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<th>Explanation of Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonillas Basic Curriculum Magnet School 1131</td>
<td>Voelkel, Christine Coverdale</td>
<td>Program Coordinator</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, BA Psychology, Masters Curriculum and Instruction Nursing</td>
<td>Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.</td>
</tr>
<tr>
<td>Booth-Fickett Math/Science Magnet School 1510</td>
<td>Ayala, Sherry Lee</td>
<td>Teacher (Math Interventionist)</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, BA Elementary Education, MA Educational Technology, BOD Leadership</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Booth-Fickett Math/Science Magnet School 1510</td>
<td>Cahoon, Julie Lynn</td>
<td>Instruct Data Intervent Spec</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, BS Retail Management, BS Management, Masters of Arts in Education/Secondary Education, MA Elementary Education</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Booth-Fickett Math/Science Magnet School 1510</td>
<td>Chamberlain, Richard W III</td>
<td>Teacher</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, BA Elementary Education, MA Elementary Education</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Booth-Fickett Math/Science Magnet School 1510</td>
<td>Conte, Kathleen T</td>
<td>Teacher</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, B.S. Social Studies, Certification Economics</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Booth-Fickett Math/Science Magnet School 1510</td>
<td>Green, Shawn Joy</td>
<td>Teacher (Math Interventionist)</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, Bachelor of Science in Education; Elementary and Special Education</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Booth-Fickett Math/Science Magnet School 1510</td>
<td>Snow, Tamara Lee</td>
<td>Teacher</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, Non-degree Continuing ED Education Certificate Accounting, MS in Management</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Borton Magnet Elementary School 1143</td>
<td>Holden, Victoria Rose</td>
<td>Teaching Assistant</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, Cosmetology License Technical Certification</td>
<td>Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.</td>
</tr>
<tr>
<td>Borton Magnet Elementary School 1143</td>
<td>Randall, Meghan Janelle</td>
<td>Teaching Assistant</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, Associate of Liberal Arts General Study Certificate in Phlebotomy Technician</td>
<td>Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.</td>
</tr>
<tr>
<td>Carrillo Magnet School 1161</td>
<td>Matsushino, Jonathan T</td>
<td>Teacher</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, Bachelor's Degree in Elementary Education</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
</tr>
<tr>
<td>Davis Bilingual Elementary Magnet School 1191</td>
<td>Arquint Burke, Catherine Ann</td>
<td>Program Coordinator</td>
<td>New to District</td>
<td></td>
<td>HS Diploma, Teaching Certificate Elementary Education, Post Masters Certificate Education Administration, BA Sociology, Med International Education</td>
<td>Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.</td>
</tr>
</tbody>
</table>

