

Department	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities
Holladay Magnet Elementary School	Figueroa, Angelyssa Heredia	Behavior Specialist	Student Success Specialist	Competative recruitment process. All documents located in HR.	BA - St Marys U of Minnesota	Counsels Tucson Unified School District teachers, Administrators, and child study teams in behavior modification programs for students.
Davis Bilingual Elementary Magnet	Elgersma, Troyana Diane	Magnet Site Coordinator	Teacher	Competative recruitment process. All documents located in HR.	BA - U of Arizona MS - Western Gov Univ	Conduct professional development related to theme-integrated Tier 1 instruction; including the facilitation of site-based PD and PLC/CTT, as well as Instructional Coaching around theme integration. They collect and analyze data as it relates to the site magnet plan, plan and conduct recruitment events, and develop a marketing plan for the magnet site in the efforts to ensure the success and growth of the site's magnet program.
Tucson High Magnet School 26	Daelyn, Kiona Marion	Teacher	OMA Design Team Artist	Competative recruitment process. All documents located in HR.	BA - U of the Arts	Effectively 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	Garcia, Adrian	Teacher	Return to Work	Competative recruitment process. All documents located in HR.	MA - Northern AZ Univ	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.
Roskruge Bilingual Middle Magnet	Grijalva, Alyssa Monique	Teacher	New to TUSD	Competative recruitment process. All documents located in HR.	BA - U of Arizona	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.
Tucson High Magnet School 26	Norwood, Evan R	Teacher	New to TUSD	Competative recruitment process. All documents located in HR.	B of Music - U of Arizona	Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to

Bonillas Basic Curriculum Mag	Espinoza, Melina Jenna	Teaching Assistant	School Monitor Elementary	Competative recruitment process. All documents located in HR.	Parapro Exam 8.13.25	Assists teachers in performing their classroom teaching responsibilities.
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TUCSON UNIFIED

SCHOOL DISTRICT

BEHAVIORAL SPECIALIST

UNIT: TEA White Collar/Food Service

FLSA: Non-Exempt

SUMMARY

Counsels Tucson Unified School District teachers, Administrators, and child study teams in behavior modification programs for students.

MINIMUM REQUIREMENTS

Bachelor's degree in Counseling, Education, or related area.

Two (2) years of experience working with culturally diverse students.

Experience designing behavioral modification plans.

Demonstrated experience with children who have been identified as having behavioral difficulties.

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

PREFERRED QUALIFICATIONS

Experience as a member of a child study team.

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.

Participates as an active member of the child study team to determine source of student's behavior problems and recommends alternative methods of behavior modification to be used. Assists in developing the Individual Behavior Plan (IBP) for students.

Observes the behavior of students, gathers information regarding their behavior and frequency and advises teachers on method of behavior intervention for implementation. Provides guidance to teachers in the implementation and monitors the behavior programs of students.

Arranges for meetings with students to counsel them in their behavioral problem. Advises and assists them in developing acceptable behavior.

Plans, develops, and conducts training programs for teachers in areas such as classroom behavior management and behavior modification techniques.

Serves as a resource to teachers who have mainstreamed students and District Staff regarding student behavior.

Counsel parents to assist them in utilizing behavior modification techniques to encourage and maintain appropriate behavior from their child.

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

Perform other duties as assigned.

MENTAL TASKS

Communicates. Performs functions from oral and written instructions. Evaluates written materials. Comprehends.

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 computers, telephones, printers, and copiers.

WORKING CONDITIONS

Indoors. Office environment. Contact with employees, public.

CONTROL, SUPERVISION

None.

M:Comp and Class
New: 8/97
Rev: 3/22

TUCSON UNIFIED

SCHOOL DISTRICT

MAGNET SITE COORDINATOR (SITE BASED)

UNIT: TEA Consensus

FLSA: Exempt

SUMMARY

This position coordinates the activities and services to enhance the magnet program at the assigned site. The Magnet Coordinator will conduct professional development related to theme-integrated Tier 1 instruction; including the facilitation of site-based PD and PLC/CTT, as well as Instructional Coaching around theme integration. The Magnet Coordinator will collect and analyze data as it relates to the site magnet plan, plan and conduct recruitment events, and develop a marketing plan for the magnet site in the efforts to ensure the success and growth of the site's magnet program.

MINIMUM REQUIREMENTS

Appropriate Arizona Teaching Certificate

IVP Fingerprint Clearance Card

Experience in Adult Learning Theory

Experience providing Professional Development

Five (5) years teaching experience

PREFERRED QUALIFICATIONS

Structured English Immersion (SEI) requirement

Experience with Magnet School Plan

Knowledge of Magnet Evaluation System

Knowledge of Magnet Schools of America (MSA) Standards and Measures as related to school theme

Knowledge of Unitary Status Plans

Marketing/Events Planning Experience

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.

Collaborates with the Magnet Department in thematic instructional coaching, marketing/recruitment/customer service, and building professional skills both pedagogical and andragogical.

Coordinates with appropriate personnel to develop, manage, and progress monitor both the specialized and integrated magnet curriculum at assigned site.

Coordinates with site to navigate data collection models and tools as related to magnet programming to capture benchmark student data as it relates to achievement, attendance, demographics, retention, etc.

Works in collaboration as a member of the sites Instructional Leadership Team.

Provides on-going instructional feedback to teachers and administration regarding magnet themes.

Documents site magnet activities.

Conducts site-based outreach, recruitment, and marketing to ensure students, families, and public are aware of magnet school programs, in conjunction with the Magnet Department.

Disaggregates annual State Testing data (or other state or district-mandated assessments), PSATs, DIBLES, and unit assessment to appropriate personnel. Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum.

Conducts professional development as related to both content and pedagogy of magnet theme.

Collaborates with appropriate TUSD Departments (Curriculum and Instruction, Assessment and Evaluation, Communications) and researches outside resources to support magnet programming and for professional development.

Uses TUSD data dashboard, ADE web data, Canvas, and Synergy systems.

Creates collaborative relationships with outside resources including but not limited to local and national businesses, charitable and professional resources, and community resources.

Works with appropriate district personnel to provide resources for teachers.

Attends all Magnet Department trainings.

Coordinates with site level staff to identify students who are not making adequate academic progress, particularly focused on closing sub-group achievement gaps.

Uses current research to be knowledgeable of the best methods and policies that will ensure an equitable educational experience for magnet school students.

Adheres to all state magnet school laws, regulations and guidelines. Serves as a resource to TUSD personnel regarding magnet school regulations, guidelines, governing board policies, and specialist rulings.

Assists TUSD personnel with planning and monitoring professional development related to magnet school curriculum implementation. Researches magnet school curriculum practices and applies knowledge of training best practices and instructional design principals.

Attends mandatory trainings from the Magnet office including webinars.

Coordinates federal, state, and district report preparation and data collection.

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, oral and graphic instructions as well as observation of 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 computer, smartboard, Microsoft 365, Google Suite, TUSD data dashboard, and other associated technologies.

WORKING CONDITIONS

Indoor office environment. Contact with the public, employees, children, families, and community members.

CONTROL, SUPERVISION

None

M:Comp and Class
New: 5/16
Rev: 5/24

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

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.