



Administrative Regulation 4210

RECRUITMENT AND SELECTION: EDUCATION SUPPORT PROFESSIONALS (CLASSIFIED EMPLOYEES)

Responsible Office: Office of Human Resources

REGULATION

1. Recruitment and selection of classified employees shall be under the direct supervision of the Assistant Superintendent, Human Resources, with the following exception:
 - a. Recruitment and selection of bus drivers shall be under the supervision of the Transportation Director.
2. Selection of classified personnel 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 ethnicity, religion, sex, age, national origin, disability or color. Merit shall be determined by appropriate consideration of experience, education, and potential for maintaining or improving the level of services provided by the school district.
3. The 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 Personnel Division.
4. Recruitment
 - a. The school district shall recruit all applicants from as wide a geographic area as necessary, using such means and methods as determined to be appropriate by the Director of Personnel Services.
 - b. Whenever possible, notices of vacancies will be posted on the bulletin board located in the Administration Building of the Washoe County School District.
5. Applications
 - a. Persons seeking employment in any position in the classified service may secure application forms from Human Resources.
 - b. Persons seeking employment in the school lunch program (managers, cooks and other cafeteria help) may secure application forms from the Personnel Division.

- c. Completed applications should be returned to the Human Resources.
6. Employment Standards
- a. Applicants to be employed in the classified service (including employment in the school lunch program and as bus drivers) must:
 - i. Be citizens of the United States or in compliance with the Federal Immigration Reform and Control Act.
 - ii. Possess or be able to secure any licenses, certificates, etc., which may be required for the position.
 - iii. Be in such physical and mental condition as to be able to fully perform their duties (examination and certification by a physician designated by the school district may be required at the applicant's expense).
 - iv. Be of reputable character.
 - v. Meet the stated experience, education, or other requirements for the position.
 - vi. 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 re-employment.
 - b. When, in the opinion of the Assistant Superintendent, Human Resources, an application does not indicate that the above standards have been met, such application may be rejected.
7. Selection
- a. When an opening occurs, completed applications will be made available to the head of the department in which the vacancy exists. All applications shall be reviewed by the departmental screening committee to determine those which appear best qualified for the position. Those applicants which appear best qualified shall be interviewed by the screening committee. All applicants interviewed shall be notified by the department head of the selection (or rejection). Human Resources shall assist as necessary in the selection process.
 - b. Applicants interviewed for an opening and not selected who believe that the selection procedure was unfair may request in writing a meeting with the head of the department in which the vacancy occurred. If the

applicant desires, a subsequent meeting may be requested in writing with the Assistant Superintendent, Human Resources, and then with the Superintendent.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 4110, Talent Acquisition and Selection of Personnel
2. This regulation complies with Nevada state laws and regulations.

REVIEW HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
6/9/1970	2.0	Revised
10/26/1971	3.0	Revised
11/22/1976	4.0	Revised
10/27/1992	5.0	Revised
7/14/1998	6.0	Revised