

CLARK COUNTY SCHOOL DISTRICT POLICY

P-4111

ADMINISTRATIVE SELECTION AND APPOINTMENT

- I. The District recognizes the importance of meeting the educational needs of the students by employing highly qualified and professionally trained administrative personnel who reflect the cultural diversity of the community.
- II. The purpose of an administrative selection and appointment procedure 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 the candidate within the third degree consanguinity or affinity will disqualify themselves from participating in the selection process. The final selection of candidates shall be based upon multiple factors, including: training, experience, supervisory employment references, interviews, performance analysis, and the needs of the District.

A program of recruitment and selection will be planned, organized, and executed to obtain the best candidates to be considered for appointment to administrative positions. Employment opportunities will be announced within and outside of the Clark County School District, as appropriate.

The superintendent shall establish procedures for administrative selections, eligibility, and appointments. Such procedures shall be in accordance with legal parameters, equal opportunity, and professional standards as follows:

- A. Human Resources coordination and leadership of the process, to ensure objectivity, equal opportunity, and fairness
- B. Posting of positions, both internally and externally, with qualifications and position expectations listed
- C. Requiring the same application materials from all candidates
- D. Consistent and objective application material screening criteria, with Human Resources involvement and oversight
- E. Consistent and objective interview questions and interview process, with Human Resources involvement and oversight
- F. Confidential reference checks prior to employment offer, utilizing a standardized and consistent tool

The Clark County School District is an equal opportunity employer and does not discriminate in any employment practice on the basis of race, color, sex, age, religion or religious creed, national origin, sexual orientation, gender identity or expression, ancestry, or disability.

The Human Resources Division will implement recruitment, selection, and appointment processes in accordance with the established procedures.

- A. The process will be conducted in a confidential manner with sensitivity to all participants. The Human Resources Division will protect the integrity of all questions, tests, and assigned scores.
- B. The final assessment activity shall be conducted by the superintendent or designee.
- C. Administrative transfers, reassignments, and at-will level and confidential administrative appointments are exempt from the requirements of this policy.
- D. At-will and confidential employee administrative appointments shall be made by the superintendent.
- E. The Human Resources Division shall review recommendations with the superintendent or designee for approval and then shall notify the applicants of their selection. The superintendent shall provide the name of the selected candidate as an information item to the Board of School Trustees if a current District licensed or administrative employee is selected, or as an action item if the selected candidate is a current District support staff employee or not currently a District employee. An appointment to a confidential position also requires an action item to the Board of School Trustees. The superintendent or designee shall determine that established policies and procedures have been followed.

Review Responsibility: Human Resources Division