

APPENDIX II - 15

II.K.1.c Explanation of Responsibilities

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Roskrige Bilingual Middle Magnet School (K-8) 1595	Roche, Deborah A	Curriculum Service Provider	New to District Principal St Cyril Catholic School	Competitive recruitment process. All documents located in HR.	1994 MA Ed. Guidance & Counseling 1989 BA Ed. Principal Certificate K-8 Certification Bilingual ESL Endorsement School Guidance Counselor Certification	This position supports district initiatives and instructional goals, curriculum training and implementation, teacher development of professional knowledge and instructional skills improvement, linking teachers and other instructional staff with the resources and support they need to help students achieve in a standards-based system.	✓
Communication and Media Outreach 5004	Sears, Joseph E	District Web Site Editor	New to District Business Analyst, Espanola, NM	Competitive recruitment process. All documents located in HR.	BA Liberal Arts in General Studies	Design, manage, and update the district web site and intranet. Coordinate with departments to design and develop web materials. Write and edit content for the district web site and intranet. Supervise web staff.	✓
Borton Magnet Elementary School 1143	Meza, Kristin Marie	Master Teacher	New to District 7th Grade Language Arts Teacher @ Emily Gray Junior High	Competitive recruitment process. All documents located in HR.	Master of Education - Leadership Master of Education - Elementary Education	Collaborate with the principal to analyze student data lead cluster groups. Provide demonstration lessons, coaching and team teaching to classroom teachers. Develop the school plan utilizing the Opportunity Culture processes. Oversee planning, facilitation and follow-up of cluster group meetings during PLC.	✓
Communication and Media Outreach 5004	Asher, Kevin A	Multimedia Producer	New to District Multi-media Teacher @Compass High School	Competitive recruitment process. All documents located in HR.	Diploma - SR HS Certificate Digital Arts -PCC	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.	✓
Bonillas Basic Curriculum Magnet School 1131	Wilson, Karen Elizabeth	Program Coordinator	New to District 5th Grade Teacher @ public charter school	Competitive recruitment process. All documents located in HR.	BA Elem Education MA C&I	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	Davis, Levi Chad	Teacher	New to District 2nd Grade Teacher - Flagstaff AZ	Competitive recruitment process. All documents located in HR.	BS Elem Education MEA - In Progress	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	Rivera, Deborah Denise	Teacher	New to District History Teacher - Birmingham, AL	Competitive recruitment process. All documents located in HR.	BA Middle School Education MA Education & SPED	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	Bley, Katrina S	Teacher	Music Teacher	Competitive recruitment process. All documents located in HR.	Assoc of Fine Arts - PCC BA Music Ed - U of AZ	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓

Dodge Traditional Magnet Middle School 1502	Gimblett, Kimberlyn Ann	Teacher	Substitute Teacher	Competitive recruitment process. All documents located in HR.	Bachelor of Arts	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	Nye, Katherine M	Teacher	Summer Camp Instructor - TUSD	Competitive recruitment process. All documents located in HR.	BA - Elementary Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Holladay Magnet Elementary School 1239	Bayne, Emma Diane	Teacher	New to District Artist & Hostess	Competitive recruitment process. All documents located in HR.	BFA - U of AZ	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Holladay Magnet Elementary School 1239	Seagraves, Jan E	Teacher	New to District Substitute Teacher - Sunnyside HS	Competitive recruitment process. All documents located in HR.	MA Language, Reading & Culture BS Elementary Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Mansfeld Middle Magnet School 1520	McCann, Emily B	Teacher	New to District 7th Grade English Teacher - Flowing Wells	Competitive recruitment process. All documents located in HR.	BS Theatre, English MA English Education	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Roskrige Bilingual Middle Magnet School (K-8) 1595	Hugues, Rebeca	Teacher	New to District Spanish Teacher - Nogales AZ	Competitive recruitment process. All documents located in HR.	PhD - Humanities Culture Studies M Ed. - Teacher training BA - Hispanic Literatures spanish	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	Ortiz, Amber Rose	Teacher	New to District Chemistry Teacher U of AZ	Competitive recruitment process. All documents located in HR.	PhD - Teacher Learning & sociocultural Student - in progress - U of AZ Teaching Licensure Postbaccalaureate - Bemidji State University BS Microbiology - Colorado State University	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	Haywood, Joy Ann	Teacher	New to District Teacher Elementary - Las Vegas	Competitive recruitment process. All documents located in HR.	MA Elementary Education BS Elementary Education	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	Kirby Webb, Suzanne	Teacher	New to District 7th & 8th Grade Teacher - Orange Grove Middle School	Competitive recruitment process. All documents located in HR.	Arizona Educator Proficiency Assessment	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	Anderson, Terry Evelyn	Teaching Assistant	Ex Ed TA	Competitive recruitment process. All documents located in HR.	BA Psychology/Spanish MA Bilingual Ex Ed	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓
Carrillo Magnet School 1161	Valenzuela, Beatriz A	Teaching Assistant	New to district	Competitive recruitment process. All documents located in HR.	60 College Credit hours	Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.	✓



