

IV.K.1.a Explanation of Responsibilities
SY2022-23

DAC	Name	Position Type	Previous Job Title	Others considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Professional Development 5034	Bencriscutto, Jennipher Anna	Prof Dev Specialist	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - McDaniel College 12.31.11	Designs, implements, maintains, and evaluates professional development program(s) for TUSD staff	✓
Booth-Fickett Math/Science Magnet	Hillman, Patricia	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	MA - University of Arizona 5.14.11	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Catalina High School 2610	Rojas, Hermann Pablo	Teacher	Return to Work	Competitive recruitment process. All documents located in HR.	BA - University of Arizona 1.1.92	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Roberts/Naylor K-8 School 1525	Simpson, Hailey A	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - Arizona State University 5.3.21	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Safford K-8 1535	Brannen, Kerry Ann	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - University of Nebraska 5.14.22	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Pueblo High School 2630	Jackson, Danielle Marie	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	MA - Grand Canyon University 4.20.22	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Pueblo High School 2630	Reynolds, Benjamin James	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - University of Arizona 5.22.07	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Pistor Middle School 1527	Manjarre, Elia Graciela	Teacher	Return to Work	Competitive recruitment process. All documents located in HR.	BA - University of Arizona 12.20.97	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Pistor Middle School 1527	Coens, Jeffrey Ryan	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - Franciscan University 5.11.13	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓

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Pueblo High School 2630	McCauley, Collin J	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	Emergency Teaching Certificate 6.22.23 - 7.1.24	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Secrist Middle School 1537	Click, Christina Diana	Teacher	Return to Work	Competitive recruitment process. All documents located in HR.	BA - University of Arizona 5.1.05	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Secrist Middle School 1537	Garcia, Valarie M	Teacher	Teacher	Competitive recruitment process. All documents located in HR.	BS - Northern Arizona University 5.11.01	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Utterback Middle School of the Art	Lewis, Aundrea	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - Arizona State University 5.23.12	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Secrist Middle School 1537	Campbell, Sherrel Sandwane	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - Rutgers University 5.1.09	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Utterback Middle School of the Art	Ohunna Moore, Justin B	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BA - State University of New York 5.14.11	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Valencia Middle School 1557	Rice, Molly	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	Substitute Certificate 3-14-23 - 7.22.29	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Valencia Middle School 1557	Strayhorn, Darian Aubrey Lee	Teacher	New to TUSD	Competitive recruitment process. All documents located in HR.	BS - University of Arizona 5.13.22	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Doolen Middle School 1505	Erickson, Michele	Teacher	Teacher	Competitive recruitment process. All documents located in HR.	Master of Ed - University of PHX 3.4.00 BA - University of Arizona 12.19.95	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Alice Vail Middle School 1555	Buonaugurio, Steven John	Teacher	Teacher	Competitive recruitment process. All documents located in HR.	Master of Ed - University of San Diego 1.31.12	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓

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Pueblo Gardens K-8 1329	French, Timothy S	Teacher	Substitute	Competitive recruitment process. All documents located in HR.	BA - Prescott College 7.8.02	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	✓
Professional Development 5034	Bankhead, Elisabeth Joanna	Teacher Mentor	Teacher Mentor	Competitive recruitment process. All documents located in HR.	MA - George Fox University 5.2.14	Provide support for teachers new to the profession to serves as a facilitator, coach, resource, and advocate for teachers, and provide professional development opportunities as appropriate.	✓
Professional Development 5034	Herring, Sharon Louise	Teacher Mentor	Teacher Mentor	Competitive recruitment process. All documents located in HR.	MA - University of Arizona 8.14.97 BA - University of Arizona 1.1.71	Provide support for teachers new to the profession to serves as a facilitator, coach, resource, and advocate for teachers, and provide professional development opportunities as appropriate.	✓
Professional Development 5034	Raptis, Anita Zamorano	Teacher Mentor	Teacher	Competitive recruitment process. All documents located in HR.	MA - University of Arizona 1.1.92 BA - University of Arizona 1.1.86	Provide support for teachers new to the profession to serves as a facilitator, coach, resource, and advocate for teachers, and provide professional development opportunities as appropriate.	✓
Professional Development 5034	Valdez Leyva, Sixto	Teacher Mentor	Teacher	Competitive recruitment process. All documents located in HR.	MA - University of Arizona 1.1.03 BA - University of Arizona 1.1.99	Provide support for teachers new to the profession to serves as a facilitator, coach, resource, and advocate for teachers, and provide professional development opportunities as appropriate.	✓
Professional Development 5034	Anderson, Charles	Teacher Mentor	Substitute	Competitive recruitment process. All documents located in HR.	MS - Pittsburg State University 7.31.87	Provide support for teachers new to the profession to serves as a facilitator, coach, resource, and advocate for teachers, and provide professional development opportunities as appropriate.	✓
Professional Development 5034	Thompson, Carlie Bertoglio	Teacher Mentor	New to TUSD	Competitive recruitment process. All documents located in HR.	Master of Ed - Southern New Hampshire University 9.1.22	Provide support for teachers new to the profession to serves as a facilitator, coach, resource, and advocate for teachers, and provide professional development opportunities as appropriate.	✓

CLASSIFICATION

PROFESSIONAL DEVELOPMENT SPECIALIST

SUMMARY

Designs, implements, maintains, and evaluates professional development program(s) for TUSD staff.

