

# Clark County School District Human Resources Division Volunteer Application Guide

1. To apply, visit <https://ccsd.net> go to Jobs, and click on the Volunteer link to start the application process.

## Job Opportunities

Opportunities abound in The Clark County School District (CCSD), one of the largest and fastest growing districts in the United States. Serving more than 315,000 students in a unique combination of urban and rural schools, CCSD seeks exceptional teachers, leaders and staff who are committed to helping all students thrive.



## Join Our Team

CCSD recently converted to a new recruiting system using the following links. Please check back regularly as the recruiting team is in the process of making vacancies available.

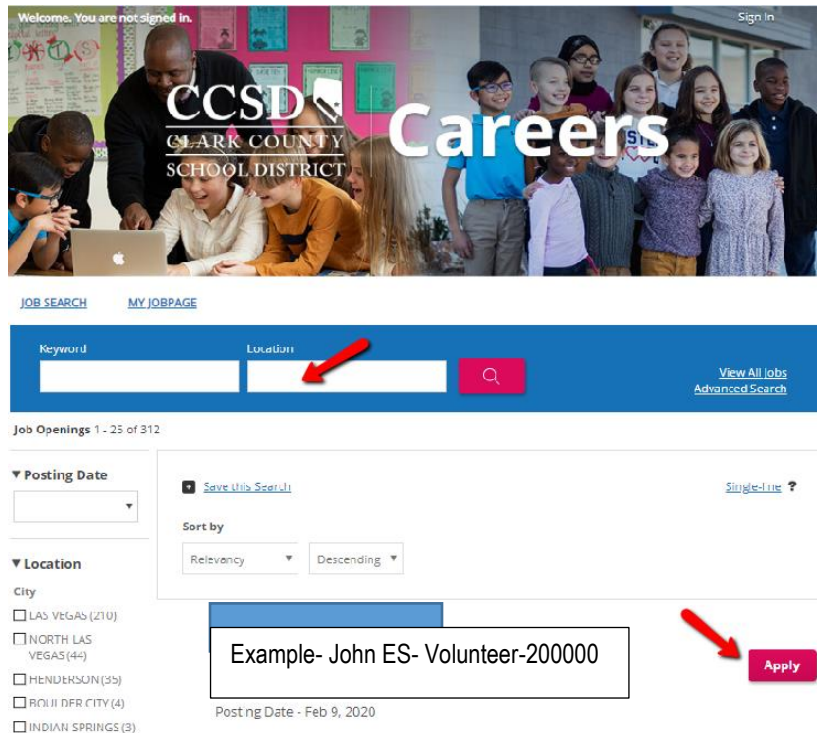
If you are a current CCSD employee please use the [Internal Positions](#) or navigate to Taleo on the [Employee Self Service \(ESS\)](#) page and click on the Taleo Internal Job Posting tile.

DO NOT create a new profile. If you have issues signing in please go to [Quickit.ccsd.net](#) to submit a ticket or call the helpdesk at 702-799-3300.

- [Internal Positions](#)
- [Licensed/Certified Professionals](#)
- [Support Professionals](#)
- [Administrative Professionals](#)
- [Substitute](#)
- [Student Worker](#)
- [Volunteer](#)
- [Alternate Route to Licensure](#)
- [Contractors](#)
- [Start or Modify your Application](#)



2. Type in the school's name on the location field or select from the Job Openings list. Next, click on the pink "Apply" button next to the position.



The screenshot shows the CCSD Careers website interface. At the top, there is a navigation bar with 'JOB SEARCH' and 'MY JOB PAGE' links. Below this is a search bar with 'Keyword' and 'Location' fields. A red arrow points to the 'Location' field. To the right of the search bar are links for 'View All Jobs' and 'Advanced Search'. Below the search bar, there is a section for 'Job Openings 1 - 23 of 312'. On the left, there are filters for 'Posting Date' and 'Location'. The 'Location' filter shows a list of cities with checkboxes: LAS VEGAS (210), NORTH LAS VEGAS (44), HENDERSON (35), ROLLING MOUNTAIN CITY (4), and INDIAN SPRINGS (3). In the main content area, there is a job listing for 'Example- John ES- Volunteer-200000' with a 'Posting Date - Feb 9, 2020'. A red arrow points to the pink 'Apply' button next to the job listing.

