

APPENDIX IV – 20

Hiring Process for
Superintendent Leadership Team (SLT) members
Sr. Directors and Directors

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

If the District decides to hire a third party company to hire an SLT member then the process will be defined in the contract with the third party. Otherwise the process outlined below will be followed.

Phase I: Recruitment: Vacancies for district leadership positions will be made available as outlined in the USP and Outreach, Recruitment and Retention Plan.

Phase II: Minimum Screening: Human Resources will receive all applications for the position, verify that each application is complete, and complete the Screening Sheet with Minimum and Preferred Requirements. Completed applications with Attached Screening Sheets will then be forwarded to assigned administrator responsible for the recruitment. (Possibly but not limited to the Deputy Superintendent of Teaching & Learning, Assistant Superintendent or Chief Officer).

Phase III: Additional Screening of the applicants based on the job description will be conducted by a team of diverse individuals including but not limited to the Deputy Superintendent of Teaching and Learning, Assistant Superintendent(s) a Chief Officer, and a designated cadre principal(s) as selected by the Deputy, Chief HR Officer and/or an Assistant Superintendent. Based on this screening, the team will move forward a list of qualified candidates to the interview process.

Phase IV: Interview Process: Applicants will be invited to participate in the interview process. The Deputy Superintendent, Chief or Assistant Superintendent will select a diverse team of individuals to conduct the interview. The interview team may include the Superintendent, 1-2 cadre principals, an Assistant Superintendent, Deputy, Chief Officer and or a Sr. Director or Director level individual with knowledge or a thorough understanding of the role this position holds in the District. The interview will consist of a presentation on a topic related to the position, an interview and an in-basket (written) activity to demonstrate the applicant's writing ability.

During Phase IV, each member of the interview team will be assigned 1 reference to contact and in doing such will gain an additional name for reference checking. At least 6-9 references will be conducted.

Phase V: Recommendation for hire: The Interview Panel listed above will make a preliminary recommendation to the Chief HR Officer for review with the Superintendent, if these two individuals are not part of the interview panel.

Phase VI: Creation of Governing Board packet: All materials must be returned to the Chief HR Officer or designee who will be responsible for safekeeping of the hiring packets and compile the necessary documentation for presentation to the Governing Board.

TUSD Principal Hiring Process

1. All applicants apply online for a TUSD Principal position/pool.
2. Applicants will be screened by a District Leadership committee, comprised of SLT, Directors of Schools and Principal Cadre leaders. Selected applicants who pass through the initial screening are considered for further interview.
3. Selected applicants will be invited to submit video answering a Principal related question.
4. HR will run a reference check on all candidates placed in the principal pool.
5. 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 have Q & A session with the School Leadership panel.
6. District leadership will conduct reference checks on all candidates placed in the site interview pool.
7. 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 notified by Human Resources.
8. School Site Councils will interview the candidates vetted by District Leadership and provide feedback.
9. 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.
10. The Superintendent will make his recommendation to the Governing Board for approval.

TUSD Assistant Principal Hiring Process

1. All applicants apply online for a TUSD Assistant Principal position/pool.
2. Applicants will be screened by a District Leadership committee, comprised of SLT, Directors of Schools and Principal Cadre leaders. Selected applicants who pass through the initial screening are 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 AP 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).
 - b) Interview process will consist of applicants having a Q & A session with Academic Leadership
5. District leadership will conduct reference checks on all candidates placed in the site interview pool.
6. 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 notified by Human Resources.
7. School Site Councils will interview the candidates vetted by District Leadership and provide feedback.
8. 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.
9. The Superintendent will make his recommendation to the Governing Board for approval.