## VII.E.1.a Explanation of Responsibilities

<table>
<thead>
<tr>
<th>DAC</th>
<th>Name</th>
<th>Position Type</th>
<th>Previous Job Title</th>
<th>Others Considered for the Position</th>
<th>Credentials</th>
<th>Explanation of Responsibilities</th>
<th>Job Description</th>
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<tbody>
<tr>
<td>African American Student Services</td>
<td>Williams, Sharon Denise</td>
<td>Student Success Coach</td>
<td>New to District. Administrative Assistant</td>
<td>Competitive recruitment process. All documents located in HR.</td>
<td>BA Sociology</td>
<td>Implement culturally responsive practices and utilize evidenced-based accountability systems (EBAS) to promote positive and successful learning experiences. Coaches will focus on the assets students bring to school to assist with goal setting, follow-up and goal attainment.</td>
<td>✓</td>
</tr>
<tr>
<td>Mexican American Student Services</td>
<td>Nacim, Erika Sylvia</td>
<td>Program Specialist</td>
<td>New To District Program Coordinator</td>
<td>Competitive recruitment process. All documents located in HR.</td>
<td>Ph.D Mexican American Studies 2022 Ed.S Language, Reading and Culture 2022 M.P.H. in Family &amp; Child Health Graduate Certificate in College Teaching</td>
<td>Analyzes data, evaluate program success and ensure that the goals and objectives for the department are met.</td>
<td>✓</td>
</tr>
<tr>
<td>Mexican American Student Services</td>
<td>Saathoff, Stacy D</td>
<td>Program Specialist</td>
<td>New to District K-12 Academic Tutor</td>
<td>Competitive recruitment process. All documents located in HR.</td>
<td>Ph.D Language, Reading and Culture MA Latin American Studies BA Middle Childhood/Early Education</td>
<td>Analyzes data, evaluate program success and ensure that the goals and objectives for the department are met.</td>
<td>✓</td>
</tr>
<tr>
<td>Pan-Asian Refugees 5046</td>
<td>Vega, Bianca Daniela</td>
<td>Administrative Assistant</td>
<td>New to District. Intern Denver Justice and Peace Committee</td>
<td>Competitive recruitment process. All documents located in HR.</td>
<td>BA Communication and Spanish</td>
<td>Acts on administrative decisions and provides confidential secretarial or office support. May have additional functions specific to area of assignment.</td>
<td>✓</td>
</tr>
</tbody>
</table>
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**


**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
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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.

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**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
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**

**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