

Tolleson Union High School District #214

Vacancies as of 9/29/2009

SUPPORT STAFF

Instructional Assistant I (Special Education Aide)

AA degree or 60+ college credit hours OR Pass Para Pro Assessment

The job of Instructional Assistant I (Special Education Aide) is done for the purpose/s of assisting in the supervision and instruction of special needs students under the supervision of a certificated teacher in a special education classroom; assisting students in performing their academic studies, daily living and special health care activities; observing and documenting student progress; and providing clerical support to teacher.

Contract Months: 9 month
Salary: Classified Grade 7
Site Location: Copper Canyon High School
Date Posted: 09/29/09
Date Closed: Open Until Filled

Groundskeeper

The job of Groundskeeper is done for the purpose/s of providing the school district with a safe and attractive environment at the site where assigned by maintaining attractive grounds area/s; protecting against erosion; maintaining grounds for assemblies and/or recreational activities (e.g. track, football, graduation, etc.); and ensuring assignments are completed in a safe, proper and timely manner..

Contract Months: 12 month
Salary: Classified Grade 12
Site Location: Tolleson High School
Date Posted: 9/21/09

Student Information System (SIS) Specialist

Pre-employment Proficiency Test required

The job of Student Information System (SIS) Specialist is done for the purpose/s of providing first-line support and verifying/reconciling data for the District Student Information Application Program, providing data verification support to the sites, functions as centralized source for site specific assistance, entering all data for special needs students and providing district administrators with student related reports.

Contract Months: 12 month
Salary: Classified Grade 24
Site Location: District Office
Date Posted: 9/16/09

Instructional Assistant II (Life Skills)**Pre-employment Proficiency Test required**

The job of Instructional Assistant II / Life Skills) is done for the purpose/s of assisting in the special health needs of severely disabled students; students ages 14 to 22 years old, under the supervision of a certificated teacher; observing and documenting student care.

Contract Months: 9 month
Salary: Classified Grade 10
Site Location: Copper Canyon High School (**2 positions**)
Date Posted: 8/06/2009

School Bus Drivers Needed

Must possess or be able to obtain a Commercial's Driver's License with "P" endorsement.
Must possess or be able to obtain an Arizona Bus Driver's Certificate.
Successful driving record for the past five years with no DUI convictions.
Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
Ability to pass an annual drug test and additional tests as appropriate.

Salary: Classified Grade 18; \$13.07 to \$14.64 per hour DOE.
Site Location: Operations
Date Posted: 7/16/09
Date Closed: Open Until Filled

Instructional Assistant I (Special Education Aide)**AA degree or 60+ college credit hours OR Pass Para Pro Assessment****(Accepting applications ongoing for 2009-10 SY)**

The job of Instructional Assistant I (Special Education Aide) is done for the purpose/s of assisting in the supervision and instruction of special needs students under the supervision of a certificated teacher in a special education classroom; assisting students in performing their academic studies, daily living and special health care activities; observing and documenting student progress; and providing clerical support to teacher.

Contract Months: 9 month
Salary: Classified Grade 7
Site Location: High School assigned area
Date Posted: 1/26/2009
Date Closed: Open Until Filled

CERTIFIED STAFF

2009-10 SY Vacancies

**Accepting Applications for the following critical subject areas in need District wide:
Math, Science, English/Reading, Special Services.**

**Must be Highly Qualified in the State of Arizona for certain subject areas in accordance
with the AZ Department of Education.**

COPPER CANYON	LIGHTHOUSE ACADEMY	LA JOYA	TOLLESON	SIERRA LINDA	WESTVIEW	UNIVERSITY HIGH
Varsity Softball Coach Boys Varsity Tennis Coach				Spiritline Cheer Coach J.V. Girl's Basketball Coach Frosh Girl's Basketball Coach Reading Teacher 1.0 FTE		

CERTIFIED POSITIONS OPEN UNTIL FILLED

HOMEBOUND TEACHERS

This position is needed for all campuses in all content areas for any student who needs homebound instruction. (\$27.82) per hour, up to 4 hours of teaching per week and one hour of prep time)
Qualifications: AZ Teaching Certificate

