

Department	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Asian Pacific & Refugee Stud Svc 5046	Lopez, Nellie G	Administrative Assistant	ESI - Administrative Assistant	Competative recruitment process. All documents located in HR.	4+ years experience Business/Office Management	Acts on administrative decisions and provides confidential secretarial or office support.	√
Family Engagement Community Outreach	Jimenez, Marina Gomez	Campus Monitor	New to TUSD	Competative recruitment process. All documents located in HR.	2 years experience working with youth.	Monitors the behavior of students attending a TUSD school. Maintains order and ensures district and school policies, rules and regulations are adhered to.	√
Family Engagement Community Outreach	Navarro, Jose Martin	Custodian	Rehire - Custodian	Competative recruitment process. All documents located in HR.	1+ years custodial experience.	Perform various cleaning duties in assigned areas of district buildings or schools in accordance with county health department standards and standards established by Custodial Services Department.	√
Mexican American Student Services 504	Rocha-Teran, Abril M	Program Specialist	New to TUSD	Competative recruitment process. All documents located in HR.	Associates of Applied Science Associates of General Studies Bachelors of Science	The Program Specialist analyzes data, evaluates program success, and ensures that the goals and objectives for the project are met. The Program Specialist should be considered subject matter experts in their assigned roles and provides consistent data-based reporting as requested.	√
Mexican American Student Services 504	Rodriguez, Marbella	Program Specialist	New to TUSD	Competative recruitment process. All documents located in HR.	Bachelor of Arts	The Program Specialist analyzes data, evaluates program success, and ensures that the goals and objectives for the project are met. The Program Specialist should be considered subject matter experts in their assigned roles and provides consistent data-based reporting as requested.	√
Language Acquisition 5028	Mengli, Settar	Translator - Interp	New to TUSD	Competative recruitment process. All documents located in HR.	Bachelor of Arts International Rel	Translates verbal or written communications from English to another language or from another language to English	√

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

CAMPUS MONITOR

UNIT: TEA White Collar/Food Service

FLSA: Non-Exempt

SUMMARY

Serves as a student support advocate. Monitors the behavior of students attending a TUSD school. Maintains order and ensures district and school policies, rules and regulations are adhered to. Working knowledge in the area of conflict resolution/mediation

MINIMUM REQUIREMENTS

Speak, read, and write in English.

Two years of experience working with youth.

Working knowledge in the area of conflict resolution/mediation.

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.

Post-offer/pre-employment physical exam and 50 lb. lift test.

CPR and First Aid Certification. Certification must be maintained current during course of employment.

Arizona Dept. of Transportation Medical Certificate may be required after hire.

Department of School Safety Campus Monitor Training.

Bloodborne Pathogen training offered by TUSD Risk Management Department.

ESSENTIAL FUNCTIONS

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

Monitors students' behavior in assigned areas of school such as parking lots, hallways, grounds, restrooms and lunch areas. Checks students for hall pass. Prepares referrals on students and reports misconduct to supervisor. Documents, advises Administrator and escorts unauthorized personnel off campus.

Informs supervisor of damages to school property.

Monitors parking lot. Observes and gathers information regarding vehicles cruising the area.

Diffuses threatening situations/confrontations between students. Assesses danger and calls for back-up support and assistance. Ensures order is restored and students are unharmed.

Assists administrator with student mediations.

Assists the Administrator with the appropriate action to be taken concerning threats of violence on students and assists in its implementation. Evaluates situations concerning student safety and makes recommendations for change to administration.

Monitors after school detention and tardy sweep. Monitors the before school study hall/detention room (Alternative Work Program) for students. Takes attendance and reports absentees to supervisor. Monitors students in various school areas and assists with after school activities such as athletic events.

Observes and gathers information regarding student gang related or substance abuse activities. Assists in the elimination of problems that may occur on campus by being visible and mobile.

Prepares written reports on all incidents occurring on campus for supervisory review and information.

Ensures students, staff and visitors adhere to Governing Board policies and regulations while on campus.

Refers students to assistance resources on campus as necessary.

Assists supervisor in evacuation of building during fire drills, bomb threats and other emergencies. |

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

Perform other duties as assigned.

MARGINAL FUNCTIONS

Transport students to their home or to meetings.

Determine if non-students entering campus require escorts and inquiries about the nature of their visit.

May be required to respond to large-scale disturbances on other district campuses.

MENTAL TASKS

Communicates. Comprehends. Perform functions from oral and written instructions. |

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone. May use radio to communicate with employees. Wears School Security apparel/uniform and specialized equipment needed to perform the essential functions.

WORKING CONDITIONS

Indoor. Outdoor. Exposure to all weather/climate conditions and temperatures. Exposure to noise. Contact with employees, parents, students and the public. Potential contact with violent youth. |

CONTROL, SUPERVISION

None. |

M:Comp and Class
New: 11/97
Rev: 3/22

TUCSON UNIFIED

SCHOOL DISTRICT

CUSTODIAN

UNIT: AFSCME Blue Collar
FLSA: Non-Exempt

SUMMARY

Perform various cleaning duties in assigned areas of district buildings or schools in accordance with county health department standards and standards established by Custodial Services Department.