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3. Read the Statement of Truth and select the option. If you decline, your process will stop. If you agree, you will advance to the next step of the application.

## Statement of Truth

Each time that I save this online application, I am certifying that the information, statements, and documentation submitted on or in conjunction with this employment application are true, correct, complete, and accurate as of the date and time this online application is saved.

I acknowledge and understand that any false, misleading, or incomplete statement, misrepresentation, or omission of fact made in conjunction with this employment application shall result in my immediate removal from consideration for employment or my dismissal.

I acknowledge and understand that before any employment contract becomes effective, I must personally comply with the Immigration Reform Act of 1986 and I must possess and produce any required license from the Nevada Department of Education.

[Notice - If you decline to make this certification and acknowledgement, you will not be allowed to edit any of your application information. You will be immediately logged out of the system and sent back to the login screen. You must make this certification and acknowledgment each time you make changes this online application.]

I Accept

I Decline

4. Click the gray “New User” button at the bottom of the screen if you do not have an account. Follow the “New User Registration” prompts.
  - If you have an account, follow the login instructions.

## Login

To access your account, please identify yourself by providing the information requested in the fields below, then click “Login”. If you are not registered yet, click “New user” and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

or Sign in with:

\*User Name

\*Password

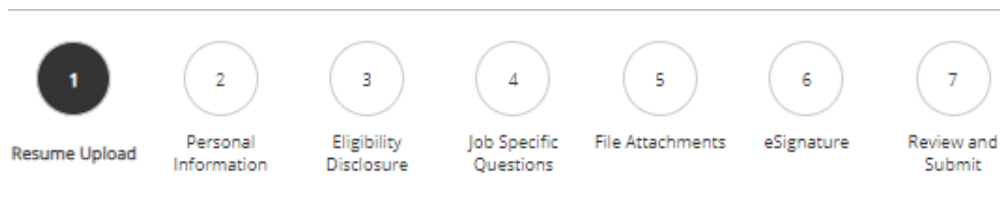
[Forgot your user name?](#)

[Forgot your password?](#)

Login

New User

5. You will need to submit the information on the following pages. You can click on “Save as Draft” at any time and return to your application in the future.



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- **Resume Upload** The system will parse out information and load it into the system if you have a resume. If you do not click the “No thanks...” option, click the “Save and continue” pink button.

## Resume Upload

### Profile Upload

You can submit personal and professional information by uploading a resume or by importing a profile from a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.  
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

### Import profile data



### Or upload a resume

Select the resume file to upload

Choose File | No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

- **Personal Information:** Fill out the information requested and click the pink “Save and Continue” button.
- **Eligibility Disclosure:** Please read all information. Should you need to upload any relevant documentation or information for the District to c, consider that you will upload it on the “Attach Documents” page of the application. Failure to upload documents will result in a delay in your application.
- **File Attachments:** Attach any required documents, and click the pink “Save and Continue” button.
- **eSignature:** Read the contents of the page and enter your name in the field as your official signature
- **Review and Submit:** Review the information you entered and click the pink “Submit” button. If you need to edit any information, click the edit here displayed and modify as required.

Personal Information | [Edit](#)

## 6. Final steps

Let the school administrator or office manager of the school that you submitted your volunteer application for their approval. Upon their support, the Human Resources staff will then review your application. You will receive email notifications for the mandatory fingerprinting as we conduct the pre-eligibility checks. **Be aware that pre-eligibility checks take up to 40 business days to be processed after you fingerprint.**

If you have any questions, don't hesitate to contact us at 702-799-2992 extension 5723 or 5724.