MINIMUM REQUIREMENTS

Bachelor's degree in Business, Management, or a related field.

Five years of administrative or clerical experience, including experience implementing or working with professional development programs or equivalent.

Experience in budgeting and financial reporting.

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.

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, implements, and evaluates professional development program(s) for TUSD classified staff.

Works collaboratively with other staff and departments to design, coordinate and provide appropriate training.

Ensures that the training program is research-based and continuous throughout the year and year-to-year.

Ensures sites are kept informed of training and professional development opportunities.

Attends training as required.

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.

M: JOB 65204

New: 9/2003

Revised 6/04, 12/06, 2/14, 12/2021

FLSA Status Chg 7/11

Revised per FLSA 12/1/2016

*Per FLSA requirements Eff. 12/1/2016, position does not meet
FLSA exec, Admin & Prof Duties exemption test,
Therefore, position will be moved to hourly non-exempt.

UNIT: Teacher
FLSA: Exempt

CLASSIFICATION

CERTIFIED TEACHER

SUMMARY

Effectively manage the learning environment to prepare lesson plans, instruct students, 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 certified 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.

Other duties as assigned.

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, fieldtrips, lunchroom, library, school buses and other areas.

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

JOB TITLE

TEACHER MENTOR

SUMMARY

The Teacher Mentor position serves a maximum of 6 years providing support for teachers new to the profession, teachers new to Tucson Unified School District (TUSD), and other teachers as assigned by building professional knowledge and refining instructional skills to enhance student learning and achievement. This position serves as a facilitator, coach, resource, and advocate for teachers, and will provide professional development opportunities as appropriate.

MINIMUM JOB REQUIREMENTS

Valid Arizona teaching certificate

Arizona IVP fingerprint clearance card

Five years teaching experience

Proven outstanding classroom teaching performance as evidenced by performance evaluation results

Two (2) years experience working with adult learners

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

Experience working with district adoptions and initiatives

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

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

PREFERRED QUALIFICATIONS

Master's Degree in Education

Two (2) years experience within Tucson Unified School District

ADDITIONAL REQUIREMENTS AFTER HIRE

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

Must hold a current Arizona Driver's license and have accrued no more than the allowable points against Driver's License as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

ESSENTIAL FUNCTIONS

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

Attend and participate in mentor trainings and forums.

Attend TUSD professional development about instructional best practices and content.

Attend summer trainings.

Work with a caseload of 15 new teachers.

Travel to multiple school sites to work with teachers.

Provide consistent, job-embedded support to each assigned new teacher once a week-dedicating an average of two hours per teacher per week.

Apply training about the skills of an effective mentor.

Use the Professional Teaching Standards as a tool to guide new teachers.

Identify new teacher needs and tailor support.

- Improve teacher skill and capacity through on-site coaching and mentoring.
- Help new teachers become familiar with school procedures.
- Help new teachers become familiar with school and district resources.
- Co-develop lesson plans.
- Model lessons, strategies or procedures.
- Suggest options for dealing with student behavior.
- Assist with room arrangement to facilitate effective lesson delivery.
- Employ a systematic approach to classroom observation beginning with a planning conference with new teacher, followed by an observation that includes gathering data and ending with a follow up conference to provide feedback.
- Use program protocols to collect and share classroom data with new teachers.
- Share strategies for student assessment and evaluation.
- Work with new teachers to examine examples of student work in order to assess student learning.
- Assist new teachers in preparing for communication with parents.
- Engage teachers in reflective conversations about issues or concerns.
- Guide new teachers in reflection to identify areas of strength and areas for professional growth.

Document activities in a work log and report to New Teacher Induction Coordinator.

Collaborate with program coordinator to maintain an accurate, updated caseload list of new teachers.

Maintain a schedule which is aligned to school site schedules.

Document classroom observations and follow-up with teachers.

Communicate directly with principal, new teachers, and district level personnel.

Collaborate with district content area specialists to support teachers in the implementation of curriculum.

Collaborate with coordinator and other mentors to provide professional development for new teachers.

Meet regularly with program coordinator and other mentors.

Collaborate with program coordinator to provide information to school leaders about supporting new teachers.

MENTAL TASKS

Communicates – verbally and in writing. Reads. Assesses needs and progress and plans support. Develops, implements, and evaluates plans. Performs functions from written and oral instructions and from observing and listening to others.

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 blackboard, whiteboard, easel, bulletin board, chalk, markers, and office or instructional equipment, such as telephones, fax-machines, computers and associated technology.

WORKING CONDITIONS

Indoor - classroom environment. Contact with the public, employees, and staff members

CONTROL, SUPERVISION

Monitor control Teachers

M: JOB350013

New: 1/08

Revised 4/09, 9/12, 2/13, 5/19, 04/2021