

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 307
CERTIFIED STAFF**

EMPLOYMENT OF LICENSED PERSONNEL

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 whether or not the student population of the Carson City School District has remained stable in each of the individual schools and programs. Population and grant funding shifts make it imperative that there be adjustments in personnel placement. The Superintendent shall have full power and authority to assign teachers and principals and other licensed staff to their respective grades, classes and buildings.

Certified personnel selection procedure

The following procedure is established for the selection of certificated personnel in the Carson City School District.

A completed applicant file includes the following:

1. A completed application form;
2. A complete set of transcripts;
3. Evidence that the candidate is eligible for a certificate authorizing them to teach or perform other educational functions at the level and in the field for which they are employed, issued in accordance with law and in full force at the time the services are rendered. (NRS 391.170)
4. A College or University Placement File (or the names and addresses of five professional references in lieu of a placement file, if it is impossible for the applicant to obtain a formal placement file).

Review of Education, Experience and Recent Training

A review of education, experience and recent training will be completed by the personnel department in cooperation with the responsible administrator in the area where the vacancy exists. Review criteria will include degrees awarded, prior successful experience, and recent educational training related to methodology in education as it applies to the position being filled. This review will be used to assist in determining those applicants who will be invited for further interview and examination.

REGULATION No. 307 – CONTINUED

Interview/Examination Process

The oral interview and examination process for all certificated positions is as follows:

1. Interview Panel – The interview panel will consist of at least three, and no more than five, voting members. The composition of the voting members will change from time to time, depending upon the position to be filled. However, the same committee members will interview all applicants for a particular position. For classroom positions, the panel should include a principal and a teacher or department head, if possible.
2. Oral Interview Questions – Substantially identical interview questions will be asked of all applicants. Points will be awarded based upon each candidate's status with respect to the question. The personnel office will provide grading forms for this purpose.
3. Examination – Each applicant will be given an examination. The examination may or may not be a written examination.

Applicants will be instructed to omit personal identifiers on written examination papers, and informed as to the place and time limit for the examination. Each examination paper will be coded as it is completed, and the code will be placed together with the corresponding name of each applicant into a sealed envelope. After the written examinations have been scored, the envelope will be opened and the scores on the written examination will be included in the total.

Ranking of Applicants

Final tabulation will include the sum of the scores on (1) oral interview; and (2) examination. Once these scores have been obtained for all applicants for a particular position, the panel will then rank the applicants. The ranking will be accomplished by placing the applicant who received the highest total score first, the second highest total score second, etc., until all applicants have been ranked.

This ranking sheet, or eligibility list will then be given to the responsible administrator where the vacancy exists. The responsible administrator will then recommend anyone from the top three candidates (or from the top five when there are eight or more eligible applicants) for the position.

The eligibility list will be updated following the initial hiring, and may be used for future recommendations.

Adopted: April 15, 1981

Revised: July 1, 1986

December 13, 1994