

CLARK COUNTY SCHOOL DISTRICT REGULATION

4111.1

NONLICENSED ADMINISTRATIVE SELECTION AND APPOINTMENT

- I. The purpose of the nonlicensed administrative selection and appointment process is to identify those applicants who are well qualified and suited to effectively discharge the duties and responsibilities of the position to which they may be appointed by the superintendent. Consequently, the process will be conducted without reference to personalities. Individuals who are related to a candidate within the third degree consanguinity or affinity will disqualify themselves from participating in the selection process. Committee members will also be expected to disqualify themselves from participating in the selection process when a personal relationship will interfere with the committee members' ability to perform objectively. The final assessment will be objectively based on the candidate's training, experience, confidential reference profile, interview, performance analysis, and on the needs of the district.
 - A. The entire process will be conducted in a confidential manner with sensitivity to all participants. The Human Resources Division will secure and protect the integrity of all questions, tests, and assigned scores.
 - B. The final assessment activity will be conducted by the superintendent or designee.
 - C. Applicants may be recommended for appointment in lieu of numerical order.
 - D. Administrative transfers, reclassifications, reassignments, and at-will administrative appointments are exempt from the requirements of this regulation.
- II. A program of recruitment and selection will be planned, organized, and executed to obtain the best candidates to be considered for appointment to nonlicensed administrative positions within the unified bargaining unit. Employment opportunities will be announced within and outside of the Clark County School District, as appropriate.
 - A. At-will administrative appointments will be made by the superintendent.
 - B. Other nonlicensed administrative appointments within the unified bargaining unit will be made in accordance with this regulation.
- III. Nonlicensed administrative selection and appointment processes will adhere to the following procedures:

A. Recruitment

1. The appropriate administrator in the division with the nonlicensed administrative vacancy will submit a personnel requisition listing the unique requirements for the position, suggested screening/interview committee members, and suggested interview questions to Administrative Personnel Services.
2. The appropriate administrator in the division with the nonlicensed administrative vacancy will prepare the job description complete with position requirements and will submit the job description to Administrative Personnel Services.
3. Administrative Personnel Services shall post the position announcement on the district web site and may advertise using any other method necessary.
4. The applicant will notify Administrative Personnel Services of interest in the position in writing and by submitting a resume that sets forth the training and experience necessary to perform the duties contained in the position announcement and to meet the minimum and, if appropriate, the preferred qualifications. The resume must be submitted by the deadline specified on the position announcement. The appropriate administrator in the division with the nonlicensed administrative vacancy may waive the resume requirement and may accept applications as an indication of interest.

B. Training and Experience

1. The appropriate administrator in the division with the advertised vacancy shall screen the resumes to eliminate those candidates without the level of experience and training required for the position.
2. Administrative Personnel Services will invite those applicants who are found to have the level of experience and training required for the position to submit an application. The required application forms must be submitted by the deadline specified by Administrative Personnel Services.
3. An administrative screening committee shall be established in cooperation with the appropriate administrator in the division with the advertised vacancy utilizing a cross section of school district employees. Whenever possible, district participants on the screening committee must hold at least equal position classification to that of the vacant position and, whenever possible, must have experience related to the position. When appropriate, representatives from the community will be included.

Whenever possible, the committee will reflect the cultural diversity of the community.

4. The administrative screening committee will be convened and provided with each qualified applicant's application form, confidential reference profiles, personnel folder, and guidelines for screening nonlicensed administrative candidates. Other materials will be provided as appropriate. The screening committee will receive appropriate training on the scoring procedures.
5. The administrative screening committee will review training, experience, and confidential reference profiles for each applicant and will score applicants in accordance with the scoring procedures provided by Administrative Personnel Services.
6. Applicants achieving 80 percent of the total weighted score for training, experience, and confidential reference profiles will be interviewed. Screening information and notes will be placed in the selection file.

C. Interview

1. An administrative interview committee will be established. Whenever possible, district participants on the interview committee must hold at least equal position classification to that of the vacant position. When appropriate, representatives from the community will be included. Whenever possible, the committee will reflect the cultural diversity of the community.
2. An interview schedule will be established cooperatively with the interview committee.
3. The interview committee will receive appropriate training on the scoring procedures. Interview information will be given to the interview committee on the date of the interview.
4. The committee will utilize the set of questions provided, but will also have an opportunity to ask follow-up questions, as appropriate.
5. The interview committee will conduct interviews and score applicants according to the consensus regulation. Applicants achieving at least 80 percent of the total weighted score will be included in the final assessment. Interview information and notes shall be placed in the selection file.

D. Final Assessment

1. An alphabetical list of applicants scoring 80 percent or above with scores listed will be presented to the supervising administrator of the position. The supervising administrator may submit the names of up to three (3) candidates in order of preference to the appropriate deputy superintendent. The deputy superintendent will submit three (3) candidates' names in preference order to the superintendent through the associate superintendent, Human Resources Division.
2. The superintendent shall provide the name of the selected candidate as an information item to the board if a current district administrator is selected or as an action item if the selected candidate is not currently a contracted district administrator or teacher. The superintendent or designee will determine that all established procedures and regulations have been followed.
3. In unusual circumstances, the superintendent may waive this regulation.
4. Administrative Personnel Services will notify applicants participating in the final assessment but not appointed.

Review Responsibility: Human Resources Division
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