

APPENDIX VII – 11

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Family Engagement Community Outreach 5037	Ortiz, Viviana Alexis	School Community Liaison	New to District	Competitive recruitment process. All documents located in HR.	Bachelor in Education & Spanish, 8/2016, U of Arizona	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.	v
Language Acquisition 5028	Rodriguez, Patricia A	Office Assistant	New to District	Competitive recruitment process. All documents located in HR.	BA Interdisciplinary Studies, U of Arizona Certificate, Business Administration, PCC, Tucson AZ A.A.Hotel Restaurant Management, County School, Inc., Bridgeport, CT	Performs a variety of general office work including typing, filing, maintaining personnel, student or fiscal records and receptionist duties in support of a TUSD school or department office. May have additional functions depending on area of assignment.	v
Mexican American Student Services 5044	Fierro, Ana Victoria	Program Specialist	New to District	Competitive recruitment process. All documents located in HR.	B.A. Psychology, 2010, U of California B.S. Human Development and Family Studies, 2010, U of California MA Teaching Learning and Sociocultural Studies, 2012, U of Arizona PH.D Teaching Learning and Sociocultural Studies, 2018 U of Arizona	Provide both direct and indirect support services district-wide. The MASSD Program Specialist analyze data, evaluate program success and ensure that the goals and objectives for the department are met.	v
Mexican American Student Services 5044	Gaxiola, Elizabeth	Program Specialist	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Arts, Polital Science, 5/1994, U of Arizona Master of Arts, Language Reading and Culture, 12/2017, U of Arizona Ph.D, Language, Reading and Culture, EGD 5/2021, U of Arizona	Provide both direct and indirect support services district-wide. The MASSD Program Specialist analyze data, evaluate program success and ensure that the goals and objectives for the department are met.	v
Mexican American Student Services 5044	Teran, Priscilla G	Program Specialist	Temp Hourly Summer Work-Classified	Competitive recruitment process. All documents located in HR.	Bachelor of Fine Arts, 5/11/02, U of Arizona Masters of Arts, 5/17/14, U of Arizona	Provide both direct and indirect support services district-wide. The MASSD Program Specialist analyze data, evaluate program success and ensure that the goals and objectives for the department are met.	v
Mexican American Student Services 5044	Torres, Guillermina	Program Specialist	Temp Hourly Summer Work-Classified	Competitive recruitment process. All documents located in HR.	Bachelor of Science in Psychology, 5/2016, University of Phoenix	Provide both direct and indirect support services district-wide. The MASSD Program Specialist analyze data, evaluate program success and ensure that the goals and objectives for the department are met.	v



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: 41130
UNIT: White Collar
GRADE: 5
FLSA: Non-Exempt

CLASSIFICATION

Office Assistant

SUMMARY: Performs a variety of general office work including typing, filing, maintaining personnel, student or fiscal records and receptionist duties in support of a TUSD school or department office. May have additional functions depending on area of assignment.

MINIMUM REQUIREMENTS

Two (2) years of experience in general office procedures

Basic Math Skills

One (1) year computer and word processing skills

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

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS UPON 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.

Greets visitors, receives and distributes telephone calls, messages and mail. Provides information, answers questions regarding school or department.

Composes, types, and prepares documents and related correspondence. Screens, sorts and distributes incoming mail and/or prepares mail for distribution. Attaches relevant information to mail as needed. Hands out or accepts forms, applications or documents.

Copy, distribute, file and maintain schedules, forms, student cum files, logs, reports, budgets and correspondence.

Assists office staff with registration, attendance, student records preparation and other specialized clerical functions and projects. Refers student to appropriate department if special education or bilingual testing, or new student screening is needed.

Performs attendance duties including but not limited to: entering absences on the student database, issuing admit notes to students, reviewing and checking absences, maintaining sign-in/sign-out log, informing Principal of students with high absence rates or perfect attendance, preparing and distributing daily absence verification documentation and making absence corrections.

