

APPENDIX IV – 33

IV. K.1.e (2) Hiring Process - Principals

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



Phone: 520.225.6035
Fax: 520.798.8683
www.tusd1.org

Principal Hiring Process

1. Applications will be accepted and screened for minimums by HR Staff.
2. **PAPER SCREENING** – Applications will be referred to a team of individuals consisting of Principal(s), Directors, and Human Resources Representative.
 - ✓ Committee carefully screens applications with scoring rubric and decides which applicants move forward to 1st round in-person interview.
3. **1ST ROUND IN-PERSON INTERVIEWS** – A team of individuals consisting of Teachers, Counselors, Directors, Principal(s), Assistant Superintendent, and Human Resources Representative interviews candidates.
 - ✓ Candidates are notified of their status in the interview process. Candidates moving forward to the 2nd round of interviews are called and emailed to schedule.
 - ✓ Leadership Prep Academy (LPA) participants and alumni will move directly to 2nd round in-person interviews.
4. **2ND ROUND IN-PERSON INTERVIEWS** – Candidates are interviewed by District Leadership team consisting of HR Executive Director, Assistant Superintendents, and selected group of SLT Members. The interview process will consist of questions.

In order for a current Principal to be considered, the following criteria will be considered:

 - ✓ *Principal's leadership can directly be tied to the school's achievement.*
 - ✓ *Evaluated as a principal in the 1st or 2nd highest categories and held said rating(s) for 2 years or more.*
 - ✓ *A principal whose school has closed the achievement gap in subpopulations such as African American, Hispanic, Ex. Ed., Asian and/or Native American. Every subgroup of (10) has made adequate progress in comparison with the majority of the student population at the school.*
 - ✓ *Superintendent recommendation.*
4. **SCHOOL COUNCIL INTERVIEWS** – Selected candidates will be sent to designated School Council committees for site interview. Included in the interview committee will be Regional Assistant Superintendent for the school.
 - ✓ School Council selection will be proctored by HR in collaboration with the Regional Assistant Superintendent. HR will be responsible for ensuring the interview panel complies with the requirements of the USP.
 - ✓ Questions will be reviewed and approved by HR Executive Director prior to the interviews.
 - ✓ HR will facilitate the interviews and compile information provided by the interview committee.
5. All materials must be returned to the HR Executive Director or designee who will be responsible for safekeeping of the hiring packets and compile the necessary documentation for presentation to the Governing Board.
6. Based on the information provided by School Council committee, 2 final candidates will be presented to Superintendent for final interview and approval.



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7. **SUPERINTENDENT FINAL INTERVIEW** – The Superintendent will make his final recommendation to the Governing Board for approval and appointment.