Closing Date: Open Until Filled

PROFESSIONAL STAFF

SCHOOL NURSE – No Current Vacancy, Accepting Applications only

Qualifications:

Valid state license to practice as a registered nurse
Two years experience in public health, nursing, preferably in a school district
AZ State Educational Dept. School Nurse Certification
Current CPR certification

ADMINISTRATIVE STAFF

Director of Transportation

12 Months

Purpose Statement

The position of Director of Transportation is done for the purpose(s) of managing the entire Transportation and fleet maintenance effort; ensuring department goals are met and services are provided in an efficient and effective manner; ensuring compliance with state and federal laws and regulations and district policy; and supervision of subordinate Transportation employees and oversee the optimal utilization of personnel and funding.

Qualifications:

- Bachelor's degree preferred
- High level management experience, extensive supervision experience with a minimum of 5 years of experience in pupil transportation.
- Knowledge and experience in school finance related to pupil transportation, procurement and accounting processes.
- Continuing relevant specialized training in pupil transportation and public school management preferred

Functions

Performs management functions and other duties as assigned, for the purpose of ensuring the efficient and effective functioning of the transportation department including the garage and district fleet operations.

Essential Functions

- Manages the creation of bus routes using a computerized routing system.
- Manages the garage operations to ensure effective utilization of personnel and budgeted resources and proper prioritization of maintenance and repair activities.
- Performs personnel functions (e.g. recruiting, interviewing evaluating and supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity and achieving objectives within budget.
- Coordinate and oversee the processes of the Bus Driver Training program to ensure a successful program and compliance with all legal mandates.

- Oversee the activities of the department in training, coordinating and routing for Special Education transportation requirements.
- Responsible to prepare or review state reports for the purpose of providing data to substantiate the district is in compliance with all rules and regulations and legal mandates.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple high level technical tasks with a need to constantly upgrade skills in order to meet changing job conditions and legal or regulatory requirements. Specific skills require to satisfactorily perform the functions of the job include: strong interpersonal skills, collaborative leadership skills, excellent communication and organizational skills.

KNOWLEDGE is required to perform high level math and budgeting functions, read and understand technical and legal manuals and documents, give written and oral instructions, prepare documents in prescribed forms and create presentations; solve practical complicated problems. Specific knowledge required to satisfactorily perform the functions of the job includes: Extensive knowledge of School Transportation Operations, knowledge of fleet maintenance and repair operations and knowledge of school finance, budget and procurement functions.

ABILITY is required to organize and schedule complicated activities. Prepare for and conduct meetings and/or events. Gather, collate and evaluate data and use job related equipment. Flexibility is required to work with a wide diversity of individuals in a variety of circumstances. In working with others critical thinking and problem solving ability is critical and requires the ability to independently gather and analyze data and issues, find solutions and create and implement action plans. Specific abilities required to satisfactorily perform the functions of the job include: Ability to gather and analyze data and understand complicated issues and problems. Ability to multi-task and work under extremely stressful conditions when required.

Responsibility

Responsibilities include: Working independently; must organize and direct the activities of others within a large work unit. Track budget expenditures, assure proper accounting, and report preparation, recordkeeping and procurement actions.

Working Environment

The usual and customary methods of performing this job’s functions require the following physical demands: Some lifting, pushing and or pulling; and significant standing and walking. School bus inspections require stooping, bending and some physical agility and bus driver certification requirements a physical agility test as prescribed by the AZ Department of Public Safety. This job is performed in various environments including exposure to heat and cold and outdoor environments year round.

Experience: Job related experience within specialized field is required.

Education: High School diploma or equivalent

Required Testing

Pass annual drug test and other Certification tests as required

Certifications and Licenses

CDL with “P” and Air brake endorsement
First Aid/ CPR
AZ Bus Drivers Certification
“S” school Bus endorsement

Continuing Educ. /Training

Preferred: Bachelor’s degree
Preferred: Continuing relevant Specialized training

Clearances

Criminal Justice/Fingerprint

Salary Range

\$60,000 - \$70,000

FLSA

Exempt

Posted Date: 6/23/09

Closing Date: Open until filled