

TUSD Hiring Protocols and Workforce Diversity - USP

TUCSON UNIFIED SCHOOL DISTRICT WORKFORCE DIVERSITY	OBJECTIVES - Participant will: - o demonstrate an understanding and define culture vs diversity. - o demonstrate an understanding of the TUSD Discrimination and Diversity Policy. - o identify key recruitment and retention strategies. - o demonstrate an understanding of the TUSD interview and hiring policy.	CULTURE VS. DIVERSITY 	WHAT IS CULTURE? CULTURAL REALITY MODEL 	DIVERSITY TUSD GOVERNING BOARDS DIVERSITY Diversity – The unique characteristics that all persons possess that distinguish them as individuals and that identify them as belonging to a group or groups. Diversity is not limited to race and ethnicity, gender, sexual orientation, age, education, social-economic status, language-communication modality, individual experiential background, lifestyle, interest, beliefs, attitudes, and family dynamics.
OUTREACH, RECRUITMENT & RETENTION PLAN - o Divers Administrative & Certified Staff - o Recruit Appropriately Certified Teachers - o Head Onwards Expert for Labor Market Analysis - o Recruit and Retain Workforce Diversity - o Historically Black Colleges & Universities (HBCU) - o Hispanic Association of Colleges & Universities (HACU) - o Teacher Preparation Programs	RECRUITMENT AND RETENTION PLAN - o Recruitment and Retention Advisory Committee - o Incentives - o Educational and Job Fairs - o Mentor Program - o Teacher Focus Groups - o Teacher Surveys - o Retired Teachers 	INTERVIEW PROTOCOLS - o Administrative Vacancies - o Certificated Positions - o Classified Hires - o Hourly or Temporary 	INTERVIEW PROCESS - o All applicants that meet the final screening are interviewed. - o Address applicant in the same manner - o Ask the same questions of the applicants - o Panel members evaluate the applicants - o Interview panel makes recommendation - o Document the process	FINALIZING INTERVIEWS - o Employment Reference Background Check Form - o External – 3 inquires - o Internal – minimum 1 - o Supervisor inquiry – at least 1 - o Completed Electronic Personnel Action Request (ePAR) - o Upload all Interview Documents to Applicant Tracking system 
THE GOVERNING BOARD & THE HIRING PROCESS - o Final hiring authority - o Information provided to GB, Name, Title, & Annual Salary - o Contracts provided after GB approves hire 	COMPLIANCE - o US EEOC Title VII prohibits discrimination on the basis of: - o Race/Color - o National Origin - o Religion - o Sex (gender) including Pregnancy - o Age (40 and older) - o Disability - o Genetic Information - o Retaliation – because someone filed a charge of discrimination 	EEOC AND THE DEPARTMENT OF JUSTICE - o Title VII – Department of Justice - o Prohibited Discrimination - o Public Facilities - o Public Education - o Employment 	TUSD NON-DISCRIMINATION GOVERNING BOARD (GB) POLICIES - o GB Policy AC – Non Discrimination - o GB Policy AC-R – Discrimination – Complaint Procedure - o GB Policy AC-R2 – Discrimination – Americans with Disabilities Act Notice - o GB Policy AC-R3 – Procedures for Open and Active Discrimination Claims - o GB Policy ACA – Sexual Harassment	REASONABLE ACCOMMODATIONS AND THE HIRING PROCESS - o Disabled or Limited Applicants can request and receive assistance to participate in the application and interview process. - o Inquiries should be made in advance to the Human Resources Department 
HIRING PROCESS TRAINING SUMMARY - o Annual Hiring Process Training - o TUSD's Goal is to Enhance Workforce Diversity - o Fair and Equal Treatment of all Applicants - o Compliance, Federal and District Policies 				