

APPENDIX II – 21

I.K.L.C Explanation of Responsibilities
(New SY2018-19 Sorted by Position Type)

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Communication and Media Outreach 5004	Colter, Vivian Iman	Communications Specialist	New to District	Competitive recruitment process. All documents located in HR.	HS Diploma BA Communications, U of Arizona, 2015 MA Journalism, U of Arizona, 2019	Performs a broad range of duties related to communications for all TUSD constituencies. Communication platforms include written works, video and social media.	✓
Palo Verde High Magnet School 2620	Maynard, Jennifer Marie	Coord-Magnet Site	New to District	Competitive recruitment process. All documents located in HR.	BA Elementary Education, U of Arizona, 2000 M.Ed. & Educational Leadership, NAU, 2005	Coordinates the activities and services to facilitate the Magnet Program. Will conduct professional development related to both content and pedagogy of magnet theme, collect data, and work with appropriate personnel to provide Magnet site with relevant up-to-date information regarding Magnet School information.	✓
Holladay Magnet Elementary School 1239	Baker, Gayla L	Counselor	New to District	Competitive recruitment process. All documents located in HR.	BS English, Middle Tennessee State University MS in Community Agency Counseling, U of Nevada School Counseling Endorsement, University of Tennessee, 2016 Graduate Studies in Reading/Literacy, Georgia Southern University	Provide a comprehensive school counseling program for all students at the site, which aligns with district and school's mission to promote academic, social/emotional, and college/career development which ensuring equity and access for all students.	✓
Communication and Media Outreach 5004	Kopec, Danika Lynn	Graphic Designer Sr	New to District	Competitive recruitment process. All documents located in HR.	Associate of Arts in Advertising, Art, Southwest U of Visual Arts, 2000 Associate of Arts in Studio Art, Pima Community College, 1997	Responsible for generating fresh and creative approaches to visual messaging, publications, related materials and computer graphics to support TUSD brand.	✓
Booth-Fickett Math/Science Magnet School 1510	Burnett, Rhonda Renee	Instruct Data Intervent Spec	New to District	Competitive recruitment process. All documents located in HR.	Master of Education Leadership, NAU 1996 Masters of School Counseling & Mental Health, Uof Arizona, 1992 Bachelor of Arts, Psychology, U of Arizona, 1992	Coordinates with site principals and teachers to access, analyze and collect relevant student achievement data to improve instruction across the curriculum.	✓
Palo Verde High Magnet School 2620	O'Dell, Jennifer Fimbres	Instruct Data Intervent Spec	New to District	Competitive recruitment process. All documents located in HR.	MA, U of Phoenix, 2011 BS, U of Arizona, 2002	Coordinates with site principals and teachers to access, analyze and collect relevant student achievement data to improve instruction across the curriculum.	✓
Communication and Media Outreach 5004	DeSoto, Juan A	Multimedia Producer	New to District	Competitive recruitment process. All documents located in HR.	HS Diploma, CDO 1997 Pima Community College, 40 hours of Assoc. in Digital & Film Arts 2002-2004	Coordinates, maintains, and conducts multi-media services for TUSD. Use video and still photography to tell the stories of TUSD from preproduction to production and postproduction. Deliver the content on the appropriate platform.	✓
Dodge Traditional Magnet Middle School 1502	Bennett, Tara Ann	School Community Liaison	New to District	Competitive recruitment process. All documents located in HR.	Pima Community College, 1995 Tucson College, Medical Assistant, 1996	Serves as a liaison between the school and the home and encourages parents and community involvement in school activities. Provide referrals or works with TUSD services and resources and external social service agencies to provide information to staff, students and families as needed.	✓

II.K.1.c Explanation of Responsibilities
(New SY2018-19 Sorted by Position Type)

