

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4114

### SELECTION: SUPPORT PROFESSIONAL AND SCHOOL POLICE EMPLOYEES

- I. The appropriate administrator, Human Resources Division shall plan, organize and direct a program of recruitment and selection to obtain the best qualified applicants to be considered for employment.
  - A. To meet staffing needs of the District, procedures will be developed to assist in the employment selection process.
  - B. Based on District needs, positions may be advertised in community newspapers, minority publications, trade journals, technical publications, on the internet or through media in other geographic areas, when appropriate, as determined by the appropriate administrator, Human Resources Division, or his/her designee. Support professionals and school police vacancies will also be advertised within the District, as appropriate.
  - C. All applicants must submit an application utilizing the electronic application platform provided by the Clark County School District. The following must be included at the time of application.
    1. Documentation to demonstrate that the applicant meets the minimum job qualifications as described in the job description. This may include:
      - a. A copy of the applicant's high school diploma or equivalent, or proof of conferred degree from a college or university,
      - b. A copy of any certifications or licenses required to meet the minimum qualifications of the position,
      - c. Proof of satisfactory completion of required courses, when applicable. This may include, but is not limited to, transcripts or completion certificates.
    2. Names and email addresses of three professional references from the last seven years of work history. One of the three references must be the most recent supervisor.
    3. If professional references are not available, the applicant may, at the discretion of the appropriate administrator, provide the names and email addresses of three character references.

4. References from relatives will not be accepted.
  5. If the applicant has retired from the CCSD, has a break in service of no more than one (1) year, and was rated as meets or exceeds standards in their last three years of service with CCSD, only a reference from the last supervisor may be required.
- D. Applications will be reviewed and assessed by a Human Resources Director or designee in the Human Resources Division. The determination to qualify an applicant for employment or to remove an applicant from further consideration will be made after an assessment of the application, which will include:
1. Determination that the applicant has met the minimum qualifications of the position;
  2. Verification and critique of confidential references;
  3. Review and assessment of documents provided per section II of this regulation;
  4. Review of documentation to meet minimum qualifications;
  5. Verification of employment history.
- E. Those applicants who are successful in the pre-employment screening process and who meet the minimum job qualifications as specified in the job description will be placed in the job specific Qualified Selection Pool(s).
- F. The applications, references, and/or personnel files of persons who express interest in a specific position and who are in the Qualified Selection Pool or in a lateral or related job family position will be made available to the appropriate administrator from the school or department where the vacancy exists. Individuals will be selected for a final interview from among the eligible candidates based on qualifications, the needs of the department/school and the needs of the District.
- G. Hiring managers shall participate in the selection of support employees and school police employees by reviewing the application materials of qualified candidates, by reviewing confidential references, and by conducting interviews or telephone conferences. Hiring managers may request that current employees seeking a promotion or transfer provide copies of previous evaluations.

- H. Employees must successfully complete their initial (minimum six (6) months') probationary period before requesting/seeking a lateral transfer or promotion.
- I. Regular status employees who are affected by changes in enrollment or programs shall receive priority consideration in their reassignment to positions for which they are qualified at the same or lower ranges, hours, and/or months employed on the salary schedule consistent with the appropriate negotiated agreement. The term "regular status employees" is defined in Regulation 4124 II.C.
- II. Applicants shall provide information which explains any prior arrests, investigations, and/or convictions. A confidential letter of explanation, copies of arrest records, copies of court disposition documents, and additional information as requested by the Human Resources Division, must be submitted with the application to the Human Resources Division. The submitted application and corresponding documents for any arrests, investigations, and/or convictions which are not minor offenses or which are in progress, must be reviewed and approved/denied by the Chief Human Resources Officer.

Review Responsibility: Human Resources Division

Adopted: [4410/4413/4615:1/68]

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1/14/92; 10/26/93)

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