**Explanation of Responsibilities**

- **II.K.1.c - Job Descriptions and Responsibilities (New 2017-18 SY)**
<table>
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<tr>
<th>DAC</th>
<th>Name</th>
<th>Position Type</th>
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<th>Explanation of Responsibilities</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis Bilingual Elementary Magnet School 1391</td>
<td>Valenzuela, Araceli Mercedes</td>
<td>Instructional Specialist</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma Passed ParaPro Assessment exam</td>
<td>Instructs students in class subjects related to TUSD Curriculum. Assists regular and special education students in subjects for instructional programs.</td>
<td>✓</td>
</tr>
<tr>
<td>Dodge Traditional Magnet Middle School 1502</td>
<td>Stroup, Rebeca</td>
<td>Program Coordinator</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma Bachelor of Social Studies</td>
<td>Coordinates the activities and functions of designated programs. Analyses, evaluates and ensures that the goals and objectives for the program are accomplished according to established priorities, time and funding limitations or other specifications.</td>
<td>✓</td>
</tr>
<tr>
<td>Drachman Montessori Magnet School 1203</td>
<td>Alegria Bernal, Angelica Beatriz</td>
<td>Teaching Assistant</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma Bachelor of Science Molecular and Cellular Biology</td>
<td>Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.</td>
<td>✓</td>
</tr>
<tr>
<td>Drachman Montessori Magnet School 1203</td>
<td>Beltran, Edward</td>
<td>Behavior Intervention Monitor</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma Associates Chemistry</td>
<td>Assists regular and special education students in behavior intervention programs; Monitor and conduct dialogues with students; Serve as liaison between students and the administration.</td>
<td>✓</td>
</tr>
<tr>
<td>Drachman Montessori Magnet School 1203</td>
<td>Bonillas, Cristina</td>
<td>Teaching Assistant</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma M.A. Theatre Studies</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students' performance in order to advance student achievement.</td>
<td>✓</td>
</tr>
<tr>
<td>Holladay Magnet Elementary School 1239</td>
<td>Altamirano, Deborah Dawn</td>
<td>Teacher (Math Interventionist)</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma Bachelor of Science Molecular and Cellular Biology</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td>✓</td>
</tr>
<tr>
<td>Holladay Magnet Elementary School 1239</td>
<td>Pugh, Paulb Demetic</td>
<td>Instructional Specialist</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma Bachelor's Elementary Education</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td>✓</td>
</tr>
<tr>
<td>Holladay Magnet Elementary School 1239</td>
<td>Schreiber, Zoe Lee</td>
<td>Program Coordinator</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma B.A. Studio Art M.Ed. Education</td>
<td>Coordinates the activities and functions of designated programs. Analyses, evaluates and ensures that the goals and objectives for the program are accomplished according to established priorities, time and funding limitations or other specifications.</td>
<td>✓</td>
</tr>
<tr>
<td>Magnet Department 5092</td>
<td>Westfall, Laurie Ann</td>
<td>Program Coordinator Senior</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma B.A. Human Movement Studies M.Ed. Educational Leadership</td>
<td>Coordinates the activities and functions of designated programs. Analyses, evaluates and ensures that the goals and objectives for the program are accomplished according to established priorities, time and funding limitations or other specifications.</td>
<td>✓</td>
</tr>
<tr>
<td>Mansfield Middle Magnet School 1520</td>
<td>Ryan, Jennifer Marie</td>
<td>Teacher</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma B.A. Art Architecture M.Arch Architecture</td>
<td>Effectively manages the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td>✓</td>
</tr>
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<td></td>
</tr>
<tr>
<td>Roskruge Bilingual Middle Magnet School (K-8) 1595</td>
<td>Cortez, Juanita E</td>
<td>Teaching Assistant</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>GED, Passed Bilingual Assessment 02/10/2017</td>
<td>Assists individual students and groups of students in performing their assignments in accordance with teacher guidelines. Reviews and explains lessons to them.</td>
<td></td>
</tr>
<tr>
<td>Roskruge Bilingual Middle Magnet School (K-8) 1595</td>
<td>Ensey, John Rathbun</td>
<td>Teacher</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Bachelor of Science Music</td>
<td>Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td></td>
</tr>
<tr>
<td>Roskruge Bilingual Middle Magnet School (K-8) 1595</td>
<td>Mendoza, Carmina</td>
<td>Teaching Assistant</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Passed Bilingual Assessment 04/13/2017</td>
<td>Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td></td>
</tr>
<tr>
<td>Safford K-8 1535</td>
<td>French, Timothy S</td>
<td>Teacher</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>GED, BA Education K-12 Art Education</td>
<td>Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td></td>
</tr>
<tr>
<td>School and Community Development 5035</td>
<td>Gopalan, Meera</td>
<td>Program Coordinator</td>
<td>New to District</td>
<td>Appointed to fulfill the requirements of this Section.</td>
<td>MBA Pace University, MA Communication Finance &amp; Accounting, Certified Project Management Professional, NIH - Human Research by National Institute of Health</td>
<td>Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program.</td>
<td></td>
</tr>
<tr>
<td>Tucson High Magnet School 2660</td>
<td>Chiknaikin, Diana Renatovna</td>
<td>Teacher</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>Masters of Music Performance, Graduate Diploma of Education, Bachelor of Music in Cello Performance</td>
<td>Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td></td>
</tr>
<tr>
<td>Tucson High Magnet School 2660</td>
<td>Grebloski, Kristina Elizabeth</td>
<td>Curriculum Service Provider</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Bachelors Mathematics</td>
<td>Provide curriculum and instructional support for teachers and school leaders under the direction of Curriculum, Instruction and Professional Development.</td>
<td></td>
</tr>
<tr>
<td>Tucson High Magnet School 2660</td>
<td>Hough, Victoria L</td>
<td>Curator Asst-Artifact/Exhibit</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Early Childhood Development</td>
<td>Oversees a variety of artifacts, which include collecting, preserving, maintaining, exhibiting, researching, and documenting the pieces. Plans and constructs displays and public service activities for the district.</td>
<td></td>
</tr>
<tr>
<td>Tucson High Magnet School 2660</td>
<td>Krupovlyanskaya, Kira Mikhail</td>
<td>Instructional Tech Liaison</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Instructional Design and Technology, Instructional Design, Business Administration</td>
<td>Serve as a resource to help integrate technology into the curriculum and into the classroom. Serve as a liaison between schools and technology resources and departments in TUSD.</td>
<td></td>
</tr>
<tr>
<td>Tucson High Magnet School 2660</td>
<td>Levey, Ondrea Nicole</td>
<td>Teacher</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Bachelor of Fine Art &amp; Visual Culture Education</td>
<td>Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td></td>
</tr>
<tr>
<td>Tucson High Magnet School 2660</td>
<td>Ochoa Rash, Kaitlin Marie</td>
<td>Teacher</td>
<td>New to District</td>
<td>Competitive recruitment process. All documentation located in HR.</td>
<td>HS Diploma, Bachelors Deaf Studies, Masters Teaching and Teacher Education</td>
<td>Effectively manage the learning environment to prepare lesson plans, instruct students, evaluate and monitor students’ performance in order to advance student achievement.</td>
<td></td>
</tr>
</tbody>
</table>
CLASSIFICATION TITLE
PROGRAM COORDINATOR

