

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4111

ADMINISTRATIVE SELECTION AND APPOINTMENT

- I. The Human Resources Division shall administer the administrative selection and appointment process in accordance with the following steps:
 - A. The administrative position shall be posted on the Clark County School District Web site and may be posted on other state and national position posting services.
 - B. The position announcement shall include the minimum qualifications for the position, position expectations, and the application requirements.

For licensed administrative positions, the minimum qualifications shall include the following: a Master's degree from an accredited college or university; and the ability to acquire, by time of appointment to the position, the appropriate Nevada administrative endorsement (NAC 391.170).

For professional-technical administrative positions, the minimum qualifications shall include the following: a Bachelor's degree, satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

- C. Individuals who meet the minimum qualifications may indicate interest in the position by completing an administrative application and submitting required materials to the Human Resources Division.
- D. The administrative application process shall require individuals to submit a minimum of three (3) letters of recommendation, at least one of which must be from the most recent supervisor. In unique circumstances, and with approval of the Human Resources Division, alternative documentation may be provided in lieu of letters of recommendation or in lieu of a letter from the most recent supervisor.
- E. Administrative applications shall be screened for minimum requirements by the Chief Human Resources Officer or designee.
- F. An administrative screening committee shall be established. Whenever possible, the committee should reflect the cultural diversity of the community.

- G. For each of the applicants meeting minimum qualifications, the administrative screening committee shall be provided with the application form and resume, confidential references, and other materials submitted by the applicant, as required. The administrative screening committee shall be given instructions in the screening scoring procedure by the Chief Human Resources Officer or designee.
 - 1. Applicants shall be assigned a numerical screening score by the administrative screening committee.
 - a. The same rubric must be used for all applicants.
 - b. The rubric shall include an assessment of the applicant's experience related to the position sought.
 - c. The rubric shall include an assessment of the quality of the applicant's experience, based on the documents submitted.
 - d. The rubric shall include an assessment of the applicant's training and other experiences relative to the position expectations.
- H. A copy of the generic rubric used during the application screening process shall be made available to any applicant, upon request.
- I. After the application materials have been scored by the administrative screening committee, applicants may be selected for an interview.
- J. An administrative interview committee shall be established. Whenever possible, the committee should reflect the cultural diversity of the community.
- K. The administrative interview committee shall conduct interviews and score applicants according to the procedure established by the Chief Human Resources Officer. The administrative interview committee shall be given instructions in the interview scoring procedure by the Chief Human Resources Officer or designee.
- L. Prior to acceptance into a pool or prior to a final offer of employment, an additional interview may be required by the Chief Human Resources Officer. Additionally, as part of the administrative selection process, applicants may be required to successfully complete a writing sample or other performance task.
- M. The Chief Human Resources Officer or designee shall review all references of the selected candidate prior to acceptance into a pool or prior to a final offer of employment.

- N. Licensed administrators must have an appropriate license in force or demonstrate eligibility for a provisional license, submit fingerprints to the Human Resources Division, and complete a Clark County School District background check prior to beginning an assignment.
 - O. The Chief Human Resources Officer shall ensure equal opportunity, objectivity, and fairness throughout the entire selection process.
 - P. Administrative transfers, reassignments, and at-will administrative appointments are exempt from the requirements of this regulation.
 - Q. At-will employee administrative appointments shall be made by the Superintendent.
- II. Principal selections are pursuant to the provisions of NRS 388G.740.

Review Responsibility: Human Resources Division

Adopted: [4712/4713:12/78]

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