

**Phoenix Union High School District No. 210**  
**4502 North Central Avenue**  
**Phoenix, Arizona 85012**

*Equal Opportunity Employer*

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<b>POSITION TITLE:</b>	Specialist for District Articulation, Enrollment, Recruitment & Retention	<b>DIVISION:</b>	Instructional Services
<b>WORK YEAR:</b>	9 Months	<b>DEPARTMENT:</b>	Curriculum
<b>LOCATION:</b>	CES	<b>SALARY SCHEDULE:</b>	Certificated (TOA)

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**GENERAL STATEMENT OF RESPONSIBILITIES:**

The District Articulation Coordinator will serve as the liaison between Phoenix Union and its Partner Elementary Districts. The Coordinator will work collaboratively with the Partner District Representatives, District Level and Campus Level Leadership to coordinate curriculum alignment, joint professional development, data sharing and analysis to assist in the successful academic, social and emotional transition to high school. Additionally, the Articulation Coordinator will provide information to all Partner District Schools regarding Phoenix Union High School District schools of choice, including specialty schools, programs and supports services available. The coordinator will also serve as a liaison to parents, students and the community regarding enrollment and programmatic requirements.

**MAJOR DUTIES:**

1. Serve as the liaison between the District and Partner Elementary Districts.
2. Provide leadership and support in the discussion, dialogue and action on Articulation, Equity, and Transition Programs from elementary to secondary education.
3. Connect key players in elementary and secondary education systems in areas that impact student achievement and success.
  - a. Academics
  - b. Recruitment/Transition
  - c. Enrollment
  - d. Support Services
  - e. Retention
4. Initiate and support collaboration efforts to align curriculum and instruction in the content areas of Math, Language Arts, and Science.
5. Monitor and oversee Enrollment of incoming 9<sup>th</sup> grade students including Portal/Placement data, Open Enrollment, Specialty Schools & Programs and Policies/Procedures.
6. Assist District and Partner District administrators, school administrators and staff in assessing transition activities/programs and proper placement of 9<sup>th</sup> grade students.

7. Inform Partner District administration, teachers, students and Parents of extended learning opportunities including summer school.
8. Have the ability to collaborate with outside entities that support the District in preparing every student for college career and life, including but not limited to:
  - a. ADE
  - b. Be a Leader
  - c. College Depot
  - d. HMDP
  - e. Community Colleges
  - f. Universities
9. Perform other duties as assigned.

**QUALIFICATIONS:**

1. Master's Degree in Education with an emphasis in educational or school administration preferred.
2. Valid Arizona Teaching Certificate.
3. A minimum of five (5) years teaching experience at the middle and/or secondary setting.
4. Thorough knowledge and understanding of the transition from elementary to secondary education including policies and procedures.
5. Ability to communicate and work effectively with District and campus level administration, Partner District administration and staff, and the Arizona State Department of Education Personnel.
6. Experience working with staff, students, parents, and community at the elementary and secondary levels.
7. Experience in supervision of and alignment of elementary and high school curriculum.

**SUPERVISION RECEIVED:**

Assistant Superintendent for Instruction and Accountability

**SUPERVISION GIVEN:**

None

<b>PREPARED BY:</b> Curriculum Committee	<b>REVIEWED BY:</b> JLL/PL	<b>REVIEWED BY:</b> JA/AA	<b>JOB NUMBER:</b>	<b>EFFECTIVE DATE:</b> 6/1/14
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