight for a program or project involving school age children.

**OR**

Associate's (or higher) degree **OR** 60 Semester-Hour credits from an accredited institution

**OR**

AZ Dept. of Education-approved Academic Assessment Test

**AND**

Six (6) years of progressive experience in providing direct services and program oversight for a program or project involving school age children.

**Plus all of the following:**

Arizona IVP Fingerprint Clearance Card

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

Reliable mode of personal transportation

*Availability to work flex hours as needed, to include evenings and/or weekends*

**PREFERRED QUALIFICATIONS**

Extensive community contacts and experience.

Supervisory Experience.

**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.

Reliable mode of personal transportation with evidence of auto insurance policy. Coverage must be valid throughout term of employment.

**ESSENTIAL FUNCTIONS**

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

Plans, coordinates, develops, and implements mentor program(s) and related activities for students and families. Monitors and reviews mentoring programs as necessary, recommends and implements changes as needed.

Develops comprehensive outreach plans to identify and obtain program participants and mentors.

Facilitates appropriate screening for mentors, and develops and implements training programs and workshops for mentors. Determines appropriate matches between a student and a mentor, and oversees mentoring schedules as needed.

Confers with appropriate TUSD personnel to identify and determine at-risk students' needs and interests to assist them with issues when transitioning in areas including but not limited to: middle to high school, high school to higher education, and high school to post high school career paths.

Confers with appropriate TUSD personnel to identify and coordinate individual student improvements plans and/or plans to promote long-term academic and social achievement.

May counsel and/or meet with students regarding career and life goals; assists them in setting achievable short and long-term goals.

Conducts home visits to provide information and support to students and families. Refers students and families to appropriate community or school resources as needed.

Promotes TUSD mentoring programs and collaborates with community agencies to promote and/or establish mentoring, intern, on-the job training and/or career opportunities for program participants.

Serves as a resource to TUSD personnel regarding available mentoring programs.

Maintains pertinent records and data for mentoring program; prepares ad hoc reports as requested. Maintains confidential records of interactions with students and families.

Adheres to all district, federal, and state regulations regarding student programs and volunteer participants.

Assists in special programs, projects or functions in support of supervisor or assigned area.

#### **MARGINAL FUNCTIONS**

Tutors students in regular curriculum classes such as language arts, mathematics, science, reading and social studies.

May transport students and families as needed.

May counsel and/or meet with students and families regarding attendance and advise them of TUSD attendance policies.

#### **MENTAL TASKS**

Communication. Ability to understand written and verbal instructions. Evaluation. Comprehension. Observes behavior of students in the classroom.

#### **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**

Operates a motor vehicle. Use office and education equipment such as telephones, computers, printers, copiers and overhead projectors.

#### **WORKING CONDITIONS**

Indoor. Office/classroom environment. Outdoors, exposure to varying types of weather conditions. Contact with students, parents, employees and public. Exposure to noise.

**CONTROL, SUPERVISION**

Monitor control of assigned personnel

M:Comp and Class/JOB46032

New: 6/14



CODE: 46035  
UNIT: WHITE COLLAR  
GRADE: 6  
FLSA: Non-Exempt

**CLASSIFICATION TITLE**  
SCHOOL COMMUNITY LIAISON

**SUMMARY**

Serves as a liaison between the school and the home and encourages parents and community involvement in school activities. This position provides referrals or works with TUSD services and resources and external social service agencies to provide information to staff, students and families as needed.

**MINIMUM REQUIREMENTS**

High School Diploma or G.E.D.

**AND**

Five (5) years experience in public relations, social services, volunteer programs, or community services programs.

**OR**

Associates degree in social science or related field

**AND**

Three (3) years of experience in public relations, social services, volunteer programs or community services programs

**Plus all of the following:**

Demonstrated knowledge and involvement with community services.

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

Reliable mode of transportation

Any equivalent combination of experience, training, or education.

***Availability to work flex hours as needed, to include evenings and/or weekends***

**PREFERRED QUALIFICATIONS**

Experience working with multi-cultural populations and youth.

Bilingual in English and Spanish

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

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.

Reliable mode of personal transportation with evidence of auto insurance policy. Coverage must be valid throughout term of employment.

Must submit evidence of insurance of \$30,000 bodily injury liability & \$10,000 property damage liability.

