

SY 13-14

#	Process Description	Administrative			Certificated
		Principal	Assistant Principal	SLT Members (Executive Directors, Directors)	
1	Cover Letter - Teacher Vacancy Job Packet For Certified Positions				X
2	Hiring Process - Overview				X
3	Committee-Site/Panel Confidentiality Agreement	X	X	X	X
4	Candidate Confidentiality Agreement	X	X	X	X
5	Interview Panel Recommendations Form	X	X	X	X
6	Interview Questions Form				X
7	Panel Member Assessment				X
8	Summary of Applicants				X
9	Reference Check Form	X	X	X	X
10	TUSD Referral List - Screening Documentation				X
11	Instructions for Administrative Site Interviews	X	X	X	
12	TUSD Principal Hiring Process and TUSD Assistant Principal Hiring Process	X	X		
13	TUSD Superintendent Leadership Team (SLT) members, Executive Directors and Directors			X	
14	ISLLC Standards Summary - Leadership Standards	X	X		
15	ISLLC Leadership Standards Questions Form	X	X	X	
16	ISLLC Site Interview Questions	X	X	X	
17	HR Screening Sheet	X	X	X	
18	Candidate Score Summary	X	X	X	
19	Interview Schedule	X	X	X	
20	Qualified Candidate Score Sheet	X	X	X	



PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd1.org

RE: TEACHER VACANCY JOB PACKET FOR CERTIFIED POSITIONS

1. Attached is a Teacher Vacancy Job Packet to help you expedite your selection process.
2. You may only interview applicants, on the attached list, for hiring consideration.
3. Current members of the bargaining unit (MBUs) may apply as voluntary transfers **UNTIL JULY 1**. During this time, please look for candidates marked “*Must Be Interviewed*”. This identifies the five most senior MBUs that have applied. No fewer than 3 of the 5 must be interviewed. You may also interview any of the other applicants that have been forwarded to you.
4. Temporary Contracts will be offered for vacancies advertised after Labor Day or for 3/5 FTE or less. These contracts are for the remainder of the current school year only and are not guaranteed employment for any subsequent school year. Temporary Contract employees are considered members of the bargaining unit (MBUs) during the term of their contract and are fully covered by the provisions of the TEA Agreement.
5. You should fully document your screening/interview process. If you choose not to interview or select a candidate, the reason must be documented. When you have made your recommendation, you may submit it to the Human Resource staff member listed below. The person selected will be issued an official hire notification from HR. Please send the entire completed packet back to Human Resources to complete the hire or transfer process. **All interview score sheets, Reference Check (ARS 15-512 and 15-534 Requirements), Interview Panel Recommendations and Interview Ranking Forms must be attached.**
6. In accordance with the Unitary Status Plan (USP) section IV.D.1., the District shall ensure the interview committees for certificated vacancies include African American and/or Latino members. To minimize delays in hiring a certificated staff, the hiring administrator must submit to Human Resources, HR 1302 form, Interview Panel Recommendations and she/he must comply with this USP requirement at time of hire.
7. Pursuant to Arizona Revised Statute 15-512, you must make a documented good faith effort to contact previous employers of the candidate selected for hire/transfer to obtain information and recommendations which may be relevant to that person’s fitness for TUSD employment. Document your reference checks on the form provided by Human Resources and maintain a copy for your files.

TO AVOID DELAY IN HIRE PROCESSING - Be sure all interview/selection documentation is returned to HR with your hire selection.

Thank you for your cooperation!

Please return all paperwork to _____

If you have any questions please contact me at _____

Attachments:

- | | | |
|--|----------------------------|---|
| 1. Hiring Process | 5. Interview question Form | 9. TUSD Referral List – Screening documentation |
| 2. Committee/Panel Confidentiality Agreement | 6. Panel Member Assessment | |
| 3. Candidate Confidentiality Agreement | 7. Summer of Applicants | |
| 4. Interview Panel Recommendations | 8. Reference check form | |

M: Employment Forms/Applicant Referral Masters/TEA (Revised 03/04/14)

Notice of Nondiscrimination

Tucson Unified School District is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational programs and services, and individuals with whom the Board does business.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to **EEO Compliance Officer, 1010 East 10th Street, Tucson, Arizona 85719, (520) 225-6444**, or to the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582.