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

CLASSIFICATION TITLE

CURRICULUM SERVICE PROVIDER

SUMMARY

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

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

MINIMUM REQUIREMENTS

Valid Arizona teaching certificate

Arizona IVP fingerprint clearance card

Seven (7) years of teaching experience

Proven outstanding classroom teaching performance as evidenced by performance evaluation results

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

Experience working with district adoptions and initiatives

Experience working with adult learners.

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

Knowledge and/or experience as a trainer in the Essential Elements of Instruction, or willingness to complete this requirement within one year

Knowledge of and/or experience as a trainer in the most recent Arizona State Standards (including the Common Core Standards) and district curriculum or willingness to complete this requirement within one year

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

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

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

PREFERRED QUALIFICATIONS

Knowledge of Formative Assessment Support System Tools

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

Two (2) years experience working with adult learners

Three (3) years experience working with diverse populations

Three (3) years experience with Tucson Unified School District

Knowledge, experience or training in a coaching framework or methodology

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

ADDITIONAL REQUIREMENTS AFTER HIRE

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

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

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

ESSENTIAL FUNCTIONS

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

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

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

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

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

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

Interprets data from the Department of Accountability and Research and state mandated assessments for instructional purposes in the classroom in collaboration with administration, support staff and teachers.

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

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

Attends required district training to maintain job responsibilities.

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

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

Documents classroom observations and follow-up with teachers

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

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

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

Meet weekly with program coordinator and other Curriculum Service Providers.

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

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

MENTAL TASKS

Written and verbal communication skills.

Assesses needs and progress and plans support.

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

Demonstrates critical thinking and problem-solving skills.

PHYSICAL TASKS

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

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephones, computers, copiers and easels. Uses Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint. Uses projection equipment, and other technology incorporated with curriculum such as SMART/Promethean boards.

WORKING CONDITIONS

Indoor – office/classroom environment. Contact with the public, employees, and staff members

CONTROL, SUPERVISION

None

M: Comp and Class/JOB 92652

New: 3/15

Update:10/16 FLSA, 3/19



CODE: 61092
UNIT: SPE
GRADE: 15
FLSA: Exempt

CLASSIFICATION

DISTRICT WEB SITE EDITOR

SUMMARY

Design, manage, and update the district web site and intranet. Coordinate with departments to design and develop web materials. Write and edit content for the district web site and intranet. Supervise web staff.

MINIMUM REQUIREMENTS

Bachelor's degree in English, Communications, or Liberal Arts, or a related field or in a Computer Science related field with minor in English or Communications.

Three years' prior experience writing for the Web and one year's experience managing a large Web site.

Experience with Web publishing programs such as Macromedia Dreamweaver.

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

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

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

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

ESSENTIAL FUNCTIONS

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

Designs, manages, and updates district web site and intranet.