- Q1: [What changed during the legislative session regarding fingerprinting volunteers?](#)
- Q2: [What does “unsupervised contact” mean?](#)
- Q3: [Who is considered a Clark County School District \(CCSD\) representative/volunteer?](#)
- Q4: [Are there examples of those requiring and not requiring clearance?](#)
- Q5: [What does it mean to be “cleared by the Human Resources Division”?](#)
- Q6: [What about people who have volunteered for years with no problems? Can this only be for new volunteers?](#)
- Q7: [Is there a fee for being fingerprinted? Who pays the fee?](#)
- Q8: [How will administrators know the Human Resources Division has cleared a CCSD representative/volunteer?](#)
- Q9: [How will CCSD representatives/volunteers know if/when they are cleared?](#)
- Q10: [There are several coaches who have unsupervised contact with students on my campus, depending on the season. How can I ensure these representatives/volunteers are cleared?](#)
- Q11: [How long will the process take?](#)
- Q12: [Where can I find detailed application and fingerprinting instructions to share with a prospective representative/volunteer?](#)
- Q13: [Can CCSD accept background checks completed by other agencies or groups? Can the fingerprint clearance be waived if the CCSD representative/volunteer has other types of clearance that requires fingerprinting?](#)
- Q14: [Can CCSD representatives/volunteers begin their experience/service while waiting for the background check to be returned?](#)
- Q15: [What additional situations \(e.g., school/campus activities, school sponsored events\) would require prior clearance?](#)

**Q1: What changed during the legislative session regarding fingerprinting volunteers?**

**A:** During the 2019 legislative session, Senate Bill (SB) 185 was passed which revised and clarified the definitions of volunteers and expectations for who must complete a background check. Under SB 185, only volunteers who will have “unsupervised contact” with students are required to complete a background check. Volunteers who work or volunteer with an organization that conduct rigorous background checks or who are approved to work with students as part of their professional duties will not be required to submit fingerprints to CCSD or complete a background check with CCSD, with some limitations and expectations. Volunteers who may have contact with students are not required to complete a background check unless the contact is unsupervised. Incidental contact with students is no longer considered unsupervised contact. Students of a university conducting classroom observations or practicum experiences where the supervising teacher does not leave the room are also not required to complete a background check.

**Q2: What does “unsupervised contact” mean?**

**A:** “Unsupervised Contact” is defined as direct contact or interaction with one or more students who are not under the direct supervision of an employee or other person designated by a public school as the person responsible for students. A student is under the direct supervision of an employee or other person designated by a public school as the person responsible for students if the person is in the same room as the student(s) **OR** the person has visual contact with the student(s). If the student(s) are outdoors, they are under direct supervision of the person if they are within 30 yards of the person **OR** the person has visual contact with the student(s).

**Q3: Who is considered a CCSD Representative/Volunteer?**

**A:** Under CCSD Policy 4100, a CCSD representative/volunteer is defined as a person, 18 years of age or older, who performs services for, acts on behalf of, or otherwise represents CCSD in any capacity, or who, through his/her participation in CCSD activities, events, programs, or other business, is reasonably viewed by the public as an employee, agent, or representative of CCSD. A volunteer is someone who performs a service at CCSD schools and/or events, regardless of compensation or benefit.

**Q4: Are there examples of those requiring and not requiring clearance?**

**A:** Examples of CCSD representatives/volunteers requiring clearance prior to beginning the experience/service include, but are not limited to, athletic trainers, student, practicum/field experience teachers, tutors, chaperones, and third-party contractor/vendors that the District has hired to provide services in a school (e.g., social workers, physical therapist, occupational therapist, school psychologists, sign language interpreters). Parents/Guardians or other classroom volunteers who have unsupervised contact with students are also required to be cleared by the Human Resources Division prior to beginning their service.

Some examples of CCSD representatives/volunteers who do not require clearance (as long as they are not likely to have unsupervised contact with students) are guest speakers, presenters, observation students, PTA members doing PTA business who do not have unsupervised contact with students, parents/guardians dropping off items to their child/children, parents/guardians or other classroom volunteers who are not likely to have unsupervised contact with students or who may have incidental contact with students (e.g., walking to a classroom during passing period, encountering students in the school parking lot).

**Q5: What does it mean to be “cleared by the Human Resources Division”?**

**A:** CCSD representatives/volunteers requiring clearance from the Human Resources Division must complete the below four (4) steps in order and prior to beginning the experience/service (these items can also be found at [ccsd.net/protectourkids](http://ccsd.net/protectourkids)):

- 1) Complete the brief CCSD representative/volunteer application in Taleo, the District’s online applicant tracking system\*. The application must be complete prior to completing any other steps. The [Application Guide](#) has the step-by-step process.
- 2) Fingerprint with CCSD Police Services located in the Human Resources Division.
- 3) Have a cleared background check.
- 4) Receive a CCSD identification badge issued by the Human Resources Division. Contractor/vendor badges may not be used in lieu of the CCSD identification badge.