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The Hiring Process

The **process** you use to hire a TUSD employee is critical. It is designed to ensure fairness and equity in employment. Enclosed you will find several forms that are used to document this hiring process. Proper use of these forms is essential. If you have any questions about the process you should use or the manner in which these forms should be completed, please contact Human Resources.

1. **The Human Resources Packet:** Once a position for which you have advertised is closed, the Human Resources Department will gather the application and any supporting documents for each candidate. HR will conduct an initial screening and forward to you only the applications which demonstrate the candidate meets the minimum qualifications for the position. For certain positions, depending on the bargaining unit, there may be some individuals who must be interviewed. HR will give you that information as well. Included in your packet will be the following forms:

Interview Panel Recommendations: This form must be submitted to HR and, for administrative positions only, to the Superintendent for approval **prior** to the interviews. As you consider who should be on the panel you must begin with considering the position and with whom this individual will be interacting. A representative from each of these groups is important. Additionally, it is imperative that the panel be ethnically diverse to the extent possible, as well as diverse in its gender distribution.

Confidentiality Agreements: The Committee/Panel Confidentiality Agreement must be completed by ALL panel members and can be signed by all in this one form provided. The Candidate Confidentiality Agreement must be completed by each applicant and it is required that you duplicate this form, one form for each applicant.

Panel Member Assessment: This is a form that must be modified to be specific to the position you are filling (Position/Date). You will need to copy this form for each panel member. On this form panel members will indicate their level of support for each candidate and make notes regarding the strengths or weaknesses of the candidate. You will need to instruct the panel members prior to the start of the interviews regarding the use of this form.

Employment Reference/Background Check Form: Reference checks must be completed prior to the hiring of any individual – whether internal or external candidates. This form must be completed to document the references. If you are using reference checking to screen applicants, you must check all applicants. If not used for screening, you may check only the references for the individual you are recommending for hire.

Summary of Applicants: This is a form that must be modified (Position/Date). You will list the applicants and indicated the number of panel members that enthusiastically supported, supported or did not support each candidate. You will also need to summarize the panel discussion that follows the interviews detailing the strengths and weaknesses of each candidate.

Site Council Recommendation: (Additional Form for Site Administrator Hiring). This form is used to document the signatures of all panel members supporting the recommendation of the candidates listed.

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2. Assessments: If you decide to use additional assessments for either a secondary screening or to inform the hiring decision, the assessment must be approved by Human Resources. HR will be reviewing the assessment to ensure that it is job related and equitable. Additionally, we will want to make sure that the scoring criteria are objective and pre-determined. Applicants should be informed of the assessment requirement.
3. The interview panel: You must complete the Interview Panel Recommendations as stated above and get the necessary approvals. The same interview panel must be used for all applicants for the position you are filling. If an applicant is going to be out of town you may attempt to schedule a telephonic interview. Ask the panel members to arrive a few minutes early so you can review the job description and give instructions regarding the use of the assessment summary sheet. Ask the panel members to not discuss the applicants in between the interviews and remind them that they are to make their own judgment regarding whether to support or not support the candidate. After all of the interviews and after all panel members have made their decisions, you should facilitate a discussion regarding the strengths and weaknesses of each candidate. You then must complete the Summary of Applicants form as stated above.
4. Background Checks: Once a candidate is selected, you must complete the required reference checks and background checks and document this on the Employment Reference/Background Check Form as stated above.
5. Return the entire packet to Human Resources. All documents that you were given by Human Resources must be returned to Human Resources along with the complete HR packet along with the completed Recruitment Action Form (RAF). If this is an administrative position, it must go to the governing board for approval prior to the employee's start date. If it is not an administrative position, the employee may start as soon as he/she has completed the orientation process through Human Resources.

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**TUCSON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

COMMITTEE/PANEL CONFIDENTIALITY AGREEMENT

POSITION TITLE: _____ **JOB #** ___ - _____

SITE/DEPT: _____ **DATE:** _____

The selection process is a multiple step procedure involving school site, district, and community representatives.

We the undersigned understand that the screening interview process for this Tucson Unified School District position is **confidential** and is a part of the selection/appointment process that will conclude with Governing Board Action.

Name (please print)	Identify the capacity that you are serving on this panel, i.e., parent, student, teacher, administrator, etc.	Signature	Date

Screening Interview Chair
Signature

CHAIRPERSON: Please return this signed agreement with the applicants' file to Human Resources.

