



# Administrative Regulation 4110.1 Recruitment and Selection – Teaching Staff

**Responsible Office:** Office of Human Resources

## **REGULATION**

Recruitment and selection of licensed personnel to fill a position on the teacher's salary schedule shall be under the direct supervision of the Chief Human Resources Officer.

Selection of teachers shall comply with applicable federal and state laws, and shall be based on merit. The school district is an Equal Opportunity Employer and shall not discriminate against any applicant on the basis of race, religion, sex, age, national origin, disability or color. Merit shall be determined by an evaluation of experience, educational attainment, and potential for maintaining and improving the level of educational services provided by the school district. The school district will maintain a recruiting program to encourage applications from minority teaching candidates.

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 Human Resources.

### 1. Recruitment

- a. The Chief Human Resources Officer shall be responsible for a wide distribution of position announcements for all anticipated teacher vacancies for the following school year. They shall be posted on the bulletin board of the Administration Building and at individual district schools.

### 2. Applications

- a. Employment application forms shall be available from the Office of Human Resources. All letters of application, completed application forms, official transcripts, placement office credentials and other relevant information are to be submitted to Human Resources. The Chief Human Resources Officer will acknowledge all applications and shall establish teacher-applicant files as necessary. Completed files of applicants will be retained for at least one (1) academic year.

### 3. Employment Standards

- a. Teachers 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 pursuant to NRS 391.070.)
  - ii. Hold an appropriate teacher's certificate (license) or life diploma issued by the Nevada State Department of Education or the teacher-applicant must agree to obtain such license. If the teacher does not have a valid teaching license, the teacher may be separated immediately. Licensure is the responsibility of the applicant.
  - 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. If previously employed by the school district, have a satisfactory employment history with the school district or show other evidence which would support consideration for reemployment.
  - vi. Be of reputable character.
- b. When, in the opinion of the Chief Human Resources Officer an application does not indicate that the above standards have been met, such employment application may be rejected. Any applicant whose application has been rejected will be so informed by the Chief Human Resources Officer.

### 4. Selection

- a. When a teaching vacancy occurs, the principal will review the teacher transfer register (if appropriate) and then if after interviewing the required number, no teacher is selected, the file of applicants will be made available to the principal by the Chief Human Resources Officer. The principal will interview a minimum of five (5) qualified candidates. If there

are fewer than five (5) qualified candidates, the principal will interview all qualified applicants that are on file.

- b. After review of files and interviews have been conducted, the principal of the school where the vacancy exists, prior to submission of the rationale for employment, may consult with the Chief Human Resources Officer concerning the individual to be transferred or to be recommended for employment. This recommendation will be reviewed and approved by the Superintendent or designee before presentation to the Board of Trustees for final action.
  - c. Final authorization of all contracts between the Washoe County School District and a licensed employee must be made by the Board of Trustees.
  - d. The responsibilities of the applicant, principal and the Office of Human Resources follow.
5. Responsibilities Of Applicant

Note: FAILURE TO FOLLOW THIS PROCEDURE MAY RESULT IN APPLICANT BECOMING INELIGIBLE FOR EMPLOYMENT IN THE SCHOOL DISTRICT.

- a. Request Washoe County School District application.
- b. Submit to the Office of Human Resources a completed application form and other forms/documents as requested.
- c. Arrange for one (1) copy of official transcript(s) to be mailed to the Office of Human Resources.
- d. Arrange for one (1) copy of confidential folder and other references to be mailed to the Office of Human Resources.
- e. Submit to Human Resources any other information required or that the applicant wishes, such as resumes, etc.
- f. Applicant is responsible to acquire his or her own license and endorsements, if required for certain teaching assignments.

## 6. Responsibilities Of Principals

**Note:** Failure To Follow The Procedures Could Result In The Invalidation Of A Principal's Recommendation For Employment.

- a. Advise the Office of Human Resources of vacancy.
- b. Check teacher transfer register (if transfer is appropriate).
- c. Review folders of eligible applicants, sign and date the data sheet attached to each applicant's folder.

**Note:** No Applicant May Be Interviewed Until These Three (3) Steps Have Been Completed.

- d. Interview candidates selected for interview. The principal has the responsibility for contacting candidates for interviews and shall only interview those applicants that are contacted in advance of the interview.
- e. Personally contact three (3) performance-related references.

**Note:** A Recommendation For Employment Cannot Be Made Until The Five (5) Steps Above Have Been Followed And Until At Least Five (5) Candidates Have Been Interviewed When Five (5) Or More Qualified Applicants Are Available.

- f. Submit recommendations for employment and other required forms to the Office of Human Resources in sufficient time to permit inclusion in the Board packet.
- g. Notify applicant who has been selected for employment by the Board of Trustees.
- h. When a teaching position is filled after the beginning of the school year (and/or at a time of year when the number of qualified candidates available is limited), the position may be filled by a long-term substitute or temporary contract while the search for a well qualified permanent candidate continues.

## 7. Responsibilities Of The Office Of Human Resources

- a. Furnish application materials to applicants requesting them.

- b. Maintain transfer register.
- c. Publish list of position openings. Non-classroom teaching positions such as program assistants, subject-matter coordinators, and positions which have extended contracts will be advertised.
- d. Match application qualifications to vacancies and refer names of transfers and applicants to principals for consideration.
- e. Require principals to review all transfer requests (if appropriate) and applications of all qualified applicants.
- f. Monitor the principal's review of folders, interview of candidates, checking of references, and recommendations for employment to ensure that all qualified candidates are receiving proper consideration. Each applicant is to be notified by the principal whether s/he will be recommended to the Board.
- g. Receive recommendations from principals and approve them based upon evidence that all required procedures have been followed.
- h. Submit approved recommendations to the Board of Trustees.
- i. Notify the administrator who conducted the interviews of Board action.
- j. After the applicant for a position has been approved by the Board, the principal or the Office of Human Resources, if the principal requests, shall be responsible for notifying all other candidates who were interviewed that they were not selected for the position.
- k. Prepare contract and other materials necessary for employment.

#### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Policy 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. This Administrative Regulation complies with Board Policy 4110, Recruitment and Selection of Personnel.

3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel, and specifically:
  - a. NRS 391.070, Employment of alien teacher through program exchange permitted.
  - b. NRS 391.080: Official oath for licensed employees.

**4. REVISION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted
5/28/1968	2.0	Revisions
10/26/1971		
7/21/1976		
1/23/1979		
10/27/1992		
4/12/1994		
7/14/1998		