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
Four years of experience administering or coordinating programs.
OR
Eight (8) years of progressive experience administering or coordinating programs.
Knowledge and ability to use word processing, database, and spreadsheet programs.
One (1) year of supervisory experience.
Knowledge of federal and state legislative requirements related to specific program.
Any combination of experience, training, or education.

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

PREFERRED QUALIFICATIONS
Master's Degree.

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee's expense).
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.

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

**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: JOB 92243  
New: 7/06  
Revised 5/13  
USP Reviewed 5/13
CLASSIFICATION
CERTIFIED TEACHER

SUMMARY
Effectively manage the learning environment to prepare lesson plans, instruct student, 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 area(s) may be required for highly qualified/appropriately carried 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.
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, field-trips, lunchroom, library, school buses and other areas.

Mr. JO935001
Review: 10/1992
Revised: 8/2002, 6/04
CLASSIFICATION
INSTRUCTIONAL DATA & INTERVENTION COORDINATOR

SUMMARY
Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum. The Instructional Data & Intervention Coordinator is committed to improving staff assessment skills as well as data analysis and data collection skills to ensure that students meet state and district academic standards. This position provides principal, teachers, and interventionists with effective professional development in data collection, data analysis, student assessment, interventions, and researched-based pedagogy.

MINIMUM REQUIREMENTS
Master’s Degree in Education or a related field
Arizona Teaching Certification in elementary or secondary education.
Three (3) years teaching experience
Knowledge of research in assessment for professional development
Knowledge of classroom assessment models and rubric formation and uses
One (1) year experience providing instructional data analysis.
Understands the antecedents of school reform
Knowledge of research on best practices, specific models to improve student achievement, and whole school reform
Experience working with diverse student populations.
Experience providing professional development including the integration of technology into professional development materials
Experience with Word Processing/Database/Spreadsheet programs
Any equivalent combination of experience, training, or education

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee’s expense).
Proof of immunity to rubella (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 with site level staff to identify students who are not making adequate academic progress.
Designs effective research based interventions.
Implements and monitors the effectiveness of strategic plans, instructional strategies, and assessments.
Coordinates with sites to development and implement data collection models and tools to capture benchmark student achievement data.