Confidentiality
Revised 20090831

**TUCSON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

INFORMATION ON POSITION APPLYING FOR:

TITLE: _____ **JOB:** _____

SITE/DEPT: _____ **DATE:** _____

CANDIDATE CONFIDENTIALITY AGREEMENT

The selection process is a multiple step procedure involving school site, district, and community representatives.

I understand that the screening interview process for this Tucson Unified School District position is **confidential** and is a part of the selection/appointment process that will conclude with Governing Board Action.

Name (please print)

Employee ID #

Signature

Date

Screening Interview Chair Signature

CHAIRPERSON: Please return this signed agreement with the applicants' file to Human Resources.

**HUMAN RESOURCES DEPARTMENT
 INTERVIEW PANEL RECOMMENDATION FORM
 IMPORTANT USP REQUIRMENT IV.D.1. - INTERVIEW COMMITTEES FOR ADMINISTRATIVE & CERTIFICATED STAFF
 MUST INCLUDE AFRICAN AMERICAN AND/OR LATINO MEMBERS**

Position Title:								Job#							
Chairperson:															
Site/Dept:								Date:							
Name of Interview Committee Member & Title	Barg Unit	Parent	Teacher	Student	Com	Class Staff	Central	African Am.	Anglo	Asian	Hisp.	Native Am.	Multi Racial	M	F
Total															

STUDENT ETHNIC ENROLLMENT BREAKDOWN:
 White/Anglo: African American: Hispanic: Native American: Asian American:

ONLY FOR ADMINISTRATIVE APPOINTMENTS; HR APPROVAL IS REQUIRED BEFORE THE INTERVIEW IS CONDUCTED. ALSO, BEFORE NOTIFYING PERSPECTIVE INTERVIEW COMMITTEE MEMBERS, PRIOR HR APPROVAL MUST BE OBTAINED

_____ Date
 Chairperson Signature

_____ Date _____ Date
 Human Resources Representative Chief Human Resources Director or Designee

INTERVIEW QUESTIONS

POSITION TITLE _____

JOB # ____ - _____

SITE/DEPT _____

DATE _____

1.
2.
3.
4.
5.
6.
7.

8.

Presentation: Additional assignment here.

Additional Notes:

Candidate Name _____

Interview Panel Member Name _____



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PANEL MEMBER ASSESSMENT

POSITION TITLE _____

JOB # _____ - _____

SITE/DEPT _____

DATE _____

Candidates are listed in alphabetical order. This is not a ranking.

APPLICANT			STRENGTHS	WEAKNESSES
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		

Interviewer _____ Date _____

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Summary of Applicants

POSITION TITLE _____ JOB # _____

SITE/DEPT _____ DATE _____

Candidates are listed in interview time. This is not a ranking.

APPLICANT	ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT	SUMMARY OF POST-INTERVIEW DISCUSSION

Facilitator _____ Date _____

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Human Resources Department

Employment Reference/Background Check Form

As required in ARS 15-512 and 15-534 reference checks must be completed for all new hires for previous 5 years of employment. Current TUSD employees must have reference check from current supervisor. Please return this form to the Human Resources Department with the hiring packet.

Candidate Name: _____ Position Title / Site: _____
Reference Check #1 _____ Date of Reference Check: _____
Person Contacted/Title: _____ Organization Name: _____

- 1. What was the position held and dates of employment?
- 2. Did this person work under your direct supervision? Yes or No?
- 3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
- 4. Were there any concerns regarding attendance or violations of leave policies?
- 5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
- 6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

Reference Check #2 _____ Date of Reference Check: _____
Person Contacted/Title: _____ Organization Name: _____

- 1. What was the position held and dates of employment?
- 2. Did this person work under your direct supervision? Yes or No?
- 3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
- 4. Were there any concerns regarding attendance or violations of leave policies?
- 5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
- 6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

Reference Check #3 _____ Date of Reference Check: _____
Person Contacted/Title: _____ Organization Name: _____

- 1. What was the position held and dates of employment?
- 2. Did this person work under your direct supervision? Yes or No?
- 3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
- 4. Were there any concerns regarding attendance or violations of leave policies?
- 5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
- 6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

References contacted by (please print) _____ Signature _____ Date _____

HR1305

Revised: 02/13/14

Human Resources | Tucson Unified School District
1010 E. 10th St., Tucson, AZ 85719 | Phone (520) 225-6035 | Fax (520) 798-8683
<http://www.tusd1.org/>



Human Resources Department

Employment Reference/Background Check Form

As required in ARS 15-512 and 15-534 reference checks must be completed for all new hires for previous 5 years of employment. Current TUSD employees must have reference check from current supervisor. Please return this form to the Human Resources Department with the hiring packet.

