

#### IV.K.1.a Explanation of Responsibilities

Department	Name	Position Type	Previous Job Title	Others considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Secrist Middle School 1537	Click, Christina Diana	Teacher	New to TUSD	Competative recruitment process. All documents located in HR.	BA- Elementary Education - U of Arizona	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	√
Human Resources 5068	Cordova Corimaya, Jesus	HR Analyst	New to TUSD	Competative recruitment process. All documents located in HR.	BA - U of Arizona (Management information Systems)	The HR Analyst will play a crucial role in collecting, structuring, analyzing, and reporting on HR processes and data. The HR Analyst will also track disciplinary actions and ensure compliance of Governing Board policies and Employee Agreements.	√
Catalina High School 2610	Levy, Jonathan	Teacher	Rehire - Teacher	Competative recruitment process. All documents located in HR.	BA - History - University of Chicago MA Culinary - University of Arizona	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	McCauley, Collin J	Teacher	New to TUSD	Competative recruitment process. All documents located in HR.	BA-Computer Science - McNulty College of Liberal Arts BS-Physics - Bayer School of Natural and Environ	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	√
Human Resources 5068	Spiric, Goran	HR Analyst	New to TUSD	Competative recruitment process. All documents located in HR.	BA - U of Arizona (Communication)	The Human Resources Recruitment Analyst will work closely with departmental leadership, school sites and human resource associates to lead the school district's efforts in the recruitment of qualified individuals to fill vacancies across the academic and business-related functions.	√
Professional Development 5034	Thompson, Carlie Bertoglio	Teacher Mentor	New to TUSD	Competative recruitment process. All documents located in HR.	M of Education - Southern New Hampshire University	Provide support for teachers new to the profession to serve as a facilitator, coach, resource and advocate for teachers, and provide professional development opportunities as appropriate.	√

# TUCSON UNIFIED

SCHOOL DISTRICT

**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

# TUCSON UNIFIED SCHOOL DISTRICT

## **HR ANALYST – DATA AND COMPLIANCE**

**UNIT:** Supervisory Confidential

**FLSA:** Exempt

### **SUMMARY**

Provides professional human resources services to District schools and departments. Assists in the coordination of centralized human resources activities and processes. Researches and resolves issues related to human resources.

The HR Analyst will play a crucial role in collecting, structuring, analyzing, and reporting on HR processes and data. The HR Analyst will also track disciplinary actions and ensure compliance of Governing Board policies and Employee Agreements. Key competencies include data analysis, business acumen, relationship management, progressive discipline, written and verbal communication, HR systems, and cultural awareness.

### **MINIMUM REQUIREMENTS**

Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field.

One year of human resources, or business management experience.

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

### **PREFERRED QUALIFICATIONS**

Excellent customer service skills.

Experience in school district operations.

Familiarity with employee performance improvement and progressive discipline.

Strong data analysis capability using Excel and databases.

Proficiency in creating documents and forms using Microsoft Office suite, Adobe, etc.

Knowledge of applicable state and federal laws and regulations.

Working knowledge of Human Resources information systems (HRIS) or hiring Enterprise Resource Planning (ERP) systems such as Infinite Visions, TalentEd, TimeClock Plus, etc.

### **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.**

Collects, reviews, and uses data from Human Resources Information Systems (HRIS), and District Enterprise Resource Platform (ERP) to inform decision making and reporting requirements.

Ensures integrity and fidelity of Human Resources databases through audit, data hygiene practices, and training.

Creates accurate reports using HRIS for internal, interdepartmental, and outside requests.

Tracks and documents discipline intake for the District.

Collaborates with Human Resources team and District supervisors on disciplinary matters and recommends course of action based on Governing Board policies, Employee Agreements, and departmental guidelines.

Learns and remains aware of industry trends, changes, and best practices. Researches, implements, and adapts to new technology systems.

Maintains security and safeguards confidential and Personal Identifiable Information.

Supervises and coordinates activities of staff, which includes, selection, counseling, disciplinary actions, establishing workloads, assigning tasks and reviewing results.

Plans and carries out District policies concerned with human resources activities.

Researches and resolves the more difficult human resources issues.

Implements and recommends process improvement methods to management.

Serves as a resource to interpret collective bargaining agreements, Board policy, State and Federal laws, and personnel requirements.

Organizes, collaborates, participates, and implements special human resource projects.

Works with management in developing, writing, and updating procedural manuals.

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

Performs other duties as assigned.

**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**

Utilizes office equipment such as telephone, computer, printer and copier/scanner.