Provides Professional Development, Training, and Coaching on interventions and data analysis.

Provides data analysis using AIMS, ATI, DIBELS and other Formative Assessments.

Collaborates with appropriate district and site personnel for data collection and analysis.

Coordinates Federal, State and District report preparation and data collection.

Attend trainings and workshops as required.

**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, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**
Uses office equipment such as telephones, computers and copiers.

**WORKING CONDITIONS**
Indoor. Office environment. Contact with employees and the public.

**CONTROL, SUPERVISION**
Supervises assigned personnel.

M: JOB92285
New: 3/12
CLASSIFICATION TITLE
TEACHER ASSISTANT

SUMMARY
Assists teachers in performing their classroom teaching responsibilities.

MINIMUM REQUIREMENTS

Speak, read and write in English.
One year of experience working with youth.
High School Diploma or G.E.D.

Associate’s (or higher) degree OR
60 Semester-Hour credits from an accredited Institution OR
AZ Dept. of Education-approved Academic Assessment Test

Related training or education

ADDITIONAL REQUIREMENTS AFTER HIRE

Copy of diploma, transcript or test results must be submitted at time of hire.
FBI fingerprint background check (at employee’s expense).
Proof of immunity to rubella (measles) and rubella (German measles), or proof of MMR immunization.

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 teacher’s 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.

**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**

**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**

**CONTROL, SUPERVISION**
Monitor students indoors and outdoors.
CLASSIFICATION TITLE
INSTRUCTIONAL SPECIALIST – GENERAL SUBJECTS
("the subjects will vary in the minimum qualifications and the equipment used will vary depending on the job.")

SUMMARY
Instruct students in class subjects related to TUSD curriculum.

MINIMUM REQUIREMENTS
High School Diploma or G.E.D.

Associate's (or higher) degree, or two-years (30 Semester-Hour credits) of study at an institute of higher learning
OR
Completion of an AZ Department of Education-approved Academic Assessment Test.

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

Two years of experience (*department must provide subject(s) before advertisement).

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

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS
Experience as a teacher aide.

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee's expense).

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

Employees assigned to certain sites that are working towards or hold NAEYC (National Association for the Education of Young Children) accreditation, are required to have or be pursuing ECE (Early Childhood Education) certification; ECE Certification is required within two years of hire.

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

Assists regular and Special Education students in subject(s) for instructional programs.

Implements lesson plans for students to include tasks and projects in a variety of subjects.

Corrects tests and book reports for content, grammar, spelling and sentence structure. Administers tests.

Plans and conducts informational lectures in subject areas.

Assists teacher with classroom instruction and in the preparation of tests for students. Distributes workbooks and recommends homework assignments to teacher.
Demonstrates the use and safety of hand and power equipment and materials.

Assists students in the preparation of school projects.

Prepares materials and substances for class projects.

Maintains the inventory of equipment and tools. Orders materials for projects as approved by principal.

MENTAL TASKS
Communicates. Performs functions from oral and written instructions and from observing 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, 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
Department must provide the equipment, tools, aids, materials required.

WORKING CONDITIONS

CONTROL, SUPERVISION
None.

M: JOB44011
9/1999
Revised 11/99, 7/02, 4/03, 6/04, 8/04
CLASSIFICATION TITLE
BEHAVIOR INTERVENTION MONITOR

SUMMARY
Provide support for the Behavior Intervention Program under the direction of the Principal. Monitor and conduct dialogues with students, serves as liaison between students and the administration, maintain documentation, and monitor after-school detention.

MINIMUM REQUIREMENTS
High School Diploma or G.E.D.

