

CLARK COUNTY SCHOOL DISTRICT REGULATION

4120

ASSIGNMENT: LICENSED EMPLOYEES

- I. The Clark County School District reserves the right to make any assignment to any position for which a licensed employee is qualified. The Human Resources Division shall be responsible for all assignments to schools in order to ensure equal educational opportunities to all students. Central office administrators and school administrators will be consulted to determine placement of licensed personnel.
 - A. All Assignments
 1. Administrators will request staff by completing and submitting a personnel requisition to the Licensed Personnel Department as appropriate.
 2. Licensed personnel assignments must be processed through and be on record with the Licensed Personnel Department.
 3. Licensed employees returning from a board-approved leave of absence shall be assigned before new employees provided the returning employee has notified the district of intent to return by April 1 or approximately sixty (60) days prior to the date the employee is requesting to return to service if prior to April 1. A licensed employee returning from a medical leave of absence must comply with the requirements of Regulation 4351.
 4. Licensed personnel shall be assigned to teach within their licensure and endorsement areas.
 5. When extenuating circumstances exist, a licensed employee may be assigned to teach academic subjects not within the licensure and endorsement areas within the regulations established through the State Department of Education. When such assignments are made, the employee shall be evaluated on teaching techniques exclusive of the subject matter content.
 6. The superintendent or his/her designee may assign licensed employees to alternate locations when it is believed that an immediate change in the assignment of personnel is in the best interests of the students of the district.

7. Licensed employees are required to obtain valid licenses. A valid license in force must be on file in the records section of the Licensed Personnel Department as evidence of proper license.
 - a. An employee who fails to obtain or renew a valid license or remove a provision required for an assignment shall not be permitted to perform the assignment.
 - b. When an employee with an expired license fails to obtain a valid license appropriate to the assignment within any grace period, or waiver period, granted by the State Department of Education, the employee shall be terminated and the Board of School Trustees shall be notified of such action through an information item to the agenda of a regularly scheduled board meeting.
 - c. A new employee may not assume the duties and responsibilities of a licensed position until the employee holds a valid license appropriate to the assignment or unless a short-term extension has been granted by the State Department of Education.

Review Responsibility: Human Resources Division
Adopted: [10/26/93]
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