

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4122

### EMPLOYMENT OF SUBSTITUTE TEACHERS AND SUBSTITUTE SUPPORT PROFESSIONAL

- I. The Superintendent may employ, on a day-to-day basis, qualified substitutes for employees temporarily absent from their duties. No person engaged in such temporary service may claim the rights, entitlements, or benefits of a full-time employee. Substitutes and part-time employees shall be subject to the policies of the board and to the regulations and procedures of the Clark County School District.
- II. Assignment: Substitute Teachers and Substitute Support Professional
  - A. Applicants who wish to be considered for day-to-day substitute assignments must be able to obtain the appropriate license or endorsement issued by the Nevada Department of Education (as appropriate).
  - B. Applicants must submit an application utilizing the electronic application platform provided by the Clark County School District. The following must be included at the time of application:
    1. If the applicant is applying to be a substitute teacher, a copy of the applicant's Nevada substitute teaching license, standard Nevada teaching license, or the applicant's college or university transcripts showing successful completion of sixty (60) credit hours.
    2. If the applicant is applying to be a substitute support professional, a copy of the applicant's high school diploma or equivalent. The applicant may submit transcripts if the diploma is not available.
    3. Substitute counselors and substitute administrators must submit a copy of their standard Nevada teaching license and have the appropriate counselor or administrator endorsement.
    4. Names and email addresses of three professional references from at least the last seven years of work history. One of the three references must be the most recent supervisor;
    5. If professional references are not available, the applicant may, at the discretion of the appropriate administrator, provide the names and email addresses of three character references;

6. References from relatives will not be accepted;
  7. If the applicant is a new college or university graduate or has recently completed an Alternative Route to Licensure (ARL) program that included a practicum or internship, then either the university student teaching supervisor or cooperating teacher reference may be used in lieu of the most recent supervisor;
  8. If the applicant has retired from the CCSD, has a break in service of no more than one (1) year, and was rated as effective or highly effective in each of their last three years of service with CCSD, only a reference from the last supervisor may be required.
- C. Applications will be reviewed and assessed by a Human Resources Director or designee in the Human Resources Division. The determination to qualify an applicant for employment or to remove an applicant from further consideration will be made after an assessment of the application, which will include:
1. Determination that the applicant has met the minimum qualifications of the position;
  2. Verification and critique of confidential references;
  3. Review and assessment of documents provided per section I, part B, and section III of this regulation;
  4. Verification of employment history.
- III. Applicants shall provide information which explains any prior arrests, investigations, and/or convictions. A confidential letter of explanation, copies of arrest records, copies of court disposition documents, and additional information as requested by the Human Resources Division, must be submitted with the application to the Human Resources Division. The submitted application and corresponding documents for any arrests, investigations, and/or convictions which are not minor offenses or which are in progress, must be reviewed and approved/denied by the Chief Human Resources Officer.
- IV. Successful substitute applicants are placed on an availability list.

- V. Substitutes may be employed on a day-to-day basis when requested by the District. They may be terminated or deleted from the availability list at any time, for any reason, at the discretion of the Human Resources Division.
- VI. Short-term substitute teachers who are needed on a day-to-day basis in a school for the same teacher for a period not to exceed ten consecutive days will be requested from and assigned by Substitute Services personnel.
- VII. Long-term substitute teachers who are needed for more than ten consecutive days in a school for the same teacher or vacancy must be requested through the appropriate Human Resources Division administrator. Substitutes filling counselor or administrator vacancies must have a current license issued by the Nevada Department of Education corresponding to the vacancy filled. Such an assignment must have the approval of the appropriate Human Resources Division administrator.

Whenever possible, substitutes who hold a valid standard teaching license should be considered for placement in a vacancy or long-term position prior to selection and placement of a substitute with a “substitute only” license.

- VIII. Per Nevada Administrative Code, a substitute teacher may substitute for a teacher for the entire period of the teacher's absence. A substitute teacher may fill a vacant position for a period of sixty (60) days. An extension of thirty (30) days beyond the sixty (60) days may be requested of the State Superintendent of Public Instruction by Substitute Services personnel.
- IX. Substitute teachers and substitute support professional do not receive any rights or benefits granted regular employees and will be compensated at the prevailing substitute rate of pay.

Review Responsibility: Human Resources Division  
Adopted: [4121.1:6/72] (6/77;10/22/81)  
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