MINIMUM REQUIREMENTS

1 year or more of custodial experience

Speak, read, and write in English.

Comprehend graphic/oral instructions in English.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check.

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

Post-offer/pre-employment physical examination and 50lb. lift test.

Mandatory TUSD New-Hire Custodial Training.

Bloodborne Pathogen training offered by TUSD Risk Management Department.

ESSENTIAL FUNCTIONS

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

Sweep, mop, vacuum, buff, wax, polish floors, vacuum and clean carpet; empty trash.

Ensure school buildings and secured areas are open at the beginning of the school day and secured at night.

Clean, sanitize, and disinfect restrooms, locker rooms, showers, and drinking fountains.

Dust and clean furniture, blinds, windows, and equipment.

Checks supply levels. Submit request for additional supplies to supervisor for approval.

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

Perform other duties as assigned.

MARGINAL FUNCTIONS

Perform minor maintenance to include such items as; fixing pencil sharpeners, adjusting desks, replacing light bulbs, washing cooling filters, etc.

Move furniture, equipment, or fixtures as requested.

Sweep outdoor walkways. Inspect grounds for safety hazards and reports findings to supervisor.

Ensure school crossing signs are out at start of school day and removed at end of school day.

Maintain records of work orders and equipment out for repair.

Assist in the annual inventory of all equipment in the school. Change combinations on lockers and maintain log of combinations.

Set up gym, auditorium, or cafeteria for special events, meetings, games, or plays.

Ensures area is clean and restores original set-up.

Assist with cleanup after emergencies such as fire, vandalism, and water and sewage line breakage.

MENTAL TASKS

Communicates. Comprehends. Ability to read manuals.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching, and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operate power driven machinery.

WORKING CONDITIONS

Indoors. Classrooms, bathrooms, offices. Contact with employees. Exposure to chemicals.

CONTROL, SUPERVISION

None.

M:Comp and Class
New: 6/96
Rev: 3/22, 5/24

TUCSON UNIFIED

SCHOOL DISTRICT

PROGRAM SPECIALIST

UNIT: WCL

FLSA: Non-Exempt

SUMMARY

The Program Specialist provides both direct and indirect support services district-wide. The Program Specialist analyzes data, evaluates program success, and ensures that the goals and objectives for the project are met. The Program Specialist should be considered subject matter experts in their assigned roles and provides consistent data-based reporting as requested.

MINIMUM REQUIREMENTS

Bachelor's degree in education, Social Services, Counseling, or related field.

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

Dari, Pashto and/or Farsi proficiency.

Experience and knowledge working with Tucson Afghani students and families.

Two (2) years' experience in providing direct services and program oversight for a program or project involving school age children.

Arizona IVP Fingerprint Clearance Card

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

PREFERRED QUALIFICATIONS

Experience working in a K-12 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 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.

ESSENTIAL FUNCTIONS

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

Plans, coordinates, develops, and implements program(s) and related activities for students and families related to special project. Monitors and reviews program as necessary, recommends and implements changes as needed.

Develops and implements comprehensive actions plans to achieve desired outcomes; 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.

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
New: 02/2024

TUCSON UNIFIED SCHOOL DISTRICT

TRANSLATOR / INTERPRETER

UNIT: CWA Supervisory/Professional
FLSA: Non-Exempt

SUMMARY

Translates verbal or written communications from English to another language or from another language to English.

MINIMUM REQUIREMENTS

Three (3) years experience in an Interpreter/Translator capacity.

Must be able to demonstrate expertise and competency in interpreting and translating.

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

The Bilingual Proficiency exam must be taken and passed on or before the deadline of the posting.

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.

ESSENTIAL FUNCTIONS

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

Prioritizes requests from district staff to translate English to another language, or from another language to English.

Prepares translated material for use by district staff, such as documents, policy memoranda, booklets, letters, news articles or verbal communication transcriptions.

Maintain official copies of translated documents.

Provide verbal interpreting services at meetings, hearings, conferences, and other forums.

Complies with the mandates of the Meaningful Access Program by providing interpreting and translating services to persons with a limited English proficiency.

Arranges for the translation of documents in other languages, e.g., Laotian or Farsi.

Initiates and creates Public Service Announcements (PSA), as required, to inform different language-speaking communities of district events or policies. Arranges for the taping and airing of PSA's or interview segments.

Determines editing requirements of taping. Edits and arranges for copying of tape.

Advises district staff on proper language grammar usage.

Reviews and recommends revisions to books written in different languages.

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

Perform other duties as assigned.

MARGINAL FUNCTIONS

Prepares materials for radio or television show. Determines topic, creates script, and presents information regarding district events or policies as needed.

MENTAL TASKS

Communicates. Translates. Performs functions from written and oral instructions. 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 and instructional equipment such as telephone, computers, copiers, projectors and recording devices.

WORKING CONDITIONS

Indoors. Office environment. Contact with employees, staff, and the public.

CONTROL, SUPERVISION

May monitor clerical and/or translation support staff.

M:Comp and Class
New: 9/92
Rev: 6/24