*\*Volunteer coaches must complete the Substitute Coach Application, as additional checks are required.*

**Q6: What about people who have volunteered for years with no problems? Can this only be for new volunteers?**

A: As all administrators are aware, increasing parent/guardian and community engagement is a districtwide goal and an area of focus in the District's Focus: 2024 plan. We value and appreciate the work that our representatives/volunteers do in our schools and at our events. This is not a decision made by the District; we must comply with SB 185 and Nevada Revised Statutes (NRS) 394, which do not allow us to institute a "grandfather" clause. We apologize for any inconvenience and hope that our volunteers will continue to work with us to support our students.

**Q7: Is there a fee for being fingerprinted? Who pays the fee?**

A: There is a \$55.00 fee that must be paid prior to coming to the Human Resources Division to be fingerprinted. The representative/volunteer must pay the fee unless the organization/entity or the school offers to pay the fee. Unfortunately, the District is not able to cover the cost or waive the fee. Please know that these fees are used to cover the costs of the background checks; the District does not profit from the fees that representatives/volunteers pay for background checks. The District is exploring possible donations to secure funds for volunteers who are unable to pay the \$55.00 fee.

**Q8: How will administrators know the Human Resources Division has cleared a CCSD representative/volunteer?**

A: Once cleared, CCSD representatives/volunteers will be issued an official CCSD identification badge through the Human Resources Division that must be worn at all times. Badges must be renewed annually; however, CCSD representatives/volunteers will only need to fingerprint again every five (5) years.

**Q9: How will CCSD representatives/volunteers know if/when they are cleared?**

A: The Human Resources Division will review the background check once it is returned as quickly as possible. Once this review is completed, the representative/volunteer and CCSD administrator will receive an email regarding that status. Those cleared will be asked to come to the Human Resources Division to receive a CCSD identification badge. CCSD representatives/volunteers who have unsupervised contact with students may not be on campuses without a CCSD badge issued by the Human Resources Division.

**Q10: There are several coaches who have unsupervised contact with students on my campus, depending on the season. How can I ensure these representatives/volunteers are cleared?**

A: Once cleared, CCSD representatives/volunteers will be issued an official CCSD identification badge through the Human Resources Division that must be worn at all times. Badges must be renewed annually; however, CCSD representatives/volunteers will only need to fingerprint again every five (5) years.

**Q11: How long will the process take?**

A: Much of that depends on the representative/volunteer. On average, completing the application takes between 15–35 minutes. Fingerprints are typically returned within 6 to 10 business days from being submitted, which may be extended during heavy volume periods. Additional time will be needed if the representative/volunteer has information that must be investigated.

Please send any prospective CCSD representative/volunteer names to your assigned HCM director, in addition to approving the volunteer in SearchSoft, so that they can monitor and assist in making the process as smooth as possible.

**Q12: Where can I find detailed application and fingerprinting instructions to share with a prospective representative/volunteer?**

**A:** Attached to the end of the FAQ are detailed directions for completing the CCSD representative/volunteer application. These directions are also posted in your Google Drive. From your Google account, go to Drive>Shared Drives>Human Resources>CCSD Representative and Volunteer Information. They are also posted on the Protect Our Kids website ([ccsd.net/protectourkids](http://ccsd.net/protectourkids)).

**Q13: Can CCSD accept background checks completed by other agencies or groups? Can the fingerprint clearance be waived if the CCSD representative/volunteer has other types of clearance that requires fingerprinting?**

**A:** Yes. There are four conditions and related criteria under which a volunteer who is likely to have unsupervised contact with students is not required to submit fingerprints to the CCSD. A CCSD representative/volunteer does not have to submit fingerprints if:

