

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-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 utilizing the electronic application platform provided by the Clark County School District. The following must be included at the time of application.
  1. A copy of the applicant's valid Nevada or out-of-state teaching license, or a copy of the applicant's college or university transcripts if the license is expired or unavailable.
  2. Names and email addresses of three professional references from the last seven years of work history. One of the three references must be the most recent supervising administrator. Character references and references from relatives will not be accepted;
  3. If the applicant is a new college or university graduate or has recently completed an Alternative Route to Licensure (ARL) program that included a practicum or internship, then either the university student teaching supervisor or the cooperating teacher reference may be used in lieu of the most recent supervising administrator;
  4. If the applicant has retired from the CCSD, has a break in service of no more than one (1) year, and was rated as effective or highly effective in their last three years of service with CCSD, only a reference from the last supervising administrator may be required.
- D. Applicants who have recently completed an Alternative Routes to Licensure (ARL) Program and who have not received their teaching license, must submit with their application a copy of their ARL Completion Certificate and the results of State mandated testing, such as PRAXIS or CBEST.

- E. Consideration will be given to applicants who meet minimum training qualifications specified in the Nevada Administrative Code.
- F. Applications will be reviewed and assessed by a Human Resources Director or designee in the Human Resources Division. The determination to qualify an applicant for employment or to remove an applicant from further consideration will be made after an assessment of the application which will include:
  - 1. Review of the applicant's training and experience in relation to the specific requirements of the vacancy;
  - 2. Verification and critique of confidential references;
  - 3. Review and assessment of documents provided per section III of this regulation;
  - 4. Verification of teaching license or transcripts;
  - 5. Verification of employment history.
- G. Hiring managers shall participate in the selection of licensed employees for school or department vacancies by reviewing the application materials of qualified applicants, by reviewing applicant's references, by conducting interviews or telephone conferences, and, when possible, by making classroom observations. Hiring managers may request current employees seeking a transfer to provide copies of previous evaluations.
- H. Licensed applicants will be recommended to the Board of School Trustees for employment.
- I. Licensed employees must have an appropriate license in force, submit fingerprints to the Human Resources Division, and complete a CCSD background check per Nevada Revised Statute prior to beginning an assignment.
- 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, and additional information as requested by the Human Resources Division, must be submitted with the application to the Human Resources Division. The submitted application and corresponding documents for any arrests, investigations, and/or convictions which are not minor offenses or which are in progress, must be reviewed and approved/denied by the Chief Human Resources Officer.
- 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  
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