

REPEAL

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4112

ADMINISTRATIVE ELIGIBILITY

- ~~I. The appropriate administrator in the Human Resources Division will plan, organize, and direct a program to recruit and identify qualified employees for placement in the administrative pool(s). Eligible applicants for administrative positions will be sought from within and/or from outside the Clark County School District.~~
- ~~II. Licensed Administrative Positions~~
 - ~~A. In-district employees who are interested in seeking an initial licensed administrative position with the district must successfully complete the Leadership Development Program established by the Human Resources Division.~~
 - ~~1. Applicants will be screened by committees for writing ability, training, teaching experience, employee appraisal reports, and other professional qualifications. A personal interview will be required.~~
 - ~~2. Applicants who successfully complete the administrative application, screening, and interview process must participate in the Leadership Development Program. Participation in the Leadership Development Program shall be without pay or salary increment.~~
 - ~~3. Upon successful completion of the Leadership Development Program and upon verification that the candidates hold a Nevada Administrative Endorsement and a master's degree from an accredited college or university and have successfully completed at least three (3) years of licensed experience, candidates will be placed in the administrative qualified selection pool.~~
 - ~~4. Employees in the administrative qualified selection pool may apply for administrative positions for which they are qualified when employment opportunities are announced. Minimum qualifications shall be listed on the appropriate position announcement.~~
 - ~~5. Name(s) of employees will remain in the administrative qualified selection pool for three (3) years from the date of placement.~~
 - ~~6. If no administrative appointment is received by the end of three (3) years, the name of the employee will be deleted from the administrative pool, or the employee may apply to reestablish administrative eligibility, as determined by the Human Resources Division.~~

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B. Out-of-district candidates who are interested in seeking licensed administrative positions must have one (1) calendar year of licensed administrative experience and hold or be able to acquire a Nevada Administrative Endorsement.

1. Applicants will be screened for training, administrative experience, employee appraisal reports, and other professional qualifications. A personal interview will be required.

2. Applicants who successfully complete the administrative application, screening, and interview process will be placed in the qualified selection pool.

3. Out-of-district candidates who have successfully completed the administrative application, screening, and interview process may apply for administrative positions for which they are qualified when employment opportunities are announced. Minimum qualifications shall be listed on the appropriate position announcement.

4. Name(s) of out-of-district candidates will remain in the administrative pools for three (3) years from the date of placement.

5. If no administrative appointment is received by the end of three (3) years, the name of the employee will be deleted from the administrative pool, or the candidate may apply to reestablish administrative eligibility.

III. Professional-Technical Administrative Positions

Applications will be accepted from current employees or persons seeking employment when positions are announced for professional-technical administrative vacancies. Minimum requirements will include training qualifications as specified in the job announcement. Minimum requirements will also include satisfactory service in corresponding or related positions, or three (3) years of successful supervisory experience related to the administrative position. The Administrative Personnel Department in the Human Resources Division will develop and implement procedures to ensure minimum qualifications for professional-technical positions are in alignment with district goals.

Review Responsibility: Human Resources Division

Adopted: [4710:6/72; 4711:5/67; 12/78]

Revised: (10/22/81; 12/08/88; 7/1/89; 12/12/89; 8/14/90; 5/14/96; 7/22/99)

Pol Gov Rev: 6/28/01

Revised: 6/27/02; 2/14/08