

Department	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Magnet Department 5092	O'Halloran, Stephanie Dickson	Administrative Assistant	New to TUSD	Competative recruitment process. All documents located in HR.	4 years of Business/Office experience.	Acts on administrative decisions and provides confidential secretarial or office support.	√
Dodge Traditional Magnet Middle Scho	Blain, Michelle L	Coordinator	Ex Ed Resource Teacher	Competative recruitment process. All documents located in HR.	Bachelors of Art - Elementary Master of Education -SPED	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.	√
Palo Verde High Magnet School 2620	Lawson, Luke Lester	Coordinator	New to TUSD	Competative recruitment process. All documents located in HR.	Bachelors of Science Information Technology	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.	√
Operations 5010	Keane, Pamela K	Planning Analyst	Rehire - Planning Analyst	Competative recruitment process. All documents located in HR.	Bachelors of Art - Mathematics Masters of Art - Secondary Ed	Provides professional planning services to district sites and departments. Develop short- and long-range enrollment projections, as well as land use and space utilization planning related to the TUSD Facilities.	√
Holladay Magnet Elementary School 12	Freeman, Steven Curtis	School Community Liaison	New to TUSD	Competative recruitment process. All documents located in HR.	Bachelors of Arts Business Admin	Serves as a liaison between the school and the home and encourages parents and community involvement in school activities.	√
Communication and Media Outreach 9	Escamilla, Karla G	Sr. Director Communications	Program Manager	Competative recruitment process. All documents located in HR.	Bachelor of Arts Communication	Provides leadership and direction for the district's communications, branding, marketing, social media efforts, public and media relations.	√
Mansfeld Middle Magnet School 1520	Weber, Samuel Douglas	Teacher	New to TUSD	Competative recruitment process. All documents located in HR.	Bachelor of Arts History	Manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.	√
Borton Magnet Elementary School 114	Alcaraz, Aimee Guadalupe	Teaching Assistant	School monitor	Competative recruitment process. All documents located in HR.	Parapro Exam 12.18.23 HS Diploma	Assists teachers in performing their classroom teaching responsibilities.	√
Bonillas Basic Curriculum Magnet Sch	Perez, Sofia Carma	Teaching Assistant	School monitor	Competative recruitment process. All documents located in HR.	Parapro Exam 8.23.23 HS Diploma	Assists teachers in performing their classroom teaching responsibilities.	√

TUCSON UNIFIED

SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT

UNIT: TEA White Collar/Food Service
FLSA: Non-Exempt

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.

PREFERRED QUALIFICATIONS

Supervisory experience.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check.

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

Bloodborne Pathogen training offered by TUSD Risk Management Department.

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 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, and temporary workers; provides training as appropriate.

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.

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

Perform other duties as assigned.

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.

TUCSON UNIFIED SCHOOL DISTRICT

CERTIFIED TEACHER

UNIT: TEA Consensus

FLSA: Exempt

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.

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

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.

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 implements 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.

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

Perform other duties as assigned.

MENTAL TASKS

Order classroom supplies and instructional 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 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, dust, gas, and fumes.

CONTROL, SUPERVISION

Supervises assigned classroom staff.

M:Comp and Class
New: 10/92
Rev: 8/02

TUCSON UNIFIED SCHOOL DISTRICT

DIRECTOR - COMMUNICATIONS AND MEDIA RELATIONS

UNIT: Non-Bargaining

FLSA: Exempt

SUMMARY

The Tucson Unified School District Director of Communications and Media Relations provides leadership and direction for the district's communications, branding, marketing, social media efforts, public and media relations. The Director is responsible for researching, planning, directing, and executing a strategic communication and marketing plan that supports and complements the goals, vision, and mission of the school district and enhances the district's reputation.

The Director communicates the district's vision, core beliefs/commitments, goals, successes, and challenges to parents and the community in alignment with the Districtwide strategic plan. The Director ensures excellence and consistency in all publications, internal and external communications, public relations, marketing and continuously works to strengthen community trust, confidence, and partnership.

The TUSD Director of Communications and Media Relations serves as the creative architect for all internal and external communications through the coordination of cohesive District branding and identity, marketing, special events and related functions. Serving as a consultant to internal stakeholders on branding, marketing and engagement strategies and planning to coordinate the marketing and advertising of community relations initiatives that consistently tell the TUSD story.

