

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT STAFF

ADOPTED: August 24, 2015

REVISED:

HAMBURG AREA SCHOOL DISTRICT

304. EMPLOYMENT OF DISTRICT STAFF

1. Authority

SC 406, 508,
1089, 1106,
1107, 1142-
1152
Title 22
Sec. 4.4
Pol. 328

The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.

The Board believes that an outstanding educational program results primarily from the accomplishments of an outstanding staff. It is the policy of the Board to recruit and select the best possible candidate for employment in the district schools so that the goal of quality education can be achieved. It is the belief of the Board that this goal can be obtained by an effective recruitment and selection program that gives careful consideration to matching the needs of the district with the personal and professional qualifications of the candidate.

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the district.

In order to facilitate employment procedures, the Board shall establish wage and salary guidelines which may be used for discussion purposes during interviews and temporary employment prior to the final approval of the Board.

Recommendations for the employment of all district employees shall be made by the administration to the Board.

The applicant who is selected by the administration to fill a vacancy shall be recommended by the Superintendent or designee for final approval by the Board.

All candidates who are interviewed for positions shall be informed in writing regarding the Board's action.

<p>SC 1111</p>	<p>The selected candidates for professional employment shall receive personal letters informing them of their selection, welcoming them to the professional staff, and providing them with a contract to sign and return.</p> <p>The Board President and the Superintendent shall determine the extent of involvement of the Board in the interview process.</p> <p>No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>While the Superintendent or designee may temporarily fill a vacancy, s/he shall notify the new employee that the permanent assignment or employment in the district is contingent upon approval of the Board.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq</p>	<p>A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
<p>SC 1204.1</p>	<p>The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.</p>
<p>SC 111.1</p>	<p><u>Pre-Employment Requirements</u></p> <p>The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the</p>

<p>SC 111 23 Pa. C.S.A. Sec. 6344</p> <p>SC 111, 111.1</p> <p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq</p> <p>SC 1204.1</p> <p>2. Delegation of Responsibility Pol. 104</p> <p>42 U.S.C. Sec. 12112</p>	<p>candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.</p> <p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.</p> <p>The Superintendent or designee shall develop administrative regulations employment of staff, in accordance with Board policy and state and federal laws and regulations.</p> <p>Whenever feasible, the Superintendent or designee shall include the immediate supervisor of the vacant position in the screening process.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.</p>
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<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.</p>
<p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p>
<p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p>All paraprofessionals providing instructional support shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of study at an institution of higher learning. 2. Associate's or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired by the district, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study. 2. Associate's or higher degree.

<p>Title 22 Sec. 14.105</p>	<p>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</p> <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p><u>Educational Interpreters</u></p>
<p>Title 22 Sec. 14.105</p>	<p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.2</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 000, 104, 113, 328</p>