



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.