CLARK COUNTY SCHOOL DISTRICT REGULATION

ADMINISTRATIVE SELECTION AND APPOINTMENT

I. The Human Resources Division will administer the administrative selection and appointment process in accordance with the following steps:

A. The administrative position shall be posted on the CCSD 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 requirements to apply.

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 letters of recommendation, at least one of which must be from the most recent supervisor. In unique circumstances, and with approval of Human Resources, 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 by the appropriate administrator(s) in the Human Resources Division and shall be given a numerical screening score using the same rubric for all applicants. The rubric shall evaluate the candidate’s type and amount of experience, the quality of the experience indicated in the letters of recommendation, leadership activities, and other accomplishments relative to the position expectations.

F. A blank copy of the rubric used during the application screening process shall be made available to any applicant, upon request.

G. After the application materials receive a screening score, individuals may be selected for a screening interview, may be selected for a specific job interview, or may be selected for a more in-depth screening of his/her application materials.

H. Individuals selected for the next step in the process must be the highest ranking, based on the screening score. Except for unique circumstances, no individual who ranks in the bottom 50 percent of all scores shall be selected for a subsequent process.
I. During subsequent hiring process activities, individuals selected to continue to another selection step must be the highest-ranking, based on scores from that step in the process. Except for unique circumstances, no individual scoring in the bottom 50 percent of all scores shall be selected for a subsequent process.

J. The Human Resources Division will coordinate and review the materials and scoring used during the selection processes in order to ensure equal opportunity, objectivity, and fairness.

K. A reference check will be conducted on all candidates prior to making a final offer of employment.

L. In unusual circumstances, the superintendent may waive this regulation.