Holladay Magnet Elementary School 1239	Garcia, Deborah	School Community Liaison	New to District	Competitive recruitment process. All documents located in HR.	GED 1982 Gateway Community College, 1994	Serves as a liaison between the school and the home and encourages parents and community involvement in school activities. Provide referrals or works with TUSD services and resources and external social service agencies to provide information to staff, students and families as needed.	✓
Communication and Media Outreach 5004	Lenhart, Leslie Via	Sr. Director	New to District	Competitive recruitment process. All documents located in HR.	BS Business Administration, U of AZ, 1986	Directs and manages the activities related to District public and media relations. Coordinates the distribution of information and District responses to events and inquiries. Coordinates marketing, special events and related functions, services, programs and activities.	✓
Booth-Fickett Math/Science Magnet School 1510	Gurgoze, Lucinda K	Teacher	New to District	Competitive recruitment process. All documents located in HR.	BS Elementary Education, Lamar University, 1990 BSN 2 years completed Paradise Valley Community College, PHX	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Carrillo Magnet School 1161	Dal Pra, Stephanie Ann	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Elementary Teaching Certificate, 2010 Masters of Fine Arts, Bowling Green State University, 1994 Bachelor of Fine Arts, U of Mount St. Joseph, 1992	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Carrillo Magnet School 1161	Herrera, Savannah Elaine	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Music in Music Education, U of Arizona, 2018	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Cholla High School 2615	Hattab, Rose Faraj	Teacher	New to District	Competitive recruitment process. All documents located in HR.	MA Middle Eastern Studies, U of Arizona, 2019 BA Anthropology, Minor in English, Minor in Middle Eastern Studies, U of Arizona, 2018	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	Mejia, Daniel Duron	Teacher	Retiree	Competitive recruitment process. All documents located in HR.	Language Proficiency Exam, NAU Bachelor of Arts, Educational Credential Evaluators, Inc. ,1987	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Drachman Montessori Magnet School 1203	Berry, Sarah Ann Lucas	Teacher	Long-term Math Substitute	Competitive recruitment process. All documents located in HR.	Provisional Secondary Education 6-12, 2020 Graduate in Deaf Education and Political Science, U of Tennessee, 2013	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	ONEILL, Brittany Sue	Teacher	New to District	Competitive recruitment process. All documents located in HR.	BS in Education, U of Arizona, 2017	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓

I.I.K.L.C Explanation of Responsibilities
(New SY2018-19 Sorted by Position Type)

Tully Elementary Magnet School 1419	Goreta, Anthony Aurel	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Arts, Political Science, Wayne State University, 1990 Master's Degree in Elementary Education, Wayne State University, 1992	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Bonillas Basic Curriculum Magnet School 1131	Burris, Richard Raymond	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	GED 2002 60+ credit hours toward Associate's Degree of Arts, Mesa Community College, 2012 Classes towards my Bachelor's Degree - General Studies, U of Arizona 2017	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Bonillas Basic Curriculum Magnet School 1131	Crowley, Timothy Howard	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	CLIL Certificates for Modules TKT, 1, 2, and 3, University of Cambridge TEFL Certificate, International TEFL Academy HS Diploma, Buena High School	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	Amavizca, Blanca Elizabeth	Teaching Assistant	Temporary Hourly at Borton	Competitive recruitment process. All documents located in HR.	HS Diploma, 2004	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	Rodriguez, Brianna Rose	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	Associates Criminal Justice & Communications, Pima Community College, 2019 BA, Public Policy and Criminal Justice, U of Arizona, 2020	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Davis Bilingual Elementary Magnet School 1191	Salgado Hermosillo, Martina Angelica	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	Elementary School Teacher with an Educator Diploma, Escuela Normal Urbana Estatal, Baja CA, 1986	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	Baglione, Joseph Scott	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	HS Diploma, Palo Verde HS, 1974 Associates, Art & Photography, San Diego City College, 1988	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	Bickley, Justin Kenneth	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	Working on BA, Manoa, HI, 96 hours	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	Martin, Kimari Lynise	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Science in Interdisciplinary Studies, Mississippi State University, 2016 Associate of General Studies, Hinds Community College, 2015	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 64062
UNIT: Super/Prof
GRADE: 7
FLSA: Non-Exempt (12 Months)

CLASSIFICATION

COMMUNICATIONS SPECIALIST (Bilingual)

REPORTS TO:

Director of Communications and Media Relations

SUMMARY

Performs a broad range of duties related to communications for all TUSD constituencies, with a special emphasis on Spanish-speaking audiences. Communication platforms include written works, video and social media.

MINIMUM REQUIREMENTS

Associates degree in Journalism, Communications, Public Relations or related field required.

Two years of experience in any combination of media relations, public relations, public information and/or experience with social media, newsletter writing or customer relations.

