

Recruitment, Selection, & Appointment of Certificated (Licensed) Personnel-AR

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 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, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, 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 District Office at 775-728-4471.

2. Recruitment

The Superintendent/designee shall be responsible for 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/designee.

3. Applications

Employment application forms shall be available from the Lincoln County School District website: lcsdnv.com. All letters of application, completed application forms, official transcripts, placement office credentials, and other required and relevant information are to be submitted to the District Office. The Superintendent/ designee will acknowledge all applications and shall establish applicant files as necessary. Completed files of applicants will be retained for two academic years.

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.)
- b. Possess an appropriate teacher's certificate (license) and endorsement 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 and endorsement 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.
- f. 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 interview a minimum of ten qualified candidates. If there are fewer than ten 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/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

- a. Request District application.
- b. Submit to the District Office a completed application form and other forms/documents as requested.
- c. Arrange for one copy of an official transcript(s) to be mailed to the District Office, PO Box 118, Panaca, NV 89042.
- d. Arrange for one copy of the confidential placement file and other references to be mailed to the District Office.
- e. Submit to the District Office any other information required or that the applicant wishes, such as résumés, etc.
- f. Acquire his/her own appropriate license and endorsements required for the vacant assignment.

Failure to follow this procedure may result in the applicant becoming ineligible for employment in the District.

7. Responsibilities of Principal

- a. Advise the Superintendent/designee of vacancy.
- b. Check transfer/reassignment requests (if appropriate).
- 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 has the responsibility for contacting candidates for interviews, and the principal shall only interview those applicants who are approved and contacted in advance of the interview.

- e. Contact three performance-related references and document responses on a reference check data collection form.
(**Note:** A recommendation for employment cannot be made until these five steps have been followed and until at least ten applicants have been interviewed when ten or more qualified applicants are available.)
- f. Submit recommendations for employment and other required forms to the Superintendent in sufficient time to permit inclusion in the Board packet.
- g. The Superintendent/ designee will notify the applicant who has been selected for employment by the Board of Trustees.
- h. 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.

Failure to follow the procedures could result in the invalidation of a principal's recommendation for employment.

8. Responsibilities of Superintendent/Designee

- a. Furnish application materials to applicants requesting them.
- b. Maintain transfer/reassignment requests.
- c. Publish list of position openings.
- d. Match application qualifications to vacancies and refer names of transfers/reassignments and applicants to principals for consideration.
- e. Require principals to review all transfer/reassignment requests (if appropriate) and applications of all qualified applicants.
- f. Monitor the principal's review of files, interview of candidates, checking of references, and recommendations for employment to ensure that all qualified candidates are receiving proper consideration. Each applicant is to be notified by the principal whether s/he will be recommended to the Board of Trustees.
- g. Receive recommendations from principals and approve them based upon evidence that all required procedures have been followed.
- h. Submit approved recommendations to the Board of Trustees.
- i. Notify the administrator or supervisor who conducted the interview of Board action.
- j. After the applicant for a position has been approved by the Board of Trustees, the principal shall be responsible for notifying all other candidates who were interviewed that they were not selected for the position.
- k. Prepare contract and other materials necessary for employment.

9. Pre-employment Drug Screening for Safety-Sensitive Positions

- a. The District will require successful applicants who have been offered an appointment to a safety-sensitive regular position or casual/temporary/seasonal work to consent to a pre-employment drug screen. Safety-sensitive positions will be identified by the District. The District will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize the District, as a condition of employment, to conduct through the District's designated laboratory testing facility a drug screen test. Refusal to

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authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

- b. The District may direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and in no circumstances later than 48 hours after notice to the applicant.
- c. The District will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.
- d. The District will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the District for a period of 12 months. The District shall disqualify the applicant on the basis of failure to pass the applicable test(s).

Reference: NRS 391.070, NRS 391.080