Assists maintaining student, correspondence and/or personnel files. Receives and incorporates materials into existing filing system. Searches for and retrieves information from files or from computer file in response to requests. Requests or forwards student files in accordance with District policies.

Completes, verifies, and distributes paperwork, (e.g., requisitions, lists, reports, payroll logs, work orders, absence verifications, construction or equipment documents etc.) for accuracy and completeness.

May provide secretarial relief during personnel absences, performing all secretarial duties.

Enters data into computer as required. Retrieves information including but not limited to: reports, student and teacher schedules, student absences, and class schedules. Creates charts, graphs, or reports for special projects as requested. Ensures that information is correct. Reconciles reports as needed.

Ensures entries and withdrawals are accurate for Dept. of Education reports by reconciling the Enrollment and Withdrawal Register to the Custom Attendance Summary Report.

Determines need to refer to school nurse.

May order instructional and office supplies as approved by supervisor. Maintains the inventory stock level of office supplies.

Serves as a resource to staff, students, the public and parents regarding school procedures and policies.

MARGINAL FUNCTIONS

Inform cafeteria personnel of student lunch count.

May disseminate Federal Aid cards to students and ensures cards are forwarded to Finance department.

Assist supervisor with payroll for department staff.

Assist in Nurse's office in administering medication to students or aiding in minor bruises or cuts according to physician's instructions and with parental approval.

If qualified, may assist with language translations.

Computes and posts employee insurance deductions and premium payments to insurance companies.

MENTAL TASKS

Communicating. Comprehending. Reads.

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 telephone, computers, copiers, fax, printers, calculators, shredding machine, manuals, and forms.

WORKING CONDITIONS

Indoors. Office environment. Contact with public and employees.

CONTROL, SUPERVISION

None

M:JOB41130
New: 6/14

TUCSON UNIFIED
SCHOOL DISTRICT

CODE: 46034
UNIT: WCL
GRADE: 14
FLSA: NON-EXEMPT

CLASSIFICATION TITLE

MASSD PROGRAM SPECIALIST

SUMMARY

Mexican American Student Services Department (MASSD) Program Specialist report to the Director of the MASSD and provide both direct and indirect support services district-wide. The MASSD Program Specialist analyze data, evaluate program success and ensure that the goals and objectives for the department are met. MASSD Program Specialist should be considered subject matter experts in their assigned roles and provide consistent data based reporting as requested.

[MASSD Program Specialist may be assigned to a specific department or program within the Mexican American Student Services Department based on the programmatic needs of the District.

A "program" refers to carrying out a specific service or specific activity within a department or the district.]

Note: Specific summary information and preferred requirements relating to the specific expertise area for this position will be provided by and approved by Human Resources

MINIMUM REQUIREMENTS

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

AND

Two (2) years experience in providing direct services and program oversight for a program or project involving school age children.

Bilingual (English/Spanish) proficiency

Arizona IVP Fingerprint Clearance Card

Verbal & written communication skills in English and Spanish with 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/ PROGRAMMATIC QUALIFICATIONS

Masters in Education, Social Services, Counseling, Mexican American Studies or a related field

Appropriate Arizona Teaching Certificate

Extensive community contacts and outreach 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 six 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.

PROGRAMMATIC ESSENTIAL FUNCTIONS

[Programmatic essential functions for each MASSD Program Specialist will be listed below]

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 and implements comprehensive actions plans to achieve position responsibilities; prepares ad hoc reports as directed.

Confers with appropriate TUSD personnel to identify asset-based strategies for students' academic, social, and behavioral needs.

Collaborates with appropriate TUSD and community resources to identify and coordinate direct services to promote long-term academic and social achievement.

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

Adheres to all district, federal, and state regulations in the maintenance of pertinent confidential records and data for services with students and families.

Assists in programs, projects or functions in support of supervisor, assigned area, and department goals.

MARGINAL FUNCTIONS

May transport students and families as needed.

May support district initiatives 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/JOB46034

New: 3/2018