The Director leads TUSD's work in the development of a comprehensive strategic communication and media relations plan for positive promotion of information by ensuring collaborative relationships with the public, media, and the district community. The Director serves as a liaison between the school district, parents, students, patrons, employees, and outside agencies by practicing reputation management in support of the district's mission.

REPORTS TO: Chief Operations Officer.

MINIMUM REQUIREMENTS

Bachelor's degree in Public Relations, Public Administration, Marketing, Journalism, or related field

Five years of experience working with the media or in public relations required

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

Must be available evenings and weekends

PREFERRED QUALIFICATIONS

Bilingual – Spanish/English

Master's degree in Public Administration, Communications, Marketing or a related field.

Desktop and online publishing experience

Digital media skills

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.

Develops and implements effective communication strategies that build loyalty, brand awareness, and community and stakeholder satisfaction in alignment with the District Strategic Plan. Creates and sustains systems of effective communication for the TUSD Community.

Serves as the school district liaison to the community by serving as the chief spokesperson with the media (broadcast, digital and print), area businesses, and other community organizations. Identifies opportunities for positive media coverage and develops press releases, publications, videos, social media sites, websites, and other communication avenues that promote the school district.

Coordinates policies and procedures regarding all District public relations matters, including District media relations, community relations, intra-District communications, promotional functions, special events, marketing, and selected publications. Coordinates the distribution of information and District responses to events and inquiries. Creates informative and timely press releases, press kits, newsletters, talking points and related marketing materials.

Writes, edits, and publishes a variety of communications and publications to facilitate and enhance awareness of school district programs, events, activities and accomplishments.

Researches, collaborates, and develops opportunities for student work, recognition and achievements to be showcased. Explores opportunities for student led communications development. Acts as the media spokesperson; maintains working relationships with local, regional, and national media organizations.

Administers and maintains District Events Calendar. Monitors and helps communicate events and activities happening on campuses and shares through creative media content -- both video and print.

Prepares and presents staff reports and other necessary correspondence as assigned by the Superintendent.

Collaborates with District personnel concerning appropriate public relations methods and actions; serves as a consultant to other schools and departments to assist them in meeting their marketing and/or media goals and/or strategies. Assists TUSD staff with writing press releases and providing news contact information. Provides media training to staff to support consistency in the District's communication with the community.

Oversees District audio visual services, photography and digital media outlets including the District website, school websites and SharePoint pages. Coordinates digital and social media services and staff, and the TUSD Print Shop. Responsible for any other duties related to the support of communications and public relations.

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

Perform other duties as assigned.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates, and analyzes written and verbal information and materials. 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. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, and 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, calculator, and copier

WORKING CONDITIONS

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

CONTROL, SUPERVISION

Supervises assigned staff. Interviews, trains, directs, and appraises the work of others. Disciplines and handles employee complaints.

M:Comp and Class
New: 11/00
Rev: 6/232

TUCSON UNIFIED SCHOOL DISTRICT

PLANNING ANALYST - FACILITIES

UNIT: Non-Bargaining

FLSA: Exempt

SUMMARY

Provides professional planning services to district sites and departments. Develop short- and long-range enrollment projections, as well as land use and space utilization planning related to the TUSD Facilities. Assists in developing and analyzing real property agreements and contracts. Manages and maintains the geographic information system (GIS) program. Responds to informational requests in an efficient and timely manner utilizing existing systems and databases as needed.

MINIMUM REQUIREMENTS

Bachelor's Degree in Urban Planning, Architecture, Civil Engineering, Public Administration, Environmental Studies, or a related field.

Knowledge and ability to use word processing, database, geographic information systems (GIS), and spreadsheet programs.

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

PREFERRED REQUIREMENTS

Four years experience in Urban or Regional planning practices.

Knowledge of a K12 learning environment.

Experience facilitating community meetings related to the development of specific or strategic plans.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check

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.

Manages and analyzes data for the purpose of providing recommendations for school site capacity, room usage, and budgetary planning. May include school boundaries, enrollment projections, developer fees for new constructions, etc.

Develops short- and long-range land use and space planning for the district utilizing census data, input from Site Administrators, Department leads and demographic data.

Analyzes current facilities utilization of classroom space using student enrollment figures to target schools facing over- or under-utilization and develops recommendations for more efficient or alternative uses and solutions to existing or potential facility utilization problems. e.g., use of portables, boundary changes.

Communications with administrators, personnel, and outside organizations for the purpose of balancing enrollment, resolving issues and conflicts, and exchanging information.