**WORKING CONDITIONS**

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

**CONTROL, SUPERVISION**

None

M:Comp and Class  
New: 6/03  
Rev: 6/04, 9/17

# TUCSON UNIFIED SCHOOL DISTRICT

## HUMAN RESOURCES ANALYST - RECRUITMENT

UNIT: CCE

FLSA: Exempt

### **SUMMARY**

Provides professional human resource services to school district sites and departments. Analyzes and makes recommendations to change or improve school district practices related to human resources. Coordinates centralized human resources activities and processes. Researches and resolves issues related to human resources.

*The Human Resources Recruitment Analyst will work closely with departmental leadership, school sites and human resource associates to lead the school district's efforts in the recruitment of qualified individuals to fill vacancies across the academic and business-related functions. The Recruitment Analyst aids in employee recruitment including but not limited to: job postings, sourcing, screening selection, identifying appropriate qualifications, identifying hard-to-fill positions, recruitment tool training, and salary incentive programs. The Recruitment Analyst will assist in advising and interpreting current Federal and State rules and regulations for recruiting and hiring requirements. By understanding the school district's needs and developing effective relationships with key partners, the Recruitment Analyst will grow internal candidate and external candidate pools. May participate in recruitment functions at in and out of state universities, colleges, and national conventions as requested.*

### **MINIMUM REQUIREMENTS**

Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field.

One year of recruiting, human resources, or business management experience.

Excellent customer service skills.

Knowledge and ability to use word processing, database and spreadsheet programs, standard and specialized software and internet research.

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

### **PREFERRED REQUIREMENTS**

Two years direct experience in HR recruitment, teacher recruitment, or similar.

Knowledge and experience with online recruitment platforms

Experience in planning, executing, and attending in-person recruiting events, and job boards such as LinkedIn, Indeedm handshake, or similar.

Experience in planning, executing, and attending in-person recruiting events.

Strong data analysis experience.

Knowledge of applicable state and federal laws and regulations

Working knowledge of HRIS or hiring of ERP systems such Infinite Visions, TimeClock Plus, TalentED, etc.

### **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.**

Discovers new talent sources and develops relationships with current talent sources to ensure TUSD talent pipelines are rich, diverse, and yield lasting results.

Spearheads opportunities for prospective teachers to become familiar with TUSD schools' mission, values, growth plans, and departments through social media and other advertising pipelines.

Develops strong relationships and manages the progress of prospective candidates through the recruitment process, ensuring timely communications in a friendly, efficient, and rigorous manner.

Collaborates and coordinates with HR personnel to recruit candidates and fill vacant or hard-to-fill positions.

Manages a portfolio of TUSD schools and departments. Works with school leaders/hiring managers to source, cultivate, and hire diverse top talent.

Consistently offers superior support and service to both school leaders/hiring managers and candidates.

Tracks, records, and manages critical recruitment information and data within established TUSD systems.

Assists in continuous review process of recruiting data and effectiveness of recruiting practices to source, recruit, and hire top talent for schools and departments.

Recommends and implements process improvements, recruitment methods, or other special projects based on data analysis and research.

Supports TUSD schools' diversity recruitment initiatives through professional development and community events.

Ensures applicants are equitably recruited, screened, and hired in accordance with court orders, state and federal laws, district policies and initiatives, and employee agreements.

Coordinates and assigns duties for local recruiting events, including virtual and/or in-person job fairs.

Attends recruitment functions at universities, colleges, and national conventions as requested. Out-of-state travel may be required.

Works with management to train and create resources for HR personnel.

Acts as a knowledge resource on HR practices, department processes, and district policy for candidates, hiring managers, and the HR team.

Serves as support to HR Associates during peak hiring periods. This may include coordinating onboarding of new hires and/or processing of new hires, in-district transfers, and added duty assignments.

Provides general HR duties such as salary reviews, unemployment processing, job description revisions and bargaining unit research and translation.

Other duties as assigned.

## **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**

Utilizes office equipment such as telephones, computers, scanners, copiers, and calculators.

**WORKING CONDITIONS**

Indoor. Office environment. Exposure to noise. Contact with employees, students and public. [Click or tap here to enter text.](#)

**CONTROL, SUPERVISION**

Supervisory control of assigned staff and interns.

M:Comp and Class  
New: 6/03  
Revised 6/04, 9/17, 06/21, 1/24  
FLSA Status Chg 7/11  
Revised per FLSA 12/1/2016  
Reclassification 10/17



**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