

*RECRUITMENT, SELECTION AND APPOINTMENT OF LICENSED PERSONNEL*

The District shall employ certified (licensed) personnel necessary for the proper functioning of the total educational program. The initial arrangements for employment shall be made through the Human Resources director or their designee and the Superintendent or their designee except in the case where the Superintendent or their designee is to be employed.

Initial appointment of licensed personnel shall be made at the earliest practical time prior to the school year for which the individual is employed.

Appointment to a specific position is contingent upon the student enrollment of the District. Population shifts (both positive and negative) make it imperative that there be adjustments in personnel placement. The Superintendent or their designee shall have full power and authority within the provisions of collective bargaining agreements to assign, transfer and reassign teachers, other licensed personnel, and principals to their respective grades, classes, and buildings. Employees may request transfers by completing and submitting an online application and by sending an email to the potential new supervisor. Employees may request reassignments within the school by sending an email to the principal when the known vacancy occurs.

The terms and conditions of the employment relationship will be specified in individual contracts pursuant to NRS 391.120. The responsibility of the final authorization of all written employment contracts rests with the Board of Trustees.

The District has as its primary endeavor the providing of highly qualified staff for all positions within the District. These employees are expected to devote themselves to the total educational effort for all students.

The purpose of personnel recruitment and selection is to fill existing vacancies with individuals who meet established qualifications. It is the duty of the Superintendent/designee to establish the necessary criteria and procedures for the recruitment and selection of employees.

The following criteria shall apply to the recruitment and selection process of all District personnel:

1. Highly qualified and desirable applicants shall be actively sought.
2. Selection shall be based solely on merit, and eligibility for employment shall not be affected by the applicant's race, religion, gender, sexual orientation, age, disability, national origin, ancestry, color, genetic information, or veteran status consistent with applicable federal, state, and local laws and regulations.

Reference: NRS 391.120

*RECRUITMENT, SELECTION AND APPOINTMENT OF LICENSED PERSONNEL –  
ADMINISTRATIVE REGULATIONS*

Recruitment and selection of licensed personnel to fill a vacant position shall be under the supervision of the Superintendent or their designee.

Selection of teachers and other licensed personnel shall comply with applicable federal and state and local laws and shall be based on merit. The District is an Equal Opportunity Employer and shall not discriminate against any applicant on the basis of race, religion, gender, sexual orientation, age, national origin, ancestry, disability, color, genetic information, veteran status or any other applicable basis under state or federal laws. Merit shall be determined by an evaluation of experience, educational attainment, and potential for maintaining and improving the level of educational services provided by the District. The District will encourage applications from ethnically and culturally diverse candidates.

The District will offer reasonable accommodation to qualified applicants and employees with a known disability except where such accommodation poses an undue hardship to the District. Any qualified applicant or employee with a disability who needs reasonable accommodation should notify the Human Resources Director.

#### Recruitment

The Superintendent or their designee shall be responsible for a wide distribution of position announcements for all anticipated vacancies for the following school year. The position announcements shall be posted on the bulletin board of the District Office, at individual District schools and at other sites deemed appropriate by the Superintendent or their designee.

#### Applications

Employment application forms shall be available from the Lyon County School District web site (<http://lyoncsd.org>). All letters of application, completed application forms, official transcripts, placement office credentials, and other required and relevant information are to be submitted to the Human Resources Department through the website. The Human Resources Department will acknowledge all applications and shall establish applicant files as necessary. Completed files of applicants will be retained for at least one (1) academic year.

#### Employment Standards

Teachers and other licensed personnel to be employed by the District must:

- a. Be a citizen of the United States or be in compliance with the Federal Immigration Reform and Control Act and provisions of NRS 391.060. (Not applicable to alien exchange teachers pursuant to NRS 391.070.) The Superintendent of Public Instruction may issue a license to a qualified noncitizen if the school district has demonstrated a shortage of teachers.
- b. Possess an appropriate teacher's certificate (license) issued by the Nevada State Department of Education or other required license, or the applicant must agree to

obtain such required license. Letters of intention to hire are conditional upon the applicant possessing the appropriate teacher's license or other required license. Licensure is the responsibility of the applicant.

- c. Execute an oath of office as required by NRS 391.080 except teachers employed pursuant to NRS 391.070.
- d. Be able to perform the essential functions of their position, with or without reasonable accommodation.
- e. If previously employed by the District or by another district, have a satisfactory employment history, have a record of satisfactory completion of student teaching, or show other evidence which would support consideration for re-employment.

When, in the opinion of the Superintendent or their designee, an application does not indicate that the above standards have been met, such employment application may be rejected.

#### Selection

When a licensed vacancy occurs, the principal will first review the transfer/reassignment requests (if appropriate) and then, if after interviewing no individual is selected, the file of outside applicants will be made available to the principal by the Superintendent or their designee. The principal will interview a minimum of five qualified candidates. If there are fewer than five qualified candidates, the principal will interview all qualified applicants on file.

After interviews have been conducted, the principal of the school where the vacancy exists may consult with the Superintendent or their designee concerning the individual to be transferred/reassigned or to be recommended for employment. This recommendation will be reviewed and approved by the Superintendent or their designee before presentation to the Board of Trustees for final action.

Final authorization of all contracts between the District and a licensed employee shall be made by the Board of Trustees.

Reference: NRS 391.070, NRS 391.080