**ESSENTIAL FUNCTIONS**

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

Serves as a school and community liaison and resource to parents, staff, students and the community regarding District social services and resources. Informs, refers and assists parents with school and community services such as legal aid, food stamps, counseling services, support groups, and the federal school meals program.

Visits parents in their homes to encourage them to participate in the school activities and events and to take an active interest in their children's educational progress. Arranges for transportation for parents to school for meetings and workshops. Recruits parents to participate as volunteers in the school.

Performs data entry to required systems for reporting and monitoring.

Organizes and participates in meetings as required.

Prepares school activities calendars, parent newsletters, minutes of assigned meetings and other informative information regarding school events and activities for parents, guardians, families and appropriate personnel as requested.

Collaborates with community services and institutions such as Department of Economic Security (DES) and Child Protective Services (CPS) who are involved with students and families.

Participates as a member of school committees as assigned.

Conducts presentations to parents and community organizations. Coordinates and organizes parents and student support groups with the support of community agencies.

Coordinates with teachers and site administrators to plan parent workshops and arranges for speakers in areas including but not limited to: how to work with your child at home, communication between children and parents, coping with children's fears, manipulative math, computers and substance abuse prevention.

Prepares reports including but not limited to meetings and workshops attended, number of parent volunteers participating in school activities, home visits, and contact made with teachers, students and the community. Prepares ad hoc reports on activities as requested. Maintains records of volunteer hours and parent attendance.

Assists principal with local businesses to encourage their participation in the various programs that support the district, the school and students.

Coordinates meetings with feeder schools to arrange for the needs of students transitioning between elementary, middle, or high school.

May plan recognition and/or appreciation programs and events for parents as requested.

Transports students to the clothing and food banks with the approval of parent and principal.

Arranges and coordinates parent visitation days to the school.

#### **MARGINAL FUNCTIONS**

Assists in school registration as needed.

May assist students in job searches.

#### **MENTAL TASKS**

Communicates. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials.

#### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Utilizes office equipment such as telephone, computer, printer and copier. Utilizes audio-visual equipment.

**WORKING CONDITIONS**

Indoor. Office environment. Outdoors, exposure to varying types of weather conditions. Contact with students, parents, employees and public. Exposure to noise.

**CONTROL, SUPERVISION**

None.

M: JOB46035  
New: 6/14





CODE: 42811  
UNIT: White  
GRADE: 3  
FLSA: Non-Exempt

**CLASSIFICATION**  
CAMPUS MONITOR

**SUMMARY**

Serves as a student support advocate. Monitors the behavior of students attending a TUSD school. Maintains order and ensures district and school policies, rules and regulations are adhered to. Working knowledge in the area of conflict resolution/mediation.

**MINIMUM REQUIREMENTS**

Speak, read and write in English.  
Two years of experience working with youth.  
Working knowledge in the area of conflict resolution/mediation.  
Any equivalent combination of experience or training.

**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.  
Post-offer/pre-employment physical exam (Category B) and lift test (at employee's expense).  
CPR and First Aid Certification. Certification must be maintained current during course of employment.  
Arizona Dept. of Transportation Medical Certificate *may* be required after hire.  
Department of School Safety Campus Monitor Training.

**ESSENTIAL FUNCTIONS**

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

Monitors students' behavior in assigned areas of school such as parking lots, hallways, grounds, restrooms and lunch areas. Checks students for hall pass. Prepares referrals on students and reports misconduct to supervisor. Documents, advises Administrator and escorts unauthorized personnel off campus.

Informs supervisor of damages to school property.

Monitors parking lot. Observes and gathers information regarding vehicles cruising the area.

Diffuses threatening situations/confrontations between students. Assesses danger and calls for back-up support and assistance. Ensures order is restored and students are unharmed.

Assists administrator with student mediations.

Assists the Administrator with the appropriate action to be taken concerning threats of violence on students and assists in its implementation. Evaluates situations concerning student safety and makes recommendations for change to administration.

Monitors after school detention and tardy sweep. Monitors the before school study hall/detention room (Alternative Work Program) for students. Takes attendance and reports absentees to supervisor. Monitors students in various school areas and assists with after school activities such as athletic events.

Observes and gathers information regarding student gang related or substance abuse activities. Assists in the elimination of problems that may occur on campus by being visible and mobile.

Prepares written reports on all incidents occurring on campus for supervisory review and information.

Ensures students, staff and visitors adhere to Governing Board policies and regulations while on campus.

Refers students to assistance resources on campus as necessary.

