

APPENDIX II-43

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Magnet Department 5092	Zarate, Sonia Deette	Administrative Assistant	Registrar	Competitive recruitment process. All documents located in HR.	17 years of experience in office and finance support.	Acts on administrative decisions and provides confidential secretarial or office support.	✓
Curriculum and Instruction 5042	Huitt, Flori Centeno	Asst Superintendent	New to District	Competitive recruitment process. All documents located in HR.	Specialization in Bilingual Spanish Cross-Cultural and the Acedemic Development Credential:Extensive knowledge on the literature concerning ELL and ELD. Ed Admin Leader 2012 MA in Education 2010	This position is responsible for the development and enactment of the district's innovative curriculum and pedagogical practices. In addition, the person in this position plays a key role in ensuring the effective implementation of the district strategic plan and its comprehensive plan for attaining unitary status.	✓
Mansfeld Middle Magnet School 1520	Croteau, Jacqueline Louise	Program Coordinator	New to District	Competitive recruitment process. All documents located in HR.	PhD in Educational technology MA Administration & Supervision BA Secondary Education	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.	✓
Bonillas Basic Curriculum Magnet School 1131	Christopher, James D	Counselor	New to District	Competitive recruitment process. All documents located in HR.	MA Guidance and Counseling Arizona School Counselor Certificate	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.	✓
Holladay Magnet Elementary School 1239	Hollis, Amyra AlAshkar	Counselor	New to District	Competitive recruitment process. All documents located in HR.	MA Education/School Counseling BA Developmental Psychology School Counselor Certificate	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.	✓
Holladay Magnet Elementary School 1239	Rucker, Kristi Diane	Instruct Data Intervent Spec	New to District	Competitive recruitment process. All documents located in HR.	Doctorate 5/2020 MA 5/2020 BA 5/2008	Coordinates with site principals and teachers to access, analyze and collect relevant student achievement data to improve instruction across the curriculum.	✓
Davis Bilingual Elementary Magnet School 1191	Valenzuela, Araceli Mercedes	Instructional Specialist	New to District	Competitive recruitment process. All documents located in HR.	3.5 years working with students in Instuctional Specialist capacity.	Assists regular and special education students in subject(s) for instructional programs.	✓
Dodge Traditional Magnet Middle School 1502	Bennett, Tara Ann	School Community Liaison	New to District	Competitive recruitment process. All documents located in HR.	Medical Assistant Certificate 1 year experience school community liason	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	✓

Tucson High Magnet School 2660	Jackson, Debra	Student Success Specialist	Program coordinator	Competitive recruitment process. All documents located in HR.	AA Social Work AA General Studies	Under general supervision plans, coordinates, and develops student/family mentor programs to increase student academic and social achievement.	✓
Booth-Fickett Math/Science Magnet School 1510	Jaramillo, Sylvia Guadalupe	Teacher	New to District	Competitive recruitment process. All documents located in HR.	ME Elementary Education 2019 BA Arts 2008	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement	✓
Booth-Fickett Math/Science Magnet School 1510	Small, Reid A	Teacher	New to District	Competitive recruitment process. All documents located in HR.	BS in Education 2016 Associates 2012 Aircraft technology certificate 2003	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement	✓
Borton Magnet Elementary School 1143	Fraesdorf, Lori Beth	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Master of Education 1976 Bachelor of Education 1975	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	New to District	Competitive recruitment process. All documents located in HR.	MBA 2020 BS 2014	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	Russell, Jenny Marie	Teacher	New to District	Competitive recruitment process. All documents located in HR.	BAE special education and elementary education 2013	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Roskruge Bilingual Middle Magnet School (K-8) 1595	Terrazas, Carolina Maria	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Bilingual andESL endorsement 2019	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	Mayorga, Sophia	Teacher	New to District	Competitive recruitment process. All documents located in HR.	BA Fine Arts 2017	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	Woodruff, Reuben Alexander	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Music in Composition (Cum Laude) 2016	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Tully Elementary Magnet School 1419	Nelson, Eric A	Teacher	New to District	Competitive recruitment process. All documents located in HR.	Master of Science 2019 Bachelor of Science 2013	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Booth-Fickett Math/Science Magnet School 1510	Akridge, Thomas Bennett	Teacher-Math Interventionist	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Arts 2012 Master of Education 2015	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement	✓

