OUT-OF-DISTRICT CONSULTANTS FOR INSTRUCTIONAL-RELATED SERVICES

In order to ensure that out-of-district consultants are only employed to provide the greatest economy for the Clark County School District and to provide instructional-related services otherwise unavailable, the following procedures shall be followed:

A. Out-of-District Consultant – Authorization and Payment form (CCF-144) for instructional-related consultant services will be filed with the appropriate region/division head at least two weeks prior to delivery of services. The following documentation must accompany each application:

1. A written statement delineating a clear need for services.

2. Assurance that alternative methods of meeting these needs have been explored, particularly methods that could be accomplished by District personnel.

3. A resume from the consultant and description of the program to be offered.

4. Confirmation that a Consent for Taping form was submitted to the consultant.

5. A copy of the evaluation procedures to be used to determine the effectiveness of the services.

B. Upon receipt of the application, the region/division head shall take the following action:

1. Determine that only an out-of-district consultant can best render the instruction-related services required.

2. Ensure the contractual arrangements with the consultant are in alignment with district policy and procedures.

3. Verify that adequate and appropriate funding has been secured for the services.
4. Seek prior Board of School Trustees approval for any single expenditure exceeding $25,000.00.

5. Supply a monitoring report as requested by the Superintendent.