



Administrative Regulation 4124.1 Part-Time Teachers: Washoe High School

Responsible Office: Office of Human Resources

REGULATION

During the spring semester each year, the principal of Washoe High School, or his/her designee, shall submit to the Chief Human Resources Officer a list of openings. The Chief Human Resources Officer shall circulate an advertisement to all schools in the District and to other appropriate locations within the community requesting applications from teachers who wish to be considered for part-time employment as teachers in the Washoe High School Program. The principal of Washoe High School, or his/her designee, shall review the personnel records and files of all applicants and interview no less than two (2) qualified applicants for each of the anticipated positions, if two (2) qualified applicants are available.

After the interviews, the principal shall submit to the Chief Human Resources Officer the name of the individual judged to have the best qualifications for each of the anticipated Washoe High School positions. The Chief Human Resources Officer shall submit those names to the Board of Trustees and recommend their approval.

All applicants recommended to the Board for part-time teaching positions should hold the appropriate Nevada State License.

It shall be stated in writing on the advertisement mentioned above, on the application form and on the list that is submitted to the Board of Trustees that the appointment of teachers to part-time teaching assignments in the Washoe High School are subject to and dependent upon sufficient enrollment in each individual class. The same point should be made orally during the interviews.

Part-time teachers in the Washoe High School Program shall be limited to maximum numbers of teaching hours per week as follows:

Washoe High School teachers who hold regular full-time contracts with the Washoe County School District in the school district's day school program shall be limited to a maximum of eight (8) teaching hours per week. All other Washoe High School teachers shall be limited to twenty-four (24) teaching hours per week.

In the spring of each year, one (1) teacher should be selected for each of the anticipated positions for the next school year. All applications of those applicants who are not selected shall be maintained by Washoe High School. In the event that someone who was appointed to a part-time positions in Washoe High School finds it necessary to withdraw before they can complete that teaching assignment or in the

event that unanticipated classes have to be added after the school year begins, these vacant positions shall be filled by the same procedure specified above except that a new advertisement does not have to be circulated unless there are not sufficient applications on file in a given subject area.

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 4124, Part-Time Teachers.

REVISION HISTORY

Date	Revision	Modification
12/09/1975	1.0	Adopted
8/24/1976	2.0	Revised
10/27/1992	3.0	Revised
7/14/1998	4.0	Revised