Information on the type of opportunity, location held, number of personnel who attended by position, presenter(s), training outline or presentation, and any documents distributed.

Type of training; length	Location held	Number of personnel who attended, by position	Presenter(s)	Outlines, presentations, and/or documents distributed
USP: TUSD's Workforce Diversity	Web Based	187 Classified 51 Admin 557 Certified	Web Based	PowerPoint

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TUCSON UNIFIED SCHOOL DISTRICT WORKFORCE DIVERSITY

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OBJECTIVES

Participant will:

- demonstrate an understanding of the TUSD interview and hiring policy.

- demonstrate an understanding culture and diversity.

- identify key recruitment and retention strategies.

DIVERSITY

How would you define diversity? What characteristics makeup a diverse work environment?

DIVERSITY
TUSD GOVERNING BOARD POLICY

Diversity –

The unique characteristics that all persons possess that distinguish them as individuals and that identify them as belonging to a group or groups.

TUSD GOVERNING BOARD DIVERSITY POLICY

○ Diversity and diverse population may include but not be limited to:

- education
- race and ethnicity
- gender, gender identity/expression
- sexual orientation
- ability/disability status
- religion and spirituality
- age

- social-economic status
- language/communication modality
- individual experiential background
- lifestyle (interest, hobbies, activities, affiliations), and family dynamics.

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CULTURE-
SUPPORTIVE AND INCLUSIVE LEARNING (SAIL)

All members of the TUSD community have a responsibility to create equitable learning environments emphasizing students' cultural assets, backgrounds, and individual strengths. All students are respected, included and valued in a culture of high expectations for behavior and academics

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OUTREACH, RECRUITMENT & RETENTION PLAN

Recruitment

Outreach

Retention

Administrative & Certified Staff

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OUTREACH, RECRUITMENT & RETENTION PLAN

Outreach

OUTREACH, RECRUITMENT & RETENTION PLAN

Recruitment

OUTREACH, RECRUITMENT & RETENTION PLAN

Retention

HIRING AND INTERVIEW PROTOCOLS

- Administrative

- Certificated

- Classified

- Temp/Hourly

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HIRING PROCESS FOR ADMINISTRATIVE SUPERINTENDENT LEADERSHIP TEAM (SLT), EXECUTIVE DIRECTORS, AND DIRECTORS

The District may hire a third party to hire SLT members. That hiring process will be defined in the contact with the third party and the District. For all other non contracted hires the following processes will apply:

Deputy Superintendents of Curriculum and Instruction and Deputy Superintendent of Operations or their designees will screen applicant packets and may conduct phone interviews

The Deputy Superintendent of Operations will designate someone to schedule the phone interviews, interviews, complete the reference checks, and compile the complete hiring packet for the Governing Board for all SLT, Executive Directors and Director level positions.

Candidates that are interviewed will be interviewed by the District's Leadership (Deputy Superintendent   of Curriculum and Instruction, Deputy Superintendent of Operations, and 2-3 other members of the Superintendent's Leadership Team. Recommendations will be forwarded to the Superintendent.

Superintendent could interview recommended candidate(s) and then submit to the Governing Board for approval.

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HIRING PROCESS FOR PRINCIPALS AND ASSISTANT PRINCIPALS

	PRINCIPALS	ASSISTANT PRINCIPALS
Applicants apply to Pools	yes	yes
District Leadership committee comprised of Directors of schools will screen applicant packets and will conduct phone interviews	yes	yes
Applicants vetted out will be sent notices by HR	yes	yes
HR will run reference checks on applicants moving forward in the hiring process	yes	yes
Candidates are place in a pool to be interviewed by District Leadership (Deputy Superintendent, Assistant Superintendent's for Secondary and Elementary Education, Assistant Superintendent Curriculum and Instruction and a Senior Leadership Team member	yes	yes
Candidates must create an entry plan based on a campus data packet, including student data academic, behavior, attendance, budget, staffing and etc.	yes	yes
District Leadership committee will select 2 to 3 candidates and send them to the following for a site interview:	Site council	Principal
The site interviews; council, principal and/or administrators, will submit the recommend candidate to the Superintendent for interview	yes	yes
The Superintendent will make his recommendation to the Governing Board for approval	yes	yes

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HIRING PROCESS FOR CERTIFIED POSITIONS

HIRING PROCESS FOR CLASSIFIED POSITIONS

HIRING PROCESS FOR TEMP HOURLY POSITIONS

FINALIZING INTERVIEWS

- Employment Reference/Background Check Form
  - External – 3 inquires
  - Internal – minimum 1
  - Supervisor inquiry – at least 1
- Completed Recruitment Action Form (RAF)
- Return all Interview Documents to HR

THE GOVERNING BOARD & THE HIRING PROCESS

- Final hiring authority
  - Information provided to GB: Name, Title, & Annual Salary
  - Contracts provided after GB approves hire

EEOC AND THE DEPARTMENT OF JUSTICE

Title VII - Department of Justice

Prohibited Discrimination

- Public Facilities
- Public Education
- Employment

TUSD Non-discrimination Governing Board (GB) policies

- GB Policy AC – Non Discrimination
- GB Policy AC-R – Discrimination –Complaint Procedure
- GB Policy AC-R2 – Discrimination – Americans with Disabilities Act Notice
- GB Policy AC-R3 – Procedures for Open and Active Discrimination Claims
- GB Policy ACA – Sexual Harassment

REASONABLE ACCOMMODATIONS AND THE HIRING PROCESS

- Disabled or Impaired Applicants can request and receive assistance to participate in the application and interview process.

- **Inquiries should be made in advance to the Human Resources Department.**

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WORKFORCE DIVERSITY TRAINING SUMMARY

- Annual Hiring Process Training
- TUSD's Goal is to Enhance Workforce Diversity
- Fair and Equal Treatment of all Applicants
- Compliance, Federal and District Policies