



GOVERNING BOARD POLICY

POLICY TITLE: Filling of Vacancies

POLICY CODE: GCAB

Purpose Statement	This policy gives direction to the Superintendent for the filling of vacancies, to ensure an equitable process that selects the individual of highest merit for employment.
Position Descriptions	<p>The Superintendent or designee shall develop and maintain an outline of job responsibilities, by 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.</p> <p>The position description is the basis for the screening, selection and training of the individual to fill a vacant position.</p>
Definition of Administrator	<p>For purposes of this policy, an Administrator includes the following regardless of whether the position requires an Administrator's certification under state law:</p> <p>Assistant Superintendents, Chief Officers, Executive Directors, Directors, Assistant Directors, Principals, Assistant Principals and Coordinators.</p>
Board Vote Required	The Governing Board shall hold a separate vote on each person being recommended for interim (less than a year) or permanent employment or transfer to an Administrator position, with the exception that Assistant Principals and Coordinators may be approved on a personnel consent agenda item at the discretion of the Governing Board. The Governing Board shall also hold a separate vote on any person recommended for employment in the Board office.
Emergency	In emergency situations and with notice and justification to the

<p>Appointments and Exceptions to Process</p>	<p>Governing Board, the Superintendent may appoint a qualified person to fulfill temporarily the duties of an Administrator position pending completion of the Administrator selection and Governing Board approval process required under this policy. Any such temporary appointment shall come to the Board for approval as soon as practical.</p> <p>The Governing Board may, in its discretion, approve the appointment of an Administrator without following one or more steps in the selection process described in this policy. The Governing Board shall not, however, absent emergency or interim appointments, forego the School Council process described in this policy and directed in Governing Board Policy CFC.</p>
<p>Procedures Applicable to all Administrator Positions</p>	<ul style="list-style-type: none"> • When a position vacancy is identified, individuals from appropriate district and community stakeholder groups will be invited to participate on an interview panel. • Other than appointments by the School Council or Board, if any, the Superintendent or designee shall appoint the interview panel, within the guidelines of this policy. • If community outreach is an important part of the Administrator’s job description, the panel shall include at least one representative from a community group with which the administrator most regularly interacts. • For all positions at Director level or above, the Superintendent shall notify the Governing Board of the composition of the interview panel prior to the scheduling of any applicant interviews. Board members should not contact the candidates or members of the panel concerning the selection process, except when such contact is an explicit part of the process. • The interview panel shall receive a Board-approved interview protocol document and shall adhere to the protocol during the interview process. • Interview panels shall interview qualified candidates and submit recommendations to the Superintendent or designee. • Interview questions should be created through a collaborative process among the Human Resource Department and subject area experts (if applicable) on the interview panel. • While all candidates should answer a core set of questions, additional questions can and typically should be crafted for individual applicants, reflecting the

	<p>candidate's particular qualifications and experience. During the interview, followup questions can reflect the individual candidate's responses during the course of the interview.</p> <ul style="list-style-type: none"> • All parts of the interview process shall be confidential to the extent permitted by law. • Panel members shall be required to sign a confidentiality agreement prior to serving on an interview panel. • The Superintendent may require that applicants complete a subject-area competency examination or writing sample, or both. • Interview panel participants must disclose potential conflicts of interest with any candidate, including but not limited to any past, current, or prospective vendor relationship in which the Administrator position had or will have a decision-making role. Panelists with significant conflicts, based on vendor or family relationships, should generally not serve on interview panels. • If an interview panel includes a member with a significant conflict, then the Governing Board's hiring packet shall include a statement from the Superintendent, explaining the reason for appointing that member.
<p>Additional Procedures for Administrator Positions Requiring Specialized Knowledge</p>	<ul style="list-style-type: none"> • Administrator positions requiring specialized subject area knowledge should be interviewed by a panel comprising a majority of subject matter experts. These subject matter experts may include supervisors or subordinates of the Administrator position to be filled, other district personnel, and experts from outside the District. • For administrator positions requiring specialized subject area knowledge that exceeds the knowledge of their supervisor, then at least one of the subject matter experts on the panel should be from outside the district. (Such positions would typically encompass operational areas such as school safety and public relations, and curriculum areas such as vocational and special education.) This is especially important for the most senior positions, such as the overall supervisors of Finance, Operations, Human Resources, and Information Technology. • If an interview panel does not include sufficient subject matter experts, according to these guidelines, then the Governing Board's hiring packet shall include a statement from the Superintendent, explaining the reason for departing from the guidelines.

<p>Additional Procedures for Site Administrators</p>	<ul style="list-style-type: none"> • For any school site administrator position, the School Council shall select at least 2/3 of the members of the panel that conducts the first round interview, unless it explicitly declines or is unable to do so. • For Assistant Principals or other site-based Administrators reporting to the Principal, the Principal shall have at least one direct appointment to the interview committee for the first round interview. • Human Resources shall provide a non-voting staff member to coordinate and monitor the site-based process.
<p>Interview Panels and Selection Process for Administrative Positions</p>	<p>If the position being filled reports directly to the Governing Board, or is employed within the Board office, then the Board may, at its discretion, make direct appointments to the interview panel or set other conditions concerning its composition.</p>
<p>Preparation of Recommendation to Governing Board for Administrator Positions</p>	<p>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:</p> <ul style="list-style-type: none"> -Cover Memorandum from the Head of Human Resources certifying that the selection process comported with this Policy. -Memorandum from Superintendent justifying any deviation from this policy, if applicable -Position Description, including salary, if available -Application materials for the recommended candidate(s) -References/Background Check documentation -Brief Identification and composition of Interview Panel -Moderator's Summary of each Interview Panel Recommendation -School Council Recommendation Summary (if applicable)
<p>Governing Board Review</p>	<p>The following shall be made available to the Governing Board Office for review upon request of a Governing Board member:</p> <ul style="list-style-type: none"> -Interview questions -Summary of Applicants -Conflict of Interest disclosures (if applicable) -Signed interview sheets

- Comment [1]:
- Comment [2]:
- Comment [3]:
- Comment [4]:
- Comment [5]:
- Comment [6]:

<p>Assignment of Non-Administrative Staff</p>	<p>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.</p> <p>Certified and paraprofessional vacancies shall only be filled with highly qualified and appropriately certified individuals as set forth by the Department of Education regulations.</p>
<p>Placement of Staff, Teachers or Administrators through ESI or Similar Vendor</p>	<p>Any administrator who is appointed to a position through a contract with ESI or other similar third party staffing vendor must be approved by the Governing Board in a manner similar to that set forth above for the approval of other Administrator positions. The interview and selection process shall be subject to all of the requirements in this Policy, regardless of whether the candidate is procured or engaged through a contract with ESI or other similar third party staffing vendor.</p> <p>Staff and teachers who are placed with the District through a contract with ESI or other similar third party staffing vendor must be approved by the Governing Board, but their assignment to specific schools and departments shall be determined by the Superintendent or designee.</p>
<p>Superintendent Authority</p>	<p>The Superintendent is authorized to establish implementing regulations and forms consistent with this Policy.</p>

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

LEGAL REF.:

A.R.S.
15-501 - Definitions
15-502- Employment of School District Personnel
15-503 – Superintendents, Principals, head teachers and school psychologists; term of employment

Replaces TUSD Policy # 4020