Associate's (or higher) degree, or two-years (60 Semester-Hour credits) of study at an institute of higher learning. OR Completion of an AZ Department of Education-approved Academic Assessment Test.

Copy of diploma, transcripts or test results must be submitted at time of application.

Two years of experience working with students.

Knowledge and ability to use 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.

Any equivalent combination of training, education or experience that meets the minimum requirements will be accepted.

PREFERRED QUALIFICATIONS
Experience with Mojave software.

Experience as a Teachers Aide.

ADDITIONAL REQUIREMENTS AFTER HIRED
FBI fingerprint background check (at employee's expense).

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.

Assists regular and Special Education students in behavior intervention programs.

Monitor students' individual tutorials on social/emotion competencies.

Facilitate and assist students to complete computer based modules.

Monitor and assist students in maintaining passing grades in classes.

Conduct dialogues with students about behaviors.

Plan weekly follow-up appointments for continuing dialogues on changing behaviors.
Schedule students for follow-up appointments with counselors, peer mediators, probation officers or with other appropriate agencies.

Serve as a liaison between students, teachers and administrators.

Prepare and maintain records and documentation on student contacts.

Monitor students in after-school or lunch detention, parent conferences or related programs.

Observe the behavior of students, gathers information regarding that behavior and its frequency, and documents it.

**MENTAL TASKS**
Communicates – verbally and in writing. Performs functions from oral and written instructions and from observing 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, 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**
Use office equipment and materials such as fax, copier, and computer.

**WORKING CONDITIONS**

**CONTROL, SUPERVISION**
None.

M: JOB45045
New: 5/09
Revised 2/14
CLASSIFICATION TITLE
SENIOR PROGRAM COORDINATOR

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 the district. This classification is differentiated from the program coordinator by the number of affected people, the greater impact on the district and the size of the program’s budget, as determined by human resources.]

Note: Specific summary information relating to the program this position is being placed in will be provided by the department and approved by Human Resources.

MINIMUM REQUIREMENTS
Master’s Degree.

AND

Two years of experience administering or coordinating programs

OR

Bachelor’s Degree

AND

Five years of experience administering or coordinating programs

OR

Ten Years of progressive experience administering or coordinating programs.

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

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

Three (3) years Supervisory Experience

Any equivalent combination of experience, training, or education.

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

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee’s expense).

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.

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

Note: Additional specific functions relating to the program this position is being placed in may be provided by the department and approved by Human Resources.

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.
CLASSIFICATION TITLE
CURRICULUM SERVICE PROVIDER

SUMMARY
This district level position provides curriculum and instructional support for teachers and school leaders under the direction of Curriculum, Instruction and Professional Development. This position supports district initiatives and instructional goals, curriculum training and implementation, teacher development of professional knowledge and instructional skills improvement.

This position assists in overseeing the district’s curriculum and instruction, linking teachers and other instructional staff with the resources and support they need to help students achieve in a standards-based system.

MINIMUM REQUIREMENTS

Valid Arizona teaching certificate, with Structured English Endorsement (SEI)

Arizona IVP fingerprint clearance card

Seven (7) years of teaching experience

Proven outstanding classroom teaching performance as evidenced by performance evaluation results

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

Experience working with district adoptions and initiatives

Experience working with adult learners.

Knowledge and experience in planning, implementing and evaluating effective professional development, including but not limited to such activities such as coaching teachers

Knowledge and/or experience as a trainer in the Essential Elements of Instruction, or willingness to complete this requirement within one year

Knowledge of and/or experience as a trainer in the most recent Arizona State Standards (including the Common Core Standards) and district curriculum or willingness to complete this requirement within one year

Ability to apply current research in best practices to work with diverse student populations

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

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

PREFERRED QUALIFICATIONS

Knowledge of Formative Assessment Support System Tools

Master’s degree in Education, Curriculum & Instruction, a Core Content Area or a related field

Two (2) years experience working with adult learners
Three (3) years experience working with diverse populations

Three (3) years experience with Tucson Unified School District

Knowledge, experience or training in a coaching framework or methodology

Strong knowledge of the Danielson Framework and how it defines effective instruction and assessment practices.

