

Administrator Hiring Guide

Introduction

The Tucson Unified School District (TUSD) administrator hiring process is guided by TUSD Board Policy GCAB – Filling of Vacancies and all applicable state and federal non-discrimination laws and regulations. Policy GCAB – along with the detailed process outlined herein – ensures that there is a fair, transparent, and efficient method for selecting administrators to serve our departments and schools. The Human Resources (HR) department is charged with implementing the administrator hiring process to recruit the most qualified applicants, assist them in moving through the interview process, and bring the recommended applicants to the Governing Board for final appointment. Applicants will be notified of their progression through each stage of recruitment by HR.

Principal and Assistant Principal

Identification of Need

HR identifies the need to hire school administrators for each school year as early as the prior December. Need is determined when an outgoing Principal or Assistant Principal notifies HR and Regional Assistant Superintendent (RAS) of his or her intended resignation/retirement by the deadline specified in the Education Leaders Inc. (ELI) Meet & Confer Agreement. HR then begins the district process for Principal or Assistant Principal hiring.

Recruitment

Posting for the Principal Pool go live for applicant vacancies prior to Winter Break. Vacancies will be posted and available as outlined in the [USP's Outreach, Recruitment and Retention Plan](#) for a minimum of 30 days.

Posting for the Assistant Principal Pool go live for applicant vacancies prior to Spring Break. Vacancies will be posted and available as outlined in the [USP's Outreach, Recruitment and Retention Plan](#) for a minimum of 14 days.

Screening for Minimum Requirements

The TUSD [Applicant Tracking System](#) allows candidates to self-attest to meeting minimum requirements as outlined in the Job Description. Candidates that self-attest to meeting all the identified minimum requirements are automatically moved forward to a secondary screening.

Secondary Screening & Ranking of Candidates

A team of qualified Human Resources Leadership Team members will conduct a secondary screening of all applicants who have attested to meeting the minimum qualifications. The secondary screening will confirm that candidates have met the minimum requirements including years of prior experience, education level and will rank them based on meeting both minimum and any preferred qualifications. Candidates will be selected for the School Council interview stage based on their overall ranking as well as their listed preferences for school level and region.

School Council Interviews

The first interview panel shall include representatives of management and the School Council. Based on Governing Board policy, the School Council will select at least 2/3 of the panel unless it explicitly declines or is unable to do so. The remaining representatives will be selected by HR on behalf of the Superintendent to include the Regional Assistant Superintendent overseeing the school with the administrator vacancy, an ELL representative, and an additional representative of management. The School Council shall select its members from the school community, including teachers, staff, parents, and/or students.

In preparation for the School Council interviews, HR will meet with members of the School Council interview panel to review the hiring process and provide required documents. HR will also work with the School Council interview panel to develop questions for the interview. All participating panel members will be required to sign confidentiality agreements.

Each School Council interview panel will interview at least three candidates and will score each candidate using the HR scoring sheet and rubric. Scores from the interview will be compiled by HR, and the top two candidates will be identified to move forward for interview with the Superintendent.

Superintendent Interviews (Principals only, not APs)

After School Council interviews are completed, two finalists will be presented to the Superintendent for final interview and recommendation. The Superintendent may elect to invite additional representatives of management to participate in the interview of candidates. The Superintendent will make the final recommendation of a candidate to go to the Governing Board for appointment.

HR will be charged with notifying the selected candidate of the Superintendent's recommendation and proposing compensation based on the candidate's experience. Upon the candidate's agreement to move forward to Governing Board approval, HR will prepare the necessary information and documents for the Governing Board.