Experience in social media and/or digital marketing.

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

BILINGUAL ENGLISH SPANISH LANGUAGE SKILLS REQUIRED. BILINGUAL TEST SCORES MUST BE ON FILE ON OR BEFORE CLOSING DATE. BILINGUAL EXAMS ARE OFFERED AT THE MORROW EDUCATION CENTER, 1010 E 10TH ST, TUCSON, AZ 85719. PICTURE ID IS REQUIRED AT THE TIME OF TESTING.

Any equivalent combination of experience, training, or education

PREFERRED QUALIFICATIONS

Bachelor's Degree in Journalism, Communications, Public Relations or related field required.

Experience with videography and video editing

Excellent writing skills, good spelling and grammar

Previous experience in public education and/or public information settings.

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.

Provides video service to TUSD community for educational, instructional and promotional purposes.

Uses visual storytelling techniques and multimedia production and editing of visual and audio content to bring dynamic, shareable stories to TUSD community.

Assists in research and writing of promotional materials for Spanish-language communication channels, including social media, written materials, video production and Parentlink.

Utilizes desktop publishing and computer-aided design applications.

Supports the department approach to announcements, speeches, events, working with colleagues in Communications.

Performs a variety of tasks and works with a broad range of media; public speaking, written materials, social media and video production.

Writes, edit and organizes feature stories for all District publications

Assists in promoting TUSD, by writing, editing, and organizing feature stories for all publications; Selects favorable publicity material and releases it through various communications media.

Visits sites, conducts interviews, gathers and analyzes information. Performs remote production duties at assigned sites.

Assists with coordination of staff development activities.

Assists administrators, staff and students regarding public relations and publications.

Assists with specialized clerical functions and special projects.

MENTAL TASKS

Communicates. Reads. Comprehends. Analyzes. Calculates and computes. 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 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 office equipment such as telephone, camera equipment, computer, printer, facsimile and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees and public. Travel to schools sites and other community locations.

CONTROL, SUPERVISION

As assigned.

M:\Comp&Class\JOB64062
New: 3/2016

TUCSON UNIFIED
SCHOOL DISTRICT

CODE: 34701
UNIT: Teacher
FLSA: Exempt

CLASSIFICATION

Magnet Site Coordinator (Site Based)

SUMMARY

This position coordinates the activities and services to facilitate the Magnet Program at the assigned site. The Magnet Coordinator will conduct professional development related to both content and pedagogy of magnet theme, collect data, and work with appropriate personnel to provide Magnet site with relevant and up-to-date information regarding Magnet School Information.

MINIMUM REQUIREMENTS

Appropriate Arizona Teaching Certificate

Structured English Immersion (SEI) requirement

Arizona IVP Fingerprint Clearance Card

Experience Developing Thematic Units

Experience providing Professional Development

Five (5) years teaching experience

PREFERRED QUALIFICATIONS

Experience with Magnet School Plan

Knowledge of Magnet Evaluation System

Knowledge of Magnet School Standards and Measures as related to school themes

Knowledge of Unitary Status Plans

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.

Coordinates with appropriate personnel to develop, manage, and monitor the magnet curriculum at assigned site.

Coordinates with sites to develop and implement data collection models and tools as related to magnet theme to capture benchmark student achievement data

Provides instructional feedback to teachers and administration regarding magnet themes.

Provide all documentation of magnet activities

Conducts outreach, recruitment, and marketing to ensure students, parents, and public are aware of Magnet School programs.

Desegregates data including enrollment, grade, AIMS (or other state mandated assessments), ATI, DIBLES, and unit assessment to appropriate personnel.

Conducts professional development as related to both content and pedagogy of magnet theme.

In collaboration with appropriate TUSD personnel collaborates and researches outside resources for professional development

Uses Mohave for course designation.

Creates collaborative relationships with outside resources including but not limited to local and national businesses, charitable and professional resources, and community resources.

Works with appropriate district personnel to provide resources for teachers

Attends all district training required for teachers.

Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum.

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

Using current research creates informs the district of the best methods and policies that will ensure an equitable educational experience for Magnet School students.

Adheres to all state magnet school laws, regulations and guidelines. Serves as a resource to TUSD personnel regarding magnet school regulations, guidelines, governing board policies, and specialist rulings.