ADDITIONAL REQUIREMENTS AFTER HIRE
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR Immunization

Valid AZ Driver’s License required within 10 days of hire. Must not have accrued eight points against driver’s license within the past two years.

Transcripts must be from an accredited university or college and Transcripts or official diploma must be presented at the time of hire.

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

Assists teachers in implementing effective instruction and assessment strategies to meet students’ differentiated learning styles and needs.

Determines teacher needs and provides support (onsite coaching and modeling of instructional strategies, whisper coaching, in and out coaching, data collection, reflective conversations, providing relevant feedback, co-planning, teacher visits/observations).

Provides training in researched-based instructional strategies at assigned sites.

Provides ongoing professional development in Arizona College and Career Ready Standards (ACCRS), assessment, instruction and other relevant curricular initiatives and instructional strategies.

Provides support and monitoring for the successful implementation of District Instructional Programs and curriculum

Interprets data from the Department of Accountability and Research and state mandated assessments for instructional purposes in the classroom in collaboration with administration, support staff and teachers.

Trains teachers how to read data and how to use it in planning and driving the district’s curriculum and the school’s Continuous Improvement Plan.

Assists teachers in using the district curriculum pacing guide and aligning resources to set instructional outcomes.

Attends required district training to maintain job responsibilities.

Collaborates with district content area specialists, district and site leadership teams, and Teacher Mentors to support teachers.

Maintains a schedule that is available to all school personnel and documents in a weekly work log.

Documents classroom observations and follow-up with teachers

Assists schools in becoming professional learning communities by attending and helping facilitate grade level or department meetings to promote learning and professional growth opportunities.

Attends and participates in Mentor Academy Year 1, Mentor Forums and Cognitive Coaching.
Conducts walk-throughs with site administration to collect data and provides feedback toward the goals stated in the schools Continuous Improvement Plan.

Meet weekly with program coordinator and other Curriculum Service Providers.

Demonstrates flexibility and willingness to reflect and analyze personal professional practice.

Use district protocols consistently to collect and share classroom data with teachers and site administration.

MENTAL TASKS
Written and verbal communication skills.
Assesses needs and progress and plans support.
Performs functions from written and oral instructions and from observing and listening to others.
Demonstrates critical thinking and problem-solving skills.

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 office equipment such as telephones, computers, copiers and easels. Uses Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint. Uses projection equipment, and other technology incorporated with curriculum such as SMART/Promethean boards.

WORKING CONDITIONS
Indoor – office/classroom environment. Contact with the public, employees, and staff members

CONTROL, SUPERVISION
None

Mr: JOB 82652
New: 3/15
CODE: 65200  
UNIT: SCF  
GRADE: 11  
FLSA: Non-Exempt  

CLASSIFICATION  
CURATOR OF ARTIFACTS AND EXHIBITS  

POSITION SUMMARY  
Oversees artifact collections that include collecting, preserving, maintaining, exhibiting, researching, and providing information of historical and artistic significance. Catalogs and makes available for reference documents of all art pieces and other artifacts in the collection. Supervises curatorial and technical staff on handling, mounting, storing, caring and exhibiting of art objects and other artifacts. Plans and construct displays and public service activities for the district.  

MINIMUM REQUIREMENTS  
Bachelor’s degree in Art, Art History, Fine Arts, Museum Studies, or related field, AND  
Two years of curatorial experience required, which includes one year of exhibit design and construction experience;  

OR  
Six years of curatorial/museum experience, which includes one year of exhibit design and construction experience.  

Knowledge and ability to use word processing, database and spreadsheet programs.  
Any combination of experience, training, or education.  