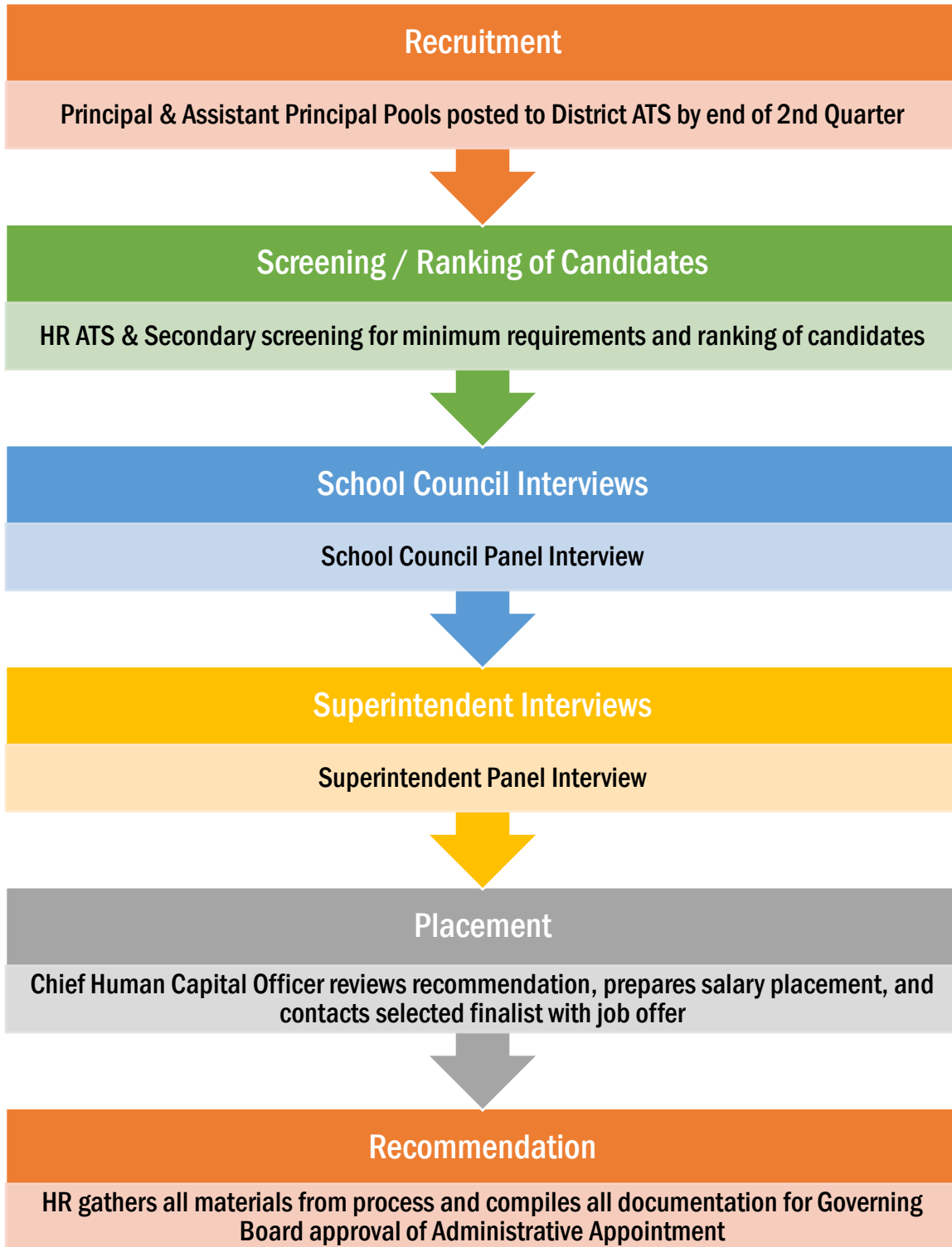
Board Appointment

Chief Human Capital Officer (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 the Administrative Appointment. The Governing Board will then place the proposed appointment on the agenda of an upcoming public meeting and notify the potential appointee of its intent to discuss the appointment at executive session and at the public meeting. At the designated meeting, the Governing Board will approve the appointment by a majority vote. Principal positions must be approved individually. Assistant principal appointments may be placed on the consent agenda.

Principal and Assistant Principal Onboarding

Upon Governing Board approval, HR will work with Regional Assistant Superintendents to conduct an orientation and onboarding meeting for new/transitioning principals and assistant principals.

Principal Hiring Process Flow



Assistant Principal Hiring Process Flow



Central Administrators

This category includes all Assistant Directors, Directors, Senior Directors, Executive Directors, Assistant Superintendents, & Chief Officers.

Identification of Need

Need is identified when an outgoing Central Administrator resigns/retires. Departing Administrator notifies Chief Human Capital Officer of departure and HR begins district process for Central Administrator hiring.

Recruitment

Vacancies for district leadership positions will be posted and made available as outlined in the [USP's Outreach, Recruitment and Retention Plan](#) for a minimum of 30 days.

Screening for Minimum Requirements

The TUSD [Applicant Tracking System](#) allows candidates to self-attest to meeting minimum requirements as outlined in the Job Description. Candidates that self-attest to meeting all the identified minimum requirements are automatically moved forward to a secondary screening.

Secondary Screening & Ranking of Candidates

A team of qualified Human Resources Leadership Team members will conduct a secondary screening of all applicants who have attested to meeting the minimum qualifications. The secondary screening will confirm that candidates have met the minimum requirements including years of prior experience, education level and will rank them based on meeting both minimum and any preferred qualifications. Candidates will be selected for the District Leadership interview stage based on their overall ranking as well as their listed preferences for school level and region.

District Leadership Interview Process

Applicants who successfully pass the secondary screening will be invited to participate in the District Leadership Interview Process based on their rankings. This panel will interview at least five applicants. The Hiring Manager will recommend to HR a diverse team of individuals from campus administrators, Superintendent Leadership Team, Central Office Administrators, Equity, Diversity & Inclusion departments, and subject area experts to conduct the interviews. All interviews are chaired by the Hiring Manager and proctored by a Sr. HR Program Coordinator.

HR conducts background and reference checks on the selected finalists (prior to Final Interview with Superintendent) to ensure they qualify for appointment if selected.

Superintendent Interviews

After District Leadership interviews are completed, two finalists will be presented to the Superintendent for final interview and recommendation. The Superintendent may elect to invite additional representatives of management to participate in the interview of candidates. The Superintendent will make the final recommendation of a candidate to go to the Governing Board for appointment.

HR will be charged with notifying the selected candidate of the Superintendent's recommendation and proposing compensation based on the candidate's experience. Upon the candidate's agreement to move

forward to Governing Board approval, HR will prepare the necessary information and documents for the Governing Board.

Board Appointment

Chief Human Capital Officer (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 the Administrative Appointment. The Governing Board will then place the proposed appointment on the agenda of an upcoming public meeting and notify the potential appointee of its intent to discuss the appointment at executive session and at the public meeting. At the designated meeting, the Governing Board will approve the appointment by a majority vote. Central Administrative positions must be approved individually.

Central Administrator Hiring Process Flow

