

APPENDIX IV – 21

TUCSON UNIFIED SCHOOL DISTRICT

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

Human Resources Department

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

Letter of Contract Assurance

Date Issued: _____

This letter of assurance made and entered as of its day of execution hereinafter set forth, between Tucson Unified School District, through its Governing Board and _____.

Assignment: _____

Tucson Unified School District (“TUSD”) and the above named individual agree as follows:

1. The District hereby employs a certified teacher for the 2017-2018 school year, upon valid certification. An annual base salary rate will be calculated in accordance with the TUSD/TEA Consensus Agreement.
2. This Contract is contingent upon successful reference check, issuance of appropriate certification, highly qualified, and AZ IVP fingerprint card.
3. This Letter of Contract Assurance shall constitute the individual’s contract of employment until final action by the TUSD Governing Board, which will result in the issuance of an electronic contract. It is subject to the laws of the State of Arizona, and the rules, policies and regulations of the TUSD Governing Board.
4. The individual shall perform such duties and services as may lawfully be required and assigned by Tucson Unified School District.
5. This Letter of Contract Assurance must be authorized by a Human Resources Representative.
6. The individual is employed by Governing Board Approval.

We look forward to having you as a member of the Tucson Unified School District Team, and we are certain your assignment will be rewarding and challenging.

My Signature affixed hereto acknowledges my understanding and obligation to work for Tucson Unified School District for the 2017-2018 school year and become legally certified in the State of Arizona prior to the beginning of the contract.

Signature: _____ Phone: _____ Date: _____

Human Resources Representative: _____ Date: _____

This letter of contract assurance expires 7 days from date of issue

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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Original document must be returned to Human Resources.

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