



Administrative Regulation 2111

Administrative Recruitment and Selection

Responsible Office: Office of Human Resources

REGULATION

1. Purpose

- a. The basic purpose of the selection of administrative personnel shall be to fill existing vacancies with individuals of the highest professional caliber who will best serve to maintain and enhance quality education in the Washoe County School District. Consideration for selection will be given to all individuals, regardless of race, religion, color, national origin, sex, age, marital, and parental status, or physical handicap who meet established qualifications for a vacant position and who appear in the professional judgment of the selection committee the most likely to succeed in an administrative position under consideration.
- b. In accordance with applicable federal and state laws, selection of administrative personnel shall be based on merit and shall not be affected by an applicant's ethnicity, religion, sex, age, disability or national origin. Merit shall be determined by an evaluation of experience, educational attainment, maturity, and potential for maintaining and improving the level of educational and administrative services provided by the school district.
- c. The Washoe County School District will offer reasonable accommodations to qualified applicants and employees with a known disability except where such accommodation poses an undue hardship to the school district. Any qualified applicant or employee with a disability who needs reasonable accommodations should notify a representative in the Office of the Human Resources.

2. Recruitment

- a. The Chief Human Resources Officer shall be responsible for the recruitment of applicants for administrative positions from as wide a geographic area as necessary, using such means and methods as appropriate.
- b. Notices of administrative vacancies will be posted on the bulletin board located in the Central Administration Building and in the individual schools.

3. Applications

- a. Employment application forms shall be available in the Office of Human Resources. Completed application forms and other required materials are to be submitted to the Office of Human Resources. The Chief Human Resources Officer will acknowledge all applications and shall establish administrative applicant files as necessary. Applicants' files shall normally be retained for at least twelve (12) months.

4. Employment Standards

- a. Administrative applicants to be employed by the school district must:
 - i. Be citizens of the United States or be in compliance with the federal Immigration Reform and Control Act. (Not applicable to alien exchange teachers/administrators pursuant to NRS 391.070.)
 - ii. Hold an appropriate license (if required) issued by the State Department of Education or the applicant must agree to obtain the required license by a specified date.
 - iii. Execute an oath of office as required by NRS 391.080.
 - iv. Be in such physical and mental condition as to be able to perform their duties. (Examination and certification by a physician designated by the school district may be required at the applicant's expense.)
 - v. Be of reputable character.
 - vi. Meet the state experience, education, or other requirements for the position.
- b. When in the opinion of the Chief Human Resources Officer an application does not indicate that the above standards have been met, such application may be rejected.

5. Vacancies

- a. When a vacancy occurs in any administrative or professional-technical position other than principal, assistant principal or positions on the Leadership Team, the Chief Human Resources Officer shall publish a job

announcement and advertise as appropriate. This announcement shall contain a description of the position, where and when application forms may be obtained and the deadline for filing properly completed applications with the Office of Human Resources

- b. It shall be the duty of the Office of Human Resources to check the accuracy of the information on the applications which are returned. Any discrepancies with relation to what is currently on file in the Personnel office shall be noted on the application and the applicant shall be informed of these differences in order that the personnel file may be corrected if it contains an error or has an omission.
- c. When the deadline for filing applications for the administrative position has been reached, the applications shall be arranged in alphabetical order for study by the interview committee as described below.

6. Interview Committee

- a. On or before January 15 of each calendar year, the Chief Human Resources Officer shall draw up a master list of individuals who may serve on interview committees appointed for screening and interviewing administrative or professional-technical personnel. This master list shall contain the names of all individuals serving in an administrative or professional-technical position at that time, the names of a minimum of fifteen (15) teachers divided equally in elementary, middle, and high school teaching assignments selected by the Washoe Education Association, and fifteen (15) classified employees selected by the Washoe Education Support Professionals / Nevada State Education Association. In addition, the list shall contain the names of at least fifteen (15) parents and/or community members who will serve on the interview committees. Such names shall be requested from the parent-faculty groups at each school. Parents and/or community members who are at a school not having a parent-faculty group may request to be added to the list by contacting the Chief Human Resources Officer. To the extent feasible, as many individuals as possible will be asked to serve on the interview committee rather than selecting a few individuals to serve repeatedly. Generally speaking, individuals who have served on an interview committee will not be requested to serve on another interview committee for a period of one (1) year. However, because of the time required for orientation and training, individuals (other than administrators) who are selected to serve on principal/assistant principal pool committees may

serve for two (2) consecutive years. Administrators who serve on principal/ assistant principal pool committees will be asked to serve three (3) year staggered terms.