Booth-Fickett Math/Science Magnet School 1510	Clark, Carmen Christine	Teacher-Math Interventionist	New to District	Competitive recruitment process. All documents located in HR.	AS in General Studies 1993 AS in Engineering 1995 BS in Education 1998 MA in Teaching 2003	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	Olivas, Maria Lilia	Teacher-Reading Interventionist	New to District	Competitive recruitment process. All documents located in HR.	AS in General Studies	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	Crowley, Timothy Howard	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	AS in General Studies 2017	Assists teachers in performing their classroom teaching responsibilities.	✓
Borton Magnet Elementary School 1143	Amavizca, Blanca Elizabeth	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	AS in General Studies	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	Garcia, Rachel Marie	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	AS in General Studies	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them	✓
Carrillo Magnet Elementary School 1143	Buckner, Elaine L	Teaching Assistant	Rehire	Competitive recruitment process. All documents located in HR.	AS in General Studies	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them	✓
Carrillo Magnet Elementary School 1143	Gonzalez, Irma Anita	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	Bachelor of Science 2011	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them	✓
Carrillo Magnet Elementary School 1143	Salcido, Vivian Esthela	Teaching Assistant	New to District	Competitive recruitment process. All documents located in HR.	Passed ParaPro Exam 3.7.2020	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them	✓



CODE: 41187
UNIT: White Collar
GRADE: 9
FLSA: Non-Exempt

CLASSIFICATION

Administrative Assistant

SUMMARY: Acts on administrative decisions and provides confidential secretarial or office support. May have additional functions specific to area of assignment.

MINIMUM REQUIREMENTS

Four (4) years Business/Office Experience

Basic knowledge of accounting/bookkeeping practices and principals

Proficient using 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.

PREFERRED QUALIFICATIONS

Supervisory Experience

ESSENTIAL FUNCTIONS

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

Provides confidential administrative/secretarial support to supervisor and staff and may manage office activities. May have additional functions specific to area of assignment.

Greets visitors, receives and distributes telephone calls, messages and mail. Sorts, screens and prioritizes supervisor's mail and attaches relevant information. Monitors departmental email; answers, sorts, screens, and attaches relevant information when forwarding

Coordinates or monitors and/or supervises the activity of classified staff, temporary workers and/or student helpers; provides training as appropriate. Arranges for substitute personnel; orients and explains policies and procedures to substitutes.

Investigates and responds to concerns of parents, staff, administrators, district offices, public agencies and the general public. Serves as a reference source on district and board policies and procedures.

Serves as resource to parents and staff for the interpretation of interscholastic regulations.

Coordinates with vendors, delivery persons and TUSD property control regarding miscellaneous equipment, athletic equipment and supplies.

Composes, types, and transcribes correspondence, reports, meeting minutes, agendas and personnel forms. Maintains files.

Assists supervisor with special projects.

Assists with specialized clerical functions and special projects.

Coordinates schedules, appointments, and arranges for meetings and in-services. Prepares information necessary for appointments, meetings, or in-services. Coordinates out of town travel arrangements.

Researches information to assist supervisor with the compilation of reports.

Maintains and reconciles budgets/funds for various activities. Monitors account expenditures. Recommends transfer of funds to meet changing requirements and ensure that limits are not exceeded.

Orders equipment and office supplies as approved by supervisor. Maintains records of purchase orders, invoices and requisitions. Contacts vendors for purchases, obtain quotes, evaluate prices and quality and recommend selection of vendors. Acknowledges receipt of equipment and supplies received and approve invoices for payment.

Coordinates and prepares bids for special equipment and supplies for solicitation and Purchasing Department.

May approve requisitions within funding limitations.

Maintains the inventory stock levels of office and instructional supplies.

Performs annual equipment and supply inventory verifications.

Coordinates the collection and submission of Board Agenda items as required and verifies for content, completeness and accuracy.

Assists supervisor with payroll for department staff. Processes timesheets, ensuring accuracy and completeness. May prepare time sheets for teachers who have extra duty school activities. Makes payroll calculations as needed. Distributes paychecks.

Handles limited amounts of money within established guidelines.

MARGINAL FUNCTIONS

May serve as a Notary Public

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

Supervises and monitors employees and student aides.

M:JOB41187
New: 6/14



CODE: 02393
UNIT: SPT
FLSA: EXEMPT

CLASSIFICATION

ASSISTANT SUPERINTENDENT - CURRICULUM AND INSTRUCTION

SUMMARY

This position is responsible for the development and enactment of the district's innovative curriculum and pedagogical practices. In addition, the person in this position plays a key role in ensuring the effective implementation of the district strategic plan and its comprehensive plan for attaining unitary status.

MINIMUM REQUIREMENTS

Master's degree in Education or a related field

Seven (7) years experience to include any combination of Instruction, Curriculum Development, and Administration.

Experience working with curriculum and instruction in an educational setting or related field that addresses multicultural and culturally responsive instructional programs.

Experience evaluating instructional programs and teaching effectiveness

Experience managing budgets and personnel

Knowledge of State and Federal Education requirements

Demonstrated experience working in a large and /or urban school district.

