

CLARK COUNTY SCHOOL DISTRICT REGULATION

4114

SELECTION: SUPPORT STAFF AND SCHOOL POLICE EMPLOYEES

- I. The appropriate administrator, 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.
 - A. In order to meet staffing needs of the district, procedures will be developed to assist in the employment selection process.
 - B. Based on district needs, positions may be advertised in community newspapers, minority publications, trade journals, technical publications, on the internet or through media in other geographic areas, when appropriate, as determined by the appropriate administrator, Human Resources Division, or his/her designee. Support staff and school police vacancies will also be advertised within the district, as appropriate.
 - C. The appropriate administrator, Human Resources Division or his/her designee, will coordinate screening of applications or resumes for qualifications, interview candidates, and coordinate final screening activities for candidates who meet the qualifications and are selected for consideration.
 - D. Those applicants who are successful in the pre-employment screening process will be placed in the appropriate Qualified Selection Pool(s).
 - E. The applications, resumes, and/or personnel files of persons who express interest in a specific position and who are in the Qualified Selection Pool or in a lateral or related job family position will be made available to the appropriate administrator from the school or department where the vacancy exists. Individuals will be selected for a final interview from among the eligible candidates based on qualifications, the needs of the department/school and the needs of the district.
 - F. Employees must successfully complete their initial (minimum six (6) months') probationary period before requesting/seeking a lateral transfer or promotion.

- G. Regular status employees who are affected by changes in enrollment or programs shall receive priority consideration in their reassignment to positions for which they are qualified at the same or lower ranges, hours, and/or months employed on the salary schedule consistent with the appropriate negotiated agreement. The term "regular status employees" is defined in Regulation 4124 II.C.

Review Responsibility: Human Resources Division
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