Candidate Name: _____ Position Title / Site: _____

Reference Check #1 Date of Reference Check: _____

Person Contacted/Title: _____ Organization Name: _____

1. What was the position held and dates of employment?
2. Did this person work under your direct supervision? Yes or No?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. Were there any concerns regarding attendance or violations of leave policies?
5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

Reference Check #2 Date of Reference Check: _____

Person Contacted/Title: _____ Organization Name: _____

1. What was the position held and dates of employment?
2. Did this person work under your direct supervision? Yes or No?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. Were there any concerns regarding attendance or violations of leave policies?
5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

Reference Check #3 Date of Reference Check: _____

Person Contacted/Title: _____ Organization Name: _____

1. What was the position held and dates of employment?
2. Did this person work under your direct supervision? Yes or No?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. Were there any concerns regarding attendance or violations of leave policies?
5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

References contacted by (please print) _____ Signature _____ Date _____

HR1305

Revised: 02/13/14

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TUCSON UNIFIED SCHOOL DISTRICT - CANDIDATE REFERRAL

Job Title: [REDACTED]

Department: [REDACTED]

8

Referral ID: [REDACTED]
Recruitment ID: [REDACTED]

Date Issued: [REDACTED]
Analyst Approval: [REDACTED]

THIS LIST CONTAINS ALL ELIGIBLE CANDIDATES.

Please provide interview date, interview results; sign, date and return to Human Resources.

Signature: _____ Date: _____

Appointing Authority: [REDACTED]
Phone Number: [REDACTED]

	Interview Date	Interview Results
[REDACTED] Certified MBU Date: Classified Company Seniority Date:		
[REDACTED] Certified MBU Date: Classified Company Seniority Date:		
[REDACTED] Certified MBU Date: Classified Company Seniority Date:		
[REDACTED] Certified MBU Date: Classified Company Seniority Date:		
[REDACTED] Certified MBU Date: Classified Company Seniority Date:		



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Instructions for Administrative Site Interviews

PLEASE REMEMBER THE INTERVIEW PROCESS FOR ALL TUSD POSITIONS IS CONFIDENTIAL

BEFORE SENDING OUT INFORMATION TO INTERVIEW PANEL MEMBERS

PLEASE CHECK WITH LEADERSHIP

TO ENSURE NO MEMBER OF A COMMITTEE IS ALSO AN APPLICANT FOR THE POSITION

CONTACT HUMAN RESOURCES IF YOU HAVE ANY QUESTIONS

Thank you for your participation in the Administrative Hiring Process. Listed below are the steps in the process and who is responsible for those steps.

Human Resources:

- Send to site contact the **Interview Panel Recommendation Form, Interview Question Form and Principal Qualities Form.**
- Contact Union Representatives to ensure their representatives on the Site Interview Panel
- Provide all site interview paperwork for the interviews
- Proctor site interviews

Site Contact:

- **Interview Panel Recommendation Form – Return to Human Resources**
 - ✓ Please limit your interview panel to no more than 4 members
 - ✓ The Interview Panel will have a cross section of parents, teachers and other stakeholders within the school
 - ✓ Please note the ethnic breakdown of your site along the bottom of the form – please try to match this breakdown when selecting your interview panel – per USP interview panel must include African American AND/OR Latino members
 - ✓ Please indicate panel member's gender and position at the site
- **Interview Question Form – Return to Human Resources**
 - ✓ Site is expected to submit 2 questions per ISLLC Standards (6 Standards) & 2 site specific questions to Human Resources. **DO NOT SEND OUT QUESTIONS TO ENTIRE SITE COUNCIL – THESE QUESTIONS MUST BE KEPT CONFIDENTIAL – IF IN DOUBT AS TO WHAT INFORMATION CAN BE SHARED PLEASE CONTACT HUMAN RESOURCES**
 - ✓ If you need some input from the stakeholders – get this prior to formulating your questions. Once you have input from the stakeholders you can choose to work with a smaller group or not to formulate the questions – this information/questions are confidential and is **NOT TO BE SHARED WITH ANYONE**
 - ✓ If you still need some assistance please contact your Leadership Department or Human Resources
 - ✓ Leadership will choose questions from those submitted for a maximum of 8 site interview questions
 - ✓ Deputy Superintendent will approve these questions prior to the site interviews