Creates and maintains manual and electronic documents, files and records such as site maps, Arc GIS maps, enrollment and demographic trends, student school to school overflows, attendance area modifications, archival information, for the purpose of providing up-to-date reference materials and balancing school enrollment.

Works with City and County relative to demographic projects and Census data. Analyzes demographic changes, rezoning and housing developments to determine impact on TUSD, calculating predicted enrollment figures by school and class. Presents and informs site administrators, department heads, supervisor and others of findings as requested.

Participate in meetings (internal and community), workshops, and seminars as assigned for the purpose on conveying and/or gathering information require to perform functions.

Presents to a variety of groups, internal and external, for the purpose of providing information, making recommendations and or ensuring compliance with established guidelines.

Researches a wide variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.

Responds to internal and external inquiries for the purpose of providing required information and/or referring to appropriate source.

Coordinates property inspections and develops site assessment reports.

Analyzes and manages property leases and easement agreements.

Develops scope and content of Intergovernmental Agreements.

Acts as support to the Rentals Office.

Analyzes county and municipal development plans and data to predict future demographic trends for planning and facility use purposes.

Serves as staff support resource person for planning committees to recommend the location and boundaries of new schools. Compiles data for committee review and presents findings.

Prepares ad hoc reports as requested.

Develops databases in collaboration with the Technology Department for information management and evaluates computer systems for department analysis purposes.

Maintains reference library and related planning reports and documents on all district sites.

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

Perform other duties as assigned.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates, and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others. Interpersonal skills such as critical thinking and problem analysis and resolution.

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 weight up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. 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 computers, telephones, printers and copiers. Operates a standard or automatic transmission motor vehicle.

WORKING CONDITIONS

Indoor. Shop environment. Office environment. Exposure to noise, dust, pollution. Outdoor. Exposure to all weather/climate conditions and temperatures. May work in small, cramped areas. May drive in all types of traffic conditions.

CONTROL, SUPERVISION

May supervise assigned personnel.

M:Comp and Class
New:4/21
Rev:3/23

TUCSON UNIFIED SCHOOL DISTRICT

PROGRAM COORDINATOR

UNIT: Non-Bargaining

FLSA: Exempt

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

Two years of experience administering or coordinating programs.

OR

Associate's Degree AND

Four years of experience administering or coordinating programs.

OR

Six years of progressive experience administering or coordinating programs.

Knowledge and ability to use word processing, database, and spreadsheet programs.

One year of supervisory experience.

Knowledge of federal and state legislative requirements related to specific program.

Some positions within this classification may require some type of certification.

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

PREFERRED QUALIFICATIONS

Master's Degree.

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.

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.

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

Perform 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

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
New: 7/06
Rev: 5/13, 8/24

TUCSON UNIFIED SCHOOL DISTRICT

SCHOOL COMMUNITY LIAISON

UNIT: TEA White Collar/Food Service
FLSA: Non-Exempt

SUMMARY

Serves as a liaison between the school and the home and encourages parents and community involvement in school activities. This position provides referrals or works with TUSD services and resources and external social service agencies to provide information to staff, students and families as needed.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

AND

Five (5) years experience in public relations, social services, volunteer programs, or community services programs.

OR

Associates degree in social science or related field

AND

Three (3) years of experience in public relations, social services, volunteer programs or community services programs

Demonstrated knowledge and involvement with community services.

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

Reliable mode of transportation

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

PREFERRED QUALIFICATIONS

Experience working with multi-cultural populations and youth.

Bilingual in English and Spanish

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check.

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.

Bloodborne Pathogen training offered by TUSD Risk Management Department.

ESSENTIAL FUNCTIONS

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

Serves as a school and community liaison and resource to parents, staff, students and the community regarding District social services and resources. Informs, refers, and assists parents with school and community services such as legal aid, food stamps, counseling services, support groups, and the federal school meals program.

Visits parents in their homes to encourage them to participate in the school activities and events and to take an active interest in their children's educational progress. Arranges for transportation for parents to school for meetings and workshops. Recruits parents to participate as volunteers in the school.

Performs data entry to required systems for reporting and monitoring.

Organizes and participates in meetings as required.

Prepares school activities calendars, parent newsletters, minutes of assigned meetings and other informative information regarding school events and activities for parents, guardians, families, and appropriate personnel as requested.

Collaborates with community services and institutions such as Department of Economic Security (DES) and Child Protective Services (CPS) who are involved with students and families.

Participates as a member of school committees as assigned.