PREFERRED QUALIFICATIONS

Doctorate degree in Education or a related field

Three (3) years experience as a site administrator

Bilingual / Biliterate (Spanish/English)

ADDITIONAL REQUIREMENTS AFTER HIRE

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

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

ESSENTIAL FUNCTIONS

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

Provides leadership to create and sustain an environment in which leadership, principals, and teachers support and expand instructional and organizational best practices which have evidenced growth in student achievement; identify and share additional best practices which are evidencing success in other areas or schools, and create new strategies to meet the academic needs of students which are not being met.

Serves as an advisor to the Superintendent and the Deputy Superintendent and other District personnel regarding the various aspects of building instructional capacity, professional development, and administrator capacity building (including succession planning). Serves as a participative member of the Superintendent's Leadership Team.

Advises and informs the Superintendent's Leadership Team on the implementation of curriculum and instruction plans, policies, programs, procedures and services.

Provides leadership for continued analysis, development, and monitoring of short and long range plans for improving the K-12 educational program.

Responsible for implementing and ensuring district policies and procedures have an equity based and culturally responsive curriculum and instructional services that result in high achievement for all students.

Participates in the planning and development of an effective research base for implementing curriculum processes and professional development.

Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.

Works directly with the curriculum as it relates to alternative education programs.

Responsible for ensuring District-wide culturally responsive instructional strategies to enhance achievement of all students, especially those at-risk are in place and evident in all areas of curriculum.

Oversees the development and implementation of culturally responsive pedagogy and multicultural curriculum

Assists with reviewing and evaluating results of District-wide accountability plans, assessments, testing programs, and other evaluative measures used by the schools.

Ensures an accountability system is in place for improving student achievement for all students with special attention on improving student achievement of English Language Learners and Exceptional Education students, reducing the number of students who dropout from school, and increasing the high school graduation rates.

Assists site and central administrators with guidance and direction in assessing, identifying, formulating, developing, implementing and evaluating curriculum and instruction activities to ensure compliance with district policy and state and federal law. Provides leadership in the adoption of new instructional materials, methods, and programs and assists in the preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.

Provides leadership for the analysis, development, interpretation, and implementation of policies and legislation related to instructional services and training.

Ensures that professional development plans and activities meet system wide needs and are focused on student achievement.

Ensures that technical assistance is provided to District administrators, school administrators, and instructional personnel in the implementation of educational policy, programs, and services.

Responsible for ensuring appropriate TUSD personnel develop and implement standards-based curriculum and instruction focusing on cultural and historical experiences to engage all students.

Collaborates in interdivisional coordination.

Plans, organizes, and directs the preparation of District, state, and federal reports to ensure compliance, secure funding, and provide thorough, complete, and effective communication.

Interprets Governing Board policies, state and federal regulations and special rulings to ensure the district's compliance in curriculum and instruction practices.

Promotes inclusive practices, respect for diversity, and equity among staff, students, and the public.

Develops and monitors the departmental annual budget. Assists with developing and coordinating budgets that pertain to Curriculum and Instruction.

Performs all duties as assigned to support the district's strategic plan and Unitary Status Plan.

MENTAL TASKS

Communicates. Evaluates policies and practices and other written materials. Performs functions from written and oral instructions. Verbal communicative ability may be required of public contact positions.

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.

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

Supervisory control of assigned personnel.

REVIEWED JAN 2016
Comp and Class
New – Job 02393C – 3/9/99
M:/Comp and Class/JOB02393
Unit Chg 5/03, 7/13
Updated: 2/2016

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

CLASSIFICATION TITLE

INSTRUCTIONAL SPECIALIST – GENERAL SUBJECTS

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

SUMMARY

Instruct students in class subjects related to TUSD curriculum.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

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

OR

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

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

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

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

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Experience as a teacher aide.

ADDITIONAL REQUIREMENTS AFTER HIRE

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

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

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

ESSENTIAL FUNCTIONS

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

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

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

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

Plans and conducts informational lectures in subject areas.

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

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

Assists students in the preparation of school projects.

Prepares materials and substances for class projects.

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

MENTAL TASKS

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

PHYSICAL TASKS

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

EQUIPMENT, AIDS, TOOLS, MATERIALS

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

WORKING CONDITIONS

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

CONTROL, SUPERVISION

None.

M: JOB44011

9/1999

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

TUCSON UNIFIED
SCHOOL DISTRICT

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.

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.

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:Comp and Class/ JOB 92243
New: 7/06
Revised 5/13, 3/14
USP Reviewed 5/13
Updated per FLSA 12/1/2016

**Position meets Administrative duties Exemption test.
Position stays exempt



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: 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: 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.