TUCSON UNIFIED SCHOOL DISTRICT	REGULATION TITLE: Selection Procedures for School Principals
GOVERNING BOARD REGULATION	REGULATION CODE: GCAB-R-3

Purpose

This regulation establishes a comprehensive and collaborative procedure for the selection of School Principals, supplementing the general hiring process outlined in Governing Board Policy GCAB[3]. The goal is to ensure a transparent process that incorporates the input of the school community to identify the most suitable and meritorious candidate for school leadership.

Leader Profile Development

1. **Community Input:** Human Resources (HR) will conduct surveys with the hiring school sites to gather input from the school community, developing a comprehensive Leader Profile for the Principal position.
2. **Leader Profile Report:** HR will compile the community input and prepare a summary report outlining the attributes and skills that most respondents identified as priorities in selecting a new principal. In addition, HR will summarize the questions that the community would like to include in the principal interviews.
3. **Information Sharing:** The Leader Profile, reflecting the community survey information, will be provided by HR to the School Council for sharing with the school community. This profile will also be included in the information given to the Governing Board prior to their action.

Applicant Screening and Interview Pool

1. **HR Screening:** Human Resources will conduct the initial screening of applications to determine whether applicants have met the minimum requirements for the Principal position.
2. **Ranking and Pool Selection:** Applicants who meet the minimum requirements will be ranked based on how well they meet the preferred requirements for the position. HR will refer candidates, based on ranking, to interview with the School Council.
3. **School Council Option for Additional Interviews:** The School Council has the option to, in consultation with HR, schedule one additional round to interview any remaining qualified candidates before making their recommendation. The purpose of an additional round is solely to supplement the pool of interviewed candidates.

School Council Interview and Finalist Selection

1. **Finalist Recommendation:** After interviews, at least two finalists will be recommended by the School Council to the Superintendent and his selected panel for further interviews.
2. **HR Support:** Human Resources will work with the School Council to provide tools and resources, including support for maintaining appropriate confidentiality, keeping the community informed, assistance with interview best practices, and clarification of the Council's role in forwarding candidates for Superintendent and Governing Board consideration.

Superintendent Review and Recommendation

1. **Governing Board Update:** Prior to conducting interviews with the finalists, the Superintendent will update the Governing Board on the hiring process. This update will include the community feedback, the Leader Profile, information regarding the applicant pool, screening results, and the School Council's interview results and relevant documents.

2. **Final Interviews:** The Superintendent will interview the finalists forwarded by the School Council and the leadership panel. Based on the School Council interview feedback, the Superintendent reserves the right to interview additional qualified candidates.

3. **Recommendation:** The Superintendent will select and recommend a single candidate to be forwarded for Governing Board consideration and approval.

Governing Board Action and Community Introduction

1. **Governing Board Action:** The Governing Board will place the appointment on a meeting agenda for action, in accordance with Policy GCAB.

2. **Community Meeting:** Within two weeks of Governing Board approval, the new appointee will be scheduled to attend a school community meeting. This meeting is intended as a meet-and-greet, providing an opportunity for the recommended candidate to introduce themselves, answer questions, and meet school stakeholders.