Works with district departments to develop their web sites and intranet sites.

Organizes files and district forms on the intranet.

Writes and edits content for district web site and intranet.

Develops web forms and MS Access databases to collect information.

Develops graphic design and images for use on district web site, intranet, and publications.

Supervises assigned personnel, delegates work and monitors production, evaluates performance.

Designs and maintains IntraNet. Transfers written material into HTML (Hyper-text Mark Up Language) code for both Internet and Intranet.

MARGINAL FUNCTIONS

Arranges usability testing and graphic design.

MENTAL TASKS

Communicates. Performs functions from oral, written and graphic instructions or from observation of others. Evaluates written materials. Comprehends.

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. Uses productivity tools such as MS Word, MS Excel, MS Power Point, MS Exchange, and graphic and web design tools such as the Adobe Graphics Suite and Macromedia Dreamweaver.

WORKING CONDITIONS

Indoors, days, some evenings. Office environment. Frequent contact with teachers, site and central administrators, as well as government officials.

CONTROL, SUPERVISION

Supervisory and evaluation control of staff assigned.

M:JOB 61092
new 9/96
revised 6/04, 3/07, 1/14
Revised & Title Chg 7/06
FLSA Status Chg 7/11



UNIT: NB
FLSA: EXEMPT

CLASSIFICATION TITLE
MASTER TEACHER

SUMMARY

Collaborate with the principal to analyze student data lead cluster groups. Provide demonstration lessons, coaching and team teaching to classroom teachers. Develop the school plan utilizing the Opportunity Culture processes. Oversee planning, facilitation and follow-up of cluster group meetings during PLCs.

MINIMUM REQUIREMENTS

Valid Arizona teaching certificate

Arizona IVP fingerprint clearance card.

Three to Five years teaching experience

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

Experience providing job-embedded professional development such as coaching teachers.

PREFERRED QUALIFICATIONS

Master's Degree in 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.

Oversees group of teachers in developing goals and provides instructional interventions with proven results.

Facilitates teacher proficiency with the new strategies through classroom-based follow-up, and ensure that the progression of teacher skill development is aligned with changing student learning needs

Collaborates with site leadership and other master teachers to enhance teacher's skills and provides them with only the best instructional interventions and strategies.

Provides support following every PLC meeting (e.g., observation/feedback, model teaching, demonstrated lessons and team teaching following every PLC meeting and in individual teacher mentoring situations).

Participate in all PLC trainings Attend professional development meetings.

Develops the long-range PLC plan, weekly PLC group meeting records, and activities with other members of the leadership team.

Plans, Implements and attends selected PLC meetings weekly following the *STEPS for Effective Learning*. (training by NIET)

Provides appropriate follow-up in the classroom; and assess all PLC groups' progress toward goals.

Observe and provide peer assistance and coaching toward meeting teachers' goals.

Conducts classroom observations and conferencing for both announced and unannounced observations.

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.

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.

Collaborate with specialists as needed to assist students.

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

Uses office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students, community and public.

CONTROL, SUPERVISION

Supervisory control of assigned staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security

M: Comp and Class
New 8/16

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

Billigual

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

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: 35001
UNIT: Teacher
FLSA: Exempt

CLASSIFICATION
CERTIFIED TEACHER

SUMMARY

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

MINIMUM REQUIREMENTS

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

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

ADDITIONAL REQUIREMENTS AFTER HIRE

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

ESSENTIAL FUNCTIONS

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

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

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

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

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

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

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

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

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

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

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

Collaborate with specialists as needed to assist students.

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

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

MARGINAL FUNCTIONS

Order classroom supplies and instructional materials.

MENTAL TASKS

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

PHYSICAL TASKS

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

EQUIPMENT, AIDS, TOOLS, MATERIALS

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

WORKING CONDITIONS

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

CONTROL, SUPERVISION

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

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



CODE: 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.