

CLARK COUNTY SCHOOL DISTRICT REGULATION

2310

OUT-OF-DISTRICT CONSULTANTS FOR INSTRUCTIONAL-RELATED SERVICES

In order to ensure that out-of-district consultants are only employed to provide the greatest economy for the Clark County School District and to provide instructional-related services otherwise unavailable, the following procedures shall be followed:

- A. Out-of-District Consultant – Authorization and Payment form (CCF-144) for instructional-related consultant services will be filed with the appropriate region/division head at least two weeks prior to delivery of services. The following documentation must accompany each application:
 - 1. A written statement delineating a clear need for services.
 - 2. Assurance that alternative methods of meeting these needs have been explored, particularly methods that could be accomplished by District personnel.
 - 3. A resume from the consultant and description of the program to be offered.
 - 4. Confirmation that a Consent for Taping form was submitted to the consultant.
 - 5. A copy of the evaluation procedures to be used to determine the effectiveness of the services.
- B. Upon receipt of the application, the region/division head shall take the following action:
 - 1. Determine that only an out-of-district consultant can best render the instruction-related services required.
 - 2. Ensure the contractual arrangements with the consultant are in alignment with district policy and procedures.
 - 3. Verify that adequate and appropriate funding has been secured for the services.

4. Seek prior Board of School Trustees approval for any single expenditure exceeding \$25,000.00.
5. Supply a monitoring report as requested by the Superintendent.

Review Responsibility:	Instruction Unit
Adopted:	[2320: 7/11/68]
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