- b. The Superintendent or his/her designee shall appoint five (5) members from the master list described above to serve on an interview committee for a specific vacancy other than Leadership Team, Principalships or Assistant Principalships. One of the five (5) members will be designated as chairperson of the interview committee by the Superintendent or his/her designee. Additional members with particular expertise may be included at the discretion of the Superintendent. The designated chairperson shall make all arrangements for communication between the committee and the Office of Human Resources and shall carry out the necessary function of such arrangements.
- c. Prior to the interviews and after the close of the filing of applications, the interview committee shall meet and study the qualifications of each applicant in relation to the description of the position to be filled. The committee shall then select a minimum of eight (8) applicants who are to be interviewed by the committee. If there are fewer than eight (8) applicants who appear qualified, the committee may continue or recommend to the Superintendent that the position be re-advertised. The names of these individuals shall be presented to the Chief Human Resources Officer who will then notify each applicant that s/he is to be interviewed by the members of the committee. The Chief Human Resources Officer shall arrange for the time and place of inter-views at the convenience of the interview committee.
- d. Candidates will be required to respond in writing to a question developed by the interview committee. The written response will be reviewed by each member of the interview committee and as a whole committee.
- e. The Screening and Interview Committee shall interview each applicant selected for interview in a group setting. The committee chairperson shall develop in cooperation with the committee members a group of common questions which will be asked of each applicant selected for inter-view. Each member of the committee shall make independent evaluations of the responses made by each applicant. The reporting of these evaluations will take place on forms obtained by the committee chairperson from the Personnel Division. No interview will be discussed with anyone before or

after the full committee meeting to nominate the highest ranked applicants to the Superintendent.

- f. When all interviews are completed, the committee will discuss the applicants. Immediately following the discussion, each individual member will be asked to rank the applicants in order of his/her preference. Each committee member shall use a point system to rank candidates, and each committee member's vote is equal. The chairperson will then compile the individual ranks to develop a composite ranking of candidates which will be shared with the committee. The chairperson will then list the final ranking and the points received by each applicant who has been interviewed on a form provided by the Personnel Division.
- g. After the meeting of the committee and the ranking of the applicant's interview is made, the individual ranking sheets of the committee members and the composite ranking sheet of the committee will be filed with the Chief Human Resources Officer.
- h. When the names of the nominees, in ranked order, are received by the Superintendent s/he will determine which of those nominees will receive further consideration.
- i. Further consideration may include an interview with the Superintendent and/or his/her designee(s). Following such interview(s), the Superintendent shall select one (1) nominee to be submitted to the Board of Trustees for appointment to the vacancy. If the Superintendent decides it is not in the best interest of the district to submit a nominee to the Board of Trustees, the process will then be reinitiated.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. The following Board Policies, Administrative Regulations and Administrative Procedures align with this regulation:
 - a. Administrative Regulation 2111.2, Principal/Assistant Principal Selection Procedures

- b. Administrative Regulation 2112.1, Evaluation of Administrators
 - c. Board Policy 4110, Recruitment and Selection of Personnel
 - d. Board Policy / Administrative Regulation 4111, Equal Opportunity in Employment
 - e. Board Policy / Administrative Regulation 4112, Appointment of Certificated (Licensed) Personnel
 - f. Board Policy / Administrative Regulation 4112.1, Certification
3. This regulation aligns with the Collective Bargaining Agreement between the District and the Washoe School Principals' Association.
 4. This regulation complies with Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees
 5. This policy complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel.

REGULATION HISTORY

| Date | Revision | Modification |
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| 11/22/1966 | 1.0 | Adopted |
| 3/10/1970 4/8/1975 9/12/1978 10/1/1982 1/10/1984 11/12/1985 3/10/1992 10/28/1997 7/14/1998 | 2.0 | Revisions |
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