Assists TUSD personnel with planning and monitoring professional development related to magnet school curriculum implementation. Researches magnet school curriculum practices and applies knowledge of training best practices and instructional design principals.

Attends mandatory trainings from the Magnet office including webinars.

Coordinates federal, state, and district report preparation and data collection

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. 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. Contact with the public, employees, children and parents.

CONTROL, SUPERVISION

None

New: 4/13

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 35301
UNIT: Teacher/Certified
FLSA: Exempt

CLASSIFICATION COUNSELOR

SUMMARY

Implement the American School Counselor Association National Model (ASCA). As a member of the School Counseling staff, the counselor is to provide a comprehensive school counseling program for all students at the site, which aligns with the district and school's mission to promote academic, social/emotional, and college/career development, while ensuring equity and access for all students.

MINIMUM REQUIREMENTS

Masters degree in School Guidance and Counseling or a related field.

Arizona School Counselor Certificate.

Arizona IVP fingerprint clearance card.

PREFERRED REQUIREMENTS

Arizona Teacher's Certification.

Three years experience as a Teacher.

Three years experience as a School Counselor.

ADDITIONAL REQUIREMENTS AFTER HIRE

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

AZ Driver's License required within ten days of hire.

ESSENTIAL FUNCTIONS

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

Implement the American School Counselor Association National Model. Teach guidance lessons in the classroom and in small groups by following the competencies listed in the ASCA model. Consult with and/or be a resource person for teachers to facilitate the infusion of the guidance competencies into the regular educational curricula.

Guide and counsel groups and individual students through the development of educational and career plans. Provide orientation activities for students new to the school. Participate in orientation programs for parents and students. Assist students in the transition from school to school, level to level and school to work. Inform students and parents of test results and their implications for educational planning.

Provide resources and information to assist in career awareness and career exploration activities and help students take appropriate steps toward implementing their educational and career plans.

Assist students in evaluation of their graduation requirements and in updating their four-year plans and career folders.

Design and implement a data-driven comprehensive school counseling program for all students to address barriers to student learning and to close the achievement/opportunity gap.

Consult and collaborate with teachers, staff, parents, and other departments to meet the needs of students in the educational setting (MTSS meetings, PBIS meetings, etc.). Conduct workshops for parents and provide in-service programs for faculty.

Refer students to appropriate community agencies in consultation with their parents. Consult and coordinate with in-district and community agencies, such as school psychologists, nurses, administrators, social service agencies, law enforcement, etc. In addition, school counselors conduct home visits as needed.

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

Coordinate, conduct or participate in activities that contribute to the effective operation of the school. Act as an ADVOCATE for ALL students. Interpret group test results to parents, faculty and staff.

Assist other school staff in the placement of students with special needs in appropriate programs such as GATE and exceptional education. Participate with the administration and faculty as a team member in the implementation of the district testing programs.

Design, deliver, evaluate and revise the site's school counseling program. Conduct needs data assessments to determine the competencies to be addressed for each grade level. Consult with the Advisory Council to evaluate program.

Pursue professional growth. Attend professional development opportunities (Arizona School Counselor Conference, American School Counselor Conference, Arizona School Counselor Academy, relevant workshops, etc.) Stay current with school counseling practices.

Submit all necessary paperwork and data collection results to school administrator and district school counseling department in accordance with departmental guidelines.

Follows adopted policies and procedures in accordance with District priorities Uses legal and ethical decision-making based on standards and principles of the school counseling profession and educational systems, including site and district policies.

Performs other duties as specified in local, state and federal rules, laws and statutes.

To carry out the ASCA model, school counselors will follow the suggested time allocations for each of the program components.

COMPONENT	Elementary at 1 site	Elementary at 2 sites	Middle School	High School
Guidance Curriculum	45% - 50%	40% - 50%	25% - 35%	15% - 25%
Individual Planning w/ Students	5% - 10%	10% - 15%	5% - 25%	25% - 35%
Responsive Services	20% - 25%	20% - 30%	30% - 40%	25% - 35%
System Support	10% - 15%	10% - 15%	10% - 15%	10% - 15%
Non-Guidance Activities	0%	0%	0%	0%

MENTAL TASKS

Communicating. Reading. Performs functions from written and oral instructions and from observing/listening to 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.

