

APPENDIX IV - 27

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

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

Recruitment

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

Initial Screening for Minimum Requirements

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 Assistant Superintendent, Chief Officer, or Executive Director).

Secondary Screening for Preferred & Desired Requirements

A team of qualified Human Resources Leadership Team members will conduct a secondary screening based on a screening rubric with assigned point values to preferred and desired applicant attributes based on the job description (e.g., 1 point for Master's degree and 2 points for Doctorate degree, 1 point per year of experience in specific area, etc.). Based on this screening, the team will move forward a list of qualified applicants to the interview process.

Leadership Interview

Applicants will be invited to participate in the leadership interview process. The Chief, Executive Director, or Assistant Superintendent will select a diverse team of individuals to conduct the interview. The diverse interview team may include 1-2 cadre principals, 1-2 Assistant Superintendents, Executive Director, Chief Officer, Sr. Director (or Director), and an industry expert with knowledge or a thorough understanding of the role this position holds in the District. Highest scoring candidates are forwarded to Superintendent for next step in selection process.

Superintendent Assessment

This may consist of a presentation on a topic related to the position, a structured panel interview, and/or a written activity to demonstrate the candidate's writing ability. This panel will rank candidates based on a rigorous scoring rubric and make a preliminary recommendation to the Executive Director of Human Resources. The Executive Director of Human Resources will review recommendation with the Superintendent and reach out to selected finalist to offer the position and discuss salary.

Board Recommendation

Executive Director of Human Resources (or designee) will gather all interview materials, be responsible for safekeeping of the hiring packets, and compile the necessary documentation for presentation to the Governing Board for approval of Administrative Appointment.