

VII.E.1.a Explanation of Responsibilities

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
African American Student Services 5060	Longmire, Rosalind Lynette	Student Success Coach	New to District	Competitive recruitment process. All documents located in HR	BS - GCU	Under general supervision plans, coordinates, and develops student/family mentor programs to increase student academic and social achievement.	✓
African American Student Services 5060	Williams, Dione Jordan	Student Success Coach	New to District	Competitive recruitment process. All documents located in HR	BA - UArizona	Under general supervision plans, coordinates, and develops student/family mentor programs to increase student academic and social achievement.	✓
Asian Pacific & Refugee Stud Svc 5046	Neufeld, Georgina	Administrative Assistant	School Registration Attendance	Competitive recruitment process. All documents located in HR	60 credit hours - PCC	Acts on administrative decisions and provides confidential secretarial or office support.	✓
Equity & Diversity 5022	Gonzalez, Norma Catalina	Communication Specialist	New to District	Competitive recruitment process. All documents located in HR	BA Communications - U of Texas	Performs a broad range of duties related to communications for all EDI department constituencies. Communication platforms include managing the Tucson Unified Connect APP, written work, photos, and some social media platforms.	✓
Family Engagement Community Outreach 5037	Cesare, Maria Theresa	Coord-Program	New to District	Competitive recruitment process. All documents located in HR	BA Elementary Education - UArizona	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.	✓
Family Engagement Community Outreach 5037	Garth, Sherrie L	Coord-Program	New to District	Competitive recruitment process. All documents located in HR	MA Social Work - ASU	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.	✓
Mexican American Student Services 5044	Cabezola, Cynthia Antelo	Program Specialist	New to District	Competitive recruitment process. All documents located in HR	BA Sociology - UArizona	Plans, coordinates, develop, and implements mentor program(s) and related activities for students and families.	✓
Mexican American Student Services 5044	Jimenez, Tais Nataly	Program Specialist	New to District	Competitive recruitment process. All documents located in HR	BS Literacy, Learning & Leadership - UArizona	Plans, coordinates, develop, and implements mentor program(s) and related activities for students and families.	✓



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

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 64062
UNIT: Super/Prof
GRADE: 10
FLSA: Non-Exempt (12 Months)

CLASSIFICATION

COMMUNICATIONS SPECIALIST - EQUITY, DIVERSITY, & INCLUSIVENESS (EDI)

REPORTS TO: Director of Communications and Media Relations

SUMMARY

Performs a broad range of duties related to communications for all EDI department constituencies. Communication platforms include managing the Tucson Unified Connect APP, written work, photos, and some social media platforms. Communications Specialist is technologically adept with a deep understanding of the web, data and analytics.

MINIMUM REQUIREMENTS

Bachelors degree in Journalism, Communications, Public Relations, Marketing or equivalent related field.

AND

Two years of experience in any combination of App implementation and management, public information, and/or experience with social media, newsletter writing or customer relations.

OR

Six years of experience in any combination of App implementation and management, public information, and/or experience with social media, newsletter writing or customer relations.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Bilingual (English/Spanish) proficiency

Bachelor's Degree in Journalism (emphasis on digital), Communications, or related graphic design field.

Experience in graphic design and Adobe design.

Previous experience in public education and/or public information settings.

THE SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING SKILLS:

Demonstrated experience in digital/App marketing and analytics.

Demonstrated knowledge and experience utilizing social platforms such as but not limited to: Facebook, Twitter, Instagram, YouTube, etc.

Advanced proficiency using word processing and spreadsheet programs.

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

Excellent writing, spelling and grammar skills.

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.

Must hold a current Driver's license and personal vehicle insurance coverage greater than or equal to the state required minimum for car insurance as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

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.

Strategizes, creates, writes, and posts promotional materials for EDI communications channels, including social media, written materials, and other outlets as directed.

Collaborates with supervisors and EDI Leadership to create a reporting strategy the will clearly communicate the effectiveness of the EDI App and Magnet school communications, marketing campaigns, and social outreach.

Collaborates with EDI department to brainstorm, draft, and implement strategies that guide communications and social media efforts.

Performs a variety of tasks and works with a broad range of media; public speaking, written materials, social media.

Coordinates, edits and assists in web translations to Spanish and helps publish updated bilingual marketing materials and online resources as needed.

Assists in promoting Tucson Unified, by organizing, writing, and editing EDI feature stories for the TU Connect App. Selects favorable publicity material and releases it through various App pages.

Collaborates with Magnet school staff to collect and curate the current and compelling content for social platforms. Visits Magnet sites, conducts interviews, gathers and analyzes information as needed.

Assists with specialized functions and special projects as needed.

Performs other duties as assigned.

MENTAL TASKS

Communicates. Reads. Comprehends. Analyzes. Calculates and computes. 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 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

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

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees and public. Travel to schools sites and other community locations.

CONTROL, SUPERVISION

As assigned.

M:\Comp&Class\JOB64062

New: 3/2016

Updated 4/2018, 5/19

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: 46034
UNIT: WCL
GRADE: 14
FLSA: NON-EXEMPT
10.5 Months

CLASSIFICATION TITLE

Program Specialist – Student Equity

SUMMARY

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

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

MINIMUM REQUIREMENTS

- Bachelor's Degree in Education, Social Services, Counseling, African American Studies or a related field.
AND
- Two (2) years experience in providing direct services and program oversight for a program or project involving school age children.
- Availability to work flexible hours as needed, to include evenings and/or weekends.

PREFERRED/ PROGRAMMATIC QUALIFICATIONS

- Master's in Education, Social Services, Counseling, African American Studies, or a related field
- Bilingual (English/Spanish) proficiency
- Arizona Teaching Certificate
- Extensive community contacts and outreach experience
- Supervisory experience

ADDITIONAL REQUIREMENTS AFTER HIRE

- Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.
- Must hold a current Driver's license and personal vehicle insurance coverage greater than or equal to the state required minimum for car insurance as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.
- 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, develop, and implements mentor program(s) and related activities for students and families. Monitors and reviews mentoring programs as necessary, recommends and implements changes as needed.
- Develops and implements comprehensive actions plans to achieve position responsibilities; prepares ad hoc reports as directed.
- Confers with appropriate TUSD personnel to identify asset-based strategies for students' academic, social, and behavioral needs.
- Collaborates with appropriate TUSD and community resources to identify and coordinate direct services to promote long-term academic and social achievement.
- Conducts home visits to provide information and support to students and families. Refers students and families to appropriate community, district, or school resources as needed.
- Adheres to all district, federal, and state regulations in the maintenance of pertinent confidential records and data for services with students and families.
- Assists in programs, projects or functions in support of supervisor, assigned area, and department goals.

MARGINAL FUNCTIONS

- May transport students and families as needed.
- May support district initiatives as needed.
- May counsel and/or meet with students and families regarding attendance and advise them of TUSD attendance policies.

MENTAL TASKS

Communication. Ability to understand written and verbal instructions. Evaluation. Comprehension. Observes behavior of students in the classroom.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods, 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

Indoors, 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

Revised: 5/19

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