

**RECRUITMENT, SELECTION, AND APPOINTMENT OF LICENSED
(CERTIFICATED) PERSONNEL**

The District shall employ certificated (licensed) personnel necessary for the proper functioning of the total educational program. The initial arrangements for employment shall be made through the Executive Director of Human Resources and the Superintendent /designee except, in the case where the Superintendent 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 make it imperative that there be adjustments in personnel placement. The Superintendent /designee shall have full power and authority within the provisions of collective bargaining agreements (CBAs) 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 their current supervisor and 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 Nevada Revised Statute (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 protected class membership.

Reference: NRS 391.060, 391.070, 391.080, 391.120

***RECRUITMENT, SELECTION, AND APPOINTMENT OF LICENSED (CERTIFICATED)
PERSONNEL - ADMINISTRATIVE REGULATIONS***

1. Recruitment and Selection Process

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

Selection of teachers and other licensed personnel shall comply with applicable federal, 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 protected class membership or the applicant's wage or salary history. 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 Executive Director Human Resources.

2. Recruitment

The Superintendent /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 widely disseminated through a variety of mediums as deemed appropriate by the Superintendent/designee.

Recruitment for licensed positions will comply with the applicable CBA and LCSD Board Policy.

3. Applications

Employment application forms shall be available from the Lyon County School District website (<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 two (2) years from the year to which they pertain.

4. 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) and endorsement(s) 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 license and endorsement(s), 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 391.060(5) or NRS 391.070.

d. Be able to perform the essential functions of their position.

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/designee, an application does not indicate that the above standards have been met, such employment application may be rejected.

5. 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 /designee. The principal will screen applicants and interview a minimum of five qualified applicants. If there are fewer than five qualified applicants, the principal will interview all qualified applicants on file. Applicants who are selected for an interview will be provided the pay range of the position for which they applied.

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

6. Responsibilities of Applicant(s)

- a. Complete the District application according to instructions.
- b. Submit the completed application to the Human Resources Department along with any forms/documents requested.
- c. Arrange for one copy of an official transcript(s) to be sent to the Human Resources Department.
- d. Arrange for references to be sent to the Human Resources Department.

- e. Submit to the Human Resources Department any other information required as outlined in the administrative regulations of *LCSD Board Policy GB: Employment and Compensation*.
- f. Acquire one's own appropriate license and endorsement(s) required for the vacant assignment.
- g. Failure to follow these procedures may result in the applicant becoming ineligible for employment with the District.

7. Responsibilities of the Principal

- a. Advise the Superintendent/designee of vacancy.
- b. Check transfer/reassignment requests (if applicable).
- c. Review files of eligible applicants. (**NOTE:** *No applicant may be interviewed until these three steps have been completed*).
- d. Interview candidates selected for an interview. The Principal/designee has the responsibility for contacting candidates for interviews, and the principal shall only interview those applicants who are contacted in advance of the interview and have completed the application process with the Human Resources Department.
- e. Ensure interviewed employees who are offered the transfer/reassignment are provided pay range upon request.
- f. Ensure employment references required per *LCSD Board Policy GB: Employment and Compensation* are obtained.

(Note: A recommendation for employment cannot be made until these five steps have been followed and until at least five (5) applicants have been interviewed when five (5) or more qualified applicants are available.)

- g. Submit recommendations for employment and other required forms to the Human Resources Department in sufficient time to permit inclusion in the Board packet.
- h. Notify the applicant who has been selected for employment.
- i. Notify all other applicants interviewed that they were not selected for the position.
- j. Notify all applicants who were not selected for an interview through the LCSD approved electronic application system.
- k. When a licensed position is filled after the beginning of the school year (and/or at a time of year when the number of qualified candidates available is limited), the position may be filled by a long-term substitute or temporary contract while the search for a regular candidate continues and per the applicable CBA.
- l. Failure to follow the procedures could result in the invalidation of a principal's recommendation for employment.

8. Responsibilities of the Superintendent/Designee

- a. Furnish application materials to requesting applicants.
- b. Maintain transfer/reassignment requests.
- c. Publish list of position openings.

- d. Require principals to review all transfer/reassignment requests (if applicable) and applications of all qualified applicants.
- e. Monitor the principal's review of files, interview of candidates, checking of references as required in the administrative regulations of *LCSD Board Policy GB: Employment and Compensation*, and recommendations for employment to ensure that all qualified candidates are receiving proper consideration.
- f. Receive recommendations from principals and approve them based upon evidence that all required procedures have been followed.
- g. Submit approved recommendations to the Board of Trustees.
- h. Notify the administrator or manager/supervisor who conducted the interview of Board action.
- i. Prepare contracts and other materials necessary for employment.