- 1) A federal, state, or local government entity or non-profit entity has conducted a criminal background check through the Federal Bureau of Investigation within the last 6 months and has determined that the volunteer is eligible to interact with students at a school as a volunteer;
- 2) The volunteer is an employee of a federal, state, or local government entity and that entity has determined that the employee is eligible to have unrestricted access to students as part of his/her official duties and it is the policy of the entity to conduct a criminal background check through the Federal Bureau of Investigation;
- 3) An entity approved by the NDE has conducted a criminal background check through the Federal Bureau of Investigation within the last 6 months and has determined that the volunteer is eligible for employment, licensure, or to serve as a volunteer;
- 4) An entity that is not approved by the NDE has conducted a criminal background check through the Federal Bureau of Investigation within the last 6 months and has determined that the volunteer is eligible for employment, licensure, or to serve as a volunteer and the CCSD has determined that the investigation into the volunteers background is as stringent as the investigation conducted by the District.

In each case, the volunteer will need to submit a verification form prescribed by the NDE and/or other documentation or proof that a background check was conducted and met CCSD guidelines.

**Q14: Can CCSD representatives/volunteers begin their experience/service while waiting for the background check to be returned?**

**A:** No. CCSD representatives/volunteers may not begin their experience/service until fully cleared by the Human Resources Division. Once the background is returned, the Human Resources Division will work as quickly as possible to notify the representative/volunteer and the CCSD administrator.

**Q15: What additional situations (e.g., school/campus activities, school sponsored events) would require prior clearance?**

A: In collaboration with the Nevada Attorney General’s Office and the State, several CCSD divisions and departments worked together to provide as much clarity and guidance as possible to all stakeholders. This document will continue to be updated as additional situations arise. The examples below do not represent an inclusive list. Please check with your HCM director for any additional questions.

SB 185 fingerprinting and background check requirements apply to:

- 1) CCSD employees and/or CCSD volunteers who are likely to have unsupervised contact with students. This includes all on-campus and off-campus school-related activities, such as official school events, athletics, field trips, and extracurricular activities.

SB 185 fingerprinting and background check requirements apply to on-campus activities with contracted vendors over which CCSD has control, such as:

- 1) Tutoring services after school.
- 2) Community agencies/programs that serve our students on campus.
- 3) Governmental agencies/programs that serve our students on campus.
- 4) Vendors that supply us with contracted employees, such as occupational and physical therapists, sign language aides, and social workers.

SB 185 fingerprinting and background check requirements do not apply to:

- 1) CCSD employees and/or CCSD volunteers who **do not** have unsupervised contact with students.
- 2) CCSD employees and/or CCSD volunteers who have only incidental unsupervised contact with students.
- 3) University students present in a school on a limited basis to observe or be observed as part of their course of study and are under the supervision of a teacher or their professor at all times when in the classroom.
- 4) Off-campus activities held by groups that are completely independent over which CCSD has no control, such as a charity event, off-campus Three Square event, SEACAMP San Diego, and Pali Institute.
- 5) On-campus activities held by groups that are completely independent from CCSD, such as a church group, basketball tournament, or other groups renting space at a school under CCF-410.

Further examples of the application of SB 185 fingerprinting and background check requirements:

- 1) PTA events
  - a. SB 185 applies to an event held during the school day on campus involving students where unsupervised contact is likely to occur.
  - b. SB 185 does not apply to an after school event, such as a PTA carnival solely controlled by the PTA.
  - c. SB 185 does not apply to a parent/guardian meeting taking place in a school after hours.
- 2) Safekey
  - a. SB 185 does not apply to Safekey because it is an outside entity; Safekey solely controls the activity and accesses the school through the Open Schools–Open Doors Agreement.



3) School Organizational Team

- a. SB 185 does not apply to an SOT meeting held in a school after school hours.
- b. SB 185 applies to SOT team members who are present in school during school hours who are likely to have unsupervised contact with students.

4) Parent/Guardian Volunteers

- a. SB 185 applies to a parent/guardian volunteer who is likely to have unsupervised contact with students.
- b. SB 185 does not apply to parent/guardian volunteers who are in a classroom where the teacher is present or the teacher has visual contact with the students.
- c. SB 185 does not apply to parent/guardian volunteers who assist at lunch or on the playground if a teacher or administrator is within 30 yards of the students or has visual contact with the students.

Please contact your Human Capital Management director at (702) 799-2992 for additional questions and/or information.