WORKING CONDITIONS

Indoor. Classroom environment. All weather conditions/temperatures. Contact with the public, employees, children and parents. May have exposure to noise.



CODE: 61310
UNIT: SCF
GRADE: 13
FLSA: Non-Exempt

CLASSIFICATION TITLE

Graphic Designer, Sr.

SUMMARY

This position is responsible for generating fresh and creative approaches to visual messaging, publications, related materials and computer graphics to support the Tucson Unified School District (TUSD) brand.

MINIMUM REQUIREMENTS

Associate degree (or completion certificate) in Computer Graphic Art/Design, Electronic prepress, Desktop Publishing or related area.

AND

Three (3) years of computer graphic design experience.

Experience and proficiency using Adobe Illustrator, Adobe InDesign and Photoshop

Proficiency in design and layout skills for multiple messaging delivery vehicles

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

Any combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Experience with Web Design

Photography skills

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.

Creates composites and develops concepts depending on needs and budgetary considerations for TUSD assigned projects. Determines and advises appropriate personnel of the most artistic, efficient, and economical method of present and reproducing materials regarding project specifications such as paper stock, graphic content, layout, costs and media requirements.

Responsible for the cohesive design of art and copy layouts such as logos, posters, brochures, etc. for District staff.

Utilizes knowledge of layout principles and aesthetic design concepts to transform written copy into clear visual representations for district staff.

Responsible for quality checks and reviewing for content and clarity.

Responsible for maintaining equipment and computer hard/software such as peripherals, hard drives and scanners. Responsible for maintaining computer graphic/electronic prepress inventory.

Responsible for managing multiple concurrent projects and meeting assigned deadlines.

Supervises and responsible for the utilization and maintenance of a fiery unit and color copier to output first generation color copies from computer or disk.

Prepares ad hoc reports and maintains files.

May make design presentations to various District personnel, including the TUSD Governing Board.

MENTAL TASKS

Communicates. Reads. 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

Uses office equipment such as telephone, fax, and modem. Computer equipment including (but not limited to printer, scanner, modem, removable drives and software. Graphics equipment and copier. Proportional scale, E-scale, and densitometer.

WORKING CONDITIONS

Indoor. Shop environment. Exposure to noise. Contact with employees, students, and public. Exposure to chemicals and noxious substances.

CONTROL, SUPERVISION

May supervise assigned personnel.

M:JOB61310
New 2/14

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 35205
UNIT: Teacher/Certified
FLSA: Exempt - Academic

CLASSIFICATION

INSTRUCTIONAL DATA & INTERVENTION SPECIALIST

SUMMARY

Works with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum. The Instructional Data & Intervention Specialist 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.

MINIMUM REQUIREMENTS

Master's Degree in Education or a related field

Valid Arizona Teaching Certificate.

Arizona IVP Fingerprint clearance card

Three (3) years teaching experience

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 with Word Processing/Database/Spreadsheet programs

Any equivalent combination of experience, training, or education

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.

Works with staff to identify students who are not making adequate academic progress.

Assists in the design of effective research based interventions.

Assist sites in the development of data collection models and tools to capture benchmark student achievement data.

Collaborates with site personnel for data collection and analysis.

Assists with 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

None

M: Comp an Class/JOB35205
New: 5/2003
Update: 10/16, 11/17
Revised 6/04, 9/11, 3/12
Title Chg: 3/12

TUCSON UNIFIED
SCHOOL DISTRICT

CODE: 61312
UNIT: SCF
GRADE: 12
FLSA: Non-Exempt

CLASSIFICATION TITLE

MULTI-MEDIA PRODUCER – COMMUNICATIONS

SUMMARY

Coordinates, maintains, and conducts multi-media services for Tucson Unified School District. Use video and still photography to tell the stories of TUSD from preproduction to production and postproduction. Deliver the content on the appropriate platform.

MINIMUM REQUIREMENTS

Bachelor's Degree

5 years experience creating media, professional photography experience, professional video recording/editing experience, experience using Adobe Creative Suite and photo editing applications, experience managing/creating content for social media.

Valid driver's license, use of personal vehicle with fuel reimbursement.

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

Any combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Bilingual

Excellent writing skills, good spelling and grammar;

Experience of managing volunteers or work experience intakes;

An interest in developing project management skills;

Understanding of mobile and emerging social media platforms.

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.

