

CLARK COUNTY SCHOOL DISTRICT REGULATION

Addition

R-4111

ADMINISTRATIVE SELECTION AND APPOINTMENT

Additions

- I. The Human Resources Division will administer the administrative selection and appointment process in accordance with the following steps:
 - A. The administrative position shall be posted on the CCSD Web site and may be posted on other state and national position posting services.
 - B. The position announcement shall include the minimum qualifications for the position, position expectations, and the requirements to apply.
 - C. Individuals who meet the minimum qualifications may indicate interest in the position by completing an administrative application and submitting required materials to the Human Resources Division.
 - D. The administrative application process shall require individuals to submit a minimum of three letters of recommendation, at least one of which must be from the most recent supervisor. In unique circumstances, and with approval of Human Resources, alternative documentation may be provided in lieu of letters of recommendation or in lieu of a letter from the most recent supervisor.
 - E. Administrative applications shall be screened by the appropriate administrator(s) in the Human Resources Division and shall be given a numerical screening score using the same rubric for all applicants. The rubric shall evaluate the candidate's type and amount of experience, the quality of the experience indicated in the letters of recommendation, leadership activities, and other accomplishments relative to the position expectations.
 - F. A blank copy of the rubric used during the application screening process shall be made available to any applicant, upon request.
 - G. After the application materials receive a screening score, individuals may be selected for a screening interview, may be selected for a specific job interview, or may be selected for a more in-depth screening of his/her application materials.
 - H. Individuals selected for the next step in the process must be the highest ranking, based on the screening score. Except for unique circumstances, no individual who ranks in the bottom 50 percent of all scores shall be selected for a subsequent process.

Additions

- I. During subsequent hiring process activities, individuals selected to continue to another selection step must be the highest-ranking, based on scores from that step in the process. Except for unique circumstances, no individual scoring in the bottom 50 percent of all scores shall be selected for a subsequent process.
- J. The Human Resources Division will coordinate and review the materials and scoring used during the selection processes in order to ensure equal opportunity, objectivity, and fairness.
- K. A reference check will be conducted on all candidates prior to making a final offer of employment.

Deletions

- 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. 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 shall be objectively based on the candidate's training, experience, confidential reference profile, interview, performance analysis, and 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 protect the integrity of all questions, tests, and assigned scores.~~
 - B. ~~The final assessment activity shall be conducted by the superintendent or designee.~~
 - C. ~~Applicants may be recommended for appointment in lieu of numerical order.~~
 - D. ~~Administrative transfers, reassignments, and at will level administrative appointments are exempt from the requirements of this regulation.~~
- III. ~~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 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 shall be made by the superintendent.

B. Other administrative appointments within the unified bargaining unit shall be made in accordance with the procedures of this regulation.

IV. The in-district school site administrator promotion eligibility procedures for elementary principals and secondary assistant principals and principals shall adhere to the following:

A. Experience

1. All school site administrators who have completed one (1) calendar year in their current positions and have received satisfactory ratings on the latest three (3) performance evaluations will be eligible for promotion.

2. School site administrators who wish to do so may maintain up-to-date professional resumes on the Human Resources Division secured web site. These resumes will be available for review by region superintendents and their designees. The same information will be available to principals with administrative vacancies.

B. Selection

1. The appropriate region superintendent will review any school-based administrative vacancy(ies) with the principal as soon as the vacancy(ies) is known. The principal will inform the appropriate region superintendent of any unique qualifications for the vacant position if any exist. Principal vacancy(ies) will be reviewed by the region superintendent and the deputy superintendent.

2. Eligible administrators will be provided an opportunity to request consideration for vacant positions, which will be internally advertised.

3. The appropriate supervising administrator may review any of the personnel files of the requesting administrators and/or may talk with any of the requesting administrators.

4. The supervising administrator may submit the names of up to three (3) candidates in order of preference to the appropriate region superintendent and deputy superintendent. The deputy superintendent, in consultation with the region superintendent, will submit three (3) candidates' names in preference order to the

superintendent through the associate superintendent, Human Resources Division. For principal positions, the region superintendent and the deputy superintendent may submit up to three (3) candidates in order of preference to the superintendent, through the associate superintendent, Human Resources Division. The superintendent, after considering the list of three (3) candidates' names in preference order, will appoint a candidate. This regulation does not guarantee selection of one of the candidates. If the candidates selected were not on the supervising administrator's list, that administrator will be so informed in a timely manner.

5. The Human Resources Division shall notify the selected candidate.

6. The Human Resources Division shall prepare an information item for the Board of School Trustees.

7. Nothing in this Section IV prevents the appropriate administrator from selecting a lateral or an eligible out-of-district candidate.

V. Administrative selections and appointment procedures for positions other than the school site positions of dean, assistant principal, and principal shall adhere to the following:

A. Recruitment

1. The appropriate administrator shall submit a personnel requisition listing any unique requirements for the position, the suggested screening/interview committee members, and suggested interview questions to Administrative Personnel Services.

2. The appropriate Human Resources Division administrator shall prepare the position announcement. Position requirements shall be listed on the position announcement.

3. The appropriate Human Resources Division administrator shall post the position announcement on the district's web site and may advertise using any other method necessary.

4. The applicant must complete and submit all required application forms and materials. The application forms must be submitted by the deadline specified on the position announcement.

~~B. Training and Experience~~

- ~~1. The appropriate administrator shall screen to ensure that all applicants meet the minimum qualifications.~~
- ~~2. An administrative screening committee shall be established. District participants on the screening committee must hold at least equal position classification to that of the vacancy. When appropriate, representatives from the community will be included. Whenever possible, the committee should reflect the cultural diversity of the community.~~
- ~~3. The administrative screening committee shall be provided with the application form, confidential reference profile, personnel folder, and guidelines for screening administrative candidates. Other materials may be provided as required. The screening committee shall receive appropriate training in the scoring procedure.~~
- ~~4. The administrative screening committee shall review training, experience, other materials provided, and confidential reference profiles and shall score applicants by consensus.~~
- ~~5. Those applicants achieving 80 percent of the total weighted score from the confidential reference profile, training, and experience will be interviewed.~~

~~C. Interview~~

- ~~1. An administrative interview committee shall be established by the Human Resources Division. District participants on the interview committee must hold at least equal position classification to that of the vacant position. Representatives from the community may be included. Wherever possible, the committee should reflect the cultural diversity of the community.~~
- ~~2. An interview schedule shall be established cooperatively with the interview committee.~~
- ~~3. The interview committee shall be given instructions in the scoring procedure. Interview information shall be given to the interview committee on the date of the interview.~~

- 4. The committee shall be given questions and may ask probing and follow-up questions.
- 5. The interview committee shall conduct interviews and score applicants according to the consensus procedure.
- 6. Notwithstanding the provisions of paragraphs C.1 through C.5 above, the Human Resources Division may use a validated interview instrument to interview an out-of-district candidate. The score from that interview will become part of the final assessment.
- 7. Applicants not achieving at least 80 percent of the possible interview score shall be notified by the Human Resources Division.

D. Final Assessment

- 1. An alphabetical list of applicants scoring 80 percent or above of the total weighted score will be presented to the superintendent.
- 2. 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 names as an information item to the Board of School Trustees. The superintendent or designee shall determine that all established regulations and procedures have been followed.

Deletion/
Addition

- 3. In unusual circumstances, the superintendent may waive this regulation.

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