

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Filling of Vacancies
	POLICY CODE: GCAB

### ***Purpose Statement***

To give direction to the Superintendent for the filling of vacancies to ensure an equitable process, one in which the individual of highest merit is selected for employment and in which all stakeholders are invited to participate.

### ***Position Descriptions***

- An outline of job responsibilities shall be developed and maintained by the Superintendent or designee through position descriptions that reflect the purpose, duties and minimum requirements of each job. Each position description will be classified into a pay grade commensurate with the knowledge, abilities and duties required for this position.
- The position description is the basis for the screening, selection and training of the individual to fill a vacant position.

### ***Selection of Administrative Positions***

- When a position vacancy is identified, individuals from appropriate district and community stakeholder groups will be invited to participate on an interview panel. To the extent practical, interview panel members will represent the diversity of the community. Stakeholder groups to be represented consist of, but are not limited to, students (for secondary administrative positions), site council members, parents, teachers, bargaining unit representatives, members of the business and/or academic community, etc.

Site Councils will participate in establishing the make-up of the interview panel for any school site administrative position.

NOTE: The make-up of the panel must be tailored to the position itself. For example: The interview panel for the Director of Native American Studies should include tribal leaders for both of our local tribal nations as well as Native American students and parents. The interview panel for Director of High Schools should include high school principals as well as high school students and parents. The interview panel for an Elementary Principal should include teachers, staff members and parents from that school community.

- Interview panels have the responsibility for interviewing qualified candidates and for submitting recommendations to the Superintendent or designee.
- All parts of the interview process shall be confidential.
- In unusual circumstances, the Governing Board authorizes the Superintendent to transfer or reassign administrators to positions for which they may be qualified when in the best interest of the district and with notice and justification to the Governing Board.
- The Governing Board shall approve all administrative appointments.

### ***Preparation of Recommendation to Governing Board for Administrative Positions***

- The Human Resources Department will prepare a Board Agenda Item and a supporting packet of information to be forwarded to the Superintendent for placement on the Governing Board Agenda. This packet will include, if applicable:
  - Cover memo from the Chief Human Resources Officer certifying the validity of the selection process
  - Position description
  - Panel Recommendations form(s) (Exhibit GCAB-E1)
  - Interview Questions form (Exhibit GCAB-E2)
  - Summary of Applicants form (Exhibit GCAB-E5)
  - Site Council Recommendation form (Exhibit GCAB-E7)
  - The application materials for the selected applicant
  - Reference/Background Check form (Exhibit GCAB-E6)

### ***Assignment of Staff***

- The assignment of employees to positions in the various schools and departments of the District, the creation of new positions, and the deletion of existing positions shall be determined by the Superintendent or designee.
- Certified and paraprofessional vacancies shall only be filled with highly qualified and appropriately certified individuals as set forth by the Department of Education regulations.
- The Superintendent will establish regulations to set forth the hiring process.

Adopted: September 17, 1985  
 Revision: September 9, 2008 (numeric to letter format only)  
 Revision: March 9, 2010  
 Revision: October 12, 2010

**LEGAL REF.:**

**CROSS REF**

**Replaces TUSD Policy # 4020**