

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 |
|------------------------|------------------------|--------------------------|--------------------|---|---|---|-----------------|
| Magnet Department 5092 | Patterson, Charlotte G | Interim Senior Director | Retired | Competitive recruitment process. All documents located in HR. | Superintendent Certificate BA - U of Arizona M.Ed. - NAU EDD - Seton Hall University | Under the direction of the Assistant Superintendent of Equity, Diversity, and Inclusion, assumes responsibility for the design, application, planning, implementation, and evaluation of magnet programming, student assignment, and inclusive program strategies and operations. | ✓ |
| Magnet Department 5092 | Griego, Cynthia | Administrative Assistant | New to District | Competitive recruitment process. All documents located in HR. | Bachelors in Business Marketing 80 hrs Diploma 2002 | Acts on administrative decisions and provides confidential secretarial or office support. May have additional functions specific to area of assignment. | ✓ |

CLASSIFICATION

Senior Director of Equity, Diversity, and Inclusion

SUMMARY

Under the direction of the Assistant Superintendent of Equity, Diversity, and Inclusion, assumes responsibility for the design, application, planning, implementation, and evaluation of magnet programming, student assignment, and inclusive program strategies and operations.

REPORTS TO: Assistant Superintendent of Equity, Diversity, and Inclusion.

MINIMUM REQUIREMENTS

Master's degree in Education or a related field.

Five (5) years experience to include any combination of Instruction, Magnet Programming, and Administration in K-12 Education.

Experience working with magnet programming and student integration issues.

Knowledge of Arizona Department of Education A-F letter grade requirements.

Experience evaluating instructional programs and teaching effectiveness.

Experience managing budgets and personnel.

Knowledge of State and Federal Education requirements.

Knowledge of Magnet School of America Standards of Excellence.

Demonstrated ability to work effectively with teachers, administrators and classified staff.

Excellent oral and written communication skills required.

PREFERRED QUALIFICATIONS

Arizona Superintendent Certification

Doctorate degree in Education or a related field

Three (3) years experience as a site administrator

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.

Lead the development and implementation of comprehensive magnet school and program strategy.

Develops a Magnet School Plan and ensures the plan aligns with student assignment strategies, recruitment efforts, integration, and quality of education.

Prioritize and collaborate with district staff to enhance the integrative and educational quality of magnet schools. Responsible for developing and monitoring magnet policies and procedures, conducting all necessary professional development, grant writing and being a liaison to the TUSD community.

Collaborates with central and site staff to develop, establish, and implement an admissions process to ensure integration of magnet schools and programs.

Supervises and/or coordinates designated personnel to assist in the effective implementation and operation of student assignment and magnet programs, including working with school-based personnel and developing and administering an admissions process to ensure integration of magnet schools and programs.

Ensures compliance with court orders and/or mandates, as well as state and federal laws and District policies and regulations.

Develops strategic plans for magnet programming, student integration and inclusive programs.

Annually assesses the District's magnet schools and programs.

Identifies, investigates, and pursues all applicable federal, state, local and business assistance grants and/or relationship opportunities, including but not limited to the Magnet Schools Assistance Program Grant.

Takes leadership in directing, coordinating, planning, and implementing professional development.

Provides training and leadership to staff on district integration needs and magnet school policies and procedures.

Directs the preparation of media and promotional items to publicize magnet school programs. Communicates, markets, and promotes magnet schools to the public.

Represents the district at meetings, workshops, and in-service programs that support the magnet school program including, but not limited to magnet fairs, Governing Board meetings, and other events.

Coordinates with magnet school sites in the analysis, evaluation, and improvement of student achievement.

Directs the evaluation of magnet program activities and progress, and ensures that state and federal requirements are followed.

Manage district integration with a focus on student enrollment, outreach, and recruitment efforts.

Responsible for magnet and open enrollment applications, lottery processes, pipelines, and student placement.

Responsible for coordinating student placements with all relevant TUSD departments.

Directs student assignment activities, particularly those related to magnet and open enrollment.

Coordinates those student placements with all relevant TUSD departments including, but not limited to Transportation, Communications, Exceptional Education, Language Acquisition, Facilities, Magnet Schools, and other programs.

Chairs Committees related to magnet programming, student assignment, and inclusive programs.

Performs all duties as assigned to support the district's goals and vision.

Adheres to all court orders, District policies and regulations, and state and federal laws.

MENTAL TASKS

Communicates. Evaluates policies and practices and other written materials. Performs functions from written and oral instructions. 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 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.

New: 2/2021

Updated:

Revised:



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