Conducts presentations to parents and community organizations. Coordinates and organizes parents and student support groups with the support of community agencies.

Coordinates with teachers and site administrators to plan parent workshops and arranges for speakers in areas including but not limited to: how to work with your child at home, communication between children and parents, coping with children's fears, manipulative math, computers and substance abuse prevention.

Prepares reports including but not limited to meetings and workshops attended, number of parent volunteers participating in school activities, home visits, and contact made with teachers, students, and the community. Prepares ad hoc reports on activities as requested. Maintains records of volunteer hours and parent attendance.

Assists principal with local businesses to encourage their participation in the various programs that support the district, the school, and students.

Coordinates meetings with feeder schools to arrange for the needs of students transitioning between elementary, middle, or high school.

May plan recognition and/or appreciation programs and events for parents as requested.

Transports students to the clothing and food banks with the approval of parent and principal.

Arranges and coordinates parent visitation days to the school.

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

Perform other duties as assigned.

MARGINAL FUNCTIONS

Assists in school registration as needed.

May assist students in job searches.

MENTAL TASKS

Communicates. Comprehends. 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 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. Utilizes audio-visual equipment.

WORKING CONDITIONS

Indoor. Office environment. Outdoors, exposure to varying types of weather conditions. Contact with students, parents, employees and public. Exposure to noise.

CONTROL, SUPERVISION

None.

M:Comp and Class
New: 6/14
Rev: 4/22

TUCSON UNIFIED SCHOOL DISTRICT

TEACHER ASSISTANT

UNIT: TEA White Collar/Food Service

FLSA: Non-Exempt

SUMMARY

Assists teachers in performing their classroom teaching responsibilities.

MINIMUM REQUIREMENTS

Speak, read, and write in English.

One (1) year of experience working with youth.

High School Diploma or G.E.D.

AND

Associate's (or higher) degree

OR

60 Semester-Hour credits from an accredited institution

OR

AZ Dept. of Education-approved Academic Assessment Test

PREFERRED QUALIFICATIONS

Related 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.

Copy of diploma, transcript or test results must be submitted at time of hire.

Bloodborne Pathogen training offered by TUSD Risk Management Department.

ESSENTIAL FUNCTIONS

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

Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them. May also assist students in the use of the English language.

Under the teacher's supervision, develops and implements lesson plans and instructs students in subjects such as creative writing, handwriting, art, language arts, social studies, and math in accordance with the curriculum guide.

Assists teacher in arranging students into cooperative reading groups. Coordinates a group discussion of a story and encourages all students' participation. Reinforces the development of comprehension, vocabulary, and pronunciation skills.

Assists teacher in developing lesson plans for students. Implement instructional games in areas such as spelling or math to reinforce lessons. Prepares supplies and materials needed for lessons.

Scores tests, workbooks, book reports, assignments and homework in accordance with teachers answer key. Records grades and scores in teacher's grade book or by computer entry.

Orders instructional supplies and materials and maintains the classroom inventory. Maintains student files.

Arrange field trips for students. Contacts parents to participate and arranges for transportation. Also collects money and records amount received.

Perform clerical functions such as typing, filing, laminating, and copying

Compile an honor roll report and assists in the preparation of report cards for distribution. Assist teacher in the administration of tests. Translates tests. Arrange and participate in teacher/parent/staff conferences to review student's progress.

Assist students with special projects such as computer lab, cooking and sewing.

Assists students in developing their library skills in areas such as how to research, how to use the card index and how to check out a book.

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

Perform other duties as assigned.

MARGINAL FUNCTIONS

Prepare bulletin boards of current events and prepares display of students' works and achievements. Decorates classroom with appropriate themes during the school year.

Takes attendance. Prepare the hot lunch count of students and records amount of money received for lunch. Inform Food Service personnel of number of students ordering hot lunch.

Monitors student behavior in class. Assists teacher in disciplining students for misconduct in accordance with the Student Code of Conduct.

Arrange student learning centers for children in appropriate grade areas.

Attend and participates in instructional workshops and in-services to improve methods of instruction and performance in the classroom.

MENTAL TASKS

Communicates. Comprehends. Reads to children. Evaluates written material.

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

Utilizes office equipment such as typewriter, copier, and computer.

WORKING CONDITIONS

Indoors. Classroom, library, lunchroom environment. Outdoors. Playground. Exposure to noise.

CONTROL, SUPERVISION

Monitor students indoors and outdoors.