TUSD

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- Please return the completed forms to Human Resources as soon as possible – both must be approved before the site interviews
- There will be no scoring or ranking of the candidates at the site interview – interview panel members will list their comments – these forms will then be presented to the Superintendent for his consideration as part of the interview process

Contacts:

- Human Resources
 - ✓ Roberta Don 225-6011
 - ✓ Mona McLoy 225-6107
 - ✓ Tracey McGhee 225-6885
- Elementary Leadership
 - ✓ Teri Melendez – Tracey Warren 225-6304
- Secondary Leadership
 - ✓ Dr. Abel Morado – Esther Servin 225-6422



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TUSD Principal Hiring Process

1. All applicants apply to the TUSD Principal pool (standard principal job posting). In-district principals will submit a Letter of Intent to Human Resources as well as Leadership Prep Academy participants who qualify (must have an admin. cert.).
2. Applicants will be screened by a District Leadership committee, comprised of Directors of Schools. Selected applicants who pass through the initial screening are considered for further interview.
 - Directors and others will review documentation and rate
 - Phone screening
 - ❖ Applicants vetted out will be sent a letter informing them they will not be considered for further interview.
3. HR will run a reference check on all candidates placed in the principal pool.
4. Candidates placed in the principal pool will be sent a letter informing them they are moving forward. Candidates will be interviewed by District Leadership (Deputy Supt., Assistant Supt. Sec. Ed., Assistant Supt. Elem. Ed., Assistant Supt. C & I, and a SLT member).
 - a) Interview process will consist of applicants creating an entry plan based on a campus data packet, including student data (academic, behavior, and attendance), budget, staffing, etc. Applicants will make a 30-minute presentation, followed by a Q & A session with the School Leadership panel.
5. District Leadership will select 2 to 3 candidates to be interviewed by the school site council or committee. Candidates not selected to move forward to school site councils will be sent a letter from Human Resources.
6. School Site Councils will interview the candidates vetted by District Leadership and provide feedback.
7. Based on the information provided by District Leadership and feedback from the School Site Council, a final name will be presented to the Superintendent for final interview and approval.
8. The Superintendent will make his recommendation to the Governing Board for approval.

1/15/2014

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TUSD Assistant Principal Hiring Process

1. All applicants apply to the TUSD Assistant Principal pool (standard assistant principal job posting). In-district principals will submit a Letter of Intent to Human Resources as well as Leadership Prep Academy participants who qualify (must have an admin. cert.).
2. Applicants will be screened by a District Leadership committee, comprised of Directors of Schools. Selected applicants who pass through the initial screening are considered for further interview.
 - Directors and others will review documentation and rate
 - Phone screening
 - ❖ Applicants vetted out will be sent a letter informing them they will not be considered for further interview.
3. HR will run a reference check on all candidates placed in the assistant principal pool.
4. Candidates placed in the assistant principal pool will be interviewed by District Leadership (Deputy Supt., Assistant Supt. Sec. Ed., Assistant Supt. Elem. Ed., Assistant Supt. C & I, and a SLT member)
 - a) Interview process will consist of applicants creating an entry plan based on a campus data packet, including student data (academic, behavior, and attendance), budget, staffing, etc. Applicants will make a 30-minute presentation, following by a Q & A session with the School Leadership panel.
5. District Leadership will select 2 to 3 candidates to be interviewed by the principal and/or campus administrative team. Candidates not selected to move forward to school site councils will be sent a letter from Human Resources.
6. Principals will interview the candidates vetted by District Leadership and provide feedback.
7. Based on the information provided by the principal and District Leadership, a final name will be presented to the Superintendent for final interview and approval.
8. The Superintendent will make his recommendation to the Governing Board for approval.

