

# TUCSON UNIFIED

SCHOOL DISTRICT

**CODE:** 34633  
**UNIT:** TCH  
**GRADE:** TCH  
**FLSA:** Exempt

## **CLASSIFICATION**

DEAN of STUDENTS

## **SUMMARY**

Collaborates with District staff, parents and students to identify high risk students for future prevention services. May visit students and parents in the home to determine cause for absenteeism, academic or discipline problems. Monitors these students as they enter and go through school to determine impact of prevention activities.

## **MINIMUM REQUIREMENTS**

Valid Arizona teaching Certificate with Structured English Immersion (SEI) endorsement

Arizona IVP fingerprint clearance card.

Five years teaching experience including three years at the middle or high school level required.

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

Driver's license required: AZ Driver's License required within ten days of hire. Requires reliable mode of personal transportation with evidence insurance compliance; a copy of ADOT Insurance I.D. Card *must be submitted at time of application*; coverage must be valid throughout term of employment

## **PREFERED REQUIREMENTS**

Master's Degree.

Bilingual Spanish-English

## **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.**

Counsels and mentors at-risk students regarding school and attendance.

Maintains progress files for each student, collaborates with Counselors and Teachers regarding each student's discipline and educational needs and makes recommendations for changes as needed. Follows the progress of students as they enter and go through school.

Develops, recommends and provides alternative discipline strategies in conjunction with staff, parents and students. Provides follow up discipline from teacher and campus referrals.

Issues discipline to students, ranging from detention to Saturday School. Recommends in-school suspension. Assigns dates for the punishment to be served. Contacts parents about referral and informs them of pending discipline.

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

Recommends appropriate action to be taken concerning threats of violence toward students and assists in its implementation.

Identify research-based drug and violence prevention and reduction strategies.

Makes home visits to investigate cause for student's behavior problems and truancy issues. Advise parents of discipline policies.

Support family involvement efforts and activities.

Monitors student discipline data on a monthly basis to ensure equity in rates of discipline. Leads and ensures school-wide implementation of restorative practices.

Establish and maintain effective organizational, public and community relationships.

Liaison with social-service, youth-service and community-based agencies to develop prevention or intervention strategies. Coordinates with businesses for the purpose of receiving incentives for students.

Refers families/students to appropriate social agencies, community services or school resources.

Collaborates, plans and conducts parent awareness workshops in areas such as: goal setting, preparing child for further education and increasing communication skills.

Oversees the learning success of students as outlined in the Post Unitary Plan and coordinate student interventions for struggling learners.

Guides teaching practices to ensure student access for mastery of performance objectives.

Serves as district hearing officer as needed,

### **MENTAL TASKS**

Communication. Ability to understand and provide written and verbal instructions and provide oral presentations. Observes behavior of students in and out of the classroom. Performs functions from written and oral instructions and from observing and listening to others. Utilizes problem-solving techniques.

### **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. Uses office/education equipment such as telephone, computers, printers and copiers.

### **WORKING CONDITIONS**

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

### **CONTROL, SUPERVISION**

None.

