



Administrative Regulation 4124.2 Part-Time Teachers: Summer School

Responsible Office: Office of Human Resources

REGULATION

During the month of January each year, the Office of Human Resources shall circulate an announcement to all schools in the school district and to other appropriate locations within the community (if necessary) requesting applications from teachers who wish to be considered for employment in the Summer School Program. The announcement shall include a listing of the anticipated positions and courses to be taught and requirements for applicants to be considered.

The Coordinator of the Summer School Program shall review the applications and files of all applicants and interview no less than two (2) applicants for positions which need to be staffed by applicants not currently employed by the school district.

After the interview, the coordinator shall submit to the Chief Human Resources Officer the name of the individual judged to have the best qualifications for each of the anticipated summer school positions. The Chief Human Resources Officer shall review those names and, if s/he concurs, submit the names to the Board of Trustees and recommend their approval.

All applicants recommended to the Board for part-time teaching positions shall hold the appropriate Nevada State License(s).

It shall be included on the announcement 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 summer school is subject to and dependent upon sufficient enrollment in each individual class.

By May 1 of each year, one (1) teacher should be selected for each of the anticipated positions for the summer of that year. All those applicants who are not selected shall have their applications maintained by the Supplemental Credit Office in a "Summer School application file." In the event that someone who was appointed to a part-time position in the summer 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 summer school begins, these vacant positions shall be filled by a similar procedure. However, a new announcement does not have to be circulated unless there are insufficient 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