1/15/2014

rb

USP IV.K.1.e

Hiring Process for Superintendent Leadership Team (SLT) members, Executive Directors, and Directors

The District will follow the process outlined below to hire SLT members, Executive Directors, and Directors.

- A- If the District decided to hire a third party company to hire an SLT member then the process will be defined in the contract with the hired third party. Other wise the process outlined in B-F will be followed.
- B- **Phase I:** Human Resources will check in all applications for the position, verify that each application is complete, and fill in the Screening Sheet with Minimum and Preferred Requirements. Completed applications with attached Screening Sheets will then be forwarded to Deputy Superintendent of Teaching & Learning and Deputy Superintendent of Operations for screening.
- C- **Phase II:** Screening of the applications based on job description will be conducted by the Deputy Superintendent of Teaching and Learning and Deputy Superintendent of Operations or their designees. Based on the initial screening the team will push forward a list of qualified candidates to the phone screening phase.
- D- **Phase III:** The Deputy Superintendents will conduct Phone Interviews to screen for candidates that will move to the next phase where a panel will conduct interviews. Phone Interview questions (4-5) will be provided to Human Resources for review and feedback.
- E- **Phase IV:** An Interview Panel composed of the two Deputy Superintendents, and 2-3 other members from the SLT, community members, or other staff selected by the Deputy Superintendents to be members of the panel. During this phase, the panel will make the final recommendations for hire to the Superintendent who will approve the recommendations to the Board. In this phase the Deputy Superintendents will create interview questions which will be reviewed by Human Resources in order to provide feedback.
- F- During the hiring process the Deputy Superintendent of Operations will designate a person to schedule the Phone Interviews, Interviews, complete the Reference Check form, and fill the hiring packet and compile the board packets during the process of hiring an SLT, Executive Director, or Director level positions.



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ISLLC STANDARDS SUMMARY – LEADERSHIP STANDARDS

<p style="text-align: center;">Standard 1 Shared Vision</p> <ul style="list-style-type: none"> • Collaboratively develop/implement mission/goals • Collect/use data to assess effectiveness • Create/implement plans to achieve goals • Promote continued and sustainable improvement • Monitor, evaluate, revise plans 	<p style="text-align: center;">Standard 2 Learning/Instruction</p> <ul style="list-style-type: none"> • Culture of collaboration, trust, learning • Comprehensive, rigorous curriculum • Personalized, motivating environment for students • Supervise instruction • Accountability system/monitor progress • Develop instructional leadership and staff capacity • Maximize time for instruction • Promote use of technology • Monitor and evaluate instructional program
<p style="text-align: center;">Standard 3 Management</p> <ul style="list-style-type: none"> • Monitor/evaluate the management and operations • Obtain, allocate, align resources • Protect welfare and safety of students and staff • Develop capacity for distributed leadership • Ensure teacher and organizational time is focused on instruction/learning 	<p style="text-align: center;">Standard 4 Collaboration</p> <ul style="list-style-type: none"> • Collect data pertinent to the educational environment • Promote understanding and use of cultural, social and intellectual resources • Build and sustain positive relationships with families • Build and sustain positive relationships with community
<p style="text-align: center;">Standard 5 Professionalism</p> <ul style="list-style-type: none"> • Ensure system of accountability for every student's success • Model self-awareness, reflective practice, ethical behavior • Safeguard the values of democracy, equity and diversity • Consider moral and legal consequences of decisions • Promote social justice and student needs 	<p style="text-align: center;">Standard 6 Education System</p> <ul style="list-style-type: none"> • Advocate for children, families and caregivers • Act to influence local, state and national decisions • Assess, analyze, anticipate and adapt emerging trends