Assists supervisor in evacuation of building during fire drills, bomb threats and other emergencies.

#### **MARGINAL FUNCTIONS**

Transport students to their home or to meetings.

Determine if non-students entering campus require escorts and inquires about the nature of their visit.

May be required to respond to large-scale disturbances on other district campuses.

#### **MENTAL TASKS**

Communicates. Comprehends. Perform functions from oral and written instructions.

#### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

#### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses office equipment such as telephone. May use radio to communicate with employees. Wears School Security apparel/uniform and specialized equipment needed to perform the essential functions.

#### **WORKING CONDITIONS**

Indoor. Outdoor. Exposure to all weather/climate conditions and temperatures. Exposure to noise. Contact with employees, parents, students and the public. Potential contact with violent youth.

#### **CONTROL, SUPERVISION**

None.

M: JOB 42811

Revised 11/13/97, 12/02, 8/03, 06/04, 10/04, 1/09, 11/13

CODE: 53001  
UNIT: BLUE COLLAR  
GRADE: 2  
FLSA: Non-exempt

**CLASSIFICATION TITLE:** Custodian I

**SUMMARY**

Perform various cleaning duties in assigned areas of district buildings or schools in accordance with county health department standards and standards established by site administrators.

**MINIMUM REQUIREMENTS**

Speak, read and write in English.  
Comprehend graphic/oral instructions in English.  
Six months custodial/housekeeper experience OR  
Related training or education

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check required (at employee's expense)  
Physicals Examination (Category B) by one of the clinics with which the District contracts (at employee's expense) and complete and sign a Medical History form.  
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.  
Mandatory TUSD New-Hire Custodial Training

**ESSENTIAL FUNCTIONS**

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

Sweep, mop, vacuum, buff, wax, polish floors and vacuum carpet; empty trash.

Ensure heating and cooling systems are turned on/off. Check gauges to ensure system is operating within established limits.

Ensure school buildings and secured areas are open at beginning of school day and secured at night.

Clean, sanitize, and disinfect restrooms, locker rooms, showers and drinking fountains.

Dust and clean furniture, blinds, windows, and equipment.

Check supply levels. Submit request for additional supplies to supervisor for approval.

Practice school pride guidelines regarding minor repairs, refurbishing, relocations of school equipment and property.

**MARGINAL FUNCTIONS**

Perform maintenance to include such items as; fixing pencil sharpeners, adjusting desks, replacing light bulbs, cooling filters, adjusting doors, etc.

Move furniture, equipment, or fixtures as requested.

Sweep outdoor walkways. Inspect grounds for safety hazards and reports findings to supervisor.

Ensure school crossing signs are out at start of school day and removed at end of school day.

Maintain records of work orders and equipment out for repair.  
Assist in the annual inventory of all equipment in the school. Change combinations on lockers and maintain log of combinations.

Assign and maintain a log of overtime.

Set up gym, auditorium, or cafeteria for special events, meetings, games, or plays.

Ensures area is clean and restores original set-up.

#### **MENTAL TASKS**

Communicates. Comprehends. Ability to read manuals.

#### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

#### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Operate power driven machinery.

#### **WORKING CONDITIONS**

Indoors. Classrooms, bathrooms, offices. Contact with employees. Exposure to chemicals.

#### **CONTROL, SUPERVISION**

None

M:JOBS53001  
Recls Review 6/28/96  
Revised 12/00, 2/03, 6/04, 2/05  
Changed lift requirement from A to B 10/07

CODE: 44651  
UNIT: WHITE COLLAR  
GRADE: 10  
FLSA: NON-EXEMPT

**CLASSIFICATION TITLE**  
CLOTHING BANK SPECIALIST

**SUMMARY**

Organizes and manages the collection and distribution of clothing items for TUSD student enrichment.

**MINIMUM REQUIREMENTS**

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 the Para-Professional Assessment Exam.

*If the Exam is used to meet the Minimum Requirements, then the incumbent must continue to work towards the Associate's Degree.*

Three-years supervisory/management experience.

Two-years experience working with volunteer and/or community programs and working with children/youth.

Basic knowledge of accounting practices and principals.

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.

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

**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.

Physicals Examination by one of the clinics with which the District contracts (Category B) and a Lift Test required (At employee's expense)

Valid AZ Driver's License required within 10 days of hire. Must not have accrued six points against driver's license within the past three years.