Confer with and advise administrators, teachers, and support staff regarding project specifications such as graphic content, layout, costs and media requirements; may create composites and develop concepts depending on needs and budgetary considerations.

Maintains equipment and computer hard/software such as peripherals, hard drives and cameras. Maintain multi-media inventory.

Enhance and manipulate photos using photo imaging program and scanners to produce minimum printability and design effect.

Be responsible for capturing and producing rich multimedia content for digital platforms and delivering that content in a clear, concise manner.

An ability to work under tight deadlines and to balance often conflicting demands. Multi-tasking is a must

Use visual storytelling techniques and multimedia production and editing of visual and audio content to bring dynamic, shareable stories to our audience.

Support the department approach to announcements, speeches, events, working with colleagues in Communications.

Help to make content as widely usable as possible by journalists, online influencers and the TUSD community through Electronic Press Kits or other means

Organize photos and videos so they are easily found by colleagues and other TUSD departments

Be a digital and social media evangelist for the Communications department actively engaging with the community and online

Comply with policies on diversity and safety rules, procedures and guidelines.

A high level of interpersonal skills as well as the ability to influence stake holders.

Requires frequent contact with students, parents, faculty, staff and community.

Good editorial judgment & broad knowledge of journalism ethics and libel laws

Ability to work hours outside of the normal office hours, including evenings and weekends

MENTAL TASKS

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

PHYSICAL TASKS

Ability to lift and carry 15 pounds.

Work involves the performance of duties where physical exertion is may be 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, fax, and modem. Computer equipment including (but not limited to printer, scanner, modem, removable drives and software. Various Multi-media equipment. Proportional scale, E-scale, and densitometer.

WORKING CONDITIONS

Indoor. Outdoor. Various environments. Exposure to noise. Contact with employees, students, and public. May have exposure to chemicals and noxious substances.

CONTROL, SUPERVISION

None



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

TUCSON UNIFIED
SCHOOL DISTRICT

CODE: 22396
UNIT: ADE
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION

DIRECTOR - COMMUNICATIONS AND MEDIA RELATIONS

SUMMARY

Directs and manages the activities related to District public and media relations. Coordinates the distribution of information and District responses to events and inquiries. Coordinates marketing, special events and related functions, services, programs and activities. Coordinates assigned activities with outside agencies. Coordinates community relations initiatives that consistently tell the TUSD story using a variety of strategies and media tools.

MINIMUM REQUIREMENTS

Bachelor's degree in Public Relations, Public Administrations, Marketing, Journalism or related field

Five years of experience working with the media or in public relations required

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

Must be available evenings and weekends

PREFERRED QUALIFICATIONS

Bilingual – Spanish/English

Desktop publishing experience

Digital media skills

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.

Directs District communication activities with the media.

Coordinates policies and procedures regarding all District public relations matters, including District media relations, community relations, intra-District communications, promotional functions, special events, marketing, and selected publications.

Develop, maintain and implement a strategic media plan

Acts as the media spokesperson; maintains working relations with media.

Administer and maintain District Events Calendar.

Directs the development, production and dissemination of selected publications or reports.

Prepares and presents staff reports and other necessary correspondence as assigned by the Superintendent.

Collaborates with District personnel concerning appropriate public relations methods and actions; serves as a consultant to other schools and departments to assist them in meeting their marketing and/or media goals and/or strategies. Assists TUSD staff with writing press releases and providing news contact information. Provides media training to staff to support consistency in the District's communication with the community.

Oversees TUSD/TV, District audio visual services, photography and digital media outlets including the District website. Coordinates digital media services and staff. Is responsible for any other duties related to the support of communications and public relations.

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 telephone, computer, printer, calculator and copier

WORKING CONDITIONS

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

CONTROL, SUPERVISION

Supervises assigned staff. Interviews, trains, directs, and appraises the work of others. Disciplines and handles employee complaints.

M: Comp and Class :JOB22396
Created: 11/2000
Revised & Unit Chg.: 5/03, 5/06, 7/11, 2/14, 8/14
Revised 6/04, 3/06, 8/16

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

TUCSON UNIFIED
SCHOOL DISTRICT

CODE: 44001 (TEMP/HOURLY 74001)
UNIT: White Collar
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.

PREFERRED REQUIREMENTS

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 teachers 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.