ADDITIONAL REQUIREMENTS AFTER HIRE  
FBI fingerprint background check (at employee’s expense).  
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, assigns, and monitors the work activities of staff.  
Oversees a variety of artifacts, which include collecting, preserving, maintaining, exhibiting, researching, and documenting the pieces.  
Carries out matters of art collection and other artifacts by corresponding with management and directing activities toward education goals and objectives.  
Obtains, develops, and organizes new collections to expand and improve displays.  
Examines art objects and other artifacts to determine need for repair, method of preservation, and authenticity.  
Cleans art objects by using methods such as scraping and applying solvents, polishing, using soap, brushes, vacuum, and airbrush.  
Determines art theme, selects objects, and prepares objects for exhibit to be displayed.
Researches information about artifacts. Catalogs, labels, and maintains inventory, and makes available for reference documents of all art pieces in the collection.

Conducts presentations concerned with the collection.

Prepares reports concerned with the collection, including reporting condition of collection.

Coordinates and engages in public and educational programs. Prepares educational and promotional materials.

Monitors the security of the collections.

Designs floor plans; designs and executes exhibits, and secures the artifacts on display.

Develops and writes policies and procedures.

**MENTAL TASKS**

**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.

**WORKING CONDITIONS**
Indoor and outdoor environment. Exposure to noise. Contact with employees, students, and public.

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M: JOBS 86200
New 11/89
Revised 6/04
CLASSIFICATION TITLE
INSTRUCTIONAL TECHNOLOGY LIAISON

SUMMARY
Serves as a resource to help integrate technology into the curriculum and into the classroom. Serves as a liaison between schools and technology resources and departments within TUSD.

MINIMUM REQUIREMENTS
High School Diploma or G.E.D.

Two years computer operations or related experience which includes one year working in a school or related computer environment.

Associate’s (or higher) degree or completion of two years (60 Semester-Hour credits) of study at an institution of higher education

OR

Completion of an AZ Department of Education-approved Academic Assessment Test.

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

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

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE
FBI fingerprint background check (at employee’s expense).

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.

Provides support in integrating technology into the curriculum and into the classroom.

Implements student achievement initiatives using technology tools.

Inputs and uploads student assessment data.

Assists in the implementation of lesson plans and instructs students in subjects such as language arts, social studies, science, and math in accordance with state standards in collaboration with the classroom teacher using technology as a tool.

Assists teacher in planning for student mastery of technology state standards.

Assists teachers in preparing technology resources needed for lessons.

Assists teachers and students in developing information literacy skills in conjunction with library resources.

Assists teachers and students with computer lessons and assessments.

Supports school improvement plans for increased student achievement.
Participates in online professional development and training sessions.

Identifies appropriate Internet materials for teachers and students to use.

Supports school website in accordance with district guidelines and policies.

Instruct parent classes on computer use.

Provides support for site technology use, following TUSD technology standards and procedures and Track-It! Help-Desk support guidelines.

Assists users with the TrackIt! Help-Desk support procedure.

Provides support and assists technology support staff in resolving technology issues.

Works with district staff regarding site technology needs.

Supports the district’s software selection approval process.

Provides support to site staff in the use of a variety of peripherals and presentation devices, including scanners, CD-Roms, video and digital cameras, multi-media projectors, USBs, and SMARTBoards.

Maintains software-licensing records for the school site.

Maintains inventory records of hardware, software, and other support materials for school site.

**MARGINAL FUNCTIONS**

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

Attend training meetings.

**MENTAL TASKS**

Communicates, reads and comprehends. Ability to understand written and oral instructions, and by observing others. Ability to solve complex technological and mathematical problems.

**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**

Uses technology tools, computers and computer peripherals. Uses manuals and forms. Uses office equipment such as telephones, copiers, facsimile machines and printers.

**WORKING CONDITIONS**

Indoors: Classroom and library. Contact with students, staff, and the public.

**CONTROL, SUPERVISION**

Monitors the control of computer activities for students, student aides, teachers, teacher aides, volunteers and staff. May monitor student behavior indoors.

M: JOB 44002
New: 5/05, 12/13