CLARK COUNTY SCHOOL DISTRICT REGULATION

4113

SELECTION: LICENSED EMPLOYEES

I. Teachers

A. The Human Resources Division shall plan, organize, and direct a program of recruitment and selection to obtain the best qualified applicants to be considered for employment in positions requiring a teaching license from the Nevada State Department of Education.

B. Recruitment contacts will be made with teacher placement offices at accredited colleges and universities; referrals will be requested from community sources and employees; and arrangements will be made to recruit in urban areas. Position vacancies will be posted as appropriate on the district Web site by the Human Resources Division.

C. All applicants must submit an application on forms provided by the Clark County School District. Copies of transcripts, names and current addresses of three professional references, and teacher placement files, when available, must be submitted.

D. A summary of an interview with an administrator of the district will be recorded on a prescribed form and will be filed with other application materials.

E. Consideration will be given to applicants who meet minimum training qualifications specified in the Nevada Administrative Code.

F. The determination to recommend employment or to remove the application from further consideration will be made after reviewing an applicant’s training and experience in relation to the specific requirements of the vacancy. Applications will be assessed by a personnel director in the Human Resources Division. The assessment will include a critique of confidential references to confirm training, experience, personal qualifications, and probable success as a licensed employee.

G. School administrators participate in the selection of licensed employees for instructional programs by reviewing the application materials of recommended applicants, by completing the confidential evaluation requests, by conducting interviews or telephone conferences, and, when possible, by making classroom observations.
H. Licensed applicants will be recommended to the Board of School Trustees for employment.

I. Licensed employees may not begin an assignment without a current and appropriate license in force unless an extension has been granted by the State Department of Education.

II. School Counselors, School Nurses, School Psychologists, Speech and Language Therapists, Itinerant Specialists, Physical Therapists, Occupational Therapists, School Librarians, Teacher Facilitators, and Mentor Teachers

A. Applicants who desire to be considered for assignment to a full-time school counseling position must possess a Professional Counselor Endorsement issued by the Nevada Department of Education.

B. Applicants who desire to be considered for assignment to school nurse, school psychologist, speech and language therapist, itinerant specialist, school librarian, teacher facilitator, or mentor teacher positions must possess a professional license and/or endorsement in the specialty area issued by the Nevada Department of Education.

C. Applicants who desire to be considered for assignment to physical therapist or occupational therapist positions must possess a license from the State of Nevada.

D. Position announcements will be posted as appropriate on the district Web site by the Human Resources Division.

E. In addition to the selection procedures for licensed employees described in Section I, principals, an assistant superintendent, or an administrative designee will screen the candidates’ applications, interview the best qualified applicants, and make selections. Appropriate notification will be sent to all applicants.

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, or additional information as requested by the Human Resources Division, must be submitted with the application to the Human Resources Division.

IV. In order to meet identified employment needs of the district, the Human Resources Division may recruit out-of-district applicants for all of the above positions.
Review Responsibility: Human Resources Division
Adopted: [4111:5/67]
Revised: (7/75; 10/22/81; 5/22/90; 10/26/93)
Pol Gov Rev: 6/28/01
Revised: 11/15/07