Leadership Standards	Questions - limit 2 per standard
<p>1. Shared Vision</p> <ul style="list-style-type: none"> a. collaboratively develop/implement mission/goals b. collect/use data to assess effectiveness c. create/implement plans to achieve goals d. promote continued and sustainable improvement e. monitor, evaluate, revise plans 	
<p>2. Learning/Instruction</p> <ul style="list-style-type: none"> a. culture of collaboration, trust, learning b. comprehensive, rigorous curriculum c. personalized, motivating environment for students d. supervise instruction e. accountability system/monitor progress f. develop instructional leadership and staff capacity g. maximize time for instruction h. promote use of technology i. monitor and evaluate instructional program 	
<p>3. Management</p> <ul style="list-style-type: none"> a. monitor/evaluate the management and operations b. obtain, allocate, align resources c. protect welfare and safety of students and staff d. develop capacity for distributed leadership e. ensure teacher and organizational time is focused on instruction/learning 	
<p>4. Collaboration</p> <ul style="list-style-type: none"> a. collect data pertinent to the educational environment b. promote understanding and use of cultural, social and intellectual resources c. build and sustain positive relationships with families d. build and sustain positive relationships with community 	
<p>5. Professionalism</p> <ul style="list-style-type: none"> a. ensure system of accountability for every student's success b. model self-awareness, reflective practice, ethical behavior c. safeguard the values of democracy, equity and diversity d. consider moral and legal consequences of decisions e. promote social justice and student needs 	
<p>6. Education System</p> <ul style="list-style-type: none"> a. advocate for children, families and caregivers b. act to influence local state and national decisions c. assess, analyze, anticipate and adapt emerging trends 	
<p>7. Site Specific Questions</p>	

(Ref # 16)
USP IV.K.1.e

TUSD

Human Resources Department

Job # - Job Title - SITE NAME

Site Interview Questions

CANDIDATE NAME: _____

DATE: _____

<p>1. Question will be based on Standard 1 of ISLLC Standards</p> <p>Standard 1: The Vision Of Learning</p> <p>Comments:</p>
<p>2. Question will be based on Standard 2 of ISLLC Standards</p> <p>Standard 2: The Culture of Teaching & Learning</p> <p>Comments:</p>
<p>3. Question will be based on Standard 3 of ISLLC Standards</p> <p>Standard 3: The Management of Learning</p> <p>Comments:</p>

TUSD

Human Resources Department

Job # - Job Title - SITE NAME

Site Interview Questions

CANDIDATE NAME: _____

DATE: _____

<p>4. Question will be based on Standard 4 of ISLLC Standards</p> <p>Standard 4: Relationships with the broader Community to foster Learning</p> <p>Comments:</p>
<p>5. Question will be based on Standard 5 of ISLLC Standards</p> <p>Standard 5: Integrity, Fairness & Ethics in Learning</p> <p>Comments:</p>
<p>6. Question will be based on Standard 6 of ISLLC Standards</p> <p>Standard 6: The Political, Social, Economic, Legal & Cultural Context of Learning</p> <p>Comments:</p>

Interviewer: _____

(Ref # 16)

USP IV.K.1.e

**TUSD
HUMAN RESOURCES DEPARTMENT
SCREENING SHEET**

Please evaluate the candidates on each criterion on a scale of zero (0), one (1) by writing the number in the appropriate box.

MINIMUM REQUIREMENTS: 0 = No, 1 = Yes	0	1
Experience in Mexican American Studies, African American Studies, Cultural Studies, Urban Education, Multicultural Education or a related field 0 = No, 1 = Yes		
Arizona Administrator Certificate with a Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification. 0 = No, 1 = Yes		
Arizona IVP fingerprint clearance card. 0 = No, 1 = Yes		
Five or more years of classroom teaching experience or administrative experience in a multicultural setting, which includes Mexican American Students 0 = No 1 = Yes		
Three (3) years program management and/or supervisory experience. 0 = No 1 = Yes		

Complete application packet – cover letter, resume and 3 reference letters (signed and dated within 18 months). 0 = No 1 = Yes		
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PREFERRED REQUIREMENTS:	0	1
Master's or Doctorate degree in specific area of: African American Studies, Mexican American Studies, Cultural Studies, or Multicultural Education 0 = No 1 = Yes		
Experience designing and implementing academic and/or social programs focusing on multicultural students 0 = No 1 = Yes		
Experience writing grants, fund development, public speaking and presentation preparation 0 = No 1 = Yes		
Experience developing and conducting student leadership groups 0 = No 1 = Yes		
Active participation in culturally diverse social and civic organizations 0 = No 1 = Yes		
Experience working with diverse urban populations 0 = No 1 = Yes		
Administrative experience in an educational environment 0 = No 1 = Yes		

Name of Candidate: _____ Screened by: _____

Date: _____ Total score _____

(Ref # 17)

USP IV.K.1.e

Interview Schedule

Interview Time	Applicant

7/31/2014 11:44 AM (Ref # 19)