Reliable mode of personal transportation with evidence of auto insurance policy. Coverage must be valid throughout term of employment.

Must submit evidence of insurance of \$30,000 bodily injury liability & \$10,000 property damage liability.

**ESSENTIAL FUNCTIONS**

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

Manages the intake and distribution central functions of the student clothing bank and coordinates with the satellite centers.

Implement and coordinates with Exceptional Education Dept. as a job and community service work site for students.

Collaborate and maintain a partnership with School Community Representatives, Family Liaisons, Wellness Centers and Educational Enrichment Foundation.

Manage the daily operations of the TUSD Central Clothing Bank and coordinates student visits.

Plans and coordinates publicity events to obtain financial support for clothing bank. Solicits donations through education and community relations.

Serves as a liaison between the district and the community and as a resource to district staff regarding clothing bank procedures.

Maintains contact with outside agencies to include Goodwill, Junior League and the Volunteer Center.

Coordinates the recruitment, placement and monitoring of volunteers.

Manages, supervises and train volunteers and student helpers, monitor and authorize hours worked/attendance.

Perform regular tracking and reporting of number of students served by ethnicity, grade.  
Complete necessary reports for central clothing bank activities.

Accounts for donations received from agencies and the community; maintains the bookkeeping ledger, purchasing and receiving records and clothing inventory.

Purchases and receives required clothing items from donated funds and clothing articles.

Ensures all clothing received is appropriately sorted laundered, mended; organizes clothing items by type, size, etc.

Coordinates transportation to and from Clothing Bank for all students.

#### **MARGINAL FUNCTIONS**

Plans recognition activities for volunteers, businesses, donors and community agencies.

#### **MENTAL TASKS**

Read. Communicate, comprehend, calculate and compute. Analyze and evaluate information to be processed.

#### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain driver's license. Verbal communicative ability may be required of public contact positions.

#### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Utilizes various office equipment to include, but not limited to, telephone, computer, typewriter, and copier.  
Utilizes laundering and mending equipment and machinery.

#### **WORKING CONDITIONS**

Indoors. Office/store environment. Contact with public, district employees, students, and parents.  
Must lift heavy boxes, handle heavy clothing materials, pick up and transport, load/unload semi trailers, launder and mend clothing articles.

**CONTROL, SUPERVISION**

Supervise volunteers, COE student personnel and other support help.

M:JOB44651  
scarda Reclass: 3/29/96  
scarda 12/12/97  
Revised 11/03, 5/11  
ReClass& Title Chg: 5/11



CODE: 61521  
UNIT: SCF  
GRADE: 12  
FLSA: Non-Exempt

**CLASSIFICATION TITLE**  
TRANSLATOR / INTERPRETER

**SUMMARY**

Translates verbal or written communications from English to another language or from another language to English.

**MINIMUM REQUIREMENTS**

Three years experience in an Interpreter/Translator capacity.

Must be able to demonstrate expertise and competency in interpreting and translating.

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.

The Bilingual Proficiency exam must be taken and passed on or before the deadline of the posting.

**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.**

Prioritizes requests from district staff to translate English to another language, or from another language to English.

Prepares translated material for use by district staff, such as documents, policy memoranda, booklets, letters, news articles or verbal communication transcriptions.

Maintain official copies of translated documents.

Provide verbal interpreting services at meetings, hearings, conferences, and other forums.

Complies with the mandates of the Meaningful Access Program by providing interpreting and translating services to persons with a limited English proficiency.

Arranges for the translation of documents in other languages, e.g. Laotian or Farsi.

Initiates and creates Public Service Announcements (PSA), as required, to inform different language-speaking communities of district events or policies. Arranges for the taping and airing of PSA's or interview segments. Determines editing requirements of taping. Edits and arranges for copying of tape.

Advises district staff on proper language grammar usage.

Reviews and recommends revisions to books written in different languages.

**MARGINAL FUNCTIONS**



May prepare materials for radio or television show. Determines topic, creates script, and presents information regarding district events or policies.

**MENTAL TASKS**

Communicates. Translates. Performs functions from written and oral instructions. 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 and instructional equipment such as telephone, computers, copiers, projectors and recording devices.

**WORKING CONDITIONS**

Indoors. Office environment. Contact with employees, staff and the public.

**CONTROL, SUPERVISION**

May monitor clerical and/or translation support staff.

M: JOB 61521

Review: 9/92

Revised 5/99